



**DEPARTMENT OF DISTANCE &
CONTINUING EDUCATION
SCHOOL OF OPEN LEARNING,
CAMPUS OF OPEN LEARNING
UNIVERSITY OF DELHI**

**PROSPECTUS
POST GRADUATE PROGRAMS
2022-23**

- **M.A. HINDI**
- **M.A. HISTORY**
- **M.A. POLITICAL SCIENCE**
- **M.A. SANSKRIT**
- **M.COM.**

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Department of Distance & Continuing education, School of Open Learning, Campus of Open Learning, University of Delhi is the constituent of the University of Delhi. The Course and Syllabi of all PG Programs of DDCE/SOL are same as of University of Delhi. The PG Programs of University of Delhi is controlled by the respective departments of the University.

General Admission Procedure

1.1 Online Registration

- All the candidates seeking admission to the Post graduate (PG) Programs including course offered by DDCE/SOL are required to register online on PG admission web portal of the University of Delhi.
- There is a common Web Portal for the centralized registration of applicants and a common registration form for admission to all the Postgraduate Programs in the University. Online registration details are available on the PG admission portal of the University of Delhi.
- The option of DDCE/SOL in PG Admission Portal of DU is by default (if seeking admission to DDCE/SOL).
- While filling online Registration Form choose options carefully as no modification is allowed after submission of the form.

1.2 Mode of admission and Seat availability:-

- In all the Faculties/Departments, except the ones offering Interdisciplinary or Professional Programs, there are two modes of admission for Postgraduate Programs:
 - Merit or Direct: 50% of the total intake shall be filled by Direct Admission of the students of the University of Delhi only on the basis of merit. This mode is not available to students from other Universities. It is meant for only those students who graduated from the University of Delhi.
 - Entrance Test: Remaining 50% of the seats shall be filled through Entrance Examination and Interview/Group Discussion, if any.
 - It may again be noted that all the applicants seeking admission to the Postgraduate Programs offered by the DDCE/SOL (Merit/Direct or Entrance Based) are also required to register themselves online, irrespective of the mode of intake.
- Reservation/concession to the prescribed extent shall apply separately in both the modes (**Direct and Entrance**) in compliance with the rules notified by the University from time to time. The DDCE/SOL will release the Admission Lists in both modes, separately for all categories.

1.3 Intimation regarding Admission

- Results of the Entrance Examination shall be notified on the PG Admission Portal of the University of Delhi, DDCE/SOL. The DDCE/SOL shall

utilize this result for further admissions in DDCE/SOL. The details about the same will be available of <https://sol.du.ac.in>.

- Selected applicants are required to furnish the required documents online at the time of admission and deposit the Admission Fee/Requisite Fees online.

1.4 Admission Procedure for DDCE/SOL

For admissions in all PG Programs, the University of Delhi conducts Entrance Test. The applicants who wish to seek admission to DDCE/SOL need not apply to seek for separate registration as DDCE/SOL option is by default in Registration Form of DU. However, after declaration of the result of Entrance Test/display of Merit List by the University of Delhi, all other procedures for admission are being done by the DDCE/SOL and the applicants have to apply in the DDCE/SOL separately. Applicants desirous to seek admission to DDCE/SOL are advised to visit DDCE/SOL website i.e. <https://sol.du.ac.in> regularly (For Entrance Merit Based Lists and Direct Merit Based Lists of admissions).

The Postgraduate Programs offered at SOL	Master of Arts in Hindi, History, Political Science, Sanskrit
	Master of Commerce

• Fee Receipt/ Identity Cards

After completing all admission related formalities by students can download their Fee Receipt/ Identity Cards online from the DDCE/SOL website <https://sol.du.ac.in>. The students are advised to contact concerned Admission Unit-VIII (Room No 19) at the DDCE/SOL, North Campus, if any of the students is not able to download his/her Identity Card.

SCHEDULE FOR ALL POST-GRADUATE ADMISSION-2022-23

The schedule for Admission in M.A. (Hindi, History, Political Science, Sanskrit, and M.Com.) Semester-I 2022 at SOL.

Process	Date
FIRST LIST	
Display of 1 st Admission List on SOL Website	21 st Dec. 2022 (Thursday)
Candidates apply	22 nd Dec.(Thursday) to 26 nd Dec. 2022(Monday) till 5.00 pm.
Verification and Approval against 1 st Merit List/Entrance List	22 nd Dec. (Thursday) to 26 th Dec.2022 (Monday) till 6.00 pm
Payments against 1 st Merit List/Entrance List	22 nd Dec. to 26 th Dec. 2022 (Monday) till 11.59 pm
SECOND LIST	
Display of 2 nd Admission List on SOL Website	27 th Dec. 2022 (Tuesday)
Candidates to apply	27 th Dec. (Tuesday) to 30 th Dec. 2022 (Friday) till 5.00 pm
Verification and Approval against 2 nd Merit List/Entrance List	27 th Dec. 2022 (Tuesday) to 30 th Dec. 2022 (Friday) till 6.00 pm
Payments against 2 nd Merit List/Entrance List	27 th Dec. to 30 th Dec. 2022 (Monday) till 11.59 pm
All discrepancies related cases of 1 st & 2 nd Merit List/Entrance List	31 st December 2022 till 5.00 pm.

- **Span Period of Study**

The **Post-graduate Program** offered by DDCE/SOL have a **Minimum (2Years)** and a **Maximum (4 Years) Span Period** for completing the Course. The students **must adhere to these stipulations strictly** during the course of their study at the DDCE/SOL. The Students are **not allowed to take any examinations after expiry of the Span Period (4Years).**

Span period of Study (in Years)		
Course	Minimum	Maximum
M.A. Hindi	2	4
M.A. History	2	4
M.A. Political Science	2	4
M.A. Sanskrit	2	4
M.Com	2	4

Office Hours

The DDCE/SOL Office remains open for interaction with the students on all working days from **09:30 AM** to **05.00 PM** and it remains closed on **Saturdays, Sundays** and **other declared Holidays**.

- **Essential Documents to be submitted online**
- **Requirement at the time of Online Registration for Entrance Test**
The requirements are given in the Program Registration Portal available on DU website www.du.ac.in.
- **Requirement at the Time of Admission**

While seeking admission to DDCE/SOL, the candidates have to fill Online Admission Form along-with requisite fees as well as scanned copies of the required documents.

The Applicants must submit/ upload legible scanned copies of the following documents along-with Online Admission Form. If any of the required document(s) is/are not submitted, the candidature for Admission of the concerned candidate will not be considered:

- Duly filled Online Admission Form.
- Online Admission fees for M.A. History, M.A. Political Science, M.A. Sanskrit, M.A. Hindi and M.Com is Rs. 5900/-. The details are available at Sr. No.20.5, 20.6 and 20.7.
- One recent passport size photographs (Ist required).
- Self-attested **Photocopy of Class 10th Passing Certificate.**
- Self-attested **Photocopy of Class 12th Passing Certificate.**
- Self-attested **Photocopies of UG - I, II & III Year Mark-sheet/ Semester I to VI.**
- Students are required to upload the self-attested photocopy of **UG-Degree Certificate**. If the same is not available. Upload **Original Provisional Certificate** of Graduation.
- Migration Certificate of the concerned University (if the candidate is graduate from other than Delhi University). The DU student who has got the Migration Certificate issued from DU for any other University has to surrender his / her Migration Certificate in DU.
- Self-attested photocopy of Reserve Category Certificates issued in the name of the concerned **candidate only**, if eligible for admission under any of the Reserve Categories (like SC/ST/OBC/PWBD/EWS/WQ etc.) The Certificate of the candidate must be issued by the Competent Authority and the same must be uploaded well in time before the Last Date of Admission.
- Latest **Original Income Certificate**, if applied for Fee Concession.
- Self-attested photocopy of **BPL Ration Card as well as Original Income Certificate**, if applied for Financial Assistance.

- Disability Certificate, in case of Physical with Disability candidates issued by the Competent Hospital / Board.
- **Candidates are required to produce all the Certificates for verification. If required.**
- The Enrolment number allocated by the Colleges of University of Delhi is essential while filling in the Admission-Form. However, for other than DDCE/SOL will allocate Enrolment Number separately.
- After qualifying the Entrance Test, the candidates must strictly comply with the rules prescribed by the University of Delhi.

Additional Information

- The students who are already pursuing any of the M.A./M.Com. Programs in the DDCE/SOL need not apply afresh for admission.
- Any transaction made other than admission counters of DDCE/SOL or DDCE/SOL Portal will solely be at the risk and responsibility of the student.
- Students are strictly advised to keep all the Fee Receipts quite intact with them till receipt of the irrespective Degree Certificates after completion of the course.
- A student enrolled with the DDCE/SOL, is like any other regular student of the University of Delhi. He/she studies the same syllabi and curricular and is awarded the same degree by the University.
- Candidates are not permitted to pursue studies for two courses simultaneously either in Delhi and /or some other University. Candidates are also not allowed to pursue the same course in two different Universities.
- There is no restriction on admission in any course for gap year students.
- It is the basic responsibility of the student to submit the required certificates and documents in support of his/her eligibility, as and when demanded. All admissions are provisional till the verification of original certificates and confirmation by the University of Delhi. The School reserves the right to cancel the admission or result of any part of the examination of the Concerned Degree Course of any student who fails to submit the required documents within the stipulated time or any of the certificates is found to be false / invalid at any stage.
- The students are advised to keep the copy of the Registration Form of Entrance Test after filling all formalities on Web Portal of the University. The Merit List for the mode of admission is displayed on the DDCE/SOL website **<https://sol.du.ac.in> and in the concerned Admission Unit-VIII (Room No 19) of the SOL.**
- The students of University of Delhi who have appeared in final year examination in Annual-2022 of any Under graduate Course can get themselves registered to appear at the Entrance Test of the respective courses in

Postgraduate, but their eligibility of admission will only be determined as per Delhi University rules.

- Any person who was/is convicted of an offence involving moral turpitude shall not be admitted to a course of study or shall not be permitted to take any examinations of the University until a period of two years has elapsed from the date of expiry of the sentence imposed on him/ her. However, the Competent Authority of the University of Delhi may exempt any such person from operation of this rule.
- Aggregate marks in respect of examinations where the results shown in grades and standards attained in different subjects (such as the Pre-University /Pre-Degree Examination etc.) them in minimum percentage of the marks for subjects given in standards is taken into account.
- The Candidates must ensure their respective eligibilities to the course to which they apply. The School reserves the right to cancel any admission at any stage, if found in eligible as per rules and regulations prescribed by the University of Delhi from time to time. **For any legal proceedings, the jurisdiction shall be the Delhi Courts only.**
- The OBC status is to be determined on the basis of the central list of OBCs, notified by the Ministry of Social Justice & Empowerment on their commendations of the National Commission for Backward Classes available at the website of the Commission (<http://ncbc.nic.in/backwardclasses/index.html>). **The candidate OBC considered must hold a non-creamy layer certificate issued for OBC's.** The documents in evidence of the OBC status will be required from the students at the time of registration as well as while granting admission. The OBC certificate of the candidate must be available at the time of admission, otherwise the candidate will not be considered eligible for any relaxation.
- Rounding off a fraction of marks for the purpose of admission to any of the courses is not permissible.
- The Candidates are required to read all relevant instruction of the under-mentioned form quite carefully and then go ahead to fill in the same in compliance with the instructions:
Registration Form for Entrance Test on Web Portal of the University of Delhi www.du.ac.in
Online Admission Format the DDCE/SOL Web Portal.
- The Candidates who have passed their B.A (Pass) /B.A.(Program.) /B.A.(Hons.) under 10+2+3 Scheme Examination of Delhi University or an examination recognized as equivalent there to, if eligible would be registered to Postgraduate Programs for the Academic Session-2022-23.
- As per the University directives that for all those Programs where in admissions are based on the rank in the Entrance Examination, the candidates will be eligible

for admission only after the result of the qualifying examination has been declared and candidates meet the minimum eligibility criteria. Thus, candidates who are though eligible for admission on the basis of the admission entrance test but they do not have the results of their qualifying degree examinations shall not be allowed provisional admission. Such candidates will, however, be considered for admission in the subsequent admission lists, as and when the results of the qualifying examinations are declared provided the candidates submit the results to the concerned department/faculty. The detailed modalities may be published in the respective information bulletins and the websites”.

- **Contact Information**

Complete details of contact information of the DDCE/SOL are provided below. Students may contact the School in case of any requirements.

In addition, the School also has a website which provides essential information services related to updating of student’s Dashboard, Status of Degree, Mark-sheet, Examination Academic Counseling

Session (PCP), Old Question Papers, Study Materials, Syllabus, Faculty members etc. to students. You can visit us at <https://sol.du.ac.in>

NORTH CAMPUS	
DEPARTMENT OF DISTANCE & CONTINUING EDUCATION SCHOOL OF OPEN LEARNING, CAMPUS OF OPEN LEARNING University of Delhi,	
https://sol.du.ac.in	
Helpline:- 011-27008300, 27008301	
PABX/Enquiries	011-27667600, 27667581, 27667645, 27666780,
P.A. to Principal	011-27666776

- **Course Eligibility:**

S.No.	Course	Eligibility
1.	M.A .Hindi	For latest details please refer Information Bulletin of the concerned Departments at www.du.ac.in
2.	M.A. History	
3.	M.A. Political Science	
4.	M.A .Sanskrit	
5.	M.Com	

- **ELIGIBILITY FOR ADMISSION**

The minimum eligibility for admission to various Post-graduate Programs offered by the DDCE/SOL is as per the eligibility decided by the respective University Departments. Various aspects such as qualifying examinations, minimum marks required, age requirements and course specific requirements are covered in the

eligibility criteria .For details see the Information Bulletin of the respective departments available on Web Portal www.du.ac.in/https://sol.du.ac.in

- **Who can Apply**

- Admissions are open to candidates from all over India.
- Admissions are also open to Indian nationals working in Indian missions abroad and also to their dependents, subject to appear in the University Examination conducted at Delhi centers only. Admissions are also open to Indian nationals settled abroad provided they are:
 - Eligible
 - They take the University examination at the Delhi Centre only
 - They submit a duly attested photocopy of the passport.

On seeking admission to the DDCE/SOL, Indian nationals settled abroad shall be required to make an extra payment of Rs.1,500/- per year towards postage charges. All payments from such students will be accepted online only.

- Foreign nationals residing in India are also eligible for admission in this DDCE/SOL. Their cases will be dealt with as per procedure laid down under special Provisions mentioned in section (14).

- **AGE**

As per Ordinance of the University, there is no minimum age bar for admission to the Postgraduate Programs in the University and its colleges except in courses where the respective regulatory bodies (such as MCI, AICTE etc.) have prescribed the minimum age requirement in the regulations.

- **RESERVATION AND RELAXATIONS /CONCESSIONS**

The University strictly adhere to Central Government Policies in matter so Reservation and Relaxation, and in order to avail the same under EWS / OBC / SC / ST quota a candidate has to produce a valid certificate issued by any of the following authorities:

- District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
- Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
- Revenue Officer not below the rank of Tehsildar.
- Sub-Divisional Officer of the area where the Candidate and/ or his family normally resides.

- Administrator/ Secretary to the Administrator/ Development Officer (Lakshadweep Islands).
- The candidates must note that the EWS / OBC (Non-Creamy Layer) / SC / ST Certificate from any other person / authority shall not be accepted in any case.
- If the candidate belongs to OBC / SC or ST category, candidate's Caste / Tribe must be listed in the appropriate Govt. of India Schedule. The Caste Certificate should clearly state: (a) Name of his / her Caste / Tribe (b) whether candidate belongs to OBC / SC or ST (c) District and the State or Union Territory of candidates usual place of residence, and (d) the appropriate Govt. of India Schedule under which his / her Caste / Tribe is approved as OBC /SC /ST.
- If the candidates do not have updated valid EWS / OBC (Non-Creamy Layer) / SC or ST Caste /Tribe certificate at the time of Registration, '**The candidate may upload the acknowledgement slip of application for the certificate.** However, at the time of admission, the candidate will have to produce his / her recent / valid original EWS / OBC (Non-Creamy Layer) / SC / ST certificate. Under no circumstance further time to submit recent/ valid required certificate will be given.
- However, if a/an EWS / OBC (Non-Creamy Layer) / SC / ST candidate seeks admission under some other category (for example: PWBD / CW etc.) the candidate should satisfy the minimum eligibility requirement for that particular category.
- Those EWS / OBC (Non-Creamy Layer) / SC / ST candidates who get admission in merit under Unreserved (UR) list shall not be counted in the reserved quota.

It is a statutory obligation on the part of Departments / Colleges to fill all seats reserved for EWS/ OBC(Non-Creamy Layer) / SC / ST candidates. The Departments / Colleges shall not refuse admission to any OBC (Non-Creamy Layer) / SC / ST candidates on the basis of their deficiency in medium of instruction, and the Department / Colleges may arrange remedial classes, utilizing UGC grant for the same.

Reservation for Schedule Caste (SC)/ Schedule Tribe (ST) Candidates

- 22½% of the total numbers of seats are reserved for candidates belonging to Scheduled Caste and Scheduled Tribes (15% for Scheduled Caste and 7½% for Scheduled Tribes, inter change able, if necessary).
- The Minimum Eligibility requirement for the SC / ST candidates will be the Minimum Pass Marks in the respective/equivalent Qualifying Examination of the University of Delhi.
- Where the Admission is based on Entrance Test, the SC / ST candidates will have to appear for the Test, however, their Merit List will be drawn separately or as provided for the program applied for.

- Relaxation to the extent of 5% in the Minimum Marks shall be given to the candidates belonging to SC and ST category to determine their Minimum Cut-off and Merit for Admission to a program wherever applicable.
- In case, after giving 5% relaxation, the reserved seats still remain vacant, further relaxation would be given to the extent required in order to fill up all the reserved seats (AC Resolution A88, 14.6.1983; EC Resolution 157, 24.12.2001).
- The seats reserved for the SC / ST shall be filled by the SC / ST candidates only. However, in the case of non-availability of the eligible candidates the reserved seats may be interchanged between the SC & ST only. If any seat still remains unfilled, the same shall be left vacant.

(b) Other Backward Classes : (Non- Creamy layer, Central List)

- 27% of the total number seats are reserved for the candidates belonging to Other Backward Classes (OBC) in Government of India list.
- The OBC applicants shall be given a relaxation both in the minimum eligibility in the qualifying examination as well as in the minimum eligibility (if any) in the Entrance Test to the extent of 10% of the minimum eligibility marks prescribed for the unreserved category (UR) applicants. For example, if the minimum eligibility for admission to a program for the UR category candidates is 50%, the minimum eligibility for the OBC candidates will be 45%.
- The certificate must mention non-creamy layer status of the candidate (Non-creamy layer status issued by an authority mentioned in DOPT Office Memorandum no. 36012/22/93-Estt. (SCT) dated 15.11.1993).
- The OBC applicants who belong to the 'Non-creamy Layer' and whose caste appears in the Central List of the OBCs (notified by the Ministry of Social Justice and Empowerment on their commendations of the National Commission for Backward Classes available at the website <http://ncbc.nic.in/backwardclasses/index.html>), shall be eligible to be considered for admission under the OBC category (Validity period of OBC certificate in respect of non-creamy layer's status of the applicants as per DOPT Office Memorandum No. 36036/2/2013-Estt. (Res-I) dated 31 March 2016). The validity of the non-creamy layer certificate shall be for the financial year 2022-2023 issued after 31st March, 2022.
- If the candidate does not have the OBC non-creamy layer certificate of the latest financial year 2022-23 at the time of registration, the applicant may upload previously issued (older) OBC non-creamy layer certificate/acknowledgement slip of OBC non-creamy layer certificate application. However, at the time of admission, the applicant must produce the recent financial year's (2022-23) OBC non-creamy layer certificate issued by the same competent authority. This additional certificate must have reference of his/her already issued original caste certificate.

Disclaimer:

- **No further extension / relaxation for submitting the required certificate will be given under any circumstances.**
- **If the applicant by oversight or mistake or otherwise for any other reason is admitted without recent financial year's (2022-23) OBC non-creamy layer certificate, the University / Department reserves the right to cancel the admission without prior notice and without any liability.**

- **Reservation for Economically Weaker Sections (EWSs) Applicants**

Admission of Economically Weaker Section (EWSs) candidates will be As per the University of Delhi / DOPT order. The University Departments/ Centers /Collages/ have reserved 25%seats for admission for the same from this Academic Year.2022-23. The eligibility of such candidates will be decided on the basis of fulfilling criteria prescribed in the above notifications.

<http://www.du.ac.in/du/uploads/Notification-EWS.pdf>

- **Persons with Benchmark Disabilities (PWBD):** As per the provisions of Rights of Persons with Disabilities Act, 2016, not less than 5% seats are reserved for Persons with Benchmark Disabilities. As per the said act, a person with benchmark disability means a person with not less than forty percent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority. It may be noted that the erstwhile Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (No. 1 of 1996), under which reservation for Persons with Disabilities in admissions was provided earlier has now been repealed.
- The PWBD applicants shall be given a relaxation in the Minimum Eligibility in the Qualifying Examination to the extent of 5%.
- Relaxation in marks in Entrance Test (if applicable) will be provided till such point / level that all the seats earmarked as reserved / available as reserved in a particular course, are filled up or all the applicants with benchmark disabilities eligible for obtaining admission in a particular course, have been accommodated, whichever is earlier.
- The reservation for persons with bench mark disabilities up to PG level will be on Supernumerary seats.
- Persons with benchmark disabilities falling within any of the following specified categories of disabilities as mentioned in the Schedule to the Rights of Persons with Disabilities Act, 2016 [See Clause (zc) of Section 2of the said Act] are eligible to get the benefit of the said reservation:
 - **Physical disability**
 - **Loco motor disability**

- Loco motor disability (a person's inability to execute his or her active activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both), including—
- "leprosy cured person" means a person who has been cured of leprosy but is suffering from—
 - loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifestation of deformity;
 - manifest deformity and paresis saving sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
 - extreme physical deformity as well as advanced age which prevents him/ her from undertaking any gainful occupation, and the expression "leprosy cured" shall be construed accordingly;
 - "cerebral palsy" means a Group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;
 - "dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;
 - "muscular dystrophy" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterized by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;
 - "acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.
- **Visual impairment**
 - "blindness" means a condition where a person has any of the following conditions, after best correction—
 - Total absence of sight; or
 - visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or
 - limitation of the field of vision subtending an angle of less than 10 degree.
 - "low-vision" means a condition where a person has any of the following conditions, namely:
 - visual acuity not exceeding 6/18 or less than 20/60 up to 3/60 or up to 10/200 (Snellen) in the better eye with best possible corrections; or
 - limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.
- **Hearing impairment**
 - "deaf" means persons having 70 DB hearing loss in speech frequencies in both ears.
 - "hard of hearing" means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears.
 - "speech and language disability" means a permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of speech and language due to organic or neurological causes.

- **Intellectual disability**, a condition characterized by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behavior which covers a range of everyday, social and practical skills, including—

- "specific learning disabilities" means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia.

- "autism spectrum disorder" means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviors.

- **Mental behavior:**

"Mental illness" means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behavior, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete

development of the mind of a person, specially characterized by sub normality of intelligence.

- **Disability caused due to—**

- Chronic neurological conditions, such as—

- "multiple sclerosis" means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other;

- "Parkinson's disease" means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.

- Blood disorder—

- "hemophilia" means an inheritable disease, usually affecting only males but transmitted by women to their male children, characterized by loss or impairment of the normal clotting ability of blood so that a minor wound may result in fatal bleeding;

- "Thalassemia" means a group of inherited disorders characterized by reduced or absent amounts of hemoglobin.

- "Sickle cell disease" means a hemolytic disorder characterized by chronic anemia, painful events, and various complications due to associated tissue and organ damage; "hemolytic" refers to the destruction of the cell membrane of red blood cells resulting in the release of hemoglobin.

- **Multiple Disabilities** (more than one of the above specified disabilities)

Multiple disabilities including deaf blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental and educational problems.

- **Any other category:** 21. Any other category as may be notified by the Central Government

Candidates must furnish a valid disability certificate issued by a recognized Government hospital, bearing a photograph of the candidate.

Concession / Waiver of fees in respect of Persons with Benchmark Disabilities (PwBD): In continuation to the Notification No. Acad.I/PG Fee/2022-23/656 dated 02.08.2022 regarding Post Graduate Fee structure for admissions, It is hereby notified that the candidates belonging to PwBD category shall be given a fee concession of 75% of the total fees as compared to the other students taking admission in a particular programme of the University.

Rest of the contents of the Notification under reference remains the same.

- **Children/Widows of the eligible Armed Forces Persons (CW):** A concession of 5% marks in the minimum eligibility requirements in the qualifying examinations.

- **RESERVATIONS**

- **Scheduled Caste/Scheduled Tribe/ Other Backward Classes**

Reservations of seats in admission to various Postgraduate Programs shall be in the following manner.

- Scheduled Caste=15% of total in take in each course
- Scheduled Tribe =7.5%ofTotal in take in each course
- Other Backward Classes=27%of total in take in each course
EWS

The seats reserved for SC/ST shall be filled by the SC/ST candidates only. However, in case of non-availability of the eligible candidates the reserved seats maybe interchanged between the SC & ST, if still any seat remains unfilled, the same shall remain vacant.

- **Supernumerary seats:**

- **Persons with Disabilities (PWBD)** = As per the provisions of Right of Persons with Disabilities Act, 2017, not less than five percent (5%) seats are reserved for Persons with Benchmark Disabilities, where “person with benchmark disability” means a person with not less than forty percent (40%) of a specified disability where specified disability has not been defined in measurable terms and includes person with disability where specified disability has been defined in measurable

terms, as certified by the certifying authority. It may be noted that the erstwhile Persons with Disability Act, 1995, under which reservation for Persons with Disabilities in admissions was provided earlier has now been repealed.

The PWBD applicants shall be given a relaxation in their minimum eligibility in the qualifying examination and in their minimum eligibility (if any) in the admission entrance test to the extent of 5%.

- **Armed Forces (CW) Quota**

The University reserves 5% (of the total number) seats, program wise in all Department / Centers /Colleges, under CW category. The candidates seeking admission under this category need to register online as per schedule notified by the University and have to upload the Educational Concession Certificate (Format of the **Educational Concession Certificate** is provided in Annexure III), in the prescribed format only, issued by any of the following authorities:

- Secretary, Kendriya Sainik Board, Delhi
- Secretary, rajya Zila Sainik Board.
- Officer-in-Charge, Record Office
- Ist Class Stipendiary Magistrate.
- Ministry of Home Affairs (For Police Personnel in receipt of Gallantry Awards)

Admission may be offered to the Children/Widows of Officers and Men of the Armed Forces including Para-Military Personnel*, in the following order of preference:

- Widows/Wards of Defence personnel killed in action;
- Wards of Defence Personnel disabled in action and **Boarded out** from service with disability attribute able to military service.
- Widows/wards of Defence Personnel who died in peace time with death attributable to military service.
- Wards of Defence Personnel disabled in peace time and **Boarded out** with disability attributable to military service.
- (a)Wards of Ex-servicemen and serving personnel who are in receipt of Gallantry Awards;
 - Param Vir Chakra
 - Ashok Chakra
 - SarvottamYudh Seva Medal
 - MahaVirChakra
 - KirtiChakra
 - UttamYudhSevaMedal
 - VirChakra
 - ShauryaChakra
 - Yudh Seva Medal
 - Sena, NauSena,VayuSenaMedal
 - Mention-in-Dispatches
- (b)Wards of the Police personnel who are in receipt of President's Police Medal for Gallantry, Police Medal for Gallantry.

- Wards of Ex-Servicemen
- Wives of:
 - Defence personnel disabled inaction and boarded out from service.
 - Defence personnel disabled in service and boarded out with disability attributable to military service.
 - Ex-servicemen and serving personnel who are in receipt of Gallantry Awards.
- Wards of Serving Personnel.
- Wives of Serving Personnel.

Note: Admission in priority (v), v(a) above is as per the inter se priority of the gallantry Awards.

*Benefit under CW category may extend to the wards of the Personnel of Para Military forces up to priority only.

- **Ward Quota**

Admission to the wards of employees of University of Delhi and its Colleges, both teaching and non-teaching, to the various Postgraduate Programs is made according to the Resolution 9 of the Academic Council dated 27.11.2020 and subsequent notification issued by the University from time to time.

Candidates who wish to apply for admission under DU ward quota must fill the online registration form. The schedule and process for admission under Ward Quota will be notified on the website.

Candidates must be in possession of a valid Employment Certificate issued by due officials at the time of registration. Only the Employment certificate uploaded at the time of registration will be considered. I. cards, Aadhar Card and/ or any other document will be not be accepted.

The eligible candidates are required to upload proof of employment, issued by the legally authorized Authorities of University of Delhi with respect to employment status of either one parent or both parents in University of Delhi or its college, to support his/her claim to admission under this category. The candidates eligible to take admission in more than one program will be given choice to take admission in program in the order of preference made by him/ her.

Collages are to be allotted based on the merit and preference order of the candidate.

- **REGISTRATION/ ADMISSION OF FOREIGN NATIONALS**

All candidates holding a foreign passport including those who have completed their previous qualifying degree from an Indian University/board will be treated as Foreign Candidates for the purpose of their Registration/Admission in various Departments/Colleges of the University and they will be considered for admission under the quota (As per AC resolution No. 304) prescribed for the foreign students. The Foreign Candidates seeking admission to Postgraduate Programs need to apply through Foreign Students' Registry Portal <http://fsr.du.ac.in>. No Foreign student will be admitted directly by the DDCE/SOL.

The foreign nationals are exempted from appearing in Entrance Test.

All the foreign students shall come under the same category of 5% Admission quota for foreign nationals. This shall include foreign nationals with qualification from an Indian Board/ University as well as from many Foreign Board / University.

Admission in Foreign Students Category shall be done on basis of Merit. List prepared on the basis of individual merits of the candidates.

Foreign Candidates seeking admission to Postgraduate Program/ PG certificate/ DDCE/SOL can contact: Foreign Students' Advisor, Foreign Students' Registry Room No.11,First Floor, Conference Centre, University of Delhi-110007 Website: <http://fsr.du.ac.in/> Email:fsr_du@yahoo.com,fsr@du.ac.in,fsradmissions@du.ac.inContact:**011-27666756**

- The Merit List for the Unreserved Category seats will comprise of all the candidates in the order of merit. No one will be excluded from the same. In other words, it will also include SC/ST/OBC/EWS Candidates if they come in the Unreserved Category Merit List just because he /she belongs to SC/ST/OBC/EWS Category. Such a candidate is entitled to be considered under the Unreserved Category, as well as under the Reserved Category. Admission to open category seats will strictly be in the order of merit without excluding SC/ST/OBC/EWS/WQ Category Candidates.

- As per University guidelines, no student of the University shall be permitted to pursue two degree courses simultaneously either from the University of Delhi or from other University except the part-time diplomas/ certificates of the University of Delhi.

The colleges/ Departments shall get the relevant certificates submitted for availing the benefit of reservation verified from the issuing authorities.

- **Admission of Foreign Candidates at DDCE/SOL**

All Foreign Candidates residing in India and seeking admission to Post-Graduate Programs in the DDCE/SOL and fulfilling the course, marks are required to apply to the Deputy Dean, Foreign Students Registry, University of Delhi, Delhi-110007. No foreign student shall be admitted to the DDCE/SOL without prior approval of the Deputy Dean, Foreign Students Advisor, University of Delhi.

As per the directions received from Dy. Dean (Foreign Students), Foreign Students Registry, University of Delhi, the consideration of admission of foreign students in different courses of DDCE/SOL will be as follows: -

- Nepal and Bhutan nationals enjoy a visa free regime with India. Hence students from these countries may be admitted in correspondence courses.
- Tibetan students on “Special Entry Permit (SEP)” who come to India for education purpose only cannot enroll for correspondence course. They must pursue regular course of study.

- All other foreign students from any other country, holding “Student Visa” are required to pursue only regular /full time academic courses.
- As per above information, the foreign students (from Nepal/Bhutan/Tibet) seeking admission to DDCE/SOL course are advised to apply through FSR office, University of Delhi and fill the Foreign Students Application Form.
- **Procedure for Change of Name:As per University of Delhi Notification (No.Aca-II/ Change of name /279/2021/01/190 dated 16th April, 2021)**

In suppression of all the previous Notifications issued by the University from time to time, the following procedure for change of name of a student, duly approved by the **Executive Council Resolution No.65** dated **18th March, 2021** has been notified for necessary compliance by all concerned.

Student (Male/Female/Others) who wishes to change his/her name for any reason is required to submit the following documents:

- Submission of application, mentioning the Enrolment Number of the student, duly forwarded by the Principal of the College/Head of the Institution, along with Rs. 500/- as Application Fee.
- Newspaper cuttings (in original) as proof of the advertisement published with regard to change of name in at least two Indian leading daily newspapers.
- Self-Declaration on the prescribed format by the Applicant (Appendix-I).
- Original copy of the Government of India Gazette Notification about the change of name.
- Self-declaration by the applicant regarding change of his/her name (Appendix-II)

OR

Submission of the Matriculation, or its Equivalent Certificates in case the student has got his/her name changed in the said certificate while studying in the University of Delhi.

OR

Proof of marriage i.e. a self-attested copy of the Marriage Registration Certificate issued by the Competent Authority in case of female students applying for change of surname due to marriage.

- **Application for change of name will be curtailed only when the applicant is a student of the University of Delhi at the time of applying for change of name. Application for change of name from a person who is not a student of the University at the time of submission of application or who has already completed his /her course of study shall not be considered.**

- The process of change of name may require at least 2 week' time after submission of application.
- Application of student so many classes for change of name shall be accepted only after **30th September**.
- Any change of name/surname will be effective only after its approval by the University.
- The name after change will be read as changed name alias/ nee earlier name.

After receipt of such requests from the Colleges/Departments, these will be examined by the University and processed for consideration in accordance with the University rules. The Principals of the Colleges/Heads of the Departments may kindly ensure that the above procedure is strictly followed.

- **STUDENT SUPPORT SERVICES**

16.1. Method of Instructions

The syllabus for each paper is divided into suitable number of lessons. The study materials are prepared by experienced teachers and cover the entire course prescribed by the University of Delhi. The said study materials are provided to the students by hand.

- **Academic Counseling Sessions (ACS)**

The **Academic Counseling Sessions (ACS)** are conducted for a Specified Period ranging between 15-20 Days for each Semester. Generally, these **ACS** are held on **Saturdays, Sundays & Gazetted Holidays**. However, the **DDCE/SOL** is going to conduct **Academic Counseling Seccessions 2022-2023**.

The **DDCE/SOL** facilitates the local students in getting **D.T.C. Destination Bus Pass** facility during **Academic Counseling Sessions (Offline)** only from their respective residences to **DDCE/SOL, North Campus**.

- **Library Facility**

The School provides library facility at Main Campus as well as at South Regional Centre, South Moti Bagh to the students residing in Delhi and its adjacent areas. Library has a very good collection of text books, general books, journals and magazines. Following services /facilities are provided in the library:

- “Enabling Unit for visually impaired students” to be replaced by **EOC (Equal Opportunity Cell)**.
- Library Registration will be available from 09:30 AM to 05:00PM on all working days till **15th January 2023**
- The book / books will be issued for a **fortnightly** (15 days) only.
 - Registration & Renewal of Membership

- Lending Service
- Reference Service
- Reading Room facility
- Book Bank facility
- N-List (National Library and Information Services & DELNET (Developing Library Network) Services.
- EOC (Equal Opportunity Cell) for visually impaired students.
- Web OPAC Service.

The timings of the Library (Subject to change) areas follows:

Main Campus and South Regional Centre

Library Hours

Library of the school remains opened from 09:00 AM to 05:30 PM on all working days at North Campus and at South Study Centre. Main Library of the DDCE/SOL remains opened during Academic Counseling Sessions (ACS) also as per schedule. The Library remains closed on the Republic Day, Holi, Independence Day, Gandhi Jayanti and Diwali at both the Centre's.

Library registration goes on at both the Centre's from 09:30 AM to 05:00 PM on all working day still 15th January 2023.

All students are advised to get themselves registered with the Library within **20 DAYS FROM THE DATE OF ALLOTMENT of their respective DDCE/SOL Roll Nos.** Students are required to come with the hard copies of the **Fees Receipt** and **DDCE/SOL Identity Card** for registration purpose. The Students of **Postgraduate Programs (M.A.s' & M.Com)** are issued four books from the library. Students must always carry their respective **DDCE/SOL ID Cards** during every visit as they are required to show the same **at the Library Gate**. If any student **misplaces/ loses the issued book (s)** he/she will be required to compensate for the same by replacing the book(s).

Reference books and magazines are not issued to the students under any circumstances.

- **Book Bank**

The School has established the **Students' Aid Fund** to help needy students in the form of text/books or lump sum grant to defray the expenses of education. No **Stipend** or **Scholarship** is **given** out of this fund. The criteria's on for availing books facility from the **Library Book Bank** is the same as in the case of **Fee Concession**.

- **Student Counseling Facility**

Members of the Teaching Departments remain available on all working days in the **School at the Main Campus only** to solve the academic problems of the students. The detail of availability of teachers is made available on the DDCE/SOL website i.e. <https://sol.du.ac.in>.

- **Fee Concession/Financial Assistance to Students**

- **Fee Concession**

Only such student is considered eligible for **Fee Concession Facility** who has studied in a **Government School** and whose **Family Income** from **all sources** is **below Rs.2,50,000/- per annum** subject to submission of **Income Certificate**.

The unemployed students belonging to **Scheduled Castes/Scheduled Tribes Category** can be granted exemption from payment of **Tuition Fee** after seeking admission on production of **Caste and Income Certificates** from the **Appropriate Authority**, provided that his/her parents do not pay Income Tax. Students are required to apply afresh every year for fee concession on promotion to next higher class.

In addition to the above, any other student who has studied **neither** in a **Government School nor** he/she belongs to **SC/ST Category** but his/her **Family Income** from **all sources** is **below Rs.2,50,000/- per annum** can also apply for **Fee Concession**. He/ She will be required to submit the **Income Certificate** and put a **Tick Mark ()** in the **Column of the Fee Concession in the Online Admission Form**.

- **Financial Assistance**

*There is a provision of **Financial Assistance** also for **the needy and the poor student** i.e. **Rs. 2500/-** in addition to exemption of the **Tuition Fee** subject to producing the following documents:*

- **BPL Ration Card.**
- **Affidavit from the First-Class Magistrate** regarding **Income Certificate** not more than **Rs. 2,50,000/-per annum**.

Students Welfare Committee of DDCE/SOL may consider the applications from other needy and poor students (who are not covered under the categories mentioned above) for grant of financial aid. Forth is purpose, students will have to submit an application to the Principal, DDCE/SOL along-with relevant documents which indicate that the student is in dire need of Financial Aid.

- **Fee Waiver to the PWBD Category Students**

As per University guidelines, In continuation to the Notification No. Acad.I/PG Fee/2022-23/656 dated 02.08.2022 regarding Post Graduate Fee structure for admissions, It is hereby notified that the candidates belonging to PwBD category

shall be given a fee concession of 75% of the total fees as compared to the other students taking admission in a particular programme of the University.
Rest of the content's of the Notification under reference remains the same.

- **Financial Assistance to SC/ST Students**

Students belonging to scheduled Castes/Scheduled Tribes are advised to apply to their respective State Governments for financial assistance to defray the expenses of their education.

- **Fee Concession to University / DDCE/SOL Employee /Ward**

The **University employees and the employees working in constituent /affiliated colleges of the University of Delhi on permanent basis can also be granted exemption from payment of Tuition Fee.** However, concerned employee will be required to produce documentary proof for the same. **The ward/s of permanent employee of DDCE/SOL is/are also exempted from paying Tuition Fee.** However, the application must be verified by the Establishment Branch of the DDCE/SOL.

- **Syllabus and First Set of Lessons**

Syllabus, Courses of Reading will be given along with the first set of lessons to all students admitted to the course. Students will receive their first set of lessons for the course by hand/mail when admissions have been completed. Those who do not receive the first set of lessons by September, may write or contact the **Assistant Registrar (Printing), DDCE/SOL, University of Delhi, Delhi - 110007** to collect the **Study Material.**

- **Obtaining Degree Certificate**

The Degree Certificates are generally provided to DDCE/SOL by the University of Delhi approximately after 2 Years from the Year of passing the Final Year Examinations. The DDCE/SOL starts the process of sending the Degree Certificates by Speed Post to the concerned students as and when the same are received from the University. **The students can also check the status of availability of the irrespective Degree Certificates in the “Degree Request” on DDCE/SOL website: <https://sol.du.ac.in>.**

In case the students do not receive any information within two years, they are advised to contact the Section Officer (Degree Section), DDCE/SOL and fill in the prescribed Application Forms for Release of Degree Certificate giving therein details regarding Course, SOL Roll Number, Year of Passing, Last Examination Roll No., Enrolment Number etc.

- **Filling the Admission Forms**

Students are required to fill Online Application Form available on the DDCE/SOL Web Portal for admission to the Courses offered by the DDCE/SOL. Students are advised to read the given below instructions carefully prior to filling in the form to ensure that they choose all options correctly.

- **Instructions for filling the Admission Form for the eligible candidate for DDCE/SOL**

The Candidate should read the following instructions carefully before filling up the online admission forms for M.A. and M. Com Programs.

- Application for admission should be filled online by the applicant.
- The date of birth of the applicant entered in the online form for admission must be the same as recorded in the Matriculation/Senior Secondary or equivalent examination certificate.
- If the particulars furnished in the application form are found to be incorrect, defective or wrong, the applicant is liable for disciplinary action including removal from the rolls.
- The name and its spellings filled in the online form for admission should be the same as given in the certificate of the last examination passed, i.e. B.A./B.Com./M.A. examination or an examination equivalent there to.
- Subject offered for course should be properly chosen in column provided for the purpose.
- Information with regard to the marks obtained and the maximum marks of the last examination passed must be provided at the appropriate place in the online admission form.
- The Enrolment Number allocated by the College /University is essential to fill in the appropriate place in the online admission form.

- **Course Medium**

The **Medium of Instruction** for **M.A. (Political Science)**, **M. Com** and **M.A. (History)** offered by the DDCE/SOL is **English** whereas for **M.A.(Sanskrit)** and **M.A. (Hindi)** the **Medium of Instruction** is **Hindi**. However, the Question Papers having questions in bilingual languages may be attempted in the Examination Hall either in Hindi or in English; but all answers must be given in the same medium.

The applicant should clearly mention the choice of medium of instruction at the appropriate place in his/her Application Form during Admission.

- **UGC/ DEB Recognition**

All the **UG & PG** Programs offered by the **DDCE/SOL; University of Delhi** are **Recognized** by the **UGC**.

- **FEE STRUCTURE AND COURSE STRUCTURE**

- **Mode of Payment to Fees:** The Fees and other charges are to be paid in Indian Currency (Rs.) along-with the application form for admission online through debit/credit card.

(Any other mode of payment such as Demand Draft, Postal Order, Money Order or Cheque will not be accepted.)

WARNING

Students are advised not to hand over their fees exclusively in cash/Fees Receipt to any students or unauthorized persons. Fees submitted to DDCE/SOL website through online process will be considered authorized and valid payment to the School.

Students are required to pay Requisite Fees on Semester basis through online process only and download their mark-sheet through the website of the University of Delhi http://duexam2.du.ac.in/RSLTND2017/Students/Combine_GradeCard.aspx. The DDCE/SOL will send the message for submission of the requisite fees for the next ensuing Semester Examination.

Examination shall be conducted at the end of each Semester as per the Academic Calendar notified by the University of Delhi.

Generally, odd Semester Examination I/III are started in the Month of Nov./Dec., however, Even Semester Examination II/IV are started in the Month of April/May each year.

A Student who has to re -appearing a paper prescribed for Semester I/III do so only in the odd Semester Examination to be held in November /December. A student who has to reappear in a paper prescribed for Semester II/IV may do so only in the even Semester Examination to be held in April/May.

Students enrolled afresh in 1st Semester examination in the current academic year are not required to fill up the Examination Form.

All Failures/Promoted/Gap year students must fill up their examination form prior to 15 days before the declaration of the date sheet for each Semester through online process only.

- **Change of Subject: - There is no optional subject in the Postgraduate Programs no needs to change once opted.**

- **Refund of Admission / Examination Fee:**

<u>(i)Refund of Admission Fee</u>	<u>Quantum of Fee Refundable</u>
<ul style="list-style-type: none"> • When a student applies for withdrawal of admission within 15days from the date of his/her admission. 	Full Fee after deduction of Rs.500/-
<ul style="list-style-type: none"> • When a student applies for withdrawal of admission after 15 days but within a month (30Days) from the date of his /her admission. 	Full Fee after deduction of Rs.1000/-

<p>When a student applies for withdrawal of admission after a month.</p> <p>(ii) <u>Refund of Examination Fee</u></p> <p>In the even to death of a candidate before commencement of examination.</p> <p>In the event of student's inability to continue his/her studies at least one month before the commencement of the examination duly certified by the Principal /Head of the Department/Dean Of the faculty</p>	<p>No Refund</p> <p>Full Fee will be refunded to the parents of the student.</p> <p>Full Fee after deduction of Rs.200/-</p>
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- **Schedule of Payment of Fee and other Charges:** These fees/charges are applicable to the students of all Postgraduate Programs. Students are categorized as per the following guidelines for the purpose of determining the fee structure applicable to them.

- **Categories**

- Category A -The Students who are residing in India.
- Category B-Students residing abroad and are getting mail through the Diplomatic Bag c/o Ministry of External Affairs.
- Category C-The Indian Nationals who are residing abroad and the foreign nationals seeking admission through Deputy Dean, Foreign Students, University of Delhi.

- **Schedule of Fees/Charges:**

- Basic Fees and Charges payable by students seeking admission to **M.A.** Programs are indicated below. Please note that the Fee Structure is different for various Categories of the Students. Please read the notes carefully to know if any Extra Charges are payable depending on your choice of Course.
- **Examination Fee:** Examination Fees are charged Semester-wise from the student.

M.A. Hindi

S.No.	Head	Fees in Rupees
1.	Tuition Fee	1000
2.	University Student Welfare Fund	100
3.	College Student Welfare Fund	100
4.	University Development Fund	900
5.	College Development Fund	300
6.	University Facilities and Services Charges	500
7.	College Facilities and Services Charges	2900
8.	Economically Weaker Section Support University Fund	100
9.	Delhi University Students Union(DUSU) Fund	Not applicable
	Total	5900

- Examination Fee (for semester-I) of Rupees 960/- will also paid at the time of admission in addition to the above mentioned fees.
- Rs. 400/- will be deducted under the head of “College Facilities and Services Charges” for the students who do not want the Hard copy of the Study Material.

M.A. History

S.No.	Head	Fees in Rupees
1.	Tuition Fee	1000
2.	University Student Welfare Fund	100
3.	College Student Welfare Fund	100
4.	University Development Fund	900
5.	College Development Fund	300
6.	University Facilities and Services Charges	500
7.	College Facilities and Services Charges	2900
8.	Economically Weaker Section Support University Fund	100
9.	Delhi University Students Union(DUSU) Fund	Not applicable
	Total	5900

- Examination Fee (for semester-I) of Rupees 810/- will also paid at the time of admission in addition to the above mentioned fees.
- Rs. 400/- will be deducted under the head of “College Facilities and Services Charges” for the students who do not want the Hard copy of the Study Material.

M.A. Political Science

S.No.	Head	Fees in Rupees
1.	Tuition Fee	1000
2.	University Student Welfare Fund	100
3.	College Student Welfare Fund	100
4.	University Development Fund	900
5.	College Development Fund	300
6.	University Facilities and Services Charges	500
7.	College Facilities and Services Charges	2900
8.	Economically Weaker Section Support University Fund	100
9.	Delhi University Students Union(DUSU) Fund	Not applicable
	Total	5900

- Examination Fee (for semester-I) of Rupees 810/- will also paid at the time of admission in addition to the above mentioned fees.
- Rs. 400/- will be deducted under the head of “College Facilities and Services Charges” for the students who do not want the Hard copy of the Study Material.

M.A. Sanskrit

S.No.	Head	Fees in Rupees
1.	Tuition Fee	1000
2.	University Student Welfare Fund	100
3.	College Student Welfare Fund	100
4.	University Development Fund	900
5.	College Development Fund	300
6.	University Facilities and Services Charges	500
7.	College Facilities and Services Charges	2900
8.	Economically Weaker Section Support University Fund	100
9.	Delhi University Students Union(DUSU) Fund	Not applicable
	Total	5900

- Examination Fee (for semester-I) of Rupees 810/- will also paid at the time of admission in addition to the above mentioned fees.
- Rs. 400/- will be deducted under the head of “College Facilities and Services Charges” for the students who do not want the Hard copy of the Study Material.

M.Com

S.No.	Head	Fees in Rupees
1.	Tuition Fee	1000
2.	University Student Welfare Fund	100
3.	College Student Welfare Fund	100
4.	University Development Fund	900
5.	College Development Fund	300
6.	University Facilities and Services Charges	500
7.	College Facilities and Services Charges	2900
8.	Economically Weaker Section Support University Fund	100
9.	Delhi University Students Union(DUSU) Fund	Not applicable
	Total	5900

- Examination Fee (for semester-I) of Rupees 960/- will also paid at the time of admission in addition to the above mentioned fees.
- Rs. 400/- will be deducted under the head of “College Facilities and Services Charges” for the students who do not want the Hard copy of the Study Material.

Notes:-

- N.A .means Not Applicable.
- An additional amount of Rs. 1,500/-per year towards postage charges will have to be paid online by overseas students except those who are getting mail through Diplomatic Bag.
- The fees and other charges are to be paid in Indian currency (Rupees) along with the online application form for admission by debit/credit card.
- The PWBD category students will have to pay online only Rs.1475 /- at the time of admission.
- The University Examination Fees are charges to the students semester-wise. however, basic fees are changed twice for Semester I/II and III/IV from beginning of the each academic session as applicable.
- Original receipt must be produced by a student for claiming refund of Library Security within three years after he/she ceases to be a student or becomes an ex-student. Library security will be treated as lapsed thereafter.
- Examination fee for Reappear/Improvement papers will be charged Rs.600/- up to 4 papers for the student appearing in M.A.(Hindi,/Political Science/History/Sanskrit) and additional Rs.150/-for each subject will be charged beyond 4 papers/subject for the student appearing in M.A. Examination.
- Library security Fees Rs.500/-is refundable.

*(Includes Tuition fees, Admission fees, Student Aid Fund, Identity Card, PCP fees, Library Security (refundable), Magazine fees, General Amenities Fund, College Development fees, Student Support Services fees.

• *The students who have already enrolled in the University of Delhi will not be charged enrollment fee Rs.150/-.

• **Schedule of Fees /Charges Payable:** Basic Fees and Charges payable by students seeking admission to **M.Com previous year** (1st slot) course on yearly basis are indicated below. Please note that the fee structure is different for various categories of students. Please read the notes carefully to know if any extra charges are payable depending on your choice of course.

*Students promoted to II and IV semester will be charged semester examination fee of Rs. 960/-only.

Notes

- N.A. means Not Applicable.
- An additional amount of Rs. 1,500/-per year towards postage charges will have to be paid online by overseas students except those who are getting mail through Diplomatic Bag.
- The fees and other charges are to be paid in Indian currency (Rupees) along with the online application form for admission by pay debit/credit card.
- The PWBD category students will have to pay online only Rs.1475/-at the time of admission. The PWBD category students have to pay Rs.30/-only for appearing in each semester examination.
- The University Examination Fee of semester 1st only is included in it and those who will be promoted /eligible for 2nd semester will have to pay the examination fees separately.
- Original receipt must be produced by a student for claiming refund of Library Security within three years after he/she ceases to be a student or becomes an ex-student. Library security will be treated as lapsed thereafter.
- Examination fee for Reappear/Improvement papers will be charged Rs.600/- up to 4 papers/subject and additional Rs.150/- for each subject will be charged beyond 4 papers/subject for the student appearing in M.Com. Examination.
- Library security Fees Rs.500/-is refundable.

*(Includes Tuition fees, Admission fees, Student Aid Fund, Identity Card, PCP fees, Library Security (refundable), Magazine fees, General Amenities Fund, College Development fees, Student Support services fees.

• *The students who have already enrolled in the University of Delhi will not be charged enrollment fee Rs.150/-.

- **M.Com. Program Structure**

The schedule of papers prescribed for various semesters shall be as follows:-

M.Com

PART-I: Semester-I

Paper Code	Title of papers
324101101	Business Statistics
324101102	Advanced Management
324101103	Managerial Economics
324101104	Financial Planning
324101105	Organization

PART-I: Semester-II

Paper Code	Title of Papers
324101201	Operations Research
324101202	International Business
324101203	Marketing Management
324101204	Advanced Financial Management and Policy
324101205	Ethics, Corporate Governance and sustainability

Teaching

The Department of Commerce, DDCE/SOL is primarily responsible for organizing lecture work for M.Com. Faculty from Department of Commerce, DDCE/SOL, Department of Commerce, Delhi School of Economics and experienced faculty from other Colleges associated with Post-graduate teaching are engaged for M.Com Academic Counseling Session (PCP) Classes are organized on Sundays and other holidays.

- M.A. Program Structure**

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Semester	Examination Code	Core Course(70Credits)		
		Title of papers	No. of papers	Credits(L +T)
I	120501101	101-हिंदी साहित्य का इतिहास (आदिकाल से रीतिकाल)	05	4+1
	120501102	102-आदिकालीनहिन्दीकाव्य		4+1
	120501103	103-भक्तिकालीनहिन्दीकाव्य		4+1
	120501104	104-हिन्दीकथा-साहित्य		4+1
	120501105	105-भारतीयकाव्यशास्त्र		4+1
	120501201	201-रीतिकालीनहिन्दीकाव्य		4+1

II	120501202	202-आधुनिक हिंदी काव्य-I	04	4+1
	120501203	203-हिन्दी-नाटक		4+1
	120501204	204-सामान्यभाषाहिज्ञान		4+1
	Core - 120501205	हिंदी साहित्य का इतिहास (आधुनिक काल)		

Sanskrit

PART-I: Semester- I

Core 101	121301101	Vaidikavanmaya :rksamhita & Nirukta	4+1
Core 102	121301102	Poeties: Sahitya darpana	4+1
Core 103	121301103	Sahitya :Naisadha & in Mrcc hakatika	4+1
Core 104	121301104	Outline of Culture & Civilization as depicted in Sanskrit Literature	4+1

PART-I: Semester-II

Core 201	121301201	Darsana: Nyaya & Vedanta	4+1
Core 202	121301202	Vyakarana: Laghu siddhanta kaumudi	4+1
Core 203	121301203	Sahitya: Meghaduta & Uttararama carita	4+1
Core 728	121301204	An Introduction to Itihasa and Puranic Texts	4
Open Elective 204IDC	120503202	प्रयोजन्मूलकहिन्दी	4

Political science

PART-I: Semester-I

Number of Course		Credits in each course	
Course	Examination Code	Paper(Theory)	
PS-C-101	123201101	Debates in Political Theory	
PS-C-102	123201102	Theories of International Relations	
PS-C-103	123201103	Politics in India	
PS-C-104	123201104	Themes in Indian Political Thought	
Core course 'n' (total number)			4

PART-I : Semester-II

CorePS-C-201	123201201	Comparative Political Analysis	
CorePS-C-202	123201202	Administrative Theory	
OpenElective1*			
OpenElective2*			4

*The list of optional subject / s will be provided by the parent Department i.e.

Department of Political Science, University of Delhi, Delhi before the said examination

M.A. History Program Structure:

The M.A. History program in Delhi University is a two-year course divided into four- semesters. A Student is required to complete 80 credits for the completion of course and the award of degree.

		Semester	
Part-I	First Year	Semester I	Semester II
Part-II	Second Year	Semester III	Semester IV

Course Credit Scheme

Semester	Core Courses			Elective Courses			Open Elective Courses			Total Credits
	No. of papers	Credits (L&T)	Total Credits	No. of papers	Credits (L&T)	Total Credits	No. of papers	Credits (L&T)	Total Credits	
I	1	5	5	3	5	15				20
II				4	5	20				20
III				4	5	20	1	4	4	20+4
IV	1	5	5	3	5	15	1	4	4	20+4

The DDCE/SOL also offers Post Graduation in History which is of two year's duration. The eligibility for admission to M.A. Program is the same as given in the Program brochure available on the DU Website (www.du.ac.in). Each academic year is divided into two semester. The course wise details for said Program can also be looked up on the website. However, the courses to be offered in each semester by the DDCE/SOL will be decided in discussion with the students during the orientation Program for the students which is conducted at the beginning of each semester.

As per the terms and conditions laid down by the University Grants Commission the Post Graduation Program in History in DDCE/SOL is organically linked in its course structure ,teaching methodology, mode of examination and evaluation, to the Post Graduation Program run by the Department of History in the Faculty of Social Sciences, University of Delhi. In short, for the students enrolled both in the formal and the non-formal streams, the Post Graduation Program in History remains essentially the same.

Admission to the Program is from the merit list prepared through the combined entrance test conducted by the University at the start of the academic session. The last date for admission to the Program is decided by the University. Interactive session with the students to equip them for the forthcoming semester examination begins immediately thereafter. Keeping the interest, inclination and time availability of the students of the non-formal stream in mind (some of whom are working professional or are engaged in some other pursuit), academic counseling sessions are organized on Saturdays and Sundays.

In Post Graduation the academic horizon is considerably widened. For a deeper understanding of the subject the students are expected to go through area specific books, journals, articles, research monographs and even primary sources, for example in the lessons on Numismatics, Epigraphy or Archives.

However, concise subject specific learning material will be provided to the students enrolled in the DDCE/SOL on a wide range of topics to help them prepare for the examination. The teaching faculty is drawn from different colleges of the University of Delhi. Guest lectures on various topics by the Professor of the Department of History are also periodically organized. Every effort is taken to make the program whole some experience.

: IMPORTANT NOTE:

Admission to different Postgraduate Program (M.Com./M.A. Hindi/Sanskrit/History/ Pol. Science) in DDCE/SOL are done on the basis of Entrance Examination conducted by respective Departments of University of Delhi. Although the syllabus taught at DDCE/SOL is imparity with regular stream in the semester mode. Examinations are also conducted by University of Delhi for DDCE/SOL and regular students, whereas, the result of P.G. Programs (M.Com./M.A. Hindi/Sanskrit/History/Pol. Sc.) are declared later than regular stream students by University of Delhi as per the past practice followed so far. Therefore, student is advised to take appropriate decision and informed accordingly in their interest.

- **Fees Payable on Promotion to Next Higher Class (II year)**

All the process for the submission of the examination form are processed through online whether Ex/Current.

- **Failure and Ex-Students**

Submission of the examination forms and fees are processed through student dashboard. DDCE/SOL is not sending any demand letter or any information in mail box. DDCE/SOL is sending only message in the registered mobile number or information at the website i.e. <https://sol.du.ac.in>.

- **Special Fee to be collected from Foreign Students**

Foreign students residing in India admitted through FSR are required to pay registration fee in Indian Rupees equivalent to US \$ 400 for Postgraduate Programs as per the Executive Council's decision dated 08-04-2002 from the academic year 2002-2003 on-wards. As per letter Ref. No. FSR /6312, dated 24, Jan. 2013 of Dy. Dean, (Foreign Students) University of Delhi, the School will charge Rs. 6,000/- as registration fee for the DDCE/SOL. In addition, a total fee of Rs.14,300/-will have to be paid Online as per details above.

- **Students Availing Facility of Diplomatic Bag**

Students residing abroad and availing facility of Diplomatic Bag C/o Ministry of External Affairs do not come under the category of Foreign Students and hence they are not required to deposit Rs.

10,000/- for Post graduate Programs. However, they will pay fees as per Category 'A' excepting Library Security.

- **Indian Nationals Residing Abroad**

Indian Students residing abroad and falling under Category Casper Section 8.4.1 will have to pay Rs. 14,300/- online for Post-graduate Programs. This would include Tuition Fee and other charges.

- **EXAMINATION RELATED INFORMATION**

- **Scheme of Examination**

Span period of the Course:	The span period for completion of the Course is 4 (Four) year, no Students will be given even a single chance to clear any paper beyond the period of 4years.
Declaration of Date-sheet:	Finalizing the date-sheet (M.Com/M.A.(Hindi)/Sanskrit/History) for the semester examination is the part and parcel of the department concerned of University of Delhi, However, date-sheet of M.A.(Political Science) are prepared by the University of Delhi Examination Branch, for approval and finalizing. As and when Final date-sheet received in the DDCE/SOL and informed the student accordingly through SMS.
Filling of Optional	Optional Subject for the Postgraduate Programs are filled within 25-

Subject:	30 days after the completing/ over of 2 nd semester and 3 rd semester Examination or subject to the providing list of the concerned Teacher-in-Charge, DDCE/SOL, D.U.
Procedure of filling papers:	The procedure of the giving paper of remained absent /ER /failed remained absent/ER/failed depends upon Semester basis. Like odd semester I/III examination are given in odd semester, however, even Semester II/IV are given in even semester only. The Odd Semester Examination held in Nov/Dec, whereas, Even Semester Examination held in April/May every year, immediately, subsequent of the examination.
The procedure of improvement:	Improvement of papers depends upon Semester basis. Like odd Semester I/III examination are given in odd semester, however, Even Semester II/IV are given in even semester only. The Odd Semester Examination held in Nov/Dec, Whereas, Even Semester Examination held In April/May every year, immediately, subsequent of the examination.
Declaration of Result:	Conduct of the examination to declaration of the result comes in the jurisdiction of the Examination Branch, University of Delhi, as the result prepared same will be sent to the DDCE/SOL and uploaded it on the website of the DDCE/SOL, however, mark sheet can be downloaded from the website of the University of Delhi.

How To download mark-sheet:	<p>Down load the mark-sheet for each semester from D.U. website Portal link provided http://duexam1.du.ac.in/RSLT_ND2017/Students/Home.aspx HYPERLINK</p> <p>"http://duexam1.du.ac.in/RSLT_ND2017/Students/Home.aspxwith%20in%20prescribed%20period.Downloading" with in prescribed HYPERLINK</p> <p>"http://duexam1.du.ac.in/RSLT_ND2017/Students/Home.aspxwith%20in%20prescribed%20period.Downloading" process of mark-sheet is available only for The current semester.</p>
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- **Promotion Criteria & Pass Percentage**

PASS PERCENTAGE & PROMOTION CRITERIA FOR POST-GRADUATE STUDENTS OF M.COM	
	English shall be the medium of instruction and examinations.
A	The minimum marks required to pass any paper in a semester shall be 40% in each paper and 40% in aggregate of a semester.
B	However, a candidate who has secured the minimum marks to pass in each paper but has not secured the minimum marks to pass in aggregate may reappear in any of the paper /so his choice in the concerned semester in order to be able to secure the minimum marks prescribed to pass the semester in aggregate.
C	No student would be allowed to avail of more than 3 chances to pass any paper inclusive of first attempt.

SEMESTER TO SEMESTER PROMOTION

A	Semester to Semester Promotion: Student shall be required to fulfill the part to Part promotion criteria. Within the same Part, students shall be allowed to be promoted from a semester to the next semester, provided he/she has passed at least half of the Programs of the current semester
B	Part – I to Part – II Promotions: Admission to Part – II of the Program shall be open to only those students who have successfully passed at least 75% papers offered for the Part – I Programs of I and II semester taken together. However, he/she will have to clear the remaining papers while studying in the 2 nd year of the program.
C	Students who do not fulfill the promotion criteria shall be declared failed in the concerned part. However, they shall have the option to retain the marks in the Papers in which they have secured Pass marks as per clause (a) above.

REAPPEARANCE IN PASSED PAPERS

A	A student may reappear in any paper prescribed for a semester, on foregoing in writing her/his previous performance in the paper/s concerned. This can be done in the immediate subsequent semester examination only (for example, a student reappearing in a paper prescribed for semester I/II examination, may do so along with subsequent semester III/IV)
B	A candidate who has cleared the papers of Part – II (III & IV Semesters) may reappear in any paper of III or IV Semester only once, at the immediate subsequent examination on foregoing in writing her/his previous performance in the paper/s concerned, within the prescribed span period. (Note: The candidate of this category will not be allowed to join any

Post graduate Programs)

C	In the case of reappearance in a paper, the result will be prepared on the basis of candidate's current performance in the examination.
D	In the case of a candidate, who opt store-appear in any paper/s under the aforesaid provisions, on surrendering her/his earlier performance but fails to reappear in the paper/s concerned, the marks previously secured by the candidate in the paper/s in which she/he has failed to re-appear shall be taken into account while determining her/his result of the examination held currently.

DIVISION CRITERIA

	A student who passes all the papers prescribed for Semester I to Semester IV examination would be eligible for the degree. Such a student shall be categorized on the basis of the combined result of Semester I to Semester IV examination as follows:-
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	60% or more	First Division
	50% or more but less than 60%	Second Division
	40% or more but less than 50%	Third Division

• **Promotion Criteria & Pass Percentage**

PASS PERCENTAGE & PROMOTION CRITERIA FOR POST-GRADUATE STUDENTS OF M.A.(POL.SCI./HINDI/HISTORY/SANSKRIT)	
A	The minimum marks required to pass any paper in a semester shall be 40%. The students must secure 40% in the End Semester Examination.
B	A student shall be eligible for promotion from 1 st year to 2 nd year of the course provided she/he has passed 50% papers of I and II semester taken together.
C	Student who do not fulfill the promotion criteria (2) above shall be declared fail in the part concerned. However, they shall have the option to retain the marks in the papers in which they have secured pass marks.
D	A student who has to reappear in a paper prescribed for semester I/III may do so only in the odd semester examinations to be held in November/December. A student who has to reappear in a paper prescribed for Semester II/IV may do so only in the even examination to be held in April/May.
REAPPEARANCE IN PASSED PAPERS	
A	A student may reappear in any paper prescribed for a semester, on foregoing in writing her/his previous performance in the paper/s concerned. This can be done in the immediate subsequent semester examination only (for example, a student's reappearing in a paper prescribed for semester I/II examination, may do so along with subsequent semester III/IV)
B	A candidate who has cleared the papers of Part – II (III & IV Semesters) may reappear in any paper of III or IV Semester only once, at the immediate subsequent examination on foregoing in writing her/his previous performance in the paper/s concerned, within the prescribed span period. (Note: The candidate of this category will not be allowed to join any Postgraduate Programs)

C	In the case of reappearance in a paper, the result will be prepared on the basis of candidate's current performance in the examination.
D	In the case of a candidate, who opt store-appear in any paper/s under the aforesaid provisions, on surrendering her/his earlier performance but fails to reappear in the paper/s concerned, the marks previously secured by the candidate in the paper/s in which she/he has failed to re-appear shall be taken into account while determining her/his result of the examination held currently.

DIVISION CRITERIA	
A student who passes all the papers prescribed for Semester I to Semester IV	

examination would be eligible for the degree. Such a student shall be categorized on the basis of the combined result Semester I to Semester IV examination as follows:-

60% or more	First Division
50% or more but less than 60%	Second Division
40% or more but less than 50%	Third Division

- **Admission Ticket and Dates of Examination**

DDCE/SOL is not sending any admit card in mailbox. Admit card can be downloaded from the student dashboard.

- **Rechecking/Revaluation/Evaluation of Answer Script**

Semester-wise Mark-sheet can be downloaded from the website of the D.U. link provided for as [pacific time](#) **Error! Hyperlink reference not valid.** tabulated result can be checked in the website of the DDCE/SOL.

- **Rules for revaluation of Answer Script**

(Candidate seeking revaluation are advised to go through these rules and regulations before applying for the revaluation).

- Revaluation is allowed only in theory papers of non-professionals Programs, which have not been jointly valued.
- Select the papers carefully in which you wish to seek revaluation. No second application for additional papers shall be accepted and summarily rejected.
- Revaluation is to be applied for within 15 days of the date of uploading of result of University website.
- Entries filled by the candidate be got verified from the principal of the College concerned.

Please Note That

- When you apply for revaluation, you surrender your original performance and will now accept their revised performance in which: -
 - There can be NOCHANGE,
 - There can be INCREASE in marks,
 - There can be DECREASE in marks,
 - The application is to be made by the candidate in his/her own hand writing and under his/her own signature and not by any one else on his/her behalf.
- Prescribed fee:

Rs.1000/- per paper to be deposited in the miscellaneous payment account of D.U. link provided <http://misconlinefee.du.ac.in> HYPERLINK "http://misconlinefee.du.ac.in/" The print out of the receipt along-with prescribed form dully filled in by the candidate itself will be forward from DDCE/SOL and same will be deposited by the candidate itself in D.U. Examination Branch counter no.6.

- (a) If the award of the Revaluation varies from the Original award up to and including +5% of the maximum marks, the original award will stand.
- If the award of the first Revaluator is beyond $\pm 10\%$, the average of the marks of original examiner and the first Revaluator will be taken.
- If the award of the Revaluator varies from the original award by more than $\pm 10\%$ of the minimum marks, the answer script will be examined by a Second Revaluator (other than original and first) and the average of the two nearest award out of the three awards thus available (including the original award) shall be taken as final.

- **Rules for Supply of copy of Evaluated Answer Script**

- Select the paper carefully in which the candidate seeks copy of evaluated answer script.

- Application should be submitted within 61st day and 75th day of declaration of result on University Website.

- The Candidate is required to produce a photocopy of his/her current Admission Ticket and/or statement of marks for verifications of Roll No., marks etc., at the time of submission of Application Form.

- Entries made by the candidate be got verified from the Principals of the College/Head of the Department concerned.

- The application is to be made by the candidate in his/her own signature and not by anyone else on his/her behalf.

- Examination office will endeavor to provide copy of Answer-Script within 30 days of submission of application. The student is required to collect the copy of the evaluated answer script within a period of 15 days of the date of intimation of availability of the script on the University website.

- If a student finds any error in totaling of marks or finds that any question has not been evaluated, then he/she should communicate to the Examination office in the prescribed Performa within a period of 10 days of the collection of the evaluated answer script.

- Any representation other than relating to totaling error or unmarked question shall not be admissible.

- Prescribed Fee: Rs.750/-per paper is to be deposited in the miscellaneous payment account of D.U. link provided **Error! Hyperlink reference not valid.**The print out of the receipt along-with prescribed form dully filled in by the candidate itself will be forward from DDCE/SOL and same will be deposited by the candidate itself in D.U. Examination Branch counter no.6.

- **Examinations/Results**

As per the direction received from the University, students are hereby informed **that examinations and results for DDCE/SOL a re-conducted as per a scheduled from other Undergraduate/Postgraduate regular Programs of the University of Delhi.”**

ADMINISTRATIVE STAFF			
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For any disputes pertaining to Admissions, Examination and any other matter etc., and involving the DDCE/SOL, the jurisdiction for legal purpose will be Delhi Courts.

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However, the students are strictly advised to keep in touch with the DDCE/SOL website and their respective Student Dashboards from time to time for latest information and updates.