



# Maharaja Agrasen College University of Delhi

June 27, 2017

## Admission Procedure – 2017

Aspirants meeting the cutoff declared by the college are advised to follow the following steps to ensure smooth admission process:

Step-1	Report at the Multipurpose Hall in the Ground Floor of Auditorium Block. Ensure that the documents as per Annexure-1 are available in original & 2 sets of Photocopy(self attested). Parents are not allowed to enter the Academic block. They are requested to wait in the Multipurpose Hall of Auditorium Block.
Step-2	Aspirants will be required to meet the Teacher-In-Charge(T.I.C.) of the desired course for verification of marks. List of Department Rooms where T.I.C.'s will be available is attached as Annexure-2.
Step-3	Aspirants who meet the cut-off criteria will be issued a slip by the T.I.C.'s for purchase of college prospectus. College Prospectus will be available at counter no. 06 (Cashier, Accounts Office, Ground Floor). Aspirants Seeking admission under OBC category will be required to get their caste certificate verified at counter no. 04 (Office, Ground Floor) before purchase of College Prospectus.
Step-4	Students will be required to fill the Admission form & attach the relevant testimonials & photocopy in the exact order provided in the checklist. They can complete this process in Multipurpose Hall (Auditorium).
Step-5	Duly filled College Admission Form alongwith the documents as per the checklist will be required to be submitted to T.I.C.
Step-6	Students will be required to wait in Room.no. 208 for issue of fee slip. College will try its best to process each case at the earliest. However it may take atleast 2 hours. It is requested to extend full cooperation to the college staff.

After procuring the fee slip, the aspirants will be required to pay the course fee through online mode on the Admission portal of University of Delhi. The provisional admission process will be completed only after submission of fee within stipulated date & time.

Student volunteers will be available along with college staff in case any guidance is required by the aspirant in filling the form.



Dr. Sunil Sondhi  
(Principal)

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