

* Prof. Rajat Kumar Sant, Prof. Subodh Kumar - for Reserve Category (SC/ST/OBC-NCL/EWS/PWD/Minority Candidates) at rajatk.sant@rediffmail.com

Help Desk Information

For any general queries related to admissions, the applicant may:

1. Post the query at ChatBot available on University Admission Portal.
2. Contact: **Prof. A.R Prasannan, Nodal Officer Admission**, Maharaja Agrasen College, nodaladmission@mac.du.ac.in

List of Documents Required for Admission

The Candidates shall be required to upload copies of the following certificates/documents at the time of registration and produce the documents in original at the time of physical verification at the end of the admissions process.

1. Class X Certificate (Mark-sheet or certificate) indicating date of birth and Parents' names & XII Mark-Sheet.
2. SC/ST/OBC/EWS/CW/KM Certificate (in the applicant's name) issued by the competent authority. (The names of applicants claiming reservation under SC/ST/OBC/EWS/CW/KM must match with the names that appear on their corresponding School Board qualifying certificates; similarly, their parents' names must match in both sets of certificates).
3. OBC (Non-Creamy Layer) Certificate (in the name of the applicant) issued by the competent authority, and wherein the caste is in the OBC central list issued by <http://ncbc.nic.in>. (The name of the applicant claiming reservation under OBC (Non-Creamy Layer) must match with the applicant's name as it appears on their corresponding School Board qualifying certificates; similarly, their parents' names must match in both sets of certificates). As stipulated, an income certificate for the financial year 2022-23, dated on or after March 31, 2023, will be required. The format of the OBC certificate is as per the DOPT certificate issued in 2014 (Appendix V of the University of Delhi, Bulletin of Information).
4. EWS Certificate (Appendix IV of the University of Delhi, Bulletin of Information) from competent authority certifying the applicant can claim reservation under this category. (The names of applicants claiming reservation under this category must match with the names that appear on their corresponding School Board qualifying certificates; similarly, their parents' names must match in both sets of certificates). Income certificate for the financial year 2022-23, dated on or after March 31, 2023, as stipulated, is required.

Admission Procedure

Step I: Appearing in CUET-UG 2023.

For the academic year 2023-24, admission to all UG Programs of UOD will be done based on the Common University Entrance Test- Under-Graduate 2023 (CUET (UG) - 2023. CUET(UG) - 2023 was conducted by the National Testing Agency (NTA) in May-June 2023.

Step II: Registration in CSAS – 2023

Appearing in CUET(UG) - 2023 will not be a sufficient condition to secure a seat in Maharaja Agrasen College. For admission to the College UG Programs, a candidate has to apply in Common Seat Allocation System (CSAS-2023) of University of Delhi. Determination of program-specific eligibility and verification of documents for admission to MAC will be the sole purview of the college/university.

All applicants desirous of taking admission to Maharaja Agrasen College must give the preferences of MAC and the programs offered by the college in CSAS – 2023.

The candidate must refer to the Programs offered by MAC, their Program-Specific Eligibility Criteria, the seat matrix of each program offered by the college, fee structure and other relevant information published on the college website and the admission website of UOD before selecting the Program and College preferences.

Step II: Registration in CSAS – 2023

The CSAS -2023 form will be duly submitted only when the applicant has paid the relevant registration fee. This fee must be paid only through the link provided through the applicant's Dashboard.

Step III: Seat Allocation

The University of Delhi will provisionally allocate seats to applicants during the various allocation rounds. The applicants must 'Accept' the allocated seat and apply for admission to MAC. The college will then verify the documents and approve the admission. For details, please refer to CSAS - 2023 document available at: https://admission.uod.ac.in/userfiles/downloads/UG_CSAS_2023_14062023.pdf

Step IV: Selection of Course and College

Upon seat allocation, applicants must log in to their Dashboards to accept the program and college allocated.

- i. Please note that 'Accept' option to apply in the college as per allocated seat can be made only online through their Dashboard on the UG admissions portal. There will be no physical visit to the colleges at this point in the process.
- ii. The procedure for accepting the allocated seat by the applicant must be completed within the stipulated time period.

Step V: Online verification of documents by respective colleges

The college shall verify the documents uploaded by the applicant for the program-specific eligibility, minimum eligibility and category. Those approved are required to pay the fee and receive a confirmation of their admission.

Step VI: Payment of fees to confirm admission

Once the Principal of the College has approved their admission, the applicants will receive a link on their Dashboard through which they must submit the program fees due. This fee can only be paid online through the portal.

- i. The applicant must pay the fee without delay within the stipulated time. On successful payment of fees, the applicant is granted provisional admission to the said college.
- ii. Applicants must pay the fee within the timeframe allocated, failing which it will be concluded that the applicant is not interested in the program of study at that college, and the candidate will be out of CSAS - 2023.

Step VII: Physical verification of the original documents

The respective colleges will verify the uploaded documents within the stipulated time (Dates for the same shall be announced by the University / College later). If, at this stage, it is found that the information given by the applicant is false and/or is not supported by the documents presented, the admission will be immediately cancelled. No fees will be refunded in such cases.

Any change in the admission process for CSAS – 2023 UG admission will be notified on the website of the University of Delhi. Candidates applying to the University of Delhi must refer to the UG BoI-2023 for Common Minimum Eligibility criteria and Program-Specific Eligibility criteria. <https://www.du.ac.in/uploads/new-web/13.02.2023-DU-UG-BOI%202023.pdf>

If at any stage original documents relating to the admission of a candidate are found to be fake / non-genuine or fabricated or in any other manner defective, the said candidate will not be admitted. If already admitted, admission will be cancelled without any prior notice in this regard. If the same is found after completing the program, his / her degree will be cancelled and appropriate legal action will be taken.

Qualifying Examinations:

Qualifying examinations for admission to the first year of undergraduate programs offered by the University of Delhi shall be Senior Secondary School Certificate Examination (Class XII) of the Central Board of Secondary Education or an examination recognized as equivalent.

Age Requirement:

As per Ordinance-I of the University of Delhi, there is no minimum age bar for admission for the courses offered by the college.