



Maharaja Agrasen College
University of Delhi
Vasundhara Enclave, Delhi – 110096

Admission Procedure Check List 2018

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June 18, 2018

Admission Procedure – 2018

Students 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 all the documents as the list of essential documents 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	Students will be required to meet the Teacher-In-Charge(T.I.C.) of the concerned course in the Academic Block to check if he/she meets the declared cutoff.
Step-3	Students who meet the cut-off criteria will be issued a slip by the T.I.C.'s for purchase of college prospectus. College Prospectus is available at counter no. 06 (Accounts Office, Ground Floor) on payment. Students Seeking admission under OBC category will be required to get their caste certificate verified at counter no. 04 (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 to report at the college ICT centre for electronic data entry of the details of admission form.
Step-7	Students are then required to wait in Room No. 208 for issue of provisional fee slip. In case all documents & percentage is in order the college will approve the provisional admission on the University Portal
Step-8	A student Help Desk has been set up in the Multipurpose Hall (Auditorium Block). In case any guidance is required, students may seek the same from the Help desk.

After procuring the fee slip, the students 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.

Dr. Sunil Sondhi
(Principal)



Maharaja Agrasen College

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List of Documents required at the time of Admission

(These documents must be attached with the admission form in the order mentioned below)

- Print out of Admission Form in the name of the college to be downloaded from Admission portal of University. (In case student does not have the printout, same can be obtained from ICT, Lab-2, Ground Floor).
- Class X Certificate.
- Class X Marksheet.
- Class XII Marksheet.
- Provisional Certificate/Original certificate.
- Recent Character Certificate.
- Migration Certificate, if required.
- SC/ST/PwD/CW/KM Certificate in the name of the Applicant issued by the competent authority.
- OBC (Non-Creamy Layer) Certificate in the name of the Applicant caste to be as per notified by the National Commission for Backward Classes available at the website http://ncbc.nic.in/backward_classes/index.html). The validity of the non-creamy layer certificate shall be for the financial year 2017-2018, issued after 31st March, 2018.
- 2-passport size self-attested photographs of the Aspirants.
- Passport size photographs of parents (Mother, Father, local Guardian if required) one each.
- Aadhaar Card copy in mentioned of student name along with father/mother name.
- Anti Ragging Form Students and Parents.
- AECC Option Form.
- Generic Elective Form Hons courses only.

Note:- All the above mentioned documents are mandatory. Undertaking in lieu of the above documents shall not be accepted

2 set of photocopies of the above documents to be attached with the admission form & to be placed in the file provided along with the College Information Bulletin.



Maharaja Agrasen College University of Delhi

Admission 2018-19 List of Department Rooms Admission

S. No.	Course	Room No.	Floor
1	B.A.(Hons.)English	125	First Floor
2	B.A.(Hons.)Hindi	131	First Floor
3	B.A.(Hons.)Political Science	126	First Floor
4	B.A.(Hons.) Journalism	Media Lab	Ground Floor
5	B.A. (Programme)	113 (Physics Lab)	First Floor
6	B.Com.(Hons.)	130	First Floor
7	B.Sc.(Hons.)Electronic Science	331	Third Floor
8	B.Sc. Mathematical Science	231	Second Floor
9	B.Sc. Physical Science	218 (Computer Lab)	Second Floor
10	Advance Diploma in T.V. Programme & News Production	Media Lab	Ground Floor

1	OBC Certificate Verification	College Office Ground Floor, Counter No. 4
2	Printout of Admission Form	ICT lab – 2, Ground Floor
3	College Information Bulletin	College Office Ground Floor, Counter No. 6

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Anti Ragging Form

Undertaking by the Parent/Guardian

I Mr./Ms/Mrs. _____ (full name of parent/guardian) father/mother/guardian of, (full name of student with admission / registration/ enrolment no.) _____ having been admitted to Maharaja Agrasen College, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

- I have, particular perused clause 3 of the Regulations and aware as to what constitute ragging.
- I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case my ward am found guilty of or ragging actively or passively or being part of a conspiracy to promote ragging.
- I hereby solemnly undertake that:-

My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the regulations,

My ward will not participate in or abet or propagate though any act of the commission or ommision that may be constituted as ragging under clause 3 of the regulations,

- I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, admission of my ward is liable to be cancelled.

Declared this _____ day of _____ month of _____ Year

Signature of deponent

Name:

Address:

Mobile No.:

Verification

Verified that the contents of this undertaking are true to the best of my knowledge and no part of the undertaking is false and nothing has been concealed or misstated therein.

Visited at _____ day of _____ month of _____ Year

Signature of deponent

Name:



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Anti Ragging Form

Undertaking by the Student

I _____ (full name of student with admission / registration/ enrolment no.) s/o / d/o Mr./Mrs/Ms./_____ having been admitted to Maharaja Agrasen College, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said regulations.

- I have, particular perused clause 3 of the Regulations and aware as to what constitute ragging.
- I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or ragging actively or passively or being part of a conspiracy to promote ragging.
- I hereby solemnly undertake that:-

I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the regulations,

I will not participate in or abet or propagatethrough any act of the commission or ommision that may be constituted as ragging under clause 3 of the regulations,

- I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ Year

Signature of deponent

Name:

Verification

Verified that the contents of this undertaking are true to the best of my knowledge and no part of the undertaking is false and nothing has been concealed or misstated therein.

Visited at _____ day of _____ month of _____ Year

Signature of deponent

Name:



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AECC Option Form

Students of the 1st Year are required to exercise their option for choosing AECC paper (English/Hindi) which will be studied by them either in Semester-I or Semester- II as per the decision of concerned committee.

1. Name of Students : _____

2. Roll No. : _____

3. Course : _____

4. E-mail : _____

5. Please select the paper under (AECC) English/Hindi: _____

Date : _____ Signature of Student: _____

Important Points:

1. Student can fill their option form either online or offline. First Option exercised by the students shall be binding and no request for any change will be considered.

2. List of AECC Batches will be uploaded on the college website.

3. In case a student does not exercise his/her option within the specified time the college shall award him/her the AECC paper which shall be final.

(Submitted at the time of along with admission form)



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Performa of Generic Elective Paper for 1st Year Students (Hons Courses only)

All Students of Hons courses are required to choose Generic Elective paper offered by other departments. For Example: student of B.A (H) Journalism Course can choose paper offered by other department other than Journalism.

1. Name of Students : _____

2. University Registration No: _____

3. Course : _____

4. E-mail : _____

5. Mobile No. : _____

6. Option exercised : Department Paper name

Preference-1

Preference-2

Preference-3

Date : _____ Signature of Student: _____

Important Points:

- a. List of papers offered by the department are given at the back side of the form. All three Preference must be filled in order of priority.
- b. Batches of Generic Elective Papers shall be uploaded on the college website.
- c. The students shall be awarded Generic Elective paper as per the policy of college. The decision of the committee in this shall be final.
- d. in case a student does not exercise his/her option the college shall award him/her the Generic Elective paper which shall be final.
- e. Option once exercised shall remain final and will not change.

Generic Elective Details for the Academic Session 2018-19

Sr. No.	Name of Department	1 st Semester Paper Offered
1	Biology	“Biodiversity (Microbes, Algae, Fungi and Archegoniatae)
2	Business Economics	Introduction to Marketing Management
3	Chemistry	Atomic Structure, Bonding & General Organic Chemistry
4	Commerce	Insurance and Risk Management
5	Computer Science	Introductory to Programming
6	Economics	Introductory Microeconomics
7	Electronics	Consumer Electronics
8	English	Media and Communication
9	Hindi	हिंदी सिनेमा और उसका अध्ययन
10	History	“Delhi Through the Ages”
11	Journalism	Basics of Journalism

12	Mathematics	Calculus
13	Physics	Electricity & Magnetism
14	Physical Education	"Introduction to Physical Education in the Contemporary Context"
15	Political Science	Nationalism in India



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Performa for selection of subject for B.A. (Prog.)

Semester-I

Sr. No.	Details	Subject	Preference exercised (decision of the committee shall be final)
1	One Language Compulsory	Hindi (A/B/C) or English (A/B/C)	
2	One Subject From Discipline-I	Economics/ History/ Political Science/Maths*	
3	One Subject From Discipline-2	Computer Application/ English Discipline/Hindi Discipline/ OMSP	
4	One Subject from AECC	English/Hindi/EVS	

* Section of Maths shall open incase the batch size exceeds 15 students. Otherwise students will be allotted other paper from the said basket.

Student must tick choice against the name of the paper

Signature of Student _____

Name of Student _____



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Cancellation Policy

Students who wish to withdrawal/cancel his/her admission shall be required to follow the following process.

Step-1	Login to his/her admission portal (www.du.ac.in)
Step-2	Cancel his/her admission on the portal
Step-3	Pay the nominal cancellation fees and take the printout
Step-4	Submit the said Printout in the college along with the cancellation form generated from the portal & submit the same to Ms. Sangeeta (Counter No-2). Cancellation form must be duly signed by Teacher-In-Charge.
Step-5	Wait for the college to cancel the admission on the University Portal.
Step-6	Collect the original certificate/testimonials from Counter no. 1