

MINUTES OF THE STANDING COMMITTEE HELD ON 10TH JUNE 2020

A meeting of the Standing Committee for Admissions was held online (via Zoom Application) on June 10th, 2020 at 2:30 PM. The following members were present:

1. Prof. Sudhir A. Shah, Dean, Faculty of Social Sciences (Chairperson)
2. Prof. Syed Ali Karim, Dean, Faculty of Arts
3. Prof. R. K. Singh, Dean, Faculty of Commerce & Business Studies
4. Prof. Alo Nag, Dean, Faculty of Inter-Disciplinary and Applied Sciences
5. Prof. (Ms.) Deepti Omchery Bhalla, Dean, Faculty of Music & Fine Arts
6. Prof. Sathyabhama Das Biju, Dean, Faculty of Sciences
7. Prof. (Ms) C S Lalitha, Dean Mathematical Sciences
8. Prof (Ms) Vandana, Dean, Faculty of Law
9. Prof (Ms) Shobha Sinha, Dean, Faculty of Education
10. Prof. Rashmi Agrawal, Dean, Faculty of Applied Social Sciences and Humanities
11. Dr. Rabi Narayan Kar, Principal, Shyam Lal College
12. Dr. Arun Kumar Atree, Member, Academic Council
13. Prof. Rajeev Gupta, Chairman, Admission Committee (Special Invitee)
14. Prof. Shobha Bagai, Dean, Admission (Special Invitee)
15. Dr. Haneet Gandhi, Dy. Dean, Admission (Special Invitee)
16. Prof. Pankaj Sinha, Chairman, Delhi University Sports Council (Special Invitee)
17. Dr. Sanjeev Singh, Joint Director, Delhi University Computer Centre

Following documents were shared with the members of the Standing Committee through Email, along with Agenda, prior to the meeting:

1. Tentative UG Bulletin of Information
2. Tentative PG Bulletin of Information
3. Tentative MPhil. and PhD. Bulletin of Information
4. Tentative Schedule
5. Minutes of the Admission Committees held on February 26th, March 11th, April 08th, April 23rd and May 6th, 2020
6. Minutes of the meeting of Sub Committee for Sports, ECA and other Performance-based admissions 2020 held on May 14, 2020

Prof. Sudhir Shah, Chairman, Standing Committee & Prof. Rajeev Gupta, Chairman, Admission Committee welcomed the members and requested Prof. Shobha Bagai, Dean, Admission to place the agenda before the house. The following items were approved after due deliberations:

AGENDA

1. To consider the proposal that the admissions in all the courses of the University for the academic session 2020-2021 be done completely online including those under Sports, ECA and CW category. The proposed schedule is attached.
 - (a) Considering the unprecedented situations that have emerged due to COVID-19 pandemic, the Standing Committee resolved that this year admissions to all UG and PG (Masters) courses, including Sports, ECA, Music and CW category must be done online. The committee further recommended that Research Council may be consulted to formulate guidelines for online admission of M.Phil. and Ph.D. aspirants also.
 - (b) The Standing Committee suggested that Cut-Off dates may be announced only after the declaration of the Class XII results (for UG) and the UG results (for PG).
 - (c) However, the committee decided that the Registration Portal to be opened from June 20th, 2020 to July 4th, 2020, with a provision of reopening the portal later for incorporating the results.

2. To consider the proposal for enhancement of sanction seats in each course by 15% in continuation of Notification No. Aca.I/ Reservation of EWSs/2019/63 dated 04.04.2019, wherein it was stated that the University of Delhi had implemented 10% reservation for EWS by 10% expansion in sanction seats in 2019 – 20 and the remaining 15% enhancement will be completed in 2020-21.
 - (a) The committee was informed that in continuation of Notification No. Aca.I/Reservation of EWSs/2019/63 dated 04.04.2019, the University of Delhi had implemented 10% expansion in EWS seats in 2019 – 20 and the remaining 15% enhancement will be completed in 2020-21.
 - (b) The Standing Committee resolved that departments/ centers where the number of seats is very small must ensure that collectively their declared seats must meet the required expansion.
 - (c) The committee resolved that the implementation of EWS expansion is mandatory for all courses in UG and PG programmes. Since the seats may vary in MPhil and PhD programmes, the committee resolved to suggest that in these Programmes the departments must ensure that the distribution of seats in all reserved categories be followed as per the required statutory obligations related to reservations.
 - (d) The committee further resolved that an undertaking must be taken from all College Principals, Head of Departments and Director of the Centers to declare that the EWS expansion has been implemented on the sanctioned seats of 2018 and completed thereof as per the Notification No. Aca.I/Reservation of EWSs/2019/63 dated 04.04.2019, the University of Delhi
3. To consider the proposal that the eligibility criteria of the UG and PG Courses for the admission-2020 will remain the same as considered for admissions in 2019-20
 - (a) In the Admission Committee meeting held on 11th March 2020, it was decided that the eligibility criteria of the UG and PG Courses for the admission-2020 will remain the same as considered for admissions 2019-20. The Standing Committee approved the recommendation of the Admission Committee.
 - (b) The Standing Committee noted that the Admissions Office had received changes in some admission criteria (e.g., the criteria for admission to B.A. Honours Economics) after these changes had met all necessary statutory requirements. However, as the changed criteria had not been posted on the DU website for the court-mandated six month period, the Admissions Committee decided to not implement these changes in the 2020 admissions cycle. The Standing Committee resolved that these pending changes in the admissions criteria would be posted on the DU website immediately after completing the 2020 cycle of UG and PG admissions so that the same lapse does not occur in the next admissions cycle. Furthermore, fresh changes in the eligibility criteria would be sought from all the departments so that the changes (if any), with statutory approvals duly received, may be uploaded on the DU website at least six months before the 2021 admissions cycle. These revised eligibility criteria must be implemented in the 2021 admissions process.
4. To consider the proposal that there will be no change in the (a) Online registration fee; (b) Online Correction fees; (c) Online Admission Cancellation Fee and (d) Additional Registration fee for ECA/Sports Category. Further PwD candidate who qualify under the UR category will pay fees as per their PwD category.
 - (a) In the Admission Committee meeting held on 11th March 2020 it was decided that there would be no change in the (a) Online registration fee; (b) Online Correction fees; (c) Online Admission Cancellation Fee and (d) Additional Registration fee for ECA/Sports Category. It was further clarified that PwD candidates who qualify under the UR category will pay fees as per their PwD category. The Standing Committee approved these matters.
 - (b) However, the matter related to charging Cancellation fees from the candidates was discussed at length. As per previous year, Rs 1000/- is charged from a candidate when s(he) changes his/her Course/College. Dr Arun Attree expressed his strong concern for charging this amount from the reserved and economically backward candidates. The committee strongly proposed a working group to be constituted to look into the matter of reduction in cancellation charges for applicants seeking admission under the reserved

category and other economically disadvantage candidates for admissions in the academic session 2021-22.

5. To consider the proposal to follow DOPT norms to ensure validity of Caste certificates under OBC Non-Creamy Layer Category.

The matter was discussed and approved in the Admission Committee held on March 11, 2020. The Standing Committee also endorsed that DOPT norms have to be followed for ensuring the validity of caste certificates under OBC Non-Creamy category. It may be noted that, as per the DOPT certificate issued in 2014 (Attached as Annexure I) for OBC Category, wherein details related to caste and income status are mentioned, the same format will be considered as per the DOPT norms.

6. To consider the proposed Bulletin of Information for UG, PG, M.Phil/PhD (attached)

The Standing Committee deliberated and discussed the Bulletin of Information (BOI) that was circulated with the agenda.

- (a) In the UG Bulletin, on Page no. 9 (regarding eligibility criteria for BA (Hons) Philosophy and Social work, a clarification was suggested. The committee resolved and suggested that in these programmes it must be stated that there will not be a deduction of 2.5% if the students have not studied Philosophy and Social work in their Class XII.
- (b) For eligibility criteria related to B.Com (Hons), the committee recommended that an equivalence be sought from the Department of Commerce for considering Applied Mathematics (subject offered as a skill subject in CBSE) as equivalent to Mathematics. In case the equivalence is established, the committee approved that the same may be incorporated in the BOI.
- (c) It was pointed out that the subject Applied Mathematics started by CBSE may be included in List B. On this matter, it was clarified that the revised course of Applied Mathematics has been commenced by CBSE in the year 2020-21. Therefore, its equivalence (i.e., whether it is to be included in List B at par with Academic Subjects) will need to be considered by the concerned Departments for admission in the academic year 2022-23.
- (d) The committee also considered and approved that the List of Examination Boards that may be considered for admissions must be incorporated in the BOI. This list of Boards is to be compiled based on those recognised by MHRD, COBSE and AOBSE. The committee further resolved that any Board outside this list should be scrutinised carefully by the colleges in consultation with the University.
- (e) The Standing Committee authorised the Dean, Admissions, to add Annexures related to Seat matrix, Fees, Nodal Officer, Grievances as received from the Colleges/Departments. The committee further added that an undertaking be taken from the Principals/HoDs that the seat matrix and the category wise distribution is as per the EWS expansion and reservation policy of the University of Delhi.
- (f) It was proposed by Dean, Commerce and Business Studies, that the verification of the certificates for the PG courses should be done at colleges. The Standing Committee accepted the proposal and recommended that necessary changes be incorporated in the PG BOI.
- (g) It was also pointed out that since eligibility criteria for M.Phil/PhD are governed by Ordinance VI-B of the University, and it states that the eligibility criteria for M.Phil and PhD are the same, the BOI also must have the same eligibility criteria for M.Phil/PhD in each Department. The Standing Committee recommended that the same may be incorporated in the BOI after consultation with the Research Council.

7. To consider the recommendations of the Committee constituted for ECA and Sports Admissions-2020

The admission committee in its meeting held on 26th May 2020 had decided that under the prevalent condition due to COVID 19 pandemic, the alternative plan for admission under ECA, Sports, Music and Physical Education, of having only online admission process, as suggested by the sub-committee be adopted for the academic year 2020 – 21. The proposal for the same was circulated to all the members of the Standing Committee. The Standing

Committee unanimously accepted the proposal (Appendix I) and recommended that the process/criteria for only online admission of ECA, Sports, Music and Physical Education be published in the Bulletin of Information.

8. To consider the proposal to completely avoid the visit of students for physical verification of the documents by following procedure:
- Applicants to upload the soft copy of all the mandatory documents online.
 - Once the cut-offs are declared by the colleges, applicant freezes a single course where s(he) wishes to take the admission.
 - Respective College does online verification of the documents to approve provisional admission.
 - To strengthen the above process, it was recommended that a strong team for counseling through e-mode, to be constituted by each College. In addition, a common format to be prepared online to help colleges to convey the decision. Wherever applicable, the Colleges should give reasons to the applicant through e-mode for "not approved", or "admission have been kept on hold".
- Once the admission is approved, the applicant pays the fees.
The colleges/departments physically verify the original documents of the applicants once the session commences and students are allowed to be physically present.
- (a) The Standing Committee approved the decision taken by the Admission Committee meeting held on 11th March 2020 and 23rd April 2020 that this year that there would be no physical verification of the documents during the admissions for the UG and PG Courses. Only online verification of mandatory documents will be considered for provision admission. However, candidates will have to appear physically for physical verification of the certificates for confirmation of their admission, the schedule for which shall be declared by the University in due course. The confirmation of the admission will be subject to the verification of all original certificates and other necessary requirements.
 - (b) The Standing Committee considered and approved the decision taken in the Admission Committee meeting held on February 26th 2020, that in case of mismatch of names in the Certificates (SC, ST and OBC) occurring due to abbreviation of names, benefit may be given to applicants if his/ her abbreviations match with the names provided in other supporting documents/ certificates such as Class X/Class XII/ any Identity certificate.
 - (c) The Standing Committee discussed and resolved that in case of any discrepancy in the submitted certificates/ documents of the applicant, he/ she must be contacted for clarification.
 - (d) The Admission Branch also reported that all Indian Boards have been contacted and requested to provide a link to their result portal for verifying the details of the applicants. CBSE has already been providing its data to the University. Two additional Boards, i.e., NIOS and J&K Board of School Education, have agreed to share their data.
 - (e) The Standing Committee further resolved that, if at any stage it is found that a certificate submitted by a candidate is false, then the admission will be cancelled.
 - (f) The committee advised the Admission Branch to hold an online meeting with the Principals and apprise them with all the modalities of the admission 2020-21.
9. To consider the proposal that, five cutoffs will be declared wherever applicable by the respective colleges for Undergraduate admissions. Any further Cutoffs can be declared, if required, after the fifth cutoff. One week may be allotted as Special Drive/s, if needed.
- (a) The Standing Committee approved the decision taken in the Admission Committee dated 11th March 2020 regarding declaration of minimum of five-cut-offs for Merit based UG admission.
 - (b) The committee further approved the decision taken in the Admission Committee meeting held on 23rd April to announce additional cut-off lists as a Special Drive for the admissions to reserved categories including EWS if seats remain vacant.
 - (c) The Admission Committee in its meeting held on 11th March 2020 had decided that same practice as followed last year shall be adopted for allowing change of Colleges. Hence during the online process of admission, the applicants shall chose a single course and college after the announcement of the respective cut-off. As per last year's practice, one cancellation

would be allowed per Cut-off List. The number of cancellations will be restricted to $(n-1)$, where "n" is the total number of Cut-off Lists. The Standing committee accorded its approval for the same.

- (d) Dean, Admission informed the committee that this year there will be a Special Cut-off for those students who could not/ did not take admission in the initial five Cut-Offs for whatsoever reasons. This Special Cut-off is in lieu of the process that was being followed by the colleges of giving an opportunity to a candidate to seek admission in case there was a vacant seat in the n^{th} Cut – Off if he/ she has missed out the $(n - 1)^{\text{th}}$ Cut – Off. The Special Cutoff will be implemented only if there are vacant seats,

-The cut-Off for the Special Cut-off admissions will be the last cut-off declared by the college for a particular course. That is, if a college had declared 3rd cut-off for a particular course and no further cut-off was declared thereafter, and there are vacant seats after the University has completed the 5th round of cut-off, the Special Cut-Off for this particular course of the College will be that as declared in the 3rd cut-off.

- The colleges will declare the number of seats left vacant in each course after the 5th Cut-Off.

-*There will be no movement allowed during this Special Cut-Off.*

-For the Special Cutoff, the applicant will have to give his/ her preferences of the available Course (A) and available Colleges (B)

-The allotments to the course and the colleges, *only for the Special Cut-Off*, will be made centrally using the formula $(\min A + \min B)$ where A is the preference to a course and B the preference to a college, B will be dependent on A.

The Standing Committee after due consideration accorded its approval for the same.

10. To consider the proposal that the departments that have 15% weightage for interview in the admission process may be advised not to do so in view of the situation prevailing on account of COVID 19 pandemic.

The proposal discussed in the Admission Committee in its meeting held on 26th May was approved by the Standing Committee. The Standing Committee also discussed and approved that this year there should not be any interview or Group Discussion in any PG Course including MBA and MBE. The Standing Committee directed DR Academics to communicate this decision to all departments.

11. To consider the proposal that procedure for selection of applicants under Prime Minister's Special Scholarship Scheme for J&K students, Nomination of seats for Sikkimese Students, admission of minority category students in Minority colleges and admission under Ward Quota will be the same as last year.

The Standing Committee discussed and approved the proposal discussed in the Admission Committee held on 11th March 2020.

12. To consider the proposal that there should not be additional eligibility criteria for any course, except those already mentioned in the BOI, as there will be no physical presence of the applicant this year due to the unprecedented situation that has emerged because of COVID 2019 pandemic.

The Standing Committee discussed and approved that this matter will only be valid for the current year 2020 – 21 due to the unprecedented situation that has emerged because of COVID 2019 pandemic.

13. To consider the proposal to have only one Registration-cum-Application form and if colleges feel appropriate they may have an additional Online form to collect additional information only.

The Standing Committee discussed and approved that the colleges may seek additional information from applicants only through online mode. It further resolved that no additional fees would be charged from the applicants by the Colleges.

14. To consider the proposal that the DUET 2020 will be done by National Testing Agency (NTA). The Nodal persons for any task related to DUET 2020 will be the respective Head of the Department.

(a) The Standing Committee approved the proposal. The committee suggested and approved that the Nodal persons for any task related to DUET 2020 will be the respective Head of the Department or a person Nominated by the Head.

(b) The Standing Committee suggested that NTA be asked to add more centres to facilitate the applicants. It was informed that the Advisory Body of the University constituted for deliberating matters with NTA has already requested NTA on this aspect and it is under consideration by NTA.

(c) It was shared that the Advisory Body of DU for NTA, in its meeting held with NTA officials had negotiated with NTA to agree on keeping a nominal fees of Rs. 200/-, (instead of NTA's usual charges Rs 1000/- that they charge in other tests), for any challenge that candidates raise. For a correct challenge the fee is refunded to the candidate. This amount will directly be charged by NTA. Post meeting, the Advisory Body had requested NTA to reconsider the cancellation fees.

The Committee unanimously agreed that a nominal fees discourages unnecessary challenges from the candidates.

15. To consider the proposal of Head, Department of Germanic & Romance Studies regarding non-availability of seats in MPhil/PhD courses in German Studies and Portuguese Studies for the academic year 2020-21.

This proposal was approved by the Standing Committee.

16. To consider the proposal of lateral admissions in Masters in Journalism to be deferred till the admission modalities and process to be adopted for lateral entry for Masters in Journalism are finalised.

The members of the Standing Committee were informed that the process of Lateral Admission in Masters in Journalism has been approved in the EC dated 03/07/2017. The Delhi School of Journalism (DSJ) has informed the Admission Branch that for this year's lateral entry, 21 seats are vacant, as some students have left the course. The Standing Committee discussed and approved that admission for the vacant seats be done. It was further clarified that DSJ had informed the Admission Branch that as per their approval, the reservation policy on the declared 21 vacant seats will be based on the seats vacant in that particular category.

17. To consider the proposal for introduction of New Courses – M.Sc. Bio Physics, B.Sc.(H) Operational Research and Environmental Sciences.

The Standing Committee approved the admission be conducted for the course in M.Sc. Bio Physics. However, admission to the courses in B.Sc.(H) Operational Research and Environmental Sciences can only be done provided the colleges have approval (both administrative as well as financial) from the concerned bodies. The committee discussed and resolved that since most of the colleges do not meet the requirements, admissions to these two courses may be put on hold this year or until they produce the necessary approvals.

18. To consider the proposal for selection of ICICI Bank as the bank for payment Gateway.

The matter of ICICI bank as the bank for payment Gateway for admission 2020 was reported and approved by the Standing Committee.

19. Any other item with the permission of Chair.

- a) The issue of late refund of admission fees to the applicants was raised. Chairperson, Admission Committee also raised the issue of delay in payment towards expenditures related to Admission. The Standing committee recommended that Finance Officer or his nominee must be a part of the Admission Committee. The committee strongly recommended that all dues (refund of fees and payment of expenditure related to admission) must be completed within 60 days of completion of admissions.
- b) The Standing committee was informed that Prof Anil Aneja had informed the Admission Committee members of the case filed in the Delhi High Court in W.P. (C) 3411/2020 in the matter of National Federation of the Blind Vs. Union of India and ors. It was important that an urgent decision be taken about the admission status of those students who may choose to appear in examinations on a later date than July, 2020 and/or September, 2020, as the case may be, as per the University notifications. The Standing Committee recommended that this year, due to unprecedented situation, the students may be provisionally admitted on the basis of their merit in the entrance test. However, all students will have to submit their results to justify their fulfillment of the eligibility condition (including applicable relaxation if any) as laid down by the university before the last date of admissions declared by the University of Delhi.
- c) The members of the Standing Committee were informed that the following steps were taken to facilitate the applicants interested in taking admission in the University of Delhi
- An online Help Desk is already functional and contact details have been provided on the University website
 - This year, in lieu of the Open Days, videos are being prepared by the Admissions Branch for helping students with the admission process. In addition, webinars would also be organised to help the aspirants.
 - An applicant after having registered on UG portal for Merit Based admission will be considered for admission in all colleges and courses provided he/she satisfy the eligibility criteria and meet the required Cut-Off.
 - FAQs will be put up on the website.
- d) The Standing Committee approved the decision of Admission Committee taken on 11th March 2020 that all information pertaining to the Admission for the academic session 2020-21 may be provided to the print, audio and visual media by the Dean, Admission.
- e) Executive Director, School of open Learning informed the committee members that the School of Open Learning will complete its admission process for UG courses as per academic calendar of the University of Delhi. For admission in PG Courses, it will be done simultaneously with Delhi University. However for this purpose SOL has to take permission from Distance Education Board (DEB), which is yet to be received for the academic session 2020-2021.

The meeting ended with a vote of thanks to the chair.