

Guidelines for New Admission for Academic Session-2018-19

Number of Seats in Courses of Study

➤ **B.Com (Hons.)**

- Total number of seats: 501, which includes 27% (135) seats of OBCs, 15% (75) seats of SCs and 7.5% (38) seats of STs. Seats for reserved categories are as per the policy of the University of Delhi.
- Reservation for candidates with Disabilities (PwD), Wards of Armed Forces, Nepalese, Bhutanese, Sikkimese, Wards of Kashmiri Migrants, candidates under Sports Category, Foreign candidates and Wards of University and College Employees are over and above 501 seats and as per the rules of University of Delhi and these seats are counted as supernumerary admissions.

➤ **B.A. (Hons.) Economics**

- Total number of seats: 123, which includes 27% (33) seats of OBCs, 15% (18) seats of SCs and 7.5% (9) seats of STs. Seats for reserved categories are as per the policy of the University of Delhi.
- Reservation for candidates with Disabilities (PwD), Wards of Armed Forces, Nepalese, Bhutanese, Sikkimese, Wards of Kashmiri Migrants, candidates under Sports Category, Foreign candidates and Wards of University and College Employees are over and above 501 seats and as per the rules of University of Delhi and these seats are counted as supernumerary admissions.

Qualification for B.Com. (Hons.) and B.A. (Hons.) Economics in university of delhi Qualifying Examinations

Qualifying examinations for the purpose of admission to the first year of undergraduate programmes 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 thereto.

Applicants seeking admission to the programmes offered by the University should have passed the qualifying examination obtaining minimum marks as specified for each of the programmes as per the Information Bulletin of the University of Delhi. However, the admission in the programmes offered by Shri Ram College of Commerce is based on the cut-off marks which is decided on the basis of best four papers of the qualifying examinations. The criteria to calculate best four marks for B.Com. (Hons.) and B.A. (Hons.) Economics are specified below in the respective sections. Candidates must have passed the qualifying examination from a single board recognized by the University of Delhi.

(Note: The admission in any programme/course shall not be granted on predicted scores issued by various Boards / Schools.)

Equivalence Criteria

The applications for admission to the Undergraduate Programmes in the College in respect of applicants belonging to the Examining bodies of Boards / Universities recognized / accredited by the

Association of Indian University / University Grants Commission / Ministry of Human Resource Development shall be considered by the College in terms of the following recommendations as circulated in the University circular letter of 13 - 1- 2005.

- That various degrees from Universities recognized by the Association of Indian Universities / University Grants Commission / Ministry of Human Resource Development or by any bilateral agreement be considered as equivalent to corresponding degrees of the University of Delhi subject to the conditions that Programme duration is same as in the University of Delhi for purposes of determining eligibility for admission to various Programmes and further Departments / Colleges may be allowed to evolve procedure through their respective Admission Committees.
- Senior School Certificate of various Boards recognized by Association of Indian Universities /Central Board of Secondary Education is considered as equivalent to the Senior School Certificate of Central Board for the purposes of eligibility to various Undergraduate Programmes.
- Students who pass various Degree / School Examination of Foreign Universities / Boards as have already been approved by the Equivalence Committee, from time to time, be considered eligible as a matter of routine. The cases of only those applicants who do not fall in the list of Association of Indian Universities /University Grants Commission/ Ministry of Human Resource Development recognized accredited Boards/ Universities shall be referred to the University on the basis of individual merit.

For some Boards which issue consolidated mark sheets containing marks of both 11th and 12th class, the merit of such applicants shall be determined on the basis of such consolidated mark sheet.

• **Admission Criteria**

Admission criteria for B.Com. (Hons.) and B.A. (Hons.) Economics are based on the Bulletin of Information for Admission to Undergraduate Programmes (2018-19) of the University of Delhi and specified separately as under:

B.Com. (Hons.)

Calculation of eligibility of percentage marks on the basis of Best Four subjects is specified as below:

One Language from Part 1 of List C1 + three best subjects out of Part 2 of List C1 (list C1 has been mentioned below).

OR

One Language from Part 1 of List C1 + any combination of subjects out of Part 2 of List C1, List C2 or any other subject (not listed either in List C1 or List C2). In such a case, the deduction of marks from aggregate percentage of 'Best Four' shall be as follows:

- i. For every subject included from List C2, a deduction of one percent in aggregate percentage of 'Best Four';

- ii. For every other subject (not listed either in List C1 or List C2), a deduction of 2.5% per subject in aggregate percentage of 'Best Four'.

Note:

1. All subjects to be included in the calculation of 'Best Four' must have at least 70% theory component of examination. In case the subject to be considered does not have at least 70% theory component, then the marks obtained in theory and practical shall be converted to 70% and 30% respectively, on pro rata basis. The marks so arrived at will then be considered for calculation of 'Best Four'.
2. The applicant must have studied and passed Mathematics/Business Mathematics at the qualifying examination for admission to B. Com. (Hons.).
3. The computation of 'best four' subjects in the above framework should lead to an effective and unique 'best four' which would be higher than any other combination of 'best four' subjects.

LIST C1 – List of Core Subjects for B.Com. (Hons.)

PART 1 (Language)	PART 2 (Core Subjects)
English	Mathematics
Hindi	Accountancy
	Business Studies / Commerce
	Economics

LIST C2 – ADDITIONAL LIST of Subjects for B. Com. (Hons.)

Botany	Geography	Philosophy	Statistics
Business Mathematics	Geology	Physics	Zoology
Biology/ Biotechnology	History	Political Science	
Chemistry	Home Science	Psychology	
Computer Science/ Informatics Practices	Legal Studies	Sociology	

B.A. (Hons.) Economics

Calculation of eligibility of percentage marks on the basis of Best Four subjects is specified as below:

- iii. One language and three best academic/elective subjects from LIST A.
- iv. Out of three, academic/elective subject chosen above, one must be Economics. However, non-inclusion of Economics in Best Four will lead to deduction of 2.5% from the 'Best Four' percentage marks.

Note:

- i. Along with above criteria if an applicant doesn't include the subjects given in LIST A in 'Best Four', then a deduction of 2.5% of maximum marks will be levied for each subject for the purpose of calculating 'Best Four'.
- ii. The applicants must have studied and passed Mathematics at the qualifying exam for admission to B.A. (Honours) in Economics.
- iii. All subjects to be included in the calculation of 'Best Four' must have at least 70% theory component of exam. In case, the subject to be considered does not have 70% theory component and 30% practical

component, then the marks of theory and practical only shall be converted to 70% and 30%, respectively on pro rata basis. These new marks will then be considered for calculation of ‘Best Four’.

List A: Academic/ Elective subjects for the purpose of undergraduate admissions

Arabic	English	Italian	Punjabi	Accountancy
Bengali	French	Legal Studies	Psychology	
Botany	Geography	Mathematics	Sanskrit	
Biology/ Biotechnology	Geology	Music	Sociology	
Chemistry	German	Persian	Spanish	
Commerce/Business Studies	Hindi	Philosophy	Statistics	
Computer Science/ Informatics Practices	History	Physics	Urdu	
ECONOMICS	Home Science	Political Science	Zoology	

Note for calculation of Best Four

- ✓ In case an applicant has studied elective and core languages, the core language subject will be treated as language, while elective language can be considered as academic/ elective subject.
- ✓ University may define any other relevant subjects as an academic/ elective for a particular Honours programme.

Admission Procedures and Important Guidelines for Admission

- College follows the admission guidelines, schedule and criteria as notified by the University of Delhi. For the academic year 2018-19, candidates from all the categories must be registered centrally through online facility of the University of Delhi for the courses available in the College.
- College will announce cut-offs for candidates of all the main categories (Gen/OBCs/SCs/STs/PwD) for B.Com. (Hons.) and B.A. (Hons.) Economics separately as per the notified schedule of the University of Delhi for Undergraduate admission in academic session-2018-19.
- The merit list for the unreserved category (UR) seats will comprise all the applicants in order of merit. No one will be excluded from the same. In other words, it will also include SC / ST / OBC applicants, if they meet the criterion of merit for UR category. The applicant cannot be excluded from the UR category merit list just because the applicant belongs to or has applied under SC/ST/OBC category. Such an applicant is entitled to be considered under the UR category, as well as under the reserved category. Admission to UR category seats will be strictly in order of the merit without excluding SC/ST/OBC applicants.
- All the registered candidates meeting the cut-offs will be given admission as per the cut-offs schedule notified by the University of Delhi after satisfactory verification of requisite documents required for admission. Therefore ‘**First Come First Serve**’ criteria will not be applicable for the admission.

- Candidates who have missed their admission deadline of their cut-offs will be given chance of admission only on the last day of admission schedule of the subsequent cut-offs provided seats are left unfilled.
- As per the provisions of Rights of Persons with Disabilities Act, 2016, not less than five percent (5%) seats are reserved in B.Com. (Hons.) and B.A. (Hons.) Economics for Persons with Benchmark Disabilities. 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 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 Disability Act, 1995, under which reservation for Persons with Disabilities in admissions was provided earlier has now been repealed. The applicants with specified categories of disabilities as mentioned in the Schedule to the Rights of Persons with Disabilities Act, 2016 [See clause (zc) of section 2 of Act of Rights of Persons with Disabilities Act, 2016] are eligible to get the benefit of the said reservation under the PwD. The certificate of disability must be issued by the authorities specified in the Rights of Persons with Disabilities Act, 2016.
- The reservation for wards of Kashmiri Migrants is 5% of total sanctioned seats for B.Com (Hons.) and B.A. (Hons.) Economics separately subject to 10% concessions in the cut-offs of general category in each case.
- 22½ % of the total numbers of seats is reserved for applicants belonging to Scheduled Caste Scheduled Tribes (15% for Scheduled Caste and 7½% for Scheduled Tribes, interchangeable, if necessary) across B.Com. (Hons.) and B.A. (Hons.) Economics. 27% of the total number of seats is reserved for OBCs listed in the central list of the Government of India.
- Benefits of reservation for candidates from reserve categories (SCs/STs/OBCs/PwD/Kashmiri Migrants and others) will be available only after production of original copy of relevant certificates which should be available in the name of candidates at the time of admission. The certificate must be issued by the any of the authority specified as: District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Addl. Deputy Commissioner/ Deputy Collector/ 1st class Stipendiary Magistrate/ City Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner/Chief Presidency Magistrate/ Addl. Chief Presidency Magistrate/ Presidency Magistrate/Revenue Officer not below the rank of Tehsildar/Sub- Divisional Officer/Administrator/ Secretary to the Administrator/ Development Officer (Lakshadweep Islands).
- At the time of admission, the benefit of reservation in the OBCs category is available to only candidates of those castes which are mentioned in the state-wise list of OBCs notified by the Ministry of Social Justice and Empowerment, Government of India, which is available at the website <http://socialjustice.nic.in/UserView/index?mid=76674>. Certificate of OBCs must contain status of **Non-creamy layer** and should be latest as per the governing law of the Government of India.
- The OBC applicants who belong to the “Non-Creamy Layer” and whose caste appears in the Central List of the OBCs only, shall be eligible to be considered for admission under the OBC category (Validity period of OBC certificate in respect of “Creamy Layer” 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 2017-2018, issued after 31st March, 2018.**

- If the applicant had uploaded the previously issued (older) OBC non-creamy layer certificate or the acknowledgement slip of OBC non-creamy layer certificate application at the time of online registration, the applicant must produce the recent financial year's (2017-18) OBC non-creamy layer certificate at the time of admission, issued by the same competent authority. This additional certificate must have reference of his / her already issued original caste certificate. Any other parameters for the OBC certificate will applied as per the University of Delhi's guidelines in this respect.
- Candidates seeking admission in B.Com (Hons.) and B.A. (Hons.) Economics under the Armed Forces, Nepalese, Bhutanese, Sikkimese, Kashmiri Migrants, Sports and Foreign categories must have registered online with the University of Delhi in their respective categories. Their admission to the College will be based on the norms and instructions of University of Delhi.
- All those candidates under the categories of Armed Forces/ Sikkimese/Kashmiri Migrants/PwD if want to be considered in any other category such as SCs, STs or OBCs then they must have registered their names separately in the respective category.
- The College has 31 seats reserved under sports category across different games as specified in the the Bulletin of Information for Admission to Undergraduate Programmes (2018-19) of the University of Delhi as well as on the College's website. The criteria of admission in the Sports Quota is based on the sports admission guidelines mentioned in the Bulletin of Information for Admission to Undergraduate Programmes (2018-19) of the University of Delhi. For admission under sports category, the candidates must fill a separate sports admission form after having selected under sports quota in the College. The applicants must have registered themselves and filled up online application form available on the DU UG Portal.
- **Disclaimer:** College reserves the right to change the number and nature of specific game/ sport and their respective position/ event/ weight category depending upon the availability of applicants at any stage of admission under the sports quota.
- The admission to the wards of University and College employees, both teaching and non-teaching, to the B.Com. (Hons.) and B.A. (Hons.) Economics is against seats over and above the normal strength and made according to the following criteria:
 - a. For admission of the wards (sons/daughters) of the employees at the college where employees are working be given on the basis of merit among such candidates subject to ordinarily one seat for every unit of upto sixty students in a course and subject to fulfillment of minimum eligibility conditions.
 - b. For admission of the wards (sons/daughters) of the employees of the University/other colleges (teaching/non-teaching) the total number of seats for admission will not exceed six (three for the teaching and three for the non-teaching employees) on the basis of merit among such candidates subject to a maximum of ordinarily one seat for every unit of upto sixty students in a course and subject to fulfillment of minimum eligibility conditions.
- The applicants who wish to apply for admission under ward quota must fill the online registration form. They need to choose the colleges from the list for which they wish to apply at the time of registration. **The admissions under Ward Quota will be done along with fourth cut-off list and subsequently thereof.** The procedure for admission under Ward Quota will also be online.

- No student will be allowed to take admission in two courses/Colleges simultaneously. In case, they are found to be admitted in two courses/Colleges simultaneously, the admission in all courses/Colleges will be cancelled.
- All the original certificates of the candidates seeking admission in the College need to be submitted in original with the College which will be returned after expert and legal verification.
- In case of cancellation of admission of any candidate in any course in the College students will be promptly returned their certificates to facilitate their migration to other College and course.
- After the cancellation of the admission the students will be refunded the fee by the College.
- **Gap Years:** Gap Year(s) will be no bar for the purpose of admission to the undergraduate courses in the College as per the policy of University of Delhi.
- **Rechecking/Revaluation:** The colleges shall consider admission of the applicants whose marks get increased in the process of rechecking/ revaluation by their respective boards within the prescribed period of admission provided that such applicant fulfills the other eligibility conditions laid down for admission and seats are available in course/ college. The college will update all the information on University Admission portal as per the University rules.

Check List

The List of Required Documents at the Time of Admission in the order as mentioned below:

1. Properly filled-up College Admission Form (available from the College office).
2. University's centralized Online Registration/Acknowledgment slip for the admission-2017-18
3. Undertakings for curbing the menace of ragging by the candidate and parent/guardian in the prescribed format (available from the College office)
4. Properly filled-up University Enrolment Form (available from the College office)
5. At least two passport size self-attested photographs (as required in the College Admission Form).
6. One set of self-attested photocopies of documents listed from 7 to 14.
7. Certificate/Marks Sheet of Class X examination (High School) for Date of Birth
8. Detailed marks sheet of Class XII examination/qualifying examination
9. Provisional/Original Certificate of Class XII examination/qualifying examination
10. Recent Character Certificate issued by the Head of the Institution last attended
11. Transfer Certificate from school / college as well as Migration Certificate from Board/University are required from those students who have passed senior secondary exam from outside Delhi
12. SC/ST/PwD/CW/KM/OBC (Non-Creamy Layer)/Ward Quota/Foreign Certificate (in the name of the Applicant) issued by the competent authority (if applicable)
13. Certificate from the Head of School stating that the candidate has studied and passed Hindi subject upto Class VIII; in case candidate has not studied Hindi upto Class X and wants exemption from Compulsory Test in Hindi (CTH).
14. All the sports certificate (if applicable)
15. All the certificates mentioned above from 7 to 14 in original (**all original certificates will be returned after their proper verification**).

Mode of Fee Payments at the Time of Admission in the College

The selected students of all the categories for admission in the College are supposed to make payment of College fee of Rs. 15000 through the website of the University of Delhi before till 12:00 noon of the next day subsequent to the complete verification of required certificates for admission in each category.

Previous Cut-offs

B.Com (Hons.)

Academic year	General	OBC	SC	ST	PWD		
					VH	HH	OH
2013-14	97.00%	93.50%	86.00%	82.00%	88.25%	79.50%	92.50%
2014-15	97.25%	95.00%	92.50%	89.00%	88.25%	90.25%	95.00%
2015-16	97.375%	95.00%	93.00%	84.25%	65.25%	60.75%	91.25%
2016-17	97.25%	94.50%	91.50%	83.25%	87.50%	84.00%	88.00%
2017-18	97.5%	94.5%	90.25%	79.25%	85%		

B.A. (Hons) Economics

Academic year	General	OBC	SC	ST	PWD		
					VH	HH	OH
2013-14	97.25%	93.50%	86.00%	72.50%	94.50%	85.00%	93.75%
2014-15	98.25%	95.50%	91.00%	90.50%	87.00%	75.50%	93.00%
2015-16	97.375%	94.75%	93.00%	90.00%	91.75%	91.75%	91.75%
2016-17	97.25%	94.25%	93.25%	75.00%	88.50%	85.50%	88.00%
2017-18	97.75%	95.5%	90.25%	91%	82%		

Admission Schedule for the Academic Year 2018-19

Cut-off	Activity	Date
	Online Registration	15.05.2018 (Tuesday) 6 PM onwards to 07.06.2018 (Thursday) Till 6 PM
First Cut-off	Notification of First Cut-off Marks List by the Colleges	19.06.2018 (Tuesday)
	Document verification, approval of admission and payment of fee	19.06.2018 (Tuesday) to 21.06.2018 (Thursday)
Second Cut-off	Notification of Second Cut-off Marks List by the Colleges	25.06.2018 (Monday)
	Document verification, approval of admission and payment of fee	25.06.2018 (Monday) to 27.06.2018 (Wednesday)
Third Cut-off	Notification of Third Cut-off Marks List by the Colleges (if any)	30.06.2018 (Saturday)
	Document verification, approval of admission and payment of fee	30.06.2018 (Saturday) to 03.07.2018 (Tuesday) (except Sunday)
Fourth Cut-off	Notification of Fourth Cut-off Marks List by the Colleges (if any)	06.07.2018 (Friday)
	Document verification, approval of admission and payment of fee	06.07.2018 (Friday) to 09.07.2018 (Monday) (except Sunday)
Fifth Cut-off	Notification of fifth Cut-off Marks List by the Colleges (if any)	12.07.2018 (Thursday)
	Document verification, approval of admission and payment of fee	12.07.2018 (Thursday) to 14.07.2018 (Saturday)

The further cut-off lists may be declared, depending on the vacant seats in the colleges.

Post Admission

Once a candidate is selected and takes admission after payment of fees and completing other procedures, he/she becomes a student of the College subject to the approval of his/her enrolment by the University. All the students are advised to procure the Students' Handbook of the College at the earliest so that they become aware of their privileges and obligations to the institution. Moreover, information on courses, recommended readings and facilities in College are incorporated in it and will serve as a useful guide during their stay in College.

The First Semester is scheduled to commence from Thursday, July 22, 2018. Newly admitted students are required to assemble in the College Auditorium on Wednesday, July 19, 2018 for the Orientation Programme.

Important Information for All Applicants

- i. No direct admission will be made to second and third year classes.
- ii. No migration to this College is permitted in any of the three years

- iii. Any student submitting false/forged/fake certificates will be debarred from admission to any course, and would be liable to suitable legal action. If he/she is admitted, his/her admission will be cancelled. Such cases will also be notified to all Colleges and to the police.
- iv. In case a student gets his/her admission cancelled, he/she will not be re-admitted.
- v. The University has decided to accept self-attested documents and papers from the students. If any false attestation/falsified records are detected, the student will be debarred from attending any course in the University or its Colleges for the next five years and in addition a Criminal Case under relevant Section of IPC (viz. 470, 471, 474 IPC etc.) will be instituted against him/ her.