



# Standard Operating Procedure

UG Admissions (2018-2019)

**Bhaskaracharya College of Applied Sciences, University of Delhi**

STEPS	PROCEDURE
<b>STEP 1: AV Room</b>	<ol style="list-style-type: none"> <li>1. Verification of marksheet &amp; certificates.</li> <li>2. Authorized person's signature &amp; College stamp on documents.</li> </ol>
<b>STEP 2: Respective Department</b>	<ol style="list-style-type: none"> <li>1. Verification of Admission criteria, eligibilities &amp; cut-off percentage.</li> <li>2. Verification of Admission form with College name, DU logo &amp; candidate photo.</li> <li>3. Submission of originals &amp; true copies of required documents in proper order.</li> <li>4. Signature by Admission In-charge.</li> <li>5. <b>Filling up of GE-I option form and submitted it to the Department</b></li> </ol>
<b>STEP3: Conference Room</b>	Verification of Admission form along with required documents and then signed by <ol style="list-style-type: none"> <li>1. S.O. Administration</li> <li>2. Admission Convener</li> </ol>
<b>STEP 4: Principal's Office</b>	<ol style="list-style-type: none"> <li>1. Admission approval by the Principal</li> <li>2. Admission information Updated on UG Admission portal online by Sr. P.A. to Principal.</li> </ol>
<b>STEP 5: Online Payment</b>	Log-on to the UG admission portal for online payment. <b>(Note: This process is completed by the student itself)</b>

## Important:

1. The approved applicant (completed **STEP 4**) is permitted to make online admission fee payment till 12 noon of the next day of the given admission list deadline (Refer Admission/cut-off schedule).
2. Admission Confirm only after online payment.

**Note:** In case student wish to cancel his/her admission, she/he will be required to submit the printed cancellation form from DU portal and get it signed from Admission in-Charge (TIC), S.O. Admin, Admission Committee Convener and Principal. She/he will get her/his originals by giving receipt of the same after on-line cancellation on DU portal. Then fee may be refunded as per University rules.