

SHAHEED BHAGAT SINGH COLLEGE

(University of Delhi)

Admission Procedure 2017-18

STEPS TO BE FOLLOWED BY THE CANDIDATES

STEP-I:

ELIGIBILITY CHECK (AS PER BEST FOUR %) - VISIT ANY OF THE ELIGIBILITY COUNTERS NO. 1,2,3,4,5,6 AT ADMINISTRATION BLOCK

PRODUCE FOLLOWING DOCUMENTS AT THE COUNTER

- ✓ Photocopy of the XII Class Marksheet only of a recognised board*
- ✓ DU Registration form mentioning SBS College name and Course name for which the eligibility is to be checked.

RECEIVE THE FOLLOWING ON MEETING THE ELIGIBILITY CRITERIA (AS PER BEST FOUR % OF RECOGNISED BOARD)

- ✓ Eligibility Slip
- ✓ Admission form (only for General Category Candidates)

Note: SC/ST/OBC category candidates will collect their admission form in STEP II after verification of their caste certificates from category verification counters no. 7 and 8)

STEP-II:

ONLY FOR SC/ST/OBC CATEGORY APPLICANTS FOR VERIFICATION OF THEIR CASTE CERTIFICATES. VISIT FOLLOWING COUNTERS IN ADMINISTRATIVE BLOCK:

COUNTER NO. 7 – For SC/ST

COUNTER NO. 8 - For OBC

PRODUCE THE FOLLOWING:

- For SC/ST Category applicants:
 - ✓ Eligibility Slip Issued by the College

- ✓ DU Registration form
- ✓ Original and photocopy of SC/ST certificate of the applicant
- ✓ Photocopy of SC/ST certificate of applicant's Father/Mother/Brother/Sister.
- For OBC Category applicants:
 - ✓ Eligibility Slip Issued by the College
 - ✓ DU Registration form
 - ✓ Original and photocopy of OBC Non-creamy layer certificate for the year 2016-2017 of the applicant
 - ✓ Photocopy of Proof of income (Any of the following):
 - in case of father being salaried:
 - Form 16 issued by the employer
 - Copy of income tax return for the assessment year 2016-17.
 - In other case:
 - Copy of income tax return for the assessment year 2016-17.

RECEIVE THE FOLLOWING ON VERIFICATION OF THE CASTE CERTIFICATE AND NON-CREAMY LAYER CRITERIA:

- ✓ All the documents submitted for verification of SC/ST/OBC certificate along with the signature of the SC/ST/OBC certificate verification committee on the Reference Card

STEP-III:

SUBMISSION OF ADMISISON FORM ALONG WITH ORIGINAL DOCUMENTS AND PHOTOCOPIES IN THE ORDER MENTIONED BELOW:

VISIT FOLLOWING COURSE COUNTERS:

- Counter no. 09: For Economics (H)
- Counter no. 10: For Maths (H)
- Counter no. 11: For Pol. Sci. (H)
- Counter no. 12: For Hindi (H)
- Counter no. 13: For History (H)
- Counter no. 14: For English (H)

Staff Room Windows



Counter no. 15: For B.A. (P)
Counter no. 16: For Geography (H)
Counter no. 17: For B.Com
Counter no. 18: For B.Com (H)



Central lawn Windows

Order of documents/ certificates to be submitted at the Course Counters:

1. Eligibility Slip issued by the College (Computation of Best 4 %)
2. DU Registration Form (Containing the College Name and the Course to which the admission is sought)
3. Duly filled Reference Card (Detached from Admission Form Supplied by the College)
4. Duly filled I-Card Form (Detached from Admission Form Supplied by the College)
5. Class XII Marks-sheet.
6. Class XII Provisional Certificate/ Original Certificate/ Transfer Certificate/ School Leaving Certificate/ Transfer-cum-school Leaving Certificate.
7. Recent Character certificate from the school/ college last attended.
8. Class X Marks-sheet cum certificate showing date of birth
9. Migration Certificate from Board/ University is required for those students who have passed senior secondary exam from outside Delhi.
10. SC/ST/OBC/PWD Certificate if applicable (Original)
 - A. In the case of SC/ST category, the candidates are required to submit the following:
 - I. Caste certificate in the name of candidate
 - Copy of Caste Certificate of Father/ Mother/ Brother/ Sister.
 - B. In the case of OBC category the Candidates are require to submit the following:
 - I. OBC Non-creamy layer certificate for the year 2016-17 of the applicant
 - II. Proof of Income (Any of the following):
 - In case of father/ mother being salaried:
 - Form 16 issued by the employer
 - Copy of income tax return for the assessment year 2016-17

- In other case :
 - Copy of income tax return for the assessment year 2016-17

OBC Candidates are required to note the following:

- ✓ The Caste Certificate must be in the name of applicant.
- ✓ The caste should be included in the Central list of OBC.
- ✓ Certificate must mention the non-creamy layer status of the applicant.
- ✓ The OBC non-creamy layer status certificate issued for the financial year 2016-17 shall be valid only as per Office Memorandum No. 36036/2/2013-Estt. (RES)-1 dated 31-03-2016 issued by DoPT, Govt. of India.
- ✓ If a candidate does not have the valid OBC non-creamy layer certificate, i.e. issued for the financial year 2016-17, he/she shall not be admitted against the seats reserved for OBC (non-creamy layer, central list).
- ✓ Income proof mentioned above is required to be submitted in addition to the OBC certificate.

C. In case of PwD category the candidates are required to submit the disability certificate issued by the competent government medical officer.

- 11. Copy of Proof of residence of the student and parent/ guardian viz. electricity bill, AADHAR card, Voter ID card, receipt of property tax payment, MTNL/ BSNL telephone bill, etc., which would be verified with the original.**
- 12. Two recent passport size photographs of the Candidate to be pasted on Reference Card and ID card Form and One Photograph of the Parent/ Guardian accompanying the candidate to be pasted on Reference Card .**
- 13. Self-attested Photocopies of documents mentioned above in S.no. 5 to 11.**

RECEIVE THE FOLLOWING ON SUBMISSION OF THE ABOVE DOCUMENTS

- Acknowledgement slip for submission of all the original documents mentioned

above.

STEP-IV: (AT COUNTER NO. 19 Near UBI BANK)

A. ISSUANCE OF FEE SLIP

- Now the application forms would be processed through Central Admission Committee and only after the processing the Admission Slip will be issued from Counter No. 19 (Near UBI Bank).
- Issuance of Fee Slip can take little longer time than expected and therefore, applicants and the parents are requested to have patience till the Fee Slip is issued.
- Issuance of FEE Slip may not be in the order of submission of their Admission Forms

B. COLLECT YOUR INVITATION FOR ORIENTATION CUM GOLDEN JUBILEE VALEDICTORY FUNCTION ON 16.07.2017 AT SIRI FORT AUDITORIUM.

STEP-V:

ONLINE PAYMENT OF FEES THROUGH UNIVERSITY PORTAL.

Note:

1. Issuance of Eligibility Slip does not guarantee admission.
2. College reserve the right to cancel eligibility/ admission at any stage without giving any notice.
3. No argument for submission of documents at later stage would be entertained.
4. Misbehaviour with any teaching/ non-teaching staff by the applicant or his/her associate may result in rejection of his/her candidature and may also invite legal action.
5. College may demand any other document(s)/validation substantiating the claim of SC/ST/OBC/PwD category by the applicant for its satisfaction.

* Board recognised by the Ministry of Human Resource Development (MHRD), Govt. of India

NOTE: CANDIDATES SEEKING ADMISSION UNDER PwD CATEGORY ARE REQUIRED TO DIRECTLY REPORT AT FACILITATION COUNTER

OF CENTRAL ADMISSION COMMITTEE AND ARE NOT REQUIRED TO FOLLOW THE ABOVE ADMISSION STEPS.