


**SHAHEED BHAGAT SINGH COLLEGE**  
(UNIVERSITY OF DELHI)  
Sheikh Sarai, Phase-II, New Delhi – 110017

Date: 26.06.2019

**PROFORMA FOR FIRST CUT-OFF PERCENTAGE 2019-20**

S. No.	Courses	Cut-Off Percentage							Remarks
		General	OBC	SC	ST	PwD	KM	EWS	
1.	B.Com. (Hons.)	97.5	92	86	71	65	85	96.5	
2.	B.Com.	96	91	86	76	65	85	95	
3.	B.A. (Hons.) Economics	97.5	92	86	76	65	85	96.5	
4.	B.A. (Hons.) English	95	88	85	82	65	85	94	
5.	B.A. (Hons.) Geography	93.5	90.5	88.5	86.5	65	85	92.5	
6.	B.A. (Hons.) Hindi	82	80	78	76	65	75	81	
7.	B.A. (Hons.) History	92	86	81	81	66	76	91	
8.	B.Sc. (Hons.) Mathematics	94.5	91	85.5	75.5	65	85	93.5	
9.	B.A. (Hons.) Pol. Science	93	89	86	85	65	85	92	

  
(Dr. Anil Sardana)  
Acting Principal

  
(Dr. Saima Iqbal)  
Chief Coordinator, Admissions

**Copy to:**

- Student Notice Board
- Conveners, Admission Committee/Central Admission Committee
- Teachers-in-Charge, all departments
- A.O.(Admn.)/A.O.(Account)/SPA

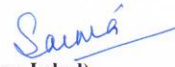
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(UNIVERSITY OF DELHI)  
Sheikh Sarai, Phase-II, New Delhi – 110017

Date: 26.06.2019

**PROFORMA FOR FIRST CUT-OFF PERCENTAGE 2019-20**  
**FOR DISCIPLINE BASED B.A. PROGRAMME**

S. No.	Combination	Cut-Off Percentage							Remarks
		General	OBC	SC	ST	PwD	KM	EWS	
1.	Commerce + Economics	97.5	94	90	89	70	85	96.5	
2.	English + History	93	90	89	88	70	85	92	
3.	Economics + Mathematics	96	92	90	89	70	85	95	
4.	Political Science + Geography	93	91	90	89	70	85	92	
5.	Geography + Hindi	91.5	88	87	85	70	85	90.5	
6.	History + Political Science	92	90	89	88	70	85	91	

  
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**SHAHEED BHAGAT SINGH COLLEGE  
(UNIVERSITY OF DELHI)**

**Admission Procedure 2019-20**

**IMPORTANT:** IN CASE ANY CERTIFICATE OF CANDIDATES IS NOT VERIFIED ONLINE, COLLEGE RESERVES THE RIGHT TO ASK/RETAIN THE ORIGINAL CERTIFICATE.

**IMPORTANT:** APPLICANT SEEKING ADMISSION UNDER PwD CATEGORY ARE REQUIRED TO DIRECTLY PROCEED TO THE MEDICAL ROOM. THEY ARE NOT REQUIRED TO FOLLOW THE ADMISSION STEPS. THE MEDICAL ASSISTANT WILL PROVIDE ALL ASSISTANCE.

**IMPORTANT:** THE ADMISSION TO THE COLLEGE IS PROVISIONAL AND IS SUBJECT TO ADMISSION AUDIT AND FURTHER VERIFICATION FROM ISSUING AUTHORITIES AND OFFICES. YOUR DOCUMENTS CAN ALSO BE SENT FOR FORENSIC VERIFICATION.

**STEPS TO BE FOLLOWED BY THE CANDIDATE SEEKING ADMISSION**

**STAGE- 1**

**FOR ALL CANDIDATES**

**Eligibility Check: Administration Block**

- Eligibility check will be as per Best of Four Subjects Percentage.
- Visit Course wise eligibility Counters i.e. **Counter Numbers 2, 3,4,5,6,7**

**Documents Required for Verification at the Counter**

1. **Xerox Copy of Class XII Mark-sheet from recognised Board.**
2. **DU Registration form mentioning the name of the College: Shaheed Bhagat Singh College**
3. **Name of the Course for which the Eligibility is to be checked.**
4. **Copy of a Category certificates of SC/ST/OBC/EWS/PwD**

**AFTER ELIGIBILITY CHECK, RESPECTIVE COUNTERS WILL ISSUE**

1. Eligibility Slip
2. Admission Form (For General Category Applicants)

**IMPORTANT**

1. At this Stage forms will be issued only for General category Applicants
2. SC/ST/OBC/EWS Applicants after completing stage-1 have to follow Stage-2

## STAGE-2

### FOR SC/ST/OBC/EWS APPLICANTS

#### Caste Certificate Verification

Counter 1- OBC (Administrative Office)

Counter 11- EWS (Central Lawn side)

Counter 12 - SC/ST (Central Lawn side)

#### **Documents Required:**

##### **1. For OBC Category Applicant:**

- 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 2018-19 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. Please note the validity of OBC (non-creamy layer) Certificate shall be for the Financial year 2018-19, **issued after 31.3.2019.**
- Proof of Income (any of the following)
  - In case of father/mother being salaried
    - Form 16 issued by employer
    - Copy of income tax return for the assessment year 2018-19
  - In other case:
    - Copy of income tax return for the assessment year 2018-19
- If a candidate does not have the valid OBC non-creamy layer certificate, i.e. issued for the financial year 2018-19, he/she shall not be admitted against the seats reserved for OBC.

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##### **2. For EWS Category Applicants :**

- Original and Xerox copy of Income and Asset certificate of the applicant, issued from DM/ADM/DC/ADC/SDM/Tehsildar/SDO or any competent authority prescribed as per notification no. 36039/1/2019-Estt (Res) issued by Ministry of Personnel, Public Grievances & Pensions, Govt. of India, dated **March 31, 2019** or later, certifying the applicant can claim reservation under this category.
- Proof of Income (any of the following)
  - In case of father/mother being salaried
    - Form 16 issued by employer
    - Copy of income tax return for the assessment year 2018-19 containing the name of employer
  - In other case:
    - Copy of income tax return of last three years i.e., 2018-19, 2017-18 and 2016-17

### 3. For SC/ST Category Applicants :

- Original and Xerox copy of SC/ST certificate of the applicant.
- In case SC/ST Certificate is not verified online, SC/ST Certificate of father is required.

**After verification of SC/ST /OBC/ EWS certificates and supported documents respective counter will issue applicants**

- Admission Form
- Verified copy of the certificate (signed and stamped by the respective convener)

**IMPORTANT:** Any certificates submitted under the categories mentioned in subheadings must match with the names that appear on their corresponding School Board qualifying certificates; similarly their parents' names must match in both sets of certificates.

### **STAGE-3**

#### **SUBMISSION OF FORM ALONG WITH DOCUMENTS AT COURSE COUNTERS**

**Following are the Course Counters:**

- |                            |   |                      |  |
|----------------------------|---|----------------------|--|
| • Counter Number 13        | : | Economic (H)         | } <b>at windows<br/>opening in<br/>Central Lawns</b> |
| • Counter Number 14        | : | Geography (H)        |  |
| • Counter Number 15        | : | Mathematic (H)       |  |
| • Counter Number 16        | : | B.Com PROG           |  |
| • Counter Number 17 and 18 | : | B.Com(H)             |  |
| • Counter Number 19        | : | English (H)          | } <b>at windows<br/>opening in<br/>Staff Room</b>    |
| • Counter Number 20        | : | History (H)          |  |
| • Counter Number 21        | : | Hindi (H)            |  |
| • COUNTER Number 22        | : | Political Science(H) |  |
| • COUNTER Number 23        | : | B.A. Prog            |  |

#### **IMPORTANT:**

- Counter 13, 14, 15, 16, 17 and 18 are at the Central Lawns Windows
- Counter 19, 20, 21, 22 and 23 are at the Staff Room Windows

**Following is the order in which Documents/Certificates to be enclosed with the form at the Course Counters:**

- 1) Eligibility Slip issued by the college (Computation of Best 4 Aggregate %)
- 2) DU Registration Form ( mentioning the College Name and the Course in which Admission is sought)
- 3) Duly filled Reference Card (Issued by the College)
- 4) Duly filled I-Card Form (Issued by the College)
- 5) Undertaking for minimum attendance
- 6) Generic Elective (GE) Option Form
- 7) Class XII Mark-Sheet

- 8) Class XII Provisional Certificate/Original Certificate
- 9) Class X Mark-Sheet cum certificate showing Date of Birth.
- 10) SC/ST/OBC/EWS/PwD Certificate

A. In case of SC/ST Category, the applicants are required to submit the following:

- Original Caste certificate in the name of applicant.
- Copy of Caste Certificate verified (signed and Stamped) at Stage 2.

B. In case of OBC category, the applicants are required to submit the following:

I. OBC Non-Creamy Layer certificate of the applicant as per detail given below:

- 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 2018-19 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. Please note the validity of OBC (non-creamy layer) Certificate shall be for the Financial year 2018-19, **issued after 31.3.2019.**
- Proof of Income (any of the following)
  - In case of father/mother being salaried
    - Form 16 issued by employer
    - Copy of income tax return for the assessment year 2018-19
  - In other case:
    - Copy of income tax return for the assessment year 2018-19
- If a candidate does not have the valid OBC non-creamy layer certificate, i.e. issued for the financial year 2018-19, he/she shall not be admitted against the seats reserved for OBC (non-creamy layer, central list).

C. In case of EWS category the applicants are required to submit the following

- Original Income and Asset Certificate in the name of applicant. EWS Certificate from DM/ADM/DC/ADC/SDM/Tehsildar/SDO or any competent authority prescribed as per notification no. 36039/1/2019-Estt (Res) issued by Ministry of Personnel, Public Grievances & Pensions, Govt. of India, **dated March 31, 2019** or later, certifying the applicant can claim reservation under this category,. The names of applicants claiming reservation under this category must match with the names that appear on their corresponding School Board qualifying certificates; similarly their parents' names must match in both sets of certificates.
- Copy of the above certificate verified (signed and stamped) at stage
- Proof of Income (any of the following)
  - In case of father/mother being salaried
    - Form 16 issued by employer
    - Copy of income tax return for the assessment year 2018-19 containing the name of employer
  - In other case:
    - Copy of income tax return of last three years i.e., 2018-19, 2017-18 and 2016-17

D. 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, Receipt of Property Tax Payment, MTNL/BSNL telephone bill, etc., which would be verified with the original.

12) Three 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 applicant to be pasted on the reference card.

**13) SELF-ATTESTED XEROX-COPIES OF ALL THE DOCUMENTS MENTIONED ABOVE FROM SERIAL NO. 7 TO 11.**

**Applicant will receive the Following on the Submission of all the above documents.**

- **Acknowledgement Slip**
- **In case original certificates are not verified online, the College will retain the original certificates for admission audit and verification from issuing boards/authorities. Your documents can also be sent for Forensic verification.**

#### **STAGE-4**

##### **Issuance of Fee Slip**

**After course wise verification and submission, the application forms are verified and processed at Central Admission Committee. After the procession, fee slip is generated and issued from Counter No. 8 and No. 9 (Administrative Block - A)**

#### **IMPORTANT**

- Parents and candidates after submission of form should sit in Room No. B-1 to B-5 or in Canteen area.
- Issuance of fee slip can take a little longer time than expected and therefore, applicants and the parents are requested to maintain patience. **Please wait for minimum of 90 minutes after you have submitted the form.**
- Issuance of Fee Slip may not be in the order of submission of their Admission forms.
- Names will be announced on Public Address System. The speakers are placed at different places such as Rooms B-1 to B-5, Canteen Area, Front Office Area.

## **STAGE-5**

### **Online Payment of Fees through University Portal**

- The applicant will receive a link on their online portal to pay the fee, which **can only be paid online through the portal**.
- The applicant is advised to **pay the fee without delay within 24 hours** after the approval of admission by the College and **save the acknowledgement slip** bearing transaction ID, Credit Card/Debit Card/Net banking details and date of transaction as a proof for future reference.
- On successful payment of fees, the applicant is granted provision admission in the College.

## **CONGRATULATIONS**

**Admission Done**

**Thank You**

## **IMPORTANT**

1. Issuance of Eligibility slip is no guarantee for admission.
2. The admission to the College is provisional and is subject to admission audit and further verification from issuing authorities and offices. Your documents can also be sent for forensic verification.
3. No undertaking will be accepted for submission of any certificate.
4. Any misbehaviour on the part of the candidate or his/her associate in the College premises with any teaching/non-teaching staff would mean automatic cancellation of the Admission.
5. College may demand any other documentation(s)/validation substantiating the claim of SC/ST/OBC/EWS/PwD category by the applicant for its satisfaction.

**(Dr. Anil Sardana)**  
**Principal (Offg.)**

**(Dr. Saima Iqbal)**  
**Chief-Coordinator, Admissions**