



# DEPARTMENT OF DISTANCE & CONTINUING EDUCATION

## SCHOOL OF OPEN LEARNING, CAMPUS OF OPEN LEARNING

### UNIVERSITY OF DELHI



## POSTGRADUATE PROSPECTUS 2024-25

### «———— Programs Offered —————»

- ❖ M.A. Hindi
- ❖ M.A. History
- ❖ M.A. Political Science
- ❖ M.A. Sanskrit
- ❖ M.Com.

## **VISION & MISSION**

### **VISION**

To be a global leader in the field of open, distance and online education promoting life-long learning using cutting-edge technology across geographical regions.

### **MISSION**

Our mission is to be an internationally acclaimed premier institution of open, distance, and online education to influence the direction of learning in the future and make a real impact in the fields of research and education. To empower the learners by providing 21st-century skill sets through a wide array of professional, academic, and skill-based courses. To enable a dynamic learning behaviour amongst learners across society reaching the masses at their doorstep. Our commitment towards excellence and inclusivity drives us to equip our lifelong learners to thrive in a global landscape shaping a bright future.

## PREAMBLE

In 2022, the University of Delhi established the Department of Distance and Continuing Education (DDCE), Faculty of Open Learning, and the Open Learning Development Centre (OLDC) under the auspices of the Campus of Open Learning (COL). The DDCE encompasses a variety of disciplines, offering distance learning programs in fields such as Commerce, Economics, Education, English, Environmental Science, History, Hindi, Mathematics, Political Science, Punjabi, Sanskrit, Urdu, Management, Financial Studies, Library and Information Science, Computer Science, and Psychology.

The School of Open Learning under the aegis of COL, established in 1962, initially provided conventional programs in humanities and commerce. Its first batch had around 900 students. Over the years, it has expanded significantly and now serves over four lakh students across various disciplines. This growth has been paralleled by the establishment of regional centers: the South Study Centre at Moti Bagh (1990), the West Regional Centre at Keshav Puram (2007), and an upcoming center at Tahirpur, East Delhi. In 2022, the DDCE launched six new professional courses, including MBA, Master of Library and Information Sciences (MLISc), B.A. (Hons.) Economics, Bachelor of Management Studies, Bachelor of Business Administration (FIA), and Bachelor of Library and Information Sciences (BLISc). The B.A. (Hons.) Psychology program was introduced in 2023.

The School of Open Learning provides higher education opportunities particularly for those who are employed or unable to attend regular college due to various constraints. The flexible distance education mode is designed to help students achieve higher education and vocational skills through well-structured course materials provided at admission, supplemented with video lectures and academic counseling sessions at various Learning Support Centres. Experienced faculty members are available for mentoring and counseling at the main campus. Admission criteria and examinations adhere to the norms of the University of Delhi, which confers degrees upon DDCE students as it does for those in its constituent colleges. Beginning in the 2022-23 academic session, the University of Delhi adopted the National Education Policy (NEP) 2020 and introduced the Undergraduate Curriculum Framework (UGCF) 2022.



## VICE-CHANCELLOR'S MESSAGE



*Greetings to all!*

*It gives me immense pleasure to extend a warm welcome to all of you for the upcoming academic year 2024-25 at the Department of Distance & Continuing Education (DDCE), School of Open Learning (SOL), under the auspices of the Campus of Open Learning, University of Delhi. The Department has continuously demonstrated excellence in addressing the educational needs of students nationwide, providing affordable and accessible education. Through its unwavering dedication to academic inclusivity, it has greatly influenced the lives of students from various cultural and social backgrounds.*

*The year 2022 marked a significant renaissance in Distance Education and Open Learning with the launch of six new job-oriented professional programs. These programs were meticulously designed to address various global challenges through the holistic development of students, preparing them to become competent professionals, service providers, policymakers, managers, librarians, and entrepreneurs. In today's interconnected world, it is imperative for individuals to be global citizens, and I am confident that these programs will harness the nation's human resources to produce future leaders and nation-builders.*

*I warmly welcome the incoming batch to this esteemed institution and wish them success in their academic and professional endeavors. Best wishes to the Department for a promising new beginning. I am assured of the enthusiastic participation of all stakeholders at the Department of Distance & Continuing Education, School of Open Learning, under the aegis of the Campus of Open Learning, University of Delhi.*

*Best Wishes!!*

*Prof. Yogesh Singh*

## DIRECTOR'S MESSAGE



Dear Students,

I warmly welcome you to the Department of Distance & Continuing Education (DDCE), School of Open Learning (SOL), under the aegis of the Campus of Open Learning (COL), University of Delhi. Established in 1962, our institution has a distinguished 62-year history as a premier provider of higher education in the distance mode. The DDCE/ SOL embodies a culture of innovation and diligence, with a steadfast commitment to achieving its institutional goals. For decades, we have enabled thousands of individuals from economically and socially disadvantaged backgrounds to access higher education, contributing significantly to the "Education for All" initiative.

Traditionally, the DDCE/ SOL has offered programs in Commerce and Humanities. In the academic year 2022-2023, we expanded our offerings with six new programs in Management and Library and Information Science. These need-based programs are designed to be professionally and vocationally oriented, aligning with the guidelines of NEP 2020. Our curriculum meets the standards of leading universities in India, and these flexible programs enhance employment prospects with a student-friendly fee structure. We emphasize hands-on experience, supported by self-paced learning, updated study materials, and Academic Counselling Sessions (PCP classes). The strategic use of ICT and multimedia technologies ensures we meet the educational needs of students nationwide.

The Department is dedicated to democratizing higher education by inspiring and developing students into committed professionals and entrepreneurs. Our expanding higher education system emphasizes skill development to enhance employability, equipping students with essential analytical and soft skills. Through a commitment to academic, professional, and holistic excellence, we strive to inspire, nurture, and guide our students to think progressively, adopt value-based perspectives, and uphold ethical standards. This program will be a crucial steppingstone in your personal, academic, and professional growth. We wish you great success and numerous milestones in your future endeavors. Best wishes for your health, happiness, and a prosperous future with us.

Best Wishes!!

***Prof. Payal Mago***

## PRINCIPAL'S MESSAGE



Dear Aspiring Students,

I am delighted to welcome you to the School of Open Learning (SOL), under the aegis of the Campus of Open Learning, University of Delhi. Established as a pioneering institution, it has made a significant mark in the field of Open and Distance Education in India. Since its inception, the SOL has been unwavering in its commitment to excellence in distance learning, providing accessible education to a diverse student body.

The SOL is renowned for its exceptional learning programs tailored to meet the demands of the twenty-first century. It has been instrumental in fulfilling the educational aspirations of economically and socially disadvantaged students who face barriers to accessing higher education. Over the years, the SOL has grown significantly, offering high-quality educational opportunities and focusing on character building. It stands as a beacon of hope, promoting moral values, community development, and equitable access to education amidst evolving economic, social, and cultural landscapes.

Despite the challenges posed by the recent academic year, which was predominantly online, the SOL has shown resilience and adaptability. We have ensured that online teaching and learning remain effective and accessible, conducting academic and cultural events, as well as online examinations (OBE), with great success. Through continuous support from faculty, staff, and students, we have turned challenges into opportunities. Initiatives such as updated study materials, online services, and fee concessions for disadvantaged students highlight our commitment to a student-friendly approach. We hope your association with the School of Open Learning will be a cherished and enriching experience.

Best Wishes!!

*Prof. Ajay Jaiswal*

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School of Open Learning is the constituent of the University of Delhi. The Course and Syllabi of all PG Programs of DDCE/SOL are the same as of University of Delhi. The PG Programs of University of Delhi are controlled by the respective departments of the University.

## 1. ADMISSION PROCEDURE

### 1.1 Online Registration

- To apply for admission to the Postgraduate (PG) Programs, candidates must complete online registration via the PG admission web portal of DDCE/SOL (detailed instructions can be found on website).
- When filling out the online Registration Form, please select your courses/options carefully, as modifications are not permitted after submission.

## 2. COURSES AVAILABLE, DATE OF REGISTRATION AND DATE OF ADMISSION

All the PG Programs offered by the **Department of Distance and Continuation Education/School of Open Learning; University of Delhi** are **Recognized** by the **UGC/DEB/DU**. The PG programs offered by SOL along with the date of registration and date of admission are given in the table below -

**Commencement of Online Admission Process**

**3<sup>rd</sup> June, 2024**

<https://soladmission.samarth.edu.in/>

**Last date of Admission**

**As decided by UGC-DEB/DU**

**Important Information**

Any change in the Last date of Admission will be notified only on the website – <https://sol.du.ac.in>

**Please visit DDCE, SOL/COL website (<https://sol.du.ac.in>) for Prospectus.**

### 1.2 Online Admission Facility

Admission to all Programmes is only through ONLINE Mode, please visit SOL website (<https://sol.du.ac.in>) for Admissions.

**Procedure of Online Admissions for all PG Programmes (Through SOL website)**

1. Visit the SOL website and login for online admission.
2. Fill in all the relevant information on the Course Details page/Personal Details page.
3. Upload all scanned copies of the relevant documents. (legible/clear)
4. After upload of the documents, a payment link will be made available after only verification. **(This may take 3-5 days)**
5. After successful payment, download the Fee Receipt and Identity Card.
6. Payment gateway to pay the fee  
AXIS Bank (Razorpay) Payment Gateway Helpline No.: +91-11-45535014 & Email ID is: [ritu.shakya@axisbank.com](mailto:ritu.shakya@axisbank.com).  
IDBI (Payu) Payment Gateway Helpline No.: +919811038585 • & Email ID is: [Care@payu.in](mailto:Care@payu.in).  
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### 3. AGE

As per Ordinance of the University, there is no minimum age bar for admission to the Postgraduate Programs in the University and its colleges except in courses where the respective regulatory bodies (such as MCI, AICTE etc.) have prescribed the minimum age requirement in the regulations.

### 4. ELIGIBILITY FOR ADMISSION

The minimum eligibility for admission to various Post-graduate Programs offered by the DDCE/SOL is as per the concerned Departments of University of Delhi which is given below: -

#### I-Program Specific Eligibility for M. Com: 2024-25

Students can register with CUET (PG) 2024 score as well as without CUET score (based on marks of graduation). The merit list(s) for the admission will be done on the basis of marks scored in CUET (PG) 2024. If seats are not filled by CUET (PG) score, the remaining seats will be filled with those students who applied based on the marks of graduation only.

Admission in both the categories will be based on merit.

School of Open Learning will not be responsible for a candidate's lack of awareness of the admission guidelines, schedule, Eligibility Criteria, and CSAS(PG)-2024 rules. It is the sole responsibility of the candidate to keep checking the dashboard, email and admission website of School of Open Learning (UOD) regularly.

Category	Program Specific Eligibility	Minimum Marks
1A*	B.Com. (Hons.) / B.Com. (Pass / Program) / bachelor's degree in commerce/Bachelor of Management Studies (B.M.S.)/ Bachelor of Business Studies (B.B.S.)/ Bachelor of Business Administration (B.B.A.) /Bachelor of Business Administration in Financial Investment Analysis (B.B.A-F.I.A.)/Bachelor of Financial and Investment Analysis (B.F.I.A.)/ Bachelor in Business Economics (B.B.E) / B.A. (Hons.) Business Economics (B.B.E.) from a recognized University	50% marks in aggregate or equivalent grade for candidates belonging to UR/OBC/EWS Category, 45% marks in aggregate or equivalent grade for candidates belonging to SC/ST/PwBD Category
2A*	B.Com. (Hons.)/ B.Com. (Pass/ Program)/ Bachelor's Degree in Commerce/ Bachelor of Management Studies (B.M.S.)/ Bachelor of Business Studies (B.B.S.)/ Bachelor of Business Administration (B.B.A.)/ Bachelor of Business Administration in Financial Investment Analysis (B.B.A-F.I.A.)/ Bachelor of Financial and Investment Analysis (B.F.I.A.)/ Bachelor in Business Economics (B.B.E)/ B.A. (Hons.) Business Economics (B.B.E.) from University of Delhi	

**Note:-\*1A Represents for any recognized University**



**\*2A Represents for University of Delhi**

## **II-Program Specific Eligibility for M.A. Political Science :2024-25**

<b>Category</b>	<b>Program Specific Eligibility</b>	<b>Minimum Marks</b>
1A*	Bachelor's Degree from a recognized University	50% marks in aggregate or equivalent grade for candidates belonging to UR/OBC/EWS Category, 45% marks in aggregate or equivalent grade for candidates belonging to SC/ST PwBD Category
1B*	Master's Degree from a recognized University	
2A*	B.A. (Hons.) Political Science from University of Delhi	

**Note:-\*1A & 1B Represent for any recognized University**

**\*2A Represents for University of Delhi History**

## **III-Program Specific Eligibility for M.A. HISTORY :2024-25**

Students can register with CUET (PG) 2024 score as well as without CUET score (based on marks of graduation). The merit list(s) for the admission will be done on the basis of marks scored in CUET (PG) 2024. If seats are not filled by CUET (PG) score, the remaining seats will be filled with those students who applied based on the marks of graduation only.

Admission in both the categories will be based on merit.

School of Open Learning will not be responsible for a candidate's lack of awareness of the admission guidelines, schedule, Eligibility Criteria, and CSAS(PG)-2024 rules. It is the sole responsibility of the candidate to keep checking the dashboard, email and admission website of School of Open Learning (UOD) regularly.

<b>Category</b>	<b>Program Specific Eligibility</b>	<b>Minimum Marks</b>
1A*	Bachelor's Degree from a recognized University	50% marks in aggregate or equivalent grade for candidates belonging to UR/OBC/EWS Category, 45% marks in aggregate or equivalent grade for candidates belonging to SC/ST/PwBD Category
1B*	Master's Degree from a recognized University	
2A*	B.A. (Hons.) History from University of Delhi	

**Note:-\*1A & 1B Represent for any recognized University**

**\*2A Represents for University of Delhi**

#### **IV-Program Specific Eligibility for M.A. HINDI: 2024-25**

Students can register via CUET as well as without CUET. First preference in admission will be given to those students who enrolled via CUET examination score. Remaining seats will be allotted to non CUET students (Subject to availability of vacant seats).

The admission in both the categories will be on the basis merit.

School of Open Learning will not be responsible for a candidate's lack of awareness of the admission guidelines, schedule, Eligibility Criteria, and CSAS(PG)-2024 rules. It is the sole responsibility of the candidate to keep checking the dashboard, email and admission website of School of Open Learning (UOD) regularly.

<b>Category</b>	<b>Program Specific Eligibility</b>	<b>Minimum Marks</b>
1A*	Bachelor's Degree from a recognized University with at least two (02) Courses in Hindi	50% marks in aggregate or equivalent grade for candidates belonging to UR/OBC/EWS Category, 45% marks in aggregate or equivalent grade for candidates belonging to SC/ST/PwBD Category
1B*	Master's Degree from a recognized University in any of the following: Sanskrit, English, Modern Indian Language (other than Hindi), Linguistics, Sociology, History, Philosophy, Psychology, Political Science, Buddhist studies, Journalism/ Mass Communication	
2A*	B.A. (Hons) Hindi from University of Delhi	

**Note:-\*1A & 1B Represent for any recognized University**

**\*2A Represents for University of Delhi**

## V-Program Specific Eligibility for M.A. SANSKRIT: 2024-25

Students can register with CUET (PG) 2024 score as well as without CUET score (based on marks of graduation). The merit list(s) for the admission will be done on the basis of marks scored in CUET (PG) 2024. If seats are not filled by CUET (PG) score, the remaining seats will be filled with those students who applied based on the marks of graduation only.

Admission in both the categories will be based on merit.

School of Open Learning will not be responsible for a candidate's lack of awareness of the admission guidelines, schedule, Eligibility Criteria, and CSAS(PG)-2024 rules. It is the sole responsibility of the candidate to keep checking the dashboard, email and admission website of School of Open Learning (UOD) regularly.

Category	Program Specific Eligibility	Minimum Marks
1A*	Bachelor's Degree with at least two (02) Courses in Sanskrit from a recognized University	50% marks in aggregate or equivalent grade for candidates belonging to UR/OBC/EWS Category, 45% marks in aggregate or equivalent grade for candidates belonging to SC/ST/PwBD Category
1B*	Bachelor's Degree from any recognized University with Diploma in Sanskrit from University of Delhi	
1C*	Shastri/Acharya (Sanskrit) examination from recognized University/Deemed University	
2A*	B.A. (Hons.) Sanskrit from University of Delhi	

**Note:-\*1A, 1B & 1C Represent for any recognized University**

**\*2A Represents for University of Delhi**

### 5. MODE OF ADMISSION

Students can register with CUET (PG) 2024 score as well as without CUET score (based on marks of graduation). The merit list(s) for the admission will be done on the basis of marks scored in CUET (PG) 2024. If seats are not filled by CUET (PG) score, the remaining seats will be filled with those students who applied based on the marks of graduation only.

Admission in both the categories will be based on merit.

School of Open Learning will not be responsible for a candidate's lack of awareness of the admission guidelines, schedule, Eligibility Criteria, and CSAS(PG)-2024 rules. It is the sole

**responsibility of the candidate to keep checking the dashboard, email and admission website of School of Open Learning (UOD) regularly.**

In all the Faculties/Departments, except the ones offering Interdisciplinary or Professional Programs, there are only direct mode of admission for Postgraduate Programs.

- There will be separate lists to be prepared based on merit given as follows-
  - a) Student who registers via CUET score.
  - b) Students who have passed their graduation/bachelor's degree from University of Delhi. (2A)
  - c) Students who have passed their graduation/bachelor's degree from a recognized University including University of Delhi. (1A/1B/1C)
- The Merit List for Unreserved Category seats will include all candidates in order of merit, without any exclusions. This means that SC/ST/OBC/EWS candidates may also appear on the Unreserved Category Merit List if their scores warrant it, as they are entitled to be considered in both the Unreserved and Reserved Categories. Admission to open category seats will be strictly based on merit, inclusive of SC/ST/OBC/EWS/WQ Category Candidates
- 50% of the seats will be allocated from each of the aforementioned categories. Both lists will be prepared in accordance with the Reservation/concession policy, directly adhering to the rules notified by the University periodically.

The DDCE/SOL will release the Admission Lists separately for all categories at <https://sol.du.ac.in>.

### **5.1.Intimation regarding Admission**

- PG Admission Portal of the DDCE/SOL. The DDCE/SOL shall utilize this result for further admissions in DDCE/SOL. The details about the same will be available at <https://sol.du.ac.in>.
- Selected applicants are required to furnish the required documents online at the time of admission and pay the Admission Fee/Requisite Fees online.
- **Documents to be submitted/uploaded is must at the time of Online Admission (Please visit website <https://sol.du.ac.in>)**

While seeking admission to SOL, the candidates have to fill in an Online Admission Form along with requisite fees as well as legible scanned copies of the required documents.

List of documents for online submission. Falling which the candidature will be cancelled.

- Duly filled Online Admission Form.
- One recent passport-size photograph (1<sup>st</sup> required).

- Self-attested **Photocopy of Class 10<sup>th</sup> Passing Certificate** (10 KB to 200 KB, PDF/JPEG Format).
- Self-attested **Photocopy of Class 12<sup>th</sup> Passing Certificate** (10 KB to 200 KB, PDF/JPEG Format).
- Self-attested **Photocopies of UG - I, II- & III-Year Mark-sheet/ Semester I to VI**(10 KB to 200 KB, PDF/JPEG Format).
- Students are required to upload the self-attested photocopy of the **UG-Degree Certificate**. If the same is not available. Upload the **Original Provisional Certificate** of Graduation (10 KB to 200 KB, PDF/JPEG Format).
- Migration Certificate of the concerned University (if the candidate is graduate from other than Delhi University). The DU student who has got the Migration Certificate issued from DU for any other University has to surrender his / her Migration Certificate in DU(10 KB to 200 KB, PDF/JPEG Format).
- Self-attested photocopy of Reserve Category Certificates issued in the name of the concerned **candidate only**, if eligible for admission under any of the Reserve Categories (like SC/ST/OBC/PWBD/EWS/WQ etc.) The Certificate of the candidate must be issued by the Competent Authority and the same must be uploaded well in time before the Last Date of Admission (10 KB to 200 KB, PDF/JPEG Format).
- Latest **Original Income Certificate**, if applied for Fee Concession (10 KB to 200 KB, PDF/JPEG Format).
- Self-attested photocopy of **BPL Ration Card as well as Original Income Certificate**, if applied for Financial Assistance (10 KB to 200 KB, PDF/JPEG Format).
- Disability Certificate, in case of Physical with Disability candidates issued by the Competent Hospital / Board (10 KB to 200 KB, PDF/JPEG Format).
- **Candidates are required to produce all the Certificates for verification, if required.**
- The Enrolment number allocated by the Colleges of University of Delhi is essential while filling in the admission form. However, for other than University of Delhi will allocate the Enrolment Number separately.

## 5.2.Schedule of Payment of Fee and Other Charges:

- Fees paid through the online process on the DDCE/SOL website will be recognized as authorized and valid payments to the school. Students are cautioned against solely handing over their fees in cash or fees receipts to other students or unauthorized individuals.
- These fees/charges are applicable to all students enrolled in Postgraduate Programs. Students are categorized according to the following guidelines to determine the applicable fee structure.



- Fee can be submitted only in online mode through admission portal only. No other mode of fee submission shall be allowed.

### 5.3.Categories

- **Category A** -The Students who are residing in India.
- **Category B**-Students residing abroad.
- **Category C**-The Indian Nationals who are residing abroad and the foreign nationals seeking admission through Deputy Dean, Foreign Students, University of Delhi.
- **Category D** – Orphan students have to pay Rs. 20/- (Admission fee 10 Rs., Examination fee- 10- Rs.) at the time of admission. These candidates are exempted from all types of fees.
- **Category E** - Armed forces and Central Police Armed Forces.
  - In service personnels will get 75% fee waiver. (except university dues).
  - Superannuated personnels (not superannuated before 5 years) falling in the category will get 50 % fee waiver. (except university dues).
  - Wards of category E personnels will get 25% fee waiver. (except university dues).
- **Category F** - Full fee waiver is available to Transgender Students (except university fee dues).
- **Category G** - For SOL/University employee and ward of SOL
  - Permanent Employee/Adhoc employee/Contractual employees of DDCE/COL/SOL- full fee concession (except university fee dues).
  - Ward of Permanent Employee/Adhoc employee/Contractual employees of DDCE/COL/SOL 50% fee concession (except university fee dues).
  - Permanent Employees of University of Delhi: exempted from tuition fee only.
- **CATEGORY H**- Apart from above other supernumerary quota as decided by University of Delhi.

### 5.4.Schedule of Fees/Charges:

- Basic Fees and Charges payable by students seeking admission to **M.Com./M.A.** Programs are indicated below. Please note that the Fee Structure is different for various Categories of Students. Please read the notes carefully to know if any Extra Charges are payable depending on your choice of Course.

**5.5.Examination Fee:** Examination Fees are charged for Semester I & II (simultaneously) from the student.

with

- **Registration Fee -**

Applicants can register themselves for admission to the offered Programs (2024–25) through the website <https://sol.du.ac.in/> by filling up online registration form and by paying the

requisite registration fee (UR/OBC-NCL/EWS: Rs 250/-, SC/ST/PwBD: Rs 100/-) within the specified time period. Admission in the program will depend upon eligibility fulfillment, merit in the list and availability of the seats. The registration fee is non-refundable.

DDCE SOLICOL

## M.Com/M.A. Hindi

S.No.	Head	Fees in Rupees
1.	Tuition Fee	1000
2.	University Student Welfare Fund	200
3.	College Student Welfare Fund	200
4.	University Development Fund	1000
5.	College Development Fund	800
6.	University Facilities and Services Charges	1000
7.	College Facilities and Services Charges	3100*
8.	Economically Weaker Section Support University Fund	150
9.	Examination fees for semester I& II	1920
	<b>Total</b>	<b>9,370</b>

1. The PwBD category students will have to pay an online admission fee of Rs. 1863 /- and examination fee semester-I & II Rs. 480/- (1863+480=2343.00) at the time of admission.

**\* As an eco-friendly incentive, students who do not wish to take Study Material in printed form will be given a rebate of Rs.400/- under “College Facilities and Services Charges.**

### Notes

- An additional amount of Rs. 1,500/-per year towards postage charges will have to be paid online by overseas students.
- The fees and other charges are to be paid in Indian currency (Rupees) along with the online application form for admission by pay debit/credit card.
- The PWBD category students will have to pay online only Rs.2343/- at the time of admission.
- Examination fee for Reappear/Improvement papers will be charged Rs.600/- up to 4 papers/subject and additional Rs.150/- for each subject will be charged beyond 4 papers/subject for the student appearing in M.Com. Examination.

### M.A. History/ M.A. Political Science/M.A. Sanskrit

S.No.	Head	Fees in Rupees
1.	Tuition Fee	1000
2.	University Student Welfare Fund	200
3.	College Student Welfare Fund	200
4.	University Development Fund	1000
5.	College Development Fund	800
6.	University Facilities and Services Charges	1000
7.	College Facilities and Services Charges	3100*
8.	Economically Weaker Section Support University Fund	150
9.	Examination fee for semester I& II	1620
	<b>Total</b>	<b>9,070</b>

1. The PwBD category students will have to pay online admission fee of Rs.1863 /- and examination fee semester-I & II Rs. 405/- (1863+405=2268.00) at the time of admission.
2. \* **As an eco-friendly incentive, students who do not wish to take Study Material in printed form will be given a rebate of Rs.400/- under “College Facilities and Services Charges.**

#### **Notes: -**

- An additional amount of Rs. 1,500/-per year towards postage charges will have to be paid online by overseas students.
- The fees and other charges are to be paid in Indian currency (Rupees) along with the online application form for admission by debit/credit card.
- The PWBD category students will have to pay online only Rs.2268 /- at the time of admission.
- The University Examination Fees are charged to the student's semester I/II and III/IV. However, basic fees are charged for Semester I/II and III/IV from the beginning of each academic session as applicable.
- Examination fee for Reappear/Improvement papers will be charged Rs.600/- up to 4 papers for the student appearing in M.A. (Hindi/Political Science/History/Sanskrit) and an additional Rs.150/-for each subject will be charged beyond 4 papers/subject for the student appearing in M.A. Examination.

### **5.6.Special Fee to be collected from Foreign Students**

Foreign students residing in India admitted through FSR are required to pay registration fee in Indian Rupees equivalent to US \$ 400 for Postgraduate Programs as per the Executive Council's decision dated 08-04-2002 from the academic year 2002-2003 on-wards. As per letter Ref. No. FSR /6312, dated 24, Jan. 2013 of Dy. Dean, (Foreign Students) University of Delhi, the School will charge Rs. 6,000/- as registration fee for the School of Open Learning. In addition, a total fee for M. Com/M.A. Hindi of Rs.17,410/- and for M.A. History/Political Science/Sanskrit of Rs. 17,260/- will have to be paid Online as per details above.

### **5.7.Indian Nationals Residing Abroad**

Indian Students residing abroad will have to pay Rs. 17,410/- or Rs. 17,260/- online for Post-graduate Programs. This would include Tuition Fee and other charges.

### **5.8.Fee Receipt/ Identity Cards**

After completing all admission related formalities by students can download their Fee Receipt/Identity Cards online from the DDCE/SOL website <https://sol.du.ac.in>. The students are advised to contact concerned Admission Unit-VII & VIII (Room No 24) at the School of Open Learning, North Campus, if any of the students is not able to download his/her Identity Card.



## 6. RESERVATION POLICY

### • RESERVATION AND RELAXATIONS / CONCESSIONS

The University strictly adhere to Central Government Policies in matter so Reservation and Relaxation, and in order to avail the same under SC / ST / OBC / EWS quota a candidate has to produce a valid certificate issued by any of the following authorities:

- District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
- Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
- Revenue Officer not below the rank of Tehsildar.
- Sub-Divisional Officer of the area where the Candidate and/ or his family normally resides.
- Administrator/ Secretary to the Administrator/ Development Officer (Lakshadweep Islands).
- The candidates must note that the SC/ST/ OBC (Non-Creamy Layer) Certificate **from any other person / authority shall not be accepted in any case. If the candidate happens to belong to SC/ST/OBC, candidate's caste/tribe must be listed in the appropriate Govt. of India Schedule.**
- If the candidate belongs to SC / ST / OBC category, candidate 's Caste / Tribe must be listed in the appropriate Govt. of India Schedule. The Caste Certificate should clearly state: (a) Name of his / her Caste / Tribe (b) whether candidate belongs to OBC / SC or ST (c) District and the State or Union Territory of candidate's usual place of residence, and (d) the appropriate Govt. of India Schedule under which his / her Caste / Tribe is approved as SC /ST/OBC.
- If the candidates do not have updated valid EWS / OBC (Non-Creamy Layer) / SC or ST Caste /Tribe certificate at the time of Registration, **'The candidate may upload the acknowledgement slip of application for the certificate.** However, at the time of admission, the candidate will have to produce his / her recent / valid original EWS / OBC (Non-Creamy Layer) / SC / ST certificate. Under no circumstance will further time to submit recent/ valid required certificate will be given.
- However, if a/an EWS / OBC (Non-Creamy Layer) / SC / ST candidate seeks admission under some other category (for example PwBD / CW etc.) the candidate should satisfy the minimum eligibility requirement for that category.

### **(a) Reservation of seats for Schedule Caste (SC)/ Schedule Tribe (ST) Candidates**

- 22½% of the total numbers of seats are reserved for candidates belonging to Scheduled Caste and Scheduled Tribes (15% for Scheduled Caste and 7½% for Scheduled Tribes, interchangeable, if necessary).

Candidates should be aware that SC/ST certificates from any other person or authority (Except competent authority mentioned by Government of India) will not be accepted under any circumstances. If a candidate belongs to the SC or ST category, their caste/tribe must be listed in the appropriate Schedule of the Government of India

It is a statutory obligation on the part of Departments/Colleges to fill all seats reserved for Scheduled Caste / Scheduled Tribe Candidates.

Department/Colleges/Institutes/Centres shall not refuse admission to any SC/ST candidate on the basis of medium of instruction. Any deficiency in the knowledge of any particular language should be addressed, for the purpose, remedial classes may be arranged by the Department/College by utilizing grants available from University Grants Commission.

### **(b) Other Backward Classes: (Non- Creamy layer, Central List)**

27% of seats are reserved for Candidates belonging to Other Backward Classes (OBC- Non-Creamy Layer, Central List)

At the time of giving admission to an OBC Candidates, the Departments /Colleges/ Centers will ensure that the caste is included in the Central List of OBC (the OBC status is to be determined on the basis of the Central List of POBCs (Govt. of India) notified by the Ministry of Social Justice and Empowerment on the recommendations of the National Commission of Backward Classes (available at the website [http://ncbc.nic.in/backward\\_classes/index.html](http://ncbc.nic.in/backward_classes/index.html).)

The certificate must mention non-creamy layer status of the Candidate (Non-creamy layer status issued by an authority mentioned in DOPT Office Memorandum no. 36012/22/93-Estt/(SCT) dated 15.11.1993.

The OBC candidate 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 'non-creamy layer' status of the Candidates as per DOPT Office Memorandum No. 36036/2/2013-Estt. (Res-1) dated 31<sup>st</sup> March 2016. **The certificate should be issued after 31<sup>st</sup> March 2024.**

It is a statutory obligation on the part of Departments/Centers/Colleges to fill all the seats reserved for OBC candidates.

**(c) Reservation for Economically Weaker Sections (EWSs) Applicants**

As per the University of Delhi Notifications (Reference No. Aca.1/Reservation of EWSs/2019/63 Dated 28<sup>th</sup> March 2019 and Reference No, Aca.1/Reservation of EWSs/2019/101 Dated 15<sup>th</sup> May 2019) for the reservation for Economically Weaker Sections (EWSs) Category, the University Departments/ Centers / Colleges have reserved 10% seats for admission of candidates belonging to EWS category. **The certificate should be issued after 31<sup>st</sup> March 2024.**

**(d) Persons with Benchmark Disabilities (PWBD):** As per the provisions of Rights of Persons with Disabilities Act, 2016, not less than 5% seats are reserved for Persons with Benchmark Disabilities. As per the said act, a person with benchmark disability means a person with not less than forty percent 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 Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (No. 1 of 1996), under which reservation for Persons with Disabilities in admissions was provided earlier has now been repealed.

• **Physical disability**

**(A) Loco motor disability** (a person's inability to execute or perform active activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both), including—

1. **"Leprosy cured person"** means a person who has been cured of leprosy but is suffering from—
  - i) loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eyelid but with no manifestation of deformity.
  - ii) manifest deformity and paresis saving sufficient mobility in their hands and feet to enable them to engage in normal economic activity.
  - iii) extreme physical deformity as well as advanced age which prevents him/ her from undertaking any gainful occupation, and the expression "leprosy cured" shall be construed accordingly.
2. **"Cerebral palsy"** means a Group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth.
3. **"Dwarfism"** means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less.
4. **"Muscular dystrophy"** means a group of hereditary genetic muscle disease that weakens them so less that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterized by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue.
5. **"Acid attack victims"** means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

**(B) Visual impairment**

6. **"Blindness"** means a condition where a person has any of the following conditions, after best correction—
7. Total absence of sight; or
8. visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or
9. limitation of the field of vision subtending an angle of less than 10degree.
10. **"Low-vision"** means a condition where a person has any of the following conditions, namely:
11. visual acuity not exceeding 6/18 or less than 20/60 up to 3/60 or up to 10/200 (Snellen) in the better eye with best possible corrections; or
12. limitation of the field of vision subtending an angle of less than 40degree up to 10degree.

**(C) Hearing impairment**

13. **"Deaf"** means persons having 70DB hearing loss in speech frequencies in both ears.
14. **"Hard of hearing"** means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears.
15. **"Speech and language disability"** means a permanent disability arising out of conditions such as larynx defect or aphasia affecting one or more components of speech and language due to organic or neurological causes.

**(D) Intellectual disability**, a condition characterized by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behavior which covers a range of everyday, social and practical skills, including—

- 16 **"Specific Learning Disabilities"** means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia.
- 17 **"Autism Spectrum Disorder"** means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviors.

**(E) Mental Illness:**

"Mental illness" means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behavior, capacity to recognize reality or ability to meet the ordinary demands of life but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterized by sub normality of intelligence.

**(F) Disability caused due to—**Chronic neurological conditions, such as—

- 18 **"Multiple sclerosis"** means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are

damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other;

- 19 **"Parkinson's disease"** means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.

**(G) Blood disorder—**

- 20 **"Hemophilia"** means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterized by loss or impairment of the normal clotting ability of blood so that a minor wound may result in fatal bleeding.
- 21 **"Thalassemia"** means a group of inherited disorders characterized by reduced or absent amounts of hemoglobin.
- 22 **"Sickle cell disease"** means a hemolytic disorder characterized by chronic anemia, painful events, and various complications due to associated tissue and organ damage; "hemolytic" refers to the destruction of the cell membrane of red blood cells resulting in the release of hemoglobin.

**(H) Multiple Disabilities** (more than one of the above specified disabilities)

Multiple disabilities including deaf blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental and educational problems.

1. **Any other category:** Any other category as may be notified by the Central Government

**Candidates must furnish a valid disability certificate issued by a recognized Government hospital, bearing a photograph of the candidate.**

2. **Concession / Waiver of fees in respect of Persons with Benchmark Disabilities (PwBD):** In continuation to the Notification No. Acad.I/PG Fee/2022-23/656 dated 02.08.2022 regarding Post Graduate Fee structure for admissions, It is hereby notified that the candidates belonging to PwBD category shall be given a **fee concession** of 75% of the total fees as compared to the other students taking admission in a particular program of the University.  
Rest of the content of the Notification under reference remains the same.

• **SEAT ALLOCATION**

- **Seat Allocation for Reserved Candidates**

3. **Scheduled Caste/Scheduled Tribe/ Other Backward Classes**

Reservations of seats in admission to various Postgraduate Programs shall be in the following manner.

- Scheduled Caste=15% of total in take in each course
- Scheduled Tribe =7.5%ofTotal in take in each course
- Other Backward Classes=27%of total in take in each course



The seats reserved for SC/ST shall be filled by the SC/ST candidates only. However, in case of non-availability of the eligible candidates the reserved seats maybe interchanged between the SC & ST, if still any seat remains unfilled, the same shall remain vacant.

4. **Persons with Disabilities (PWBD)**- As per the provisions of Right of Persons with Disabilities Act, 2017, not less than five percent (5%) seats are reserved for Persons with Benchmark Disabilities, where “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 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 PWBD applicants shall be given a relaxation in their minimum eligibility in the qualifying examination and in the minimum eligibility (if any) in the admission to the extent of 5%.

#### 5. **Armed Forces (CW) Quota**

Five percent (5%) of seats are reserved for Candidates under this category. The candidates seeking admission under this category need to register online as per the schedule notified by the SOL and have to upload the Educational Concession Certificate (Format of the **Educational Concession Certificate (ECC)** issued by any of the following authorities:

- Secretary, Kendriya Sainik Board, Delhi
- Secretary, rajya Zila Sainik Board.
- Officer-in-Charge, Record Office
- I<sup>st</sup> Class Stipendiary Magistrate.
- Ministry of Home Affairs (For Police Personnel in receipt of Gallantry Awards)

No other format shall be permissible. Proofs of the CW category in the form of ID card of parent or dependent, medical card, Ration card, CSD card, etc. are not admissible in lieu of certificate in correct format. The priority must be clearly mentioned in the certificate. Certificates that do not mention the relevant priority will not be considered.

Admission may be offered to the Children/Widows of personnel of the Armed Forces (priority to IX) including Para-Military Personnel\*(only Priority I to IV), in the following order of preference:

<b>Priority I</b>	Widows/Wards of Defence personnel killed in action.
<b>Priority II</b>	Wards of Defence Personnel disabled in action and <b>boarded out</b> from service with disability attribute able to military service.
<b>Priority III</b>	Widows/wards of Defence Personnel who died in peace time with death attributable to military service.
<b>Priority IV</b>	Wards of Defence Personnel disabled in peace time and <b>Boarded out</b> with

<b>Priority V</b>	<p>disability attributable to military service.</p> <p>(a)Wards of Ex-servicemen and serving personnel who are in receipt of Gallantry Awards;</p> <ul style="list-style-type: none"> <li>• Param Vir Chakra</li> <li>• Ashok Chakra</li> <li>• MahaVir Chakra</li> <li>• Kirti Chakra</li> <li>• UttamYudh Seva Medal</li> <li>• Vir Chakra</li> <li>• Shaurya Chakra</li> <li>• President's Police Medal for Gallantry/President Gallantry Medal for the fire services personnel.</li> <li>• Sena Medal (Gallantry), Nau Sena Medal 9Gallantry), Vayu Sena Medal (Gallantry).</li> <li>• Mention-in-Despatches</li> </ul> <p>Police Medal for Gallantry/Gallantry Medal for fire services</p>
<b>Priority VI</b>	Wards of Ex-Servicemen
<b>Priority VII</b>	<p>Wives of:</p> <ul style="list-style-type: none"> <li>• Defence personnel disabled in action and boarded out from service.</li> <li>• Defence personnel disabled in service and boarded out with disability attributable to military service.</li> <li>• Ex-servicemen and serving personnel who are in receipt of Gallantry Awards.</li> </ul>
<b>Priority VIII</b>	Wards of Serving Personnel.
<b>Priority IX</b>	Wives of Serving Personnel.

The University may ask for supporting documents along with Educational Concession Certificate (ECC).

## 6. Ward Quota

Admission to the wards of employees of University of Delhi and its Colleges, both teaching and non-teaching, to the various Postgraduate Programs is made according to the Resolution 9 of the Academic Council dated 27.11.2020 and subsequent notification issued by the University from time to time.

Candidates who wish to apply for admission under DU ward quota must fill in the online registration form. The schedule and process for admission under Ward Quota will be notified on the website.

Candidates must be in possession of a valid Employment Certificate issued by due officials at the time of registration. Only the Employment certificate uploaded at the time of registration will be considered. I. cards, Aadhar Card and/ or any other document will not be accepted.

The eligible candidates are required to upload proof of employment, issued by the legally authorized Authorities of University of Delhi with respect to employment status of either one parent or both parents in University of Delhi or its college, to support his/her claim to admission under this category. The candidates eligible to take admission in more than one program will be given choice to take admission in program in the order of preference made by him/ her.

Colleges are to be allotted based on the merit and preference order of the candidate.

## **7. REGISTRATION/ ADMISSION OF FOREIGN NATIONALS/INDIAN NATIONALS SETTLED ABROAD**

All candidates holding a foreign passport including those who have completed their previous qualifying degree from an Indian University/board will be treated as Foreign Candidates for the purpose of their Registration/Admission in various Departments/Colleges of the University and they will be considered for admission under the quota (As per AC resolution No. 304) prescribed for the foreign students. The Foreign Candidates seeking admission to Postgraduate Programs need to apply through Foreign Students' Registry Portal <http://fsr.du.ac.in>. No Foreign student will be admitted directly by the DDCE/SOL.

All the foreign students shall come under the same category of 5% Admission quota for foreign nationals. This shall include foreign nationals with qualifications from an Indian Board/ University as well as from many Foreign Board / Universities.

Admission in Foreign Students Category shall be done based on Merit. List prepared based on individual merits of the candidates.

Foreign Candidates seeking admission to Postgraduate Program/ PG certificate/ SOL can contact: Foreign Students' Advisor, Foreign Students' Registry Room No.11, First Floor, Conference Centre, University of Delhi-110007 Website: <http://fsr.du.ac.in/>  
Email: [fsr\\_du@yahoo.com](mailto:fsr_du@yahoo.com), [fsr@du.ac.in](mailto:fsr@du.ac.in), [fsradmissions@du.ac.in](mailto:fsradmissions@du.ac.in) Contact: 011-27666756

- **Indian Nationals Staying Abroad**

- Admissions are also open to Indian nationals working in Indian missions abroad and also to their dependents provided they are:
  - Eligible
  - They take the University examination at the Delhi Centre only.
  - They submit a duly attested photocopy of the passport.

On seeking admission to the DDCE/SOL, Indian nationals settled abroad shall be required to make an extra payment of Rs.1,500/- per year towards postage charges. All payments from such students will be accepted online only.

### **Additional Information**

- The students who are already pursuing any of the M.A./M.Com. Programs in the SOL need not apply afresh for admission.
- Any transaction made other than admission counters of DDCE/SOL or SOL Portal will solely be at the risk and responsibility of the student.
- Students are strictly advised to keep all the Fee Receipts quite intact with them till receipt of the irrespective Degree Certificates after completion of the course.

- A student enrolled with the DDCE/SOL, is like any other regular student of the University of Delhi. He/she studies the same syllabi and curricular and is awarded the same degree by the University.  
There is no restriction on admission in any course for gap year students.
- It is the basic responsibility of the student to submit the required certificates and documents in support of his/her eligibility, as and when demanded. All admissions are provisional till the verification of original certificates and confirmation by the University of Delhi. The School reserves the right to cancel the admission or result of any part of the examination of the Concerned Degree Course of any student who fails to submit the required documents within the stipulated time or any of the certificates is found to be false/invalid at any stage.
- The students are advised to keep the copy of the Registration Form after filling all formalities on PG Web Portal of the DDCE/SOL. The Merit List for the mode of admission is displayed on the DDCE/SOL website **<https://sol.du.ac.in>** and in the concerned Admission Unit-VII & VIII (Room No 18 & 19) of the SOL.
- The students of University of Delhi who have appeared in final year examination in Annual-2024 of any Under graduate Course can get themselves registered in Postgraduate courses, but their eligibility of admission will only be determined as per Delhi University rules.
- Any person who was/is convicted of an offence involving moral turpitude shall not be admitted to a course of study or shall not be permitted to take any examinations of the University until a period of two years has elapsed from the date of expiry of the sentence imposed on him/ her. However, the Competent Authority of the University of Delhi may exempt any such person from the operation of this rule.
- Aggregate marks in respect of examinations where the results shown in grades and standards attained in different subjects (such as the Pre-University /Pre-Degree Examination etc.) them in minimum percentage of the marks for subjects given in standards is considered.
- The Candidates must ensure their respective eligibility to the course to which they apply. The DDCE/SOL reserves the right to cancel any admission at any stage, if found ineligible as per rules and regulations prescribed by the University of Delhi from time to time. **For any legal proceedings, the jurisdiction shall be the Delhi Courts only.**
- The OBC status is to be determined on the basis of the central list of OBCs, notified by the Ministry of Social Justice & Empowerment on their commendations of the National Commission for Backward Classes available at the website of the Commission (<http://ncbc.nic.in/backwardclasses/index.html>). **The OBC candidate considered must hold a non-creamy layer certificate issued for OBC's.** The documents in evidence of the OBC status will be required from the students at the time of registration as well as while granting admission.

The OBC certificate of the candidate must be available at the time of admission. The certificate should be issued after 31<sup>st</sup> March 2024, otherwise, the candidate will not be considered eligible for any relaxation.

- Rounding off a fraction of marks for the purpose of admission to any of the courses is not permissible.
- The Candidates are required to read all relevant instructions of the under-mentioned form quite carefully and then go ahead to fill in the same in compliance with the instructions:
- <https://sol.du.ac.in> Online Admission Format the SOL PG Web Portal.
- The Candidates who have passed their B.A (Pass) /B.A.(Program.) /B.A.(Hons.) under 10+2+3 Scheme Examination of Delhi University or an examination recognized as equivalent there to, if eligible would be registered to Postgraduate Programs for the Academic Session-2024-25.

## 8. SPAN PERIOD OF STUDY

The **Post-graduate Program** offered by DDCE/SOL has a **Minimum (2Years)** and a **Maximum (4 Years) Span Period** for completing the Course. The students **must adhere to** these **stipulations strictly** during their study at the DDCE/SOL. The students are **not allowed to take any examinations after the expiry of the Span Period (4Years).**

Span period of Study (in Years)		
Course	Minimum	Maximum
M.A. Hindi	2	4
M.A. History	2	4
M.A. Political Science	2	4
M.A. Sanskrit	2	4
M.Com	2	4

## 9. PROCEDURE FOR CHANGE OF NAME:As per University of Delhi Notification(No.Aca-II/ Change of name /279/2021/01/190 dated 16<sup>th</sup> April 2021)

In suppression of all the previous Notifications issued by the University from time to time, the following procedure for change of name of a student, duly approved by the **Executive Council Resolution No.65** dated **18<sup>th</sup> March 2021** has been notified for necessary compliance by all concerned.

**Student (Male/Female/Others) who wishes to change his/her name for any reason is required to submit the following documents:**

- Submission of application, mentioning the Enrolment Number of the student, duly forwarded by the Principal of the College/Head of the Institution, along with Rs. 500/- as Application Fee.

- Newspaper cuttings (in original) as proof of the advertisement published regarding change of name in at least two Indian leading daily newspapers.
- Self-Declaration on the prescribed format by the Applicant (Appendix-I).
- Original copy of the Government of India Gazette Notification about the change of name.
- Self-declaration by the applicant regarding change of his/her name (Appendix-II)

OR

Submission of the Matriculation, or its Equivalent Certificates in case the student has got his/her name changed in the said certificate while studying in the University of Delhi.

OR

Proof of marriage i.e. a self-attested copy of the Marriage Registration Certificate issued by the Competent Authority in case of female students applying for change of surname due to marriage.

- **Application for change of name will be curtailed only when the applicant is a student of the University of Delhi at the time of applying for change of name. Application for change of name from a person who is not a student of the University at the time of submission of application or who has already completed his /her course of study shall not be considered.**
- The process of changing of name may require at least 2 weeks' time after submission of application.
- Application of student so many classes for change of name shall be accepted only after **30<sup>th</sup> September**.
- Any change of name/surname will be effective only after its approval by the University.
- The name after change will be read as changed name alias/ nee earlier name.

After receipt of such requests from the Colleges/Departments, these will be examined by the University and processed for consideration in accordance with the University rules. The Principals of the Colleges/Heads of the Departments may kindly ensure that the above procedure is strictly followed.

## 10. STUDENT SUPPORT SERVICES

### 10.1. Syllabus and Study Material

The study materials are prepared by experienced teachers and cover the entire course prescribed by the University of Delhi. The said study materials and the syllabus are provided to the students by hand/by post. Those who do not receive the study materials may write or contact the **Book Producer (Printing), Department of Distance and Continuation Education/School of Open Learning, University of Delhi, Delhi - 110007** to collect them.



## 10.2. Academic Counseling Sessions (ACS)

The **Academic Counseling Sessions (ACS)** are conducted for a Specified Period ranging between 15-20 Days for each Semester. Generally, these **ACS** are held on **Saturdays, Sundays & Gazetted Holidays**. However, the SOL is going to conduct **Academic Counseling Sessions 2024-2025**.

The **SOL** facilitates the local students in getting **D.T.C. Destination Bus Pass** facility during **Academic Counseling Sessions (Offline)** only from their respective residences to **SOL, North Campus**.

## 10.3. Library Facility

The Department/School has a library at the Main Campus as well as at its South Regional Centre and at West Regional Centre, Keshavpuram Delhi. The library resources covering all aspect of Social Sciences, and humanities such as Mathematics, Computer Sciences, Nutrition and Food Science, Psychology, Management, Library and Information Sciences, History, Economics, Political Sciences, Education, English, Hindi, Sanskrit, Commerce, Accounting and many more. The library has ample collection of textbooks, general books, reference books, journals, and magazines. However, the library services to the student of Postgraduate courses are available from North Centre Only.

The following services /facilities are provided in the library:

- Registration & Renewal of Membership
- Lending Service
- Reference Service
- Reading Room facility
- Book Bank facility
- N-List (National Library and Information) Services & DELNET (Developing Library Network) Services.
- EOC (Equal Opportunity Cell) for visually impaired students.
- Web OPAC Service.
- DU E- Library Service
- E-Dues Clearance Service

The SOL (COL) library subscribes the online database i.e. "National Library and Information Services Infrastructure for Scholarly Content (N-LIST)", The N-LIST database provides access to e-resources to students, researchers and faculty from colleges and other beneficiary institutions through server(s) installed at the INFLIBNET Centre. The students and faculty member of SOL, COL (Campus of Open Learning) can access e-resources and download articles required by them directly from the publisher's website once they are duly authenticated as authorized users through servers deployed at the INFLIBNET Centre. Separate login Id will be created for each of the SOL library users and the authentication link will be sent to user email Id. After authentication one can access (remotely) more than 160000 e-book and more than 10000 e-journals in the said database.

Student can borrow maximum four (04) books from Student Unit at a time for a maximum period of 45 days. The students must return the books borrowed from student unit within 45 days. Failing to do so will attract late fine.



The timings of the library (subject to change) are as follows:-

09:30 A.M. to 05:00P.M. (Except Sundays and Holidays)

On Sundays and other Holidays, the library will remain open during Academic Counselling Session, PCP Classes. Once the Fee Receipts, I-Card and School Admission Number of the students are generated, the students automatically become the member of the library. Students desirous to use the library services will have to bring their fee receipt along with Identity Card on every visit to the library and the same is to be shown as and when required.

If any book(s) issued is/are lost, the students will be required to replace it by the latest edition of the book(s) along with the late fine, if any.

**Reference books and magazines are not issued under any circumstances.**

#### **10.4. Book Bank**

The Department/School has the facility of Book Bank for the marginalized/weaker section student. From book bank, maximum (04) four books are issued to students throughout the semester. The students must return the books borrowed from book bank within 10 days after the completion of each semester examination. Failing to do so will attract late fine. The criteria for availing books from the Book Bank are the same as in the case of fee concession.

#### **10.5. Student Counseling Facility**

Members of the Teaching Departments remain available on all working days in the **School at the Main Campus only** to solve the academic problems of the students. The detail of availability of teachers is made available on the DDCE/SOL website i.e. <https://sol.du.ac.in>.

## 11. FEE CONCESSION/FINANCIAL ASSISTANCE TO STUDENTS

### 11.1. Financial Support Scheme

The Department of Distance & Continuing Education, School of Open Learning, Campus of Open Learning (DDCE/SOL/COL) in the spirit to facilitate financially weak students as per guidelines decided by the University of Delhi, is announced Financial Support Scheme for DDCE/SOL/COL students. This scheme is reflected through a fee waiver for the students enrolled in DDCE/SOL/COL and having their family income below the poverty line. The fee waiver includes all components of fee paid by students except Examination Fee. (University Dues)

To avail Financial Support Scheme in term of Fee Waiver, the student has to determine the following:

Eligibility:

A student studying in DDCE/SOL/COL University of Delhi and his/her Annual Family Income falling in below mentioned categories is eligible to apply.

S.No. Family Income (in Rupees) (Eligibility) Fee Waiver (Percentage)

Category 1 Less than 4,00,000 Up to 100%

Category 2 4,00,000-8.00,000 Up to 50 %

(Candidates with ER/Arrears of previous examination papers are not eligible to apply)

Documents required:

1 Income Certificate: Annual family income Certificate issued by Govt. office for the current financial year.

2 Copy of current Fee Receipt.

3 Copy of Marksheet of the last exam passed.

4 Cancelled Cheque/Copy of Bank Pass Book showing the student Name, Account Number and IFSC code.

Important: Date for application and online link will be notified separately later.

### 11.2 PwBD Category

As per Delhi University Notification No. Aca.1/082/2001/ PwBD/2012- 2013/355, dated 13th Sept.2013, the following amendment to ordinance (4) of the university has been added after subclause 2 of Ordinance (4) of the said Ordinance.

"Provided that the Persons with Physical Disabilities shall be waived off (75%) all the fees payable including the Examination fee and other University fees (Except Admission fee).

The government of India notified the 'persons with benchmark' in this Ability Act (PwBD) vide notification No. ACT No.49 of 2016 dated 17.12.2016. The Admissions in University of Delhi are taking place as per PwBD Act-2016.

### 11.3 Facilities for Students with Disabilities

The Department of Distance & Continuing Education, Campus of Open Learning/School of Open Learning has endeavored to pay special attention to the academic needs of students with disabilities. Their number on

Department/School rolls has been increasing steadily, indicating the growing importance of distance education for this critical sector.

As per the UGC guidelines, we are in the process of setting up an enabling unit with modern facilities such as computers and reading machines. The Department/School already has a Disability Coordinator and a Committee to help such students. As per Delhi University decisions, fee concession is provided to students with disabilities. Study material is being provided in DAISY audio format.

A Single Window Service counter is available for disabled students in the Record Room, on the ground floor of the main building of Department/School. Such Students can approach this counter or get in touch with the Assistant Registrar, Admissions in case they face any difficulty.

#### **11.4 Financial Assistance to SC/ST Students of State Government.**

Students belonging to Scheduled Castes /Scheduled Tribes are advised to apply to their respective State Governments for financial assistance to defray the expenses of their education.

#### **11.5 Financial Assistance to Transgender Students**

Full fee waiver is available to Transgender Students. Please Contact Assistant Registrar North/Assistant Registrar South/Convener, Admission & Students Welfare Committee. (except University fee dues) (Subject to acceptance of recommendation).

#### **11.6 Fee Concession to University/Department/School Employee/Ward**

As par the category defined earlier in 'Category G'.

#### **11.7 Fees Concession for meritorious female students**

The female students of Undergraduate and Postgraduate Courses of DDCE, SOL, COL who obtains 8.5 CGPA in their examination will get full fee concession for the next year. The students should have cleared all their examination for the previous years.

#### **11.8 DEB-UGC Recognition**

All the Programmes offered by the Department/School, are recognized by the Distance Education Bureau UGC.

## 12. PROGRAMME STRUCTURE

### 12.1. M.Com. Program Structure

The schedule of papers prescribed for various semesters shall be as follows: -

#### PART-I: Semester-I

Paper Code	Title of papers
324101101	Business Statistics
324101102	Advanced Management Accounting
324101103	Managerial Economics
324101104	Financial Planning
324101105	Organizational Behaviour

#### PART-II: Semester-II

Paper Code	Title of Papers
324101201	Operations Research
324101202	International Business
324101203	Marketing Management
324101204	Advanced Financial Management and Policy
324101205	Ethics, Corporate Governance and sustainability

#### Teaching

The Department of Commerce, SOL is primarily responsible for organizing lecture work for M.Com. Faculty from Department of Commerce, SOL, Department of Commerce, Delhi School of Economics and experienced faculty from other Colleges associated with Post-graduate teaching are engaged for M.Com Academic Counseling Session (PCP) Classes are organized on Sundays and other holidays.

## M.A. Program Structure

### 12.2. M.A. Hindi

Semester	Core Course (70 Credits)			
	Examination Code	Title of papers	No. of papers	Credits (L+T)
I	120501101	101-हिंदी साहित्य का इतिहास (आदिकाल से रीतिकाल तक)	05	4+1
	120501102	102-आदिकालीन हिंदी काव्य		4 + 1
	120501103	103-भक्तिकालीन हिंदी काव्य		4 + 1
	120501104	104-हिंदी कथा-साहित्य		4 + 1
	120501105	105-भारतीय काव्यशास्त्र		4 + 1
II	120501201	201-रीतिकालीन हिंदी काव्य	04	4 + 1
	120501202	202-आधुनिक हिंदी काव्य-I		4 + 1
	120501203	203-हिंदी-नाटक		4 + 1
	120501204	204-सामान्य भाषा विज्ञान		4 + 1
	Core – 120501205	205-हिंदी साहित्य का इतिहास (आधुनिक काल)		

### 12.3. M.A. Sanskrit

#### PART-I: Semester- I

Core 101	121301101	Vaidika Vāṇmaya: Ṛksamhitā & Nirukta	4 + 1
Core 102	121301102	Poetics: Sāhityadarpana	4 + 1
Core 103	121301103	Sahitya :Naiṣadha & in Mṛcchakatika	4 + 1
Core 104	121301104	Outline of Culture & Civilization as depicted in Sanskrit Literature	4 + 1

#### PART-I: Semester-II

Core 201	121301201	Darśana: Nyāya & Vedānta	4+1
Core 202	121301202	Vyākaraṇa: Laghusiddhāntakaumudī	4+1
Core 203	121301203	Sāhitya: Meghadūta & Uttaraṛāmacarita	4+1
Core 204	121301204	An Introduction to Itihāsa and Pūrāṇic Texts	4

## 12.4. M.A. Political Science

### PART-I: Semester-I

Number of Course		Name of Course	Credits in each course
Course	Examination Code	Paper (Theory)	
PS-C-101	123201101	Debates in Political Theory	4
PS-C-102	123201102	Theories of International Relations	4
PS-C-103	123201103	Politics in India	4
PS-C-104	123201104	Themes in Indian Political Thought	4

### PART-I: Semester-II

CorePS-C-201	123201201	Comparative Political Analysis	4
CorePS-C-202	123201202	Administrative Theory	4
OpenElective1* PS-OE 02	123203202	Understanding the International	4
OpenElective2* PS-OE 03	123203203	Political Institutions of Processes in India	4

## 12.5. M.A. History

The M.A. History program in Delhi University is a two-year course divided into four- semesters. A Student is required to complete 80credits for the completion of course and the award of degree.

### Semester-I (For session 2024-25)

Paper No.	Title of the Paper
123101101	Practice of History (Core Course)
123102102	Archive and History
123102103	Historiography in Modern West
123102122	History of Modern France (1760-1815)

### Semester-II (For session 2024-25)

Paper No.	Title of the Paper
123102203	Society and Culture in Early Cities: Mesopotamia, China, Greece, Rome
123102221	Global Environmental History, 1500-2000
123102226	Emergence of Modern South Africa, 1650 to 1948
123102228	Fascism and Nazism in Europe and Asia. 1919-1945



### Course Credit Scheme

Semester	Core Courses			Elective Courses			Open Elective Courses			Total Credits
	No. of papers	Credits (L&T)	Total Credits	No. of papers	Credits (L&T)	Total Credits	No. of papers	Credits (L&T)	Total Credits	
I	1	5	5	3	5	15				20
II				4	5	20				20
III				4	5	20	1	4	4	20+4
IV	1	5	5	3	5	15	1	4	4	20+4

The DDCE/School of Open Learning also offers Post Graduation in History which is of two year's duration. The eligibility for admission to M.A. program is the same as given in the Program brochure available on the DU Website ([www.du.ac.in](http://www.du.ac.in)). Each academic year is divided into two semesters. The course-wise details forth said Program can also be looked up on the website. However, the courses to be offered in each semester by the DDCE/SOL will be decided in discussion with the students during the orientation Program for students which is conducted at the beginning of each semester.

As per the terms and conditions laid down by the University Grants Commission the Post Graduation Program in History in DDCE/School of Open Learning is organically linked in its course structure, teaching methodology, mode of examination, and evaluation, to the Post Graduation Program run by the Department of History in the Faculty of Social Sciences, University of Delhi. In short, for the students enrolled both in the formal and the non-formal streams, the Post Graduation Program in History remains essentially the same.

### **13. EXAMINATION-RELATED INFORMATION**

Examination shall be conducted at the end of each Semester as per the Academic Calendar notified by the University of Delhi.

#### **13.1. Admission Ticket and Dates of Examination**

SOL is not sending any admit card in mailbox. Admit card can be downloaded from the student dashboard/SOL Website.

Generally, odd Semester Examination I/III starts in the Month of Nov./Dec., however, Even Semester Examination II/IV is started in the Month of April/May each year.

A Student who has to re-appear a paper prescribed for Semester I/III do so only in the odd Semester Examination to be held in November /December. A student who has to reappear in a paper prescribed for Semester II/IV may do so only in the even Semester Examination to be held in April/May.

Students enrolled afresh in 1st Semester examination in the current academic year are not required to fill up the Examination Form.

All Failures/Promoted/Gap year students must fill up their examination form prior to 15 days before the declaration of the date sheet for each Semester through an online process only.

- **Change of Subject: - The option/subject opted once will not be changed in the Postgraduate Programs.**

### 13.2. Refund of Admission / Examination Fee:

<p>(i) <b><u>Refund of Admission Fee</u></b></p> <ul style="list-style-type: none"> <li>• When a student applies for withdrawal of admission <b>within 15 days</b> from the date of his/her admission.</li> <li>• When a student applies for withdrawal of admission <b>after 15 days but within a month (30 days)</b> from the date of his /her admission.</li> </ul>	<p><b><u>Quantum of Fee Refundable</u></b></p> <p>Full Fee after deduction of <b>Rs.500/-</b></p> <p>Full Fee after deduction of <b>Rs.1000/-</b></p>
<p>When a student applies for withdrawal of admission after a month.</p> <p>(ii) <b><u>Refund of Examination Fee</u></b></p> <p>In the event to death of a candidate before commencement of examination.</p> <p>In the event of student's inability to continue his/her studies at least one month before the commencement of the examination duly certified by the Principal /Head of the Department/Dean of the faculty</p>	<p>No Refund</p> <p>Full Fee will be refunded to the parents of the student.</p> <p>Full Fee after deduction of <b>Rs.200/-</b></p>

#### • Other Fee Chargeable

<b>Fee Chargeable for Verification of Educational Documents/Record</b>		
Verification for the below-mentioned categories;	Fee Chargeable (in Rs.)	
	<b>Up to 6 years</b>	<b>More than 6 years</b>
Central Govt. Office/State Govt. Office / Govt. Autonomous Body / UT Govt. Office etc.	No Fee	No Fee
Private Sector Office/ Individual/Student etc.	500/-	1000/-
<b>Fee Chargeable from Pass out Students for Issuing Various Certificates</b>		
<b>Type of Certificate/ Authentication of Marks Sheets</b>	<b>Fee Chargeable (Rs.)</b>	
Passing / Passing-cum-No Backlog Medium of Instruction / Letter of Recommendation / Medium of Instruction / Non issuance of CLC to Pass Out students / Authentication of Statement of Marks/ Provisional Certificate (if students comes after one year or more / Any other Misc. certificate which is to be issued to the students on their request.	500/-	

### 13.3. Internal Assessment Examination (IAE)

- As per the AC Resolution No 14 dated. 3.8.2022 and EC Resolution No 18 (18-11) dated 18.8.2022. The continuous assessment (Internal Assessment) has been implemented in all the programs being offered by the Department/School from the Academic Session 2023-24. The details of procedures of Internal Assessment will be available on COL/SOL website.
- For this purpose, DDCE/SOL/COL has decided to conduct online Multiple-Choice Questions (MCQ) based Internal Assessments including Continuous Assessments for each Semester separately which will be conducted before the Semester Examinations. The Internal Assessment including Continuous Assessment will be 30 marks in each semester and the Semester Examination will be 70 marks out of 100 marks.

### 13.4. Scheme of Examination

Span period of the Course:	The span period for completion of the Course is 4 (Four) year, no Students will be given even a single chance to clear any paper beyond the period of 4years.
Declaration of Date-sheet:	Finalizing the date-sheet (M. Com/M.A.(Hindi)/Sanskrit/History) for the semester examination is the part and parcel of the department concerned of University of Delhi, However, date-sheet of M.A.(Political Science) are prepared by the University of Delhi Examination Branch, for approval and finalizing. As and when Final date-sheet received in the SOL and informed the student accordingly through SMS.
Filling of Optional Subject:	Optional Subject for the Postgraduate Programs are filled within 25-30 days after the completing/ over of 2 <sup>nd</sup> semester and 3 <sup>rd</sup> semester Examination or subject to the providing list of the concerned Teacher-in-Charge, DDCE/SOL, D.U.
Procedure of filling papers:	The procedure of the giving paper of remained absent /ER /failed remained absent/ER/failed depends upon Semester basis. Like odd semester I/III examination are given in odd semester, however, even Semester II/IV are given in even semester only. The Odd Semester Examination held in Nov/Dec, whereas Even Semester Examination held in April/May every year, immediately, subsequent of the examination.
The procedure of improvement:	Improvement of papers depends upon Semester basis. Like odd Semester I/III examination are given in odd semester, however, Even Semester II/IV are given in even semester only. The Odd Semester Examination held in Nov/Dec, Whereas Even Semester Examination held In April/May every year, immediately, subsequent of the examination.
Declaration of Result:	Conduct of the examination to declaration of the result comes in the jurisdiction of the Examination Branch, University of Delhi, as the result prepared same will the sent to the DDCE/SOL and uploaded it on the website of the DDCE/SOL, however, mark sheet can be down loaded from the website of the University of Delhi.

• **PROMOTION CRITERIA & PASS PERCENTAGE**

<b>13.5. PASS PERCENTAGE &amp; PROMOTION CRITERIA OF M.COM</b>	
	English shall be the medium of instruction and examinations.
A	The minimum marks required to pass any paper in a semester shall be 40% in each paper and 40% in aggregate of a semester.
B	However, a candidate who has secured the minimum marks to pass in each paper but has not secured the minimum marks to pass in aggregate may reappear in any of the paper /so his choice in the concerned semester in order to be able to secure the minimum marks prescribed to pass the semester in aggregate.
C	No student would be allowed to avail of more than 3 chances to pass any paper inclusive of first attempt.
<b>SEMESTER TO SEMESTER PROMOTION</b>	
A	<b>Semester to Semester Promotion:</b> Student shall be required to fulfill the part-to-Part promotion criteria. Within the same Part, students shall be allowed to be promoted from a semester to the next semester, provided he/she has passed at least half of the Programs of the current semester
B	<b>Part – I to Part – II Promotions:</b> Admission to Part – II of the Program shall be open to only those students who have successfully passed at least 50% papers offered for the Part – I Programs of I and II semester taken together. However, he/she will have to clear the remaining papers while studying in the 2 <sup>nd</sup> year of the program.
C	Students who do not fulfill the promotion criteria shall be declared failed in the concerned part. However, they shall have the option to retain the marks in the Papers in which they have secured Pass marks as per clause (a) above.
<b>REAPPEARANCE IN PASSED PAPERS</b>	
A	A student may reappear in any paper prescribed for a semester, on foregoing in writing her/his previous performance in the paper/s concerned. This can be done in the immediate subsequent semester examination only (for example, a student's reappearing in a paper prescribed for semester I/II examination, may do so along with subsequent semester III/IV)
B	A candidate who has cleared the papers of Part – II (III & IV Semesters) may reappear in any paper of III or IV Semester only once, at the immediate subsequent examination on foregoing in writing her/his previous performance in the paper/s concerned, within the prescribed span period.  <b>(Note: The candidate of this category will not be allowed to join any Post graduate Programs)</b>
C	In the case of reappearance in a paper, the result will be prepared based on candidate's current performance in the examination.

D	In the case of a candidate, who opt store-appear in any paper/s under the aforesaid provisions, on surrendering her/his earlier performance but fails to reappear in the paper/s concerned, the marks previously secured by the candidate in the paper/s in which she/he has failed to re-appear shall be taken into account while determining her/his result of the examination held currently.
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### DIVISION CRITERIA

	A student who passes all the papers prescribed for Semester I to Semester IV examination would be eligible for the degree. Such a student shall be categorized on the basis of the combined result of Semester I to Semester IV examination as follows: -	
	60% or more	First Division
	50% or more but less than 60%	Second Division
	40% or more but less than 50%	Third Division

• **PROMOTION CRITERIA & PASS PERCENTAGE**

<b>13.6. PASSPERCENTAGE&amp; PROMOTION CRITERIA FOR POST-GRUADUATESTUDENTS OF M.A. (POL.SCI. /HINDI/HISTORY/SANSKRIT)</b>	
A	The minimum marks required to pass any paper in a semester shall be 40%. The students must secure 40% in the End Semester Examination.
B	A student shall be eligible for promotion from 1 <sup>st</sup> year to 2 <sup>nd</sup> year of the course Provided she/he has passed 50% papers of I and II semester taken together.
C	Student who does not fulfill the promotion criteria (2) above shall be declared fail in the part concerned. However, they shall have the option to retain the marks in the papers in which they have secured pass marks.
D	A student who has to reappear in a paper prescribed for semester I/III may do so only in the odd semester examinations to be held in November/December. A student who has to reappear in a paper prescribed for Semester II/IV may do so only in the even examination to be held in April/May.
E	No student will be detained in I or III Semester on the basis of his/her performance in I or III Semester examination i.e. the student will be promoted automatically from I to II Semester and III to IV Semester.
<b>REAPPEARANCE IN PASSED PAPERS</b>	
A	A student may reappear in any paper prescribed for a semester, on foregoing in writing her/his previous performance in the paper/s concerned. This can be done in the immediate subsequent semester examination only (for example, a student's reappearing in a paper prescribed for semester I/II examination, may do so along with subsequent semester III/IV)
B	A candidate who has cleared the papers of Part – II (III & IV Semesters) may reappear in any paper of III or IV Semester only once, at the immediate subsequent examination on foregoing in writing her/his previous performance in the paper/s concerned, within the prescribed span period.  <b>(Note: The candidate of this category will not be allowed to join any Postgraduate Programs)</b>
C	In the case of reappearance in a paper, the result will be prepared on the basis of candidate's current performance in the examination.
D	In the case of a candidate, who opt store-appear in any paper/s under the aforesaid provisions, on surrendering her/his earlier performance but fails to reappear in the paper/s concerned, the marks previously secured by the candidate in the paper/s in which she/he has failed to re-appear shall be taken into account while determining her/his result of the examination held currently.



### DIVISION CRITERIA

A student who passes all the papers prescribed for Semester I to Semester IV examination would be eligible for the degree. Such a student shall be categorized on the basis of the combined result Semester I to Semester IV examination as follows: -

60% or more	First Division
50% or more but less than 60%	Second Division
40% or more but less than 50%	Third Division

In case the students do not receive any information within two years, they are advised to contact the Section Officer (Degree Section), DDCE/SOL and fill in the prescribed Application Forms for Release of Degree Certificate giving therein details regarding Course, DDCE/SOL Roll Number, Year of Passing, Last Examination Roll No., Enrolment Number etc.

### 13.7. RECHECKING/REVALUATION/EVALUATION OF ANSWER SCRIPT

Semester-wise Mark-sheet can be downloaded from the website of the D.U. tabulated result can be checked in the website of the SOL.

### 13.8. RULES FOR REVALUATION OF ANSWER SCRIPT

(Candidates seeking revaluation are advised to go through these rules and regulations before applying for the revaluation).

- Revaluation is allowed only in theory papers of non-professional Programs, which have not been jointly valued.
- Select the papers carefully in which you wish to seek revaluation. No second application for additional papers shall be accepted and summarily rejected.
- Revaluation is to be applied for within 15 days of the date of uploading of result of the University website.
- Entries filled by the candidate be got verified from the principal of the College concerned.

#### Please Note That

- When you apply for revaluation, you surrender your original performance and will now accept their revised performance in which: -
- There can be NOCHANGE,
- There can be INCREASE in marks,

- There can be DECREASE in marks,
- The application is to be made by the candidate in his/her own handwriting and under his/her own signature and not by any one else on his/her behalf.
- Prescribed fee:  
Rs.1000/- per paper to be deposited in the miscellaneous payment account of D.U. link provided <http://misconlinefee.du.ac.in> HYPERLINK "<http://misconlinefee.du.ac.in/>". The print out of the receipt along-with prescribed form dully filled in by the candidate itself will be forward from DDCE/SOL and same will be deposited by the candidate itself in D.U. Examination Branch counter no.6.
- (a) If the award of the Revaluation varies from the original award upto and including +5% of the maximum marks, the original award will stand.
- If the award of the first Revaluator is beyond + 10%, the average of the marks of the original examiner and the first Revaluator will be taken.
- If the award of the Revaluator varies from the original award by more than + 10% of the minimum marks, the answer script will be examined by a Second Revaluator (other than original and first) and the average of the two nearest award out of the three awards thus available (including the original award) shall be taken as final.

### **13.9. RULES FOR SUPPLY OF COPY OF EVALUATED ANSWER SCRIPT**

- Select the paper carefully in which the candidate seeks copy of evaluated answer script.
- Application should be submitted within 61<sup>st</sup> day and 75<sup>th</sup> day of declaration of result on University Website.
- The Candidate is required to produce a photocopy of his/her current Admission Ticket and/or statement of marks for verifications of Roll No., marks etc., at the time of submission of Application Form.
- Entries made by the candidate be verified from the Principals of the College/Head of the Department concerned.
- The application is to be made by the candidate on his/her own signature and not by anyone else on his/her behalf.
- Examination office will endeavor to provide copy of Answer-Script within 30 days of submission of application. The student is required to collect the copy of the evaluated answer script within a period of 15 days of the date of intimation of availability of the script on the University website.

- If a student finds any error in totaling of marks or finds that any question has not been evaluated, then he/she should communicate to the Examination office in the prescribed Performa within a period of 10 days of the collection of the evaluated answer script.
- Any representation other than relating to totaling error or unmarked question shall not be admissible.
- Prescribed Fee: Rs.750/-per paper is to be deposited in the miscellaneous payment account of D.U. link provided **Error! Hyperlink reference not valid.** The printout of the receipt along with prescribed form dully filled in by the candidate itself will be forwarded from SOL and same will be deposited by the candidate itself in D.U. Examination Branch counter no.6.

### 13.10. EXAMINATIONS/RESULTS

As per the direction received from the University, students are hereby informed **that examinations and results for SOL a re-conducted as per a schedule from other Undergraduate/Postgraduate regular Programs of the University of Delhi."**

### 13.11. HOW TO DOWNLOAD MARK-SHEET

Download your Marksheet from <https://sol.du.ac.in> or [exam.du.ac.in](https://exam.du.ac.in).

### 13.12. OBTAINING DEGREE CERTIFICATE

The Degree Certificates are generally provided to DDCE/SOL by the University of Delhi approximately after 2 Years from the Year of passing the Final Year Examinations. The DDCE/SOL starts the process of sending the Degree Certificates by Speed Post to the concerned students as and when the same are received from the University. **The students can also check the status of availability of the irrespective Degree Certificates in the "Degree Request" on DDCE/SOL website: <https://sol.du.ac.in>.**

## Open Learning Development Centre (OLDC)

The Open Learning Development Centre (OLDC) is a vibrant hub located within the Campus of Open Learning, Department of Distance and Continuing Education. Its primary focus is to promote open learning approaches and improve educational experiences at the School of Open Learning (SOL) and the University of Delhi. Our mission is to promote and support innovative, research-based, and development-focused projects that enhance the quality and availability of open learning opportunities. This will allow learners to successfully accomplish their academic and professional objectives. The centre prioritizes improving quality procedures that include curriculum evaluation, assessment verification, and ongoing feedback systems. It closely follows developments in accrediting systems and regulatory criteria to ensure that it is in line with the most effective methods in open and online education.

Our state-of-the-art computer lab is the core of our services. It provides students with the opportunity to engage in practical, hands-on learning experiences, guided by skilled instructors. Our labs offer an optimal setting for students to explore, experiment, and develop their skills in programming languages, design utilizing industry-standard software, and digital advertising. Aside from our state-of-the-art facilities, we are now working on creating a powerful learning management system (LMS) that will allow students to access and share educational content in a centralized and easily accessible manner. The students will receive quantifiable and traceable learning outcomes for their courses in a cost-efficient and scalable manner. The website will guarantee the integrity of the test procedure, enabling individuals to showcase their knowledge and talents conveniently from their own residences.

Recently, a variety of skill-based courses have been established at the facility. Our objective is to provide individuals with the necessary resources to thrive in the modern digital landscape and produce income to sustain the ongoing expansion and progress of our institute. Through our diligent monitoring of market trends and industry demands, we have carefully selected and designed a curriculum that is not only pertinent but also resistant to future changes. This curriculum effectively equips students with the necessary expertise and understanding to excel in their chosen sectors, thereby enhancing their employability and fostering a commitment to continuous learning.

As we begin this new phase of expansion and creativity, we welcome people from diverse backgrounds to join us in this process of exploration and change. If you are seeking to enhance your abilities, progress in your profession, or pursue a personal project, the Open Learning Development Centre is available to assist you in attaining your objectives. Let us collectively embrace the future of education and uncover boundless opportunities for personal and professional development.



## **Educational Technology Lab**

The Educational Technology Lab (ET Lab), a division of the Open Learning Development Centre (OLDC), aims to offer valuable technological resources for the creation of creative and efficient digital learning materials. The objective of this project is to develop educational materials for learners in the form of content for massive open online courses (MOOCs), films, and web-based information. The course materials, provided in electronic format, serve as comprehensive resources covering various instructional writing styles. Furthermore, it is specifically designed to provide staff members with essential training and growth opportunities through the execution of Faculty and Staff Development Programs. The ET Lab is equipped with state-of-the-art equipment that features a range of advanced Audio-Video technology in a modern studio. These facilities are essential for participating in programs or creating content for the internet. The laboratory can quickly adapt to various editing setups, live streaming, recording, and other digital forms.

The objective of the ET lab is to develop robust material for the diverse range of courses provided by the School of Open Learning, Centre for Innovative Skill Based Courses and more. The laboratory will generate Open Educational Resources (OERs) to be available for the learners worldwide. It will offer both on-campus and off-campus services to institutions, assisting them in creating educational resources and delivering online courses to students and learners through pedagogically sound methods. The aim of ET Lab is to become self-sustainable by generating revenues and funds by expanding the utilization of the studio and its facilities for institutional and educational purposes outside Campus of Open Learning, to produce interactive learning and instructional materials, such as short films, commercials, and documentaries, to actively engage learners.

The Educational Technology Lab (ET LAB) is actively engaged in promoting the use of Educational Technology at the Institution and also at the National level.

Some of its major activities are:

- Design & Development of Instructional Resources: In the form of videos and web based.
- Provision and maintenance of AV equipment for classroom teaching.
- Video and computer based instructional packages.
- Organizing training programmes for faculty and professionals across the country.
- Video conferencing for faculty selection interviews and meetings.
- E-Learning and MOOCs (Massive open online courses)
- Undertaking sponsored and research projects.
- Dissemination of Instructional Resources: Through development of information brochures and databases.



## FACILITIES

- The Educational Technology Services Centre has a computer laboratory with modern multimedia capabilities and internet connectivity.
- Non-linear editing set up and Live Streaming setup are available for Post Production and Video streaming.
- The Centre has a modern video studio with recording and editing facilities in Digital format.
- Video conferencing for faculty selection interviews and meetings.
- Training programmes for faculty and professionals across the country.
- Video and computer based instructional packages.
- Provision and maintenance of AV equipment for classroom teaching.







## COL Radio

Campus of Open Learning Radio (COL Radio), an innovative and emerging beacon in the realm of education, serves as a digital path to connect with the learners globally. From insightful podcasts to academic updates via news through our in-house YouTube Channel, it ensures the knowledge delivery. Currently at a nascent stage, COL Radio shall synchronize with technological advances, embracing innovation and ensuring a vibrant learning community. This platform aspires to set a significant milestone in Open and Distance Learning Education, seamlessly bridging the gap between learners and institutions through its diverse channels and programs. COL Radio is not just another online radio platform; it's a dynamic hub designed to revolutionize education and empower students in myriad ways. With a diverse range of programming, COL Radio offers both academic and non-academic benefits, catering to the holistic development of students.

Academically, COL Radio serves as a virtual classroom, supplementing traditional learning methods with engaging educational content. From insightful lectures by esteemed professors to interactive study sessions and educational podcasts, students have access to a wealth of knowledge at their fingertips. Moreover, COL Radio fosters a collaborative learning environment, encouraging students to exchange ideas and engage in intellectual discourse beyond the confines of the physical classroom.

Beyond academics, COL Radio is a catalyst for social impact, shedding light on important issues within the Indian education system and advocating for positive change. Through thought-provoking discussions, interviews with education experts, and student-led initiatives, COL Radio strives to address societal challenges and promote inclusivity and equity in education.

Furthermore, COL Radio provides a platform for students to voice their opinions, share their experiences, and showcase their talents. With dedicated segments for art, culture, sports, and more, COL Radio celebrates the diversity and creativity of the student community, fostering a sense of belonging and pride.

Looking ahead, COL Radio holds immense potential for revenue generation, paving the way for sustainable growth and investment in students and institutional development. By leveraging advertising opportunities, sponsorships, and partnerships, COL Radio aims to not only sustain itself but also create a surplus that can be reinvested in scholarships, infrastructure, and innovative educational initiatives.

In essence, COL Radio is more than just an online radio platform; it's a transformative force driving positive change in education and empowering students to reach their full potential.

**Educational Technology Lab**  
**Open Learning Development Centre (OLDC)**  
**Campus of Open Learning (COL)**  
**Academic Research Center, University of Delhi- 110007**

**ET Lab Facilities**

The studio room contains the digital facility for teaching the students. It also has projector and camera for recording of all the lecture. The infrastructure and technical facility of the center is as follows:

- Studio with LED Lighting Control System
- Virtual Studio Setup
- Professional HD Cameras
- The Educational Technology Lab has a post-production with state-of-the-art multimedia facilities and internet connectivity.
- Non-linear editing set up and Apple Streaming server are available for post-production and video streaming.
- The Centre has a modern video studio with recording and editing facilities.
- Video conferencing for faculty selection interviews and meetings
- Training programs for faculty and professionals across the country.
- Video and computer animation based instructional packages.
- Provision and maintenance of Audio-Video equipment for classroom teaching.

**Audio-Video Studio**

- Different types of programs (Indoor and outdoor recording) are developed according to the need.
- Fully designed programs of 30 to 45 minutes duration involving Pre-production, Production and Post-Production.
- Professors, Teacher Educator, Content Developer, Professional Presenter and Voice-Over Artist are involved in E-content development programs.
- Complete Video Courses: On-line recording of academic courses (UG/PG) conducted in video-studio with post-production.
- Video Editing, Graphics Designing and Animation
- E- content development through Smart board and Wacom Pen-Tab.
- High configuration Workstations installed in ET lab.
- Software related to Multimedia available such as:
  - Adobe Creative Cloud
  - Final Cut Pro
  - Autodesk Maya
  - Video scribe

## SKILL BASED COURSES OFFERED BY AT OLD C

### Short-Term Courses for Students of DDCE, SOL/COL

University of Delhi, through its Campus of Open Learning, has introduced short-term courses to enhance the employability of the students enrolled with School of Open Learning. These courses have been designed with a focus on the areas where human resources are needed. At the end of the course, students are jointly awarded a certificate by the University of Delhi and the Industry Partner. Most of the courses are of 6 months duration which includes 2 months of internship with the relevant industry. After completion of the internship, deserving students are assisted and placed with suitable organizations.

*Presently, the following Short-term Professional Courses are offered by COL.*

### Online Mode

Skill sessions will be delivered in online mode, login credentials and detailed time-table will be sent to the registered E-mail ID. स्किल सत्र की सभी कक्षाएं ऑन लाइन माध्यम से कराई जाएंगी। जिसके लिए लॉगिन क्रेडेंशियल और विस्तृत समय सारिणी पंजीकृत ई-मेल आईडी पर भेजी जाएगी।

S. No.	Name of the Course	Knowledge Partner	Approx Duration
1.	<a href="#"><u>English Proficiency</u></a>	Cambridge University Press and Assessment	25-30 Hours
2.	<a href="#"><u>Personal Finance (Self-Paced Learning)</u></a>	Nergy Vidya	30 Hours
3.	<a href="#"><u>GST Executive (Self-Paced Learning)</u></a>	Nergy Vidya	30 Hours
4.	<a href="#"><u>GST Executive (Online-Trainer Led)</u></a>	Nergy Vidya	30 Hours
5.	<a href="#"><u>Statutory Executive (Self-Paced Learning)</u></a>	Nergy Vidya	60 Hours
6.	<a href="#"><u>Statutory Executive (Online-Trainer Led)</u></a>	Nergy Vidya	60 Hours
7.	<a href="#"><u>Finance Executive (Self-Paced Learning)</u></a>	Nergy Vidya	90 Hours
8.	<a href="#"><u>Finance Executive</u></a>	Nergy Vidya	90 Hours

S. No.	Name of the Course	Knowledge Partner	Approx Duration
	<u>(Online-Trainer Led)</u>		
9.	<u>GST Assistant OJT (Self-Paced Learning)</u>	NergyVidya	150 Hours
10.	<u>Accounts Assistant OJT (Self-Paced Learning)</u>	NergyVidya	150 Hours
11.	<u>Applied Psychometrics and Scale Construction*</u>	Dept of Psychology, SOL	6 Months
12.	<u>Counselling and its Applications*</u>	Dept of Psychology, SOL	6 Months

#### Offline Mode

Skill sessions will be delivered in the COL, University of Delhi and detailed time-table will be sent to the registered E-mail ID. स्किल सत्र की सभी कक्षाएं मुक्त शिक्षा परिसर, दिल्ली विश्वविद्यालय में आयोजित किए जाएंगे और विस्तृत समय-सारिणी पंजीकृत ई-मेल आईडी पर भेजी जाएगी।

S. No.	Name of the Course	Knowledge Partner	Approx Duration
1.	<u>Certified Market Expert (CMX)</u>	FinX	120 Hours
2.	<u>Wealth Management Program</u>	FinX	100 Hours
3.	<u>Statutory Executive (Offline-Trainer Led)</u>	NergyVidya	60 Hours
4.	<u>Finance Executive (Offline-Trainer Led)</u>	NergyVidya	90 Hours

S. No.	Name of the Course	Knowledge Partner	Approx Duration
5.	<a href="#"><u>GST Assistant OJT (Offline-Trainer Led)</u></a>	NergyVidya	150 Hours
6.	<a href="#"><u>Medical Transcription</u></a>	Selectronics	6 Months

#### Lab based offline mode

Skill sessions will be delivered in the COL, University of Delhi and detailed time-table will be sent to the registered E-mail ID. स्किल सत्र की सभी कक्षाएं मुक्त शिक्षा परिसर, दिल्ली विश्वविद्यालय में आयोजित किए जाएंगे और विस्तृत समय-सारिणी पंजीकृत ई-मेल आईडी पर भेजी जाएगी।

S. No.	Name of the Course	Knowledge Partner	Approx Duration
1.	<a href="#"><u>AC Refrigerator Repairing</u></a>	Samarth Bharat	1 Month
2.	<a href="#"><u>Bakery and Confectionery</u></a>	Samarth Bharat	3 Months
3.	<a href="#"><u>Beauty and Hair Lab</u></a>	Samarth Bharat	3 Months
4.	<a href="#"><u>Stenography, Secretarial Practices, and IT Skills</u></a>	Open Learning Development centre SOL/ COL	5 Months
5.	<a href="#"><u>Radio Jockeying, Anchoring, T.V Journalism</u></a>	Open Learning Development centre SOL/ COL	3 Months
6.	<a href="#"><u>Animation, Motion Graphics, Photography and Video Editing</u></a>	Open Learning Development centre SOL/ COL	6 Months

S. No.	Name of the Course	Knowledge Partner	Approx Duration
7.	<a href="#"><u>Graphic Design and DTP</u></a>	Open Learning Development centre SOL/ COL	6 Months
8.	Motor Driving for Girls (Car)	---	21 Days

For More Information Please visit our website: - [https://sol.du.ac.in/skill\\_courses/index.php](https://sol.du.ac.in/skill_courses/index.php)

#### **Important Information:**

- Admissions on first cum first serve basis (as per the number of seats in each course).
- For Courses having fees above Rs. 1000/- on completion of the Batch Size of 40-50 students 10% supernumerary seats shall be given to the Economically Weaker Section on subsidized rates (available after screening of the candidates).

#### **Help line number:**

- 9318354363
- 9318354636

#### **Email-id:**

- skillcentre.cisbc@col.du.ac.in

#### **Address for Skill Courses (Centre):**

- OLDC, Second Floor, ARC Building, University of Delhi, Opposite S.G.T.B. Khalsa College, Delhi-110007

#### **• OFFICE HOURS**

The SOL Office remains open for interaction with the students on all working days from **09:30 AM** to **05.00 PM** and it remains closed on **Saturdays, Sundays** and **other declared Holidays**.

#### **• CONTACT INFORMATION**

Complete details of contact information of the Department of Distance and Continuation Education/School of Open Learning are provided below. Students may contact the Department/School in case of any requirements.

In addition, the DDCE/SOL also has a website which provides essential information services related to updating of student's Dashboard, Status of Degree, Mark-sheet, Examination Academic Counseling Session (PCP), Old Question Papers, Study Materials, Syllabus, Faculty members etc. to students. You can visit us at <https://sol.du.ac.in>

<b>NORTH CAMPUS</b>	<b>SOUTH CAMPUS</b>	<b>WEST CAMPUS</b>	<b>EAST CAMPUS</b>
<b>North Regional Centre</b> Department of Distance & Continuing Education, School of Open Learning/ Campus of Open Learning, University of Delhi, 5, Calvary Lane, Delhi-110007	<b>South Regional Centre</b> Department of Distance & Continuing Education, School of Open Learning/ Campus of Open Learning, University of Delhi, South Moti Bagh, (Old Motilal Nehru College Building), New Delhi	<b>West Regional Centre</b> Department of Distance & Continuing Education, School of Open Learning/ Campus of Open Learning, University of Delhi, C-2, Keshav Puram, University of Delhi, Delhi - 110035	<b>East Regional Centre</b> Department of Distance & Continuing Education, School of Open Learning/ Campus of Open Learning, University of Delhi, Plot No – 4, Fc – 10 Tahirpur, Delhi - 110095
Contact – 9318356167, 9318355600, 9318355909, 9318355332	Contact – 8076546900, 9810508608, 9899090911	Contact – 011-2781469	<b>Under Construction</b>
Email Id – <a href="mailto:skverma@sol-du.ac.in">skverma@sol-du.ac.in</a>	Email Id – <a href="mailto:jkhuntia@sol-du.ac.in">jkhuntia@sol-du.ac.in</a>	Email Id - <a href="mailto:uspandey@sol-du.ac.in">uspandey@sol-du.ac.in</a>	Email Id -

## **NORTH CAMPUS**

### **DEPARTMENT OF DISTANCE EDUCATION**

### **SCHOOL OF OPEN LEARNING**

#### **CAMPUS OF OPEN LEARNING,**

University of Delhi

<https://sol.du.ac.in>

Helpline:- 011-27008300, 27008301

PABX/Enquiries

**011-27667600, 27667581, 27667645, 27666780,**

P.A. to Principal

**011-27666776**

### **Activities Conducted at Regional Centers**

**The following services are provided at the Regional Centres of the Department/School.**

1. Dispatch/Distribution of Study Material to the students.
2. Facility of borrowing books from the library and use of Reading Room.
3. Organization of Academic Counselling Sessions on working days/Saturdays/Sundays.



## 10. Laws to Protect Students

### 10.1 Prohibition and Punishment for Ragging (ORDINANCE XV-C)

1. Ragging, in any form is strictly prohibited, within the premises of College/ Department or Institution and any part of Delhi University system as well as on public transport.
2. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.
3. Ragging for the purposes of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students; and includes individual or collective acts or practices which -
  - a. involve physical assault or threat to use physical force.
  - b. violates the status, dignity and honor of women students.
  - c. violates the status, dignity and honor of students belonging to the scheduled castes and tribes.
  - d. exposes students to ridicule and contempt and affects their self-esteem.
  - e. entails verbal abuse and aggression, indecent gestures and obscene behavior.
4. The Principal of a College, the Head of the Department or an Institution, the authorities of the College, or University Hostel or Halls of Residence shall take immediate action on any information of the occurrence of ragging.
5. Notwithstanding anything in Clause (4) above, the Proctor may also suo moto enquire into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.
6. The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
7. If the Principal of a College or Head of the Department or Institution or the Proctor is satisfied that, for some reason, to be recorded in writing, it is not reasonably practical to hold such an enquiry, he/ she may so advise the Vice- Chancellor accordingly.
8. When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his / her decision shall be final.
9. On the receipt of a report under Clause (5) or (6) or a determination by the relevant authority under clause (7) disclosing the occurrence of ragging incidents described in Clause 3(a), (b) and (c), the Vice-Chancellor shall direct or order rustication of a student or students for a specific number of years.
10. The Vice-Chancellor may in other cases of ragging order or direct that any student or students be expelled or be not for a stated period, admitted to a course of study in a college, departmental examination for one or more years or that the results of the student or students concerned in the examination or examinations in which they appeared be cancelled.
11. In case any students who have obtained degrees or diplomas of Delhi University are found guilty; under this Ordinance, appropriate action will be taken under Statute 15 for withdrawal of degrees or diploma conferred by the University.
12. For the purpose of this Ordinance, abetment to ragging whether by way of any act, practice or incitement of ragging will also amount to ragging.
13. All Institutions within the Delhi University system shall be obligated to carry out instructions/ directions issued under this Ordinance, and to give aid assistance to the Vice-Chancellor to achieve the effective.

**Note:** Order of the Vice-Chancellor in pursuance of Ordinance XV-C:

Where incident(s) of ragging are reported to the Vice-Chancellor by any authority under this Ordinance, the students(s) involved in ragging, shall be expelled for a specified term, designated in the order. Non-students involved in reports of ragging will be proceeded with under the criminal law of India; they will also be rendered ineligible for a period of five years from seeking enrolment in any of the institutions of the University of Delhi. Students against whom necessary action is taken under this note, will be given post decisional hearing, with strict

## The Disciplinary/Anti-Ragging Committee of School of Open Learning

S. No.	Name	Designation
1	Prof. U.S. Pandey, Dy. Director, West Regional Centre, SOL	Chairperson
2	Prof. Suman Kumar Verma, Dy. Director, North Regional Centre, SOL	Member
3	Prof. J. Khuntia, Deputy Director, South Regional Centre, SOL	Member
4	Prof. Projes Roy, Joint Director, DDCE, SOL, COL	Member
5	Dr. Pramod Tiwari, Joint Director, DDCE, SOL, COL	Member
6	Dr. Seema Suri, Associate Professor, SOL	Member
7	Dr. Rajat Arora, Assistant Professor, SOL	Member
8	Dr. Ravi, Assistant Professor, SOL	Member
9	Dr. O.P. Sharma, Deputy Registrar, SOL	Member
10	Mr. Sanjay Agarwal, Assistant Registrar, SOL	Member
11	Ms. Nisha Section Officer, SOL	Member
12	Mr. Sunil Kumar, Senior Personal Assistant, SOL	Coordinator

### 10.2 The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith incidental there to.

Whereas sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment.

And whereas the protection against sexual harassment and the right to work with dignity are universally recognized human rights by international conventions and instruments such as Convention on the Elimination of all forms of discrimination against Women, which has been ratified on the 25th of June 1993 by the Government of India.

And whereas it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual

harassment at workplace.

For details, please see the website <http://indiacode.nic.in/acts-in-pdf/142013.pdf>.

### **Members of ICC @ SOL**

S. No.	Name	Designation
1.	Dr. Seema Suri, Associate Professor	Chairperson
2.	Dr. Abhilasha, Assistant Professor	Member
3.	Sh. Rahul Dev Ambedkar, Assistant Professor	Member
4.	Ms. Niyati Sharma Advocate, High Court	Legal Advisor and External Member
5.	Ms. Meena, Section Officer	Member
6.	Ms. Anita, Section Officer	Member
<b>Students' Representatives for the period 2022-2023</b>		
8.	Ms. Muskan Handa, Student M. Com	Student Rep, ICC
9.	Ms. Anshu Verma, Student B.A.(Hons.)	Student Rep, ICC
10.	Mr. Harsh Vats, Student B.A. Programme	Student Rep, ICC

Students can write to: icchelp@sol-du.ac.in

### **10.3 Some Important Points to Note by the Fresher Students while visiting Delhi University**

1. Do not get intimate with strangers and do not allow any person to use your mobile phone or reveal your residential address to them.
2. Do not accept eatables/ drinks from strangers.
3. Please collect information about admission only from centers authorized by Delhi University. Do not contact strangers for this purpose.
4. Do not interact with any person posing as an agent to get admission. Such people may lure you to adopt short cuts to get admission.
5. The admission procedure in Delhi University is fully transparent and is on the basis of marks obtained and as per the procedure laid down.
6. Police Control Room- 100.

### **Women/Students'-Helpline-1091/1291**

**ACP-Civil Lines Delhi Police**

Phone :23810113

e-mail :delpol@vsnl.co.in

**SHO-Maurice Nagar**

Delhi Police

Phones:27667178,27666332



### 10.3a Student Grievance Redressal Committee (SGRC)

In compliance with the UGC notification dated 11th April, 2023 regarding the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023, Prof. Sanjay Bhatt, Retired Professor, Department of Social Work, University of Delhi has been appointed as the Ombudsperson for School of Open Learning, Campus of Open Learning for a period of three years or until he attains the age of 70 years, which is earlier, from the date of assuming office.

Student Grievance Redressal Committee (SGRC)		
S.No.	Name	Designation
1.	Prof. Suman Kumar Verma	Chairperson
2.	Prof. J. Khuntia	Member
3.	Prof. Bhawani Rani Das	Member
4.	Dr. Seema Suri	Member
5.	Dr. Sneha Chawla	Member
6.	Sh. Dhanesh Mishra, B. Com (20-1-44-000424)	Special Invitee

### 10.4 University of Delhi Notification on Right to Information Act, 2005

1. An application for obtaining information under the Right to Information Act, 2005 can be made to the Public Information Officer.
2. The prescribed fee for filing the application is Rs.10/- by way of cash, against proper receipt, or by way of bank demand draft or banker's cheque or Indian Postal Order payable to the Officiating Principal, Department of Distance & Continuing Education, School of Open Learning, University of Delhi at Delhi.
3. An appeal can be pre offered before the 1st Appellate Authority against the decision of the Public Information Officer.
4. Manuals prepared under Section 4(1)(b) of the Right to Information Act, 2005 are available on the website of SOL <https://sol.du.ac.in>

## PUBLIC INFORMATION OFFICER

### **Department of Distance & Continuing Education, School of Open Learning, Campus of Open Learning (North Campus)**

#### **Sh. Sanjay Aggarwal,**

Assistant Registrar

Department of Distance & Continuing Education,  
School of Open Learning/Campus of Open Learning,  
University of Delhi.

5 Cavalry Lane, University of Delhi, Delhi-110007,

Tel. No.: 27667581 27667600, 27667645,

27666578 (Ext. 208), 27008330

Fax No.: 27667242

### **Department of Distance & Continuing Education, School of Open Learning, Campus of Open Learning (South Campus)**

#### **Sh. Suraj Kumar**

Section Officer

(Admission, Exam & APIO) Department of Distance & Continuing Education,  
School of Open Learning/Campus of Open Learning,  
University of Delhi.

South Study Centre, South Moti Bagh,

(Old Moti Lal Nehru College Building), New Delhi-110021 Tel. No.: 24151603

Fax No.: 24104037

### **Appellate Authority**

#### **Prof. Ajay Jaiswal**

Principal

Department of Distance & Continuing Education,  
School of Open Learning/Campus of Open Learning,  
University of Delhi.

5, Cavalry Lane, University  
of Delhi, Delhi-110007, Tel.

No.: 27667581 27667600,

27667645,

27666578 (Ext. 208), 27008330

Fax No.: 27667242

### Frequently Asked Questions

1.	Has the University Curriculum Framework -2022 (Under NEP) also been adopted by the Department of Distance & Continuing Education, School of Open Learning, Campus of Open Learning, University of Delhi?	Yes, The Department of Distance & Continuing Education, School of Open Learning, Campus of Open Learning, University of Delhi has adopted UGCF – 2022 (Under NEP). The curriculum and syllabus of the Department/School is the same as that of the University of Delhi.
2.	Is CUET compulsory for the candidates who wish to take admission in Department/School?	No, as per Distance Education Bureau (DEB) guidelines, CUET is not mandatory for candidates who wish to take admission in the Department/School.
3.	Is a candidate required to register or to take direct admission for the undergraduate courses offered in the Department/School?	As there is no seat limit, candidates can take direct admission in the courses offered by the Department/School. However, candidate must check the minimum eligibility criteria as specified in column 4.3.
4.	What is the last date of payment of fees?	<b>As decided by UGC-DEB/DU</b>
5.	Is the Admission Fee inclusive of the examination Fee of 1 <sup>st</sup> and 2 <sup>nd</sup> Semester?	Yes, Admission Fee includes First Semester Examination and Second Semester Examination fee.
6.	What is the mode for submitting admission and examination form?	Candidates can submit both examination and admission forms through online mode.
7.	In which format will the study material be provided?	The Study material is available in both online and printed format. In case students do not opt for the hard copy of the study material, then Rs. 400/- will be deducted in the head of “College Facilities and Services Charges”. Further, online material will be freely available on the SOL website.
8.	What is the Minimum Eligibility for taking admissions?	It is specified in relevant sections.
9.	How can the students register themselves with the library after seeking admission?	The students can register themselves with the library after producing the Fee Receipt in original, along with their respective Identity Cards.



## MEMBERS AND CONVENERS OF STAFF COUNCIL COMMITTEE LIST 2024-2025

### STAFF COUNCIL SECRETARY: - Dr. Nupur Gosain

PCP COMMITTEE	PRINTING COMMITTEE	LIBRARY COMMITTEE	
Dr. Chander Shekhar Singh - <b>Convener</b>	Dr. Aniruddh Vijay - <b>Convener</b>	Mr. Amit Tiwari - <b>Convener</b>	
Dr. Lata Singh	Mr. Rahul Dev Ambedkar	Dr. Lata Singh	
Dr. Nupur Gosain	Ms. Vidyut Singh	Ms. Vidyut Singh	
Ms. Asha Yadav	Dr. Rema Thareja	Ms. Aishwarya Anand Arora	
Dr. Rajat Arora	Ms. Damini Kumari	Ms. Tanusha Jain	
Dr. Pankaj Sharma	Mr. Vishnu Prasad Semwal	Ms. Ritika Sharma	
Dr. Praveen Mamgai	Dr. N. Kadiresan	Dr. Om Prakash	
Mr. Amit Tiwari	Dr. Ravindra Pratap Singh	Dr. Shachindra Mohan	
Dr. Einstein Charles R	Dr. Kancharakuntla Praveen	Dr. Sumit Sahni	
Dr. Md. Jahidul Dewan	Dr. Ravi Prakash Yadav	Dr. Priyanka	
Mr. P.K Satpathy	Dr. Neeta Gupta	Dr. Seema Suri	
Dr. Ravi Kumar	Ms. Manisha Yadav	Ms. Manisha Yadav	
Dr. Ruhee Mittal	Mr. Mukesh Kumar	Mr. Pranav Pilaniya	
Mr. Devender Dalip Pai	Ms. Sukanshika Vatsa	Mr. Saripalli V. Ravikiran	
Prof. Suman Kr. Verma	Prof. Suman Kr. Verma	Prof. Suman Kr. Verma	
Dr. Md. Asghar Ali	Dr. Md. Asghar Ali	Dr. Md. Asghar Ali	
<b>ADMN. &amp; STUDENTS WELFARE COMMTT.</b>	<b>DEVELOPMENT &amp; PLANNING COMMITTEE</b>	<b>PURCHASE COMMITTEE</b>	
Prof. Suman Kr. Verma - <b>Convener</b>	Dr. Bhardwaj Shukla Verma - <b>Convener</b>	Dr. Pramod Kumar Tiwari - <b>Convener</b>	
Mr. Rahul Dev Ambedkar	Dr. Lata Singh	Dr. Ravi Kumar	
Dr. Nupur Gosain	Ms. Vidyut Singh	Dr. Abhilasha	
Dr. Charu Gupta	Ms. Varsha Agarwal		
Ms. Barkha Jamwal	Dr. Abhilasha		
Ms. Garima Sirohi	Dr. Om Prakash		
Dr. Praveen Mamgai	Dr. N. Kadiresan		
Mr. Amit Tiwari	Dr. Vijay Kumar Tiwary		
Dr. Chander Shekhar Singh	Dr. Sumit Sahni		
Dr. Einstein Charles R	Dr. Pushpita Kumari		
Ms. Monika Jaiswal	Mr. P.K Satpathy		
Ms. Nalini Prabhakar	Ms. Juhi Jham		
Dr. Ravi Kumar	Prof. J. Khuntia		
Mr. Mukesh Kumar	Mr. Shivu Kumar		
Mr. Shaitan Singh	Prof. Suman Kr. Verma		
Dr. Md. Asghar Ali	Dr. Md. Asghar Ali		
<b>TEACHERS INCHARGE</b>			
Dr. Lata Singh	Biology	Dr. Chander Shekhar Singh	History
Dr. Pankaj Sharma	Commerce	Sh. Amit Tiwari	Lib. & Inf. Science
Ms. Asha Yadav	Computer Science	Dr Rajat Arora	Management
Dr. Ruhee Mittal	Economics	Prof. Suman Kr. Verma	Mathematics
Dr. Seema Suri	English	Sh. Devendra Dilip Pai	Political Science
Dr. Einstein Charles. R	EVS	Dr. Nupur Gosain	Psychology
Dr. Ravi Kumar	Financial Studies	Dr. Parveen Mamgai	Sanskrit
Dr. Md. Jahidul Dewan	Hindi	Dr. Md. Asghar Ali	Urdu

ADMINISTRATIVE STAFF			
Designation	Name	Email Id	Contact Number
Deputy Registrar	Dr. O P Sharma	<a href="mailto:op67sharma@gmail.com">op67sharma@gmail.com</a>	
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	Sh. Rajesh Kumar (Add. Charge AR Estab)	<a href="mailto:Rajeshkumar2@sol-du.ac.in">Rajeshkumar2@sol-du.ac.in</a>	
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	Shiv Kumar, Unit I	<a href="mailto:shiv@sol-du.ac.in">shiv@sol-du.ac.in</a>	
	Chander Shekhar Kanodia, Accounts III	<a href="mailto:Chandrashekhar2@sol-du.ac.in">Chandrashekhar2@sol-du.ac.in</a>	
	Ved Prakash, SRC	<a href="mailto:vedprakash@sol-du.ac.in">vedprakash@sol-du.ac.in</a>	
<b>Junior Programmer</b>	Sanjay Gupta, SRC	<a href="mailto:sgupta@sol-du.ac.in">sgupta@sol-du.ac.in</a>	
	Varun Sharma	<a href="mailto:varuns@sol-du.ac.in">varuns@sol-du.ac.in</a>	
	Rishabh Dev Bhardwaj	<a href="mailto:rishabhb@sol-du.ac.in">rishabhb@sol-du.ac.in</a>	
<b>Book Producer</b>			
<b>Senior Personal Assistant</b>	Sunil Kumar	<a href="mailto:sunil@sol-du.ac.in">sunil@sol-du.ac.in</a>	
<b>In charge Library</b>	Ms. Nirmala Devi		
<b>Production Superintendent</b>	Bhuvan Singh Rawat	<a href="mailto:bhuwan@sol-du.ac.in">bhuwan@sol-du.ac.in</a>	

Note: Please add 011 – state code if you are dialing from outside Delhi.

## GALLERY









## Our Official Social Media Pages

Stay connected and updated with the latest news, events, and announcements from School of Open Learning, University of Delhi. (DU SOL). Scan the QR code or click on the link below to follow our official page on all platforms with the username DUSOLOfficial.



**DU SOL OFFICIAL**



Link: <https://tinyurl.com/3ervre32>



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*It should in no case, be construed as a warranty, expressed, or implied, regarding completeness and accuracy of the information so provided, as a ready reference.*

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