SRCC/AD/144/2023   December 01, 2023

NOTICE

With reference to the University of Delhi CSAS (UG)-2023, *all admitted students must report to the College and complete admission formalities of the concerned College, including physical verification of the documents/certificates. During physical verification, if any document/certificate is found inadequate/insufficient/inappropriate, it will lead to cancellation of the admission.*
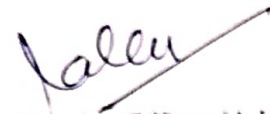
In view of the University's Guidelines, all students of B.Com.(H) and B.A.(H) Economics Semester-I are hereby informed that the schedule for submission of documents for verification will be as under:-

Date	Roll No.	Timings	Venue
B.COM.(H) SEMESTER-I			
05.12.2023 Tuesday	23072504001 to 2307250200	09:30 AM TO 01:00 PM	**Helpdesk Counter** *(Near Auditorium Gate No.1)*
06.12.2023 Wednesday	23072504201 to 2307250400	09:30 AM TO 01:00 PM	
07.12.2023 Thursday	23072504401 to 23072504600	09:30 AM TO 01:00 PM	
08.12.2023 Friday	23072504601 to 23072504800	09:30 AM TO 01:00 PM	
09.12.2023 Saturday	23072504801 to 23072504868	09:30 AM TO 01:00 PM	
B.A.(H) ECONOMICS SEMESTER-I			
11.12.2023 Monday	23072510001 to 23072514100	09:30 AM TO 01:00 PM	**Helpdesk Counter** *(Near Auditorium Gate No. 1)*
12.12.2023 Tuesday	23072514101 to 23072514223	09:30 AM TO 01:00 PM	

Students must follow the above schedule for submission of original documents for verification, which shall be returned in due course of time. Checklist of documents which are required for submission is attached herewith.

Documents in original along with one set of self-attested copies thereof are required to be submitted along with filled in Students' Data Form. Failure to comply with the above instructions and schedule may invite suitable action.

Administrative Officer (Admin)

Circulation:
1. SmartProf Application
2. College Website

DOCUMENTS REQUIRED

SI.	Particulars	Tick (✓) documents attached	For Office Use
	Self attested copies along with originals of the following documents are required to be submitted:-		
1.	Printed Admission/Registration Form downloaded from the DU Portal.		
2.	Undertakings for curbing the menace of ragging by the candidate and parent/guardian in the prescribed format (available from the College office).		
3.	Photographs pasted at prescribed space in this Data Form.		
4.	One set of self-attested photocopies of documents listed from (i) to (ix) below		
(i)	CUET Score Card		
(ii)	Detailed Mark Sheet of class XII examination/qualifying examination.		
(iii)	Certificate and Mark Sheet of class X examination (High School).		
(iv)	Provisional / Original Certificate of class XII examination/qualifying examination.		
(v)	Recent Character Certificate issued by the Head of the Institution last attended.		
(vi)	Transfer Certificate from School/College as well as Migration Certificate from Board/University are required from those students who have passed senior secondary exam from outside Delhi.		
(vii)	Certificate from the Head of School stating that the candidate has studied and passed Hindi subject upto Class VIII; in case candidate has not studied Hindi upto Class X and wants exemption from Compulsory Test in Hindi (CTH).		
(viii)	Caste/Category Certificate in the name of candidate only and in the format prescribed by the Govt. of India for benefits of reservation in admission. The candidates belonging to the central list of OBCs of Government of India must produce a valid certificate issued in the recent past with the mention of 'Non-Creamy Layer Status' of the candidate as per Delhi University rules.		
(ix)	All relevant certificates (only for Sports & ECA Categories of admissions).		
5.	All certificates in original of the above documents (will be returned after verification).		
6.	Any Photo ID proof of Self, Both Parents and Local Guardian (self attested photocopies).		