SHRI RAM COLLEGE OF COMMERCE
Admission Process
2017

# Welcome to SRCC

How to reach SRCC?

➢ **Via Metro:** You can de-board at Vishwavidyalaya Station of the yellow line of the Delhi Metro and then take an e-rickshaw/rickshaw/auto-rickshaw to SRCC (Map of Delhi Metro has been attached in the next page)

➢ **Via Bus:** Nearest bus stops are Shri Ram College or Daulat Ram College (Other nearby bus stops: Mall Road, Vishwavidyalaya)

➢ **Via Airport Metro :** From Indira Gandhi International Airport, applicants can take the Airport Express Line and interchange at New Delhi Metro Station. From New Delhi Metro Station, catch the yellow line heading towards Samaypur Badli and get off at Vishwavidyalaya Station

Vishwavidyalaya
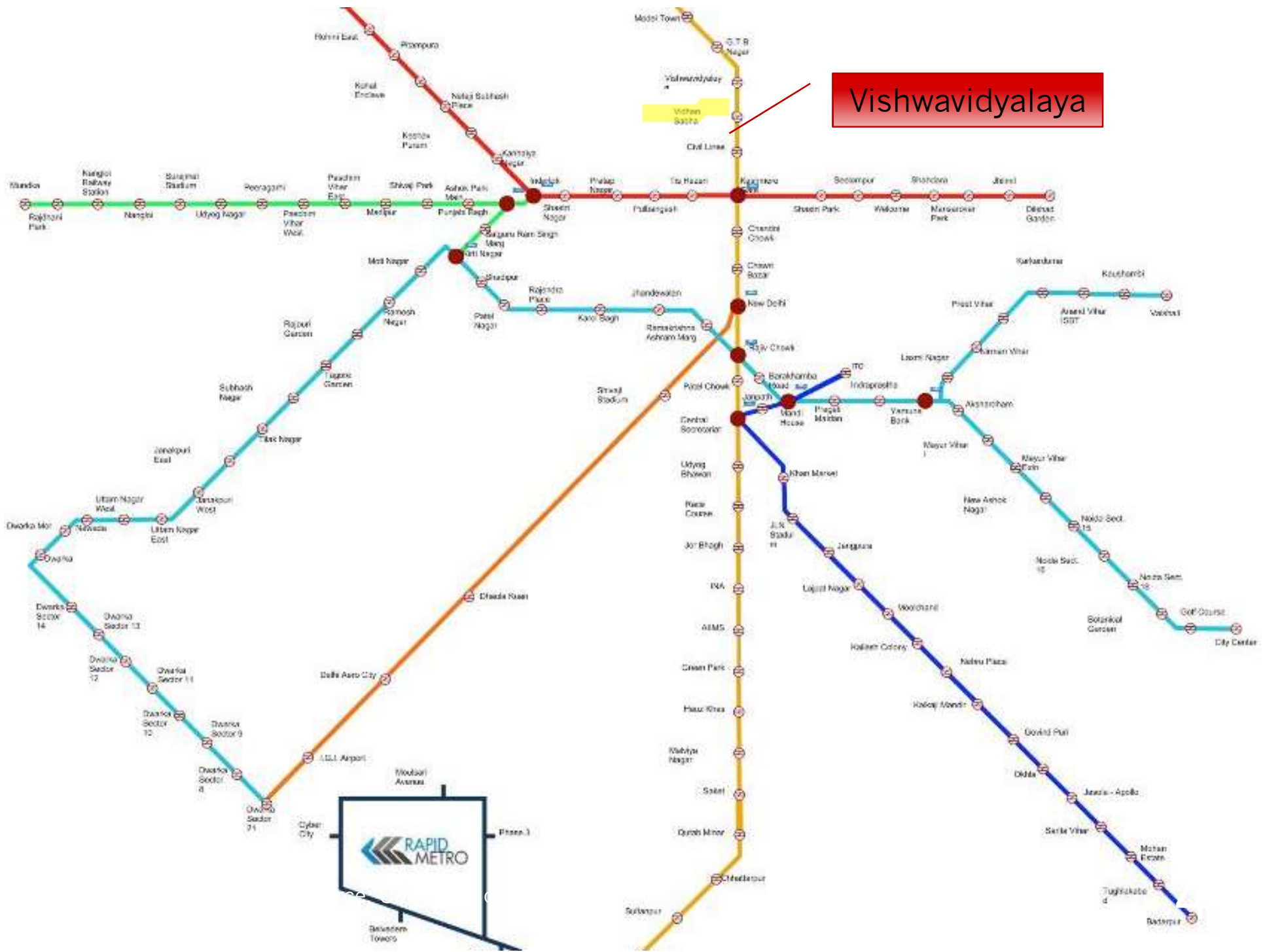
Admission Guidelines as per University of Delhi

1) The applicants must check the centralized Admission Web Portal and respective college website for cut-offs for different programmes [Shri Ram College of Commerce - www.srcc.edu]

2) The applicants who meet the requisite cut-off should login to the UG admission portal into their registration account and select college/programme where the applicant wishes to take admission and meets the desired cut-off criterion

3) The applicant shall take the print out of the admission form and together with the list of documents/certificates, proceed to the respective college for verification of mark-sheet/certificates and calculation of cut-off percentage depending on the programme course

4) The college will retain the certificates of approved applicant in order to avoid multiple admissions. The certificates will remain with the colleges during the admission process. However, the colleges shall promptly return the documents in case student withdraws/cancels the admission or student wishes to appear in counselling of any other university/institute

5) After this, the college will approve the admission on the UG admission portal. The applicant will then be required to log-on to the UG admission portal to make the online Admission Fee payment through the available online payment options. The approved applicant is permitted to make online admission fee payment till 12:00 noon of the next day of the given admission list deadline
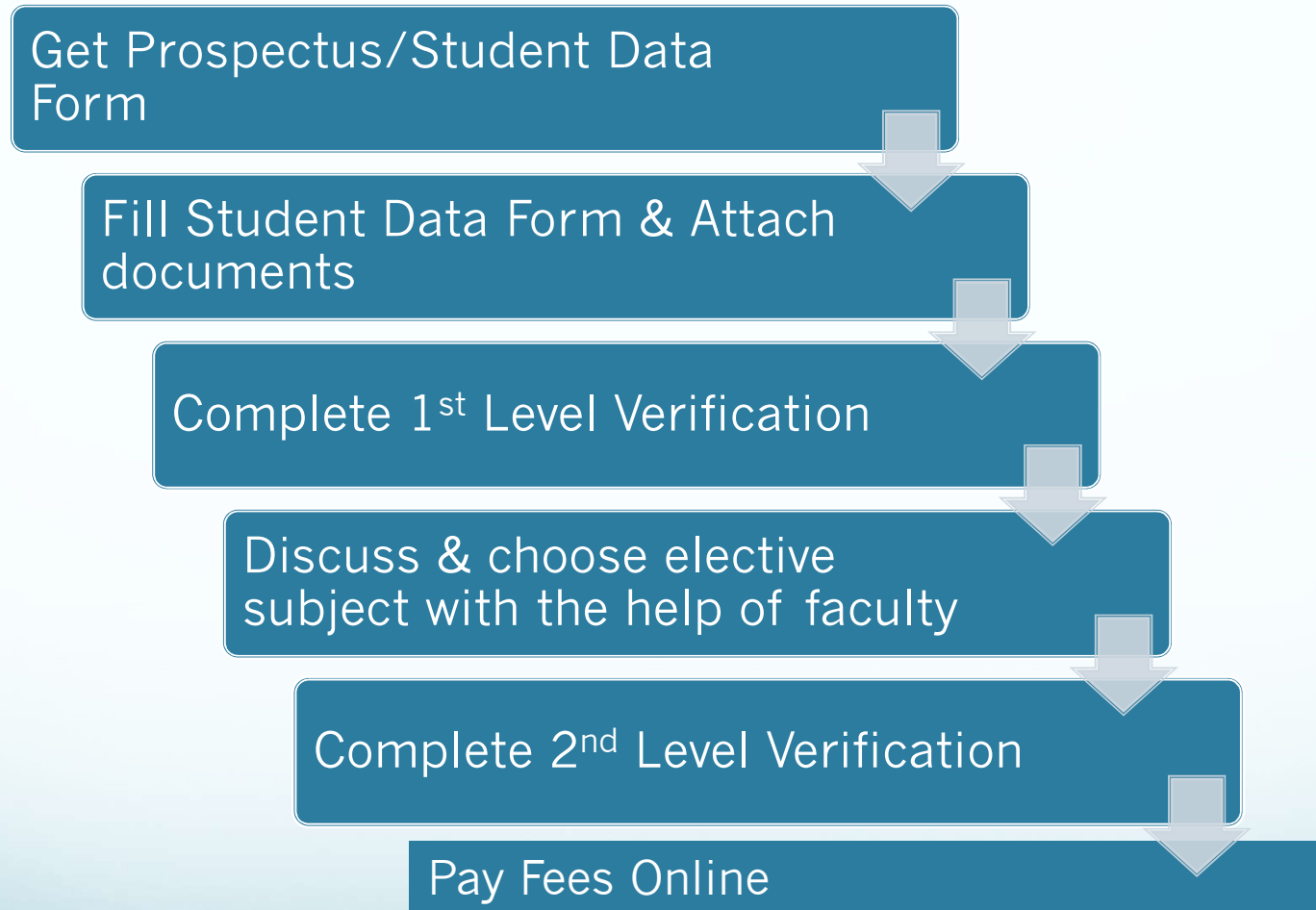
List of Documents Required

1. Printed **University Admission Form** downloaded from the website of University of Delhi mentioning the college's name

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 the College Application/Students' Data Form

4. One set of self-attested photocopies of documents listed from 5 to 11 (three self-attested photocopies of Caste/Category certificate, if any)

5. Detailed marks sheet of class XII examination/qualifying examination

6. Certificate and Marks Sheet of class X examination (High School) for Date of Birth

7. Provisional/Passing Certificate of class XII examination/qualifying examination

Continued..

List of Documents Required

8. Character Certificate issued by the Head of the Institution last attended

9. Migration Certificate in case candidate is from Board/University other than Delhi

10. Certificate from the Head of School stating that the candidate has studied and passed Hindi subject up to class VIII;

    - In case candidate has not studied Hindi up to class X and wants exemption from Compulsory Test in Hindi (CTH)

11. Caste/Category Certificate in the name of candidate only and in the format prescribed by Govt. of India for benefits of reservation in admission. The candidate belonging to the central list of OBCs of Govt. of India must produce a valid certificate issued in the recent past with the mention of **Non-Creamy Layer Status**' of the candidate

12. All Certificates in original as mentioned above from 5 to 11 (all original certificates will be returned after their proper verification which may take several months)

13. Any ID Proof of Parents/Guardian **(kindly carry your own stationary material for filling up the form etc.)**

Summary of the Admission Process

Get Prospectus/Student Data Form

Fill Student Data Form & Attach documents

Complete 1st Level Verification

Discuss & choose elective subject with the help of faculty

Complete 2nd Level Verification
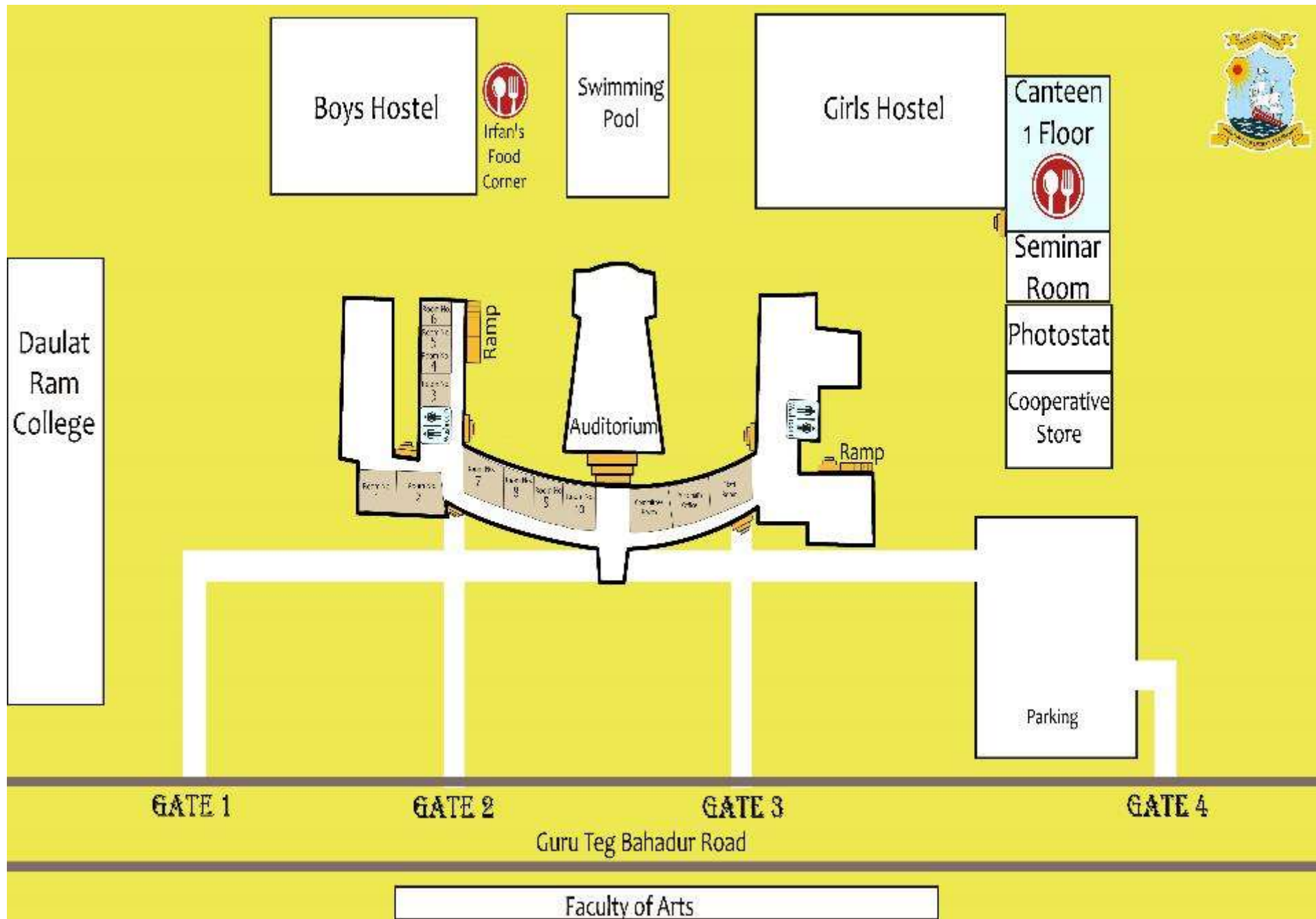
Pay Fees Online

Procedure on the day of Admission at SRCC

- **Step 1**:
  - Enter the college via Gate No. 3 or 4
  - Proceed towards Auditorium Main Gate to collect Student Data Form (Prospectus)

- **Step 2**:
  - For B.Com. (Hons.), proceed towards Room No. 3, 4, 5 & 6
  - For B.A. (Hons.) Economics proceed towards Room No. 7
  - Fill up the Application Form and get 1st level document verification done. Attach original documents, one set of self-attested photocopied documents & photograph (Faculty & Volunteers shall be present to assist applicants)

- **Step 3**:
  - For B.Com.(Hons.) head for Room No. 1
  - For B.A.(Hons) Economics head for Room No. 8
  - Discuss with faculty about the elective subject you want to choose for the 1st Semester (electives will have to be chosen there itself)
  - Wait until you are called for 2nd level verification

- **Step 4**:
  - Proceed towards Committee Room for B.Com. (Hons.) and Room No.9 for B.A.(Hons.) Economics for 2nd level verification to finalize admission
  - **(The applicant is now free to leave ☺)**

- **Step 5: FEE PAYMENT (ONLINE)**
  - Log on to the undergraduate admission portal to make online admission fee payment by 12 noon of the next day of the given admission list deadline
  - **Note : Keep checking admission portal for the link of fee payment: The activation of the link might take few hours**

Additional Information

- **Steps 2 & 3 for PwD applicants will be done in Room No. 10.**

- You may at any step of the process approach the admission helpdesk (room 10) for any queries

- Information regarding hostel admission can be obtained at helpdesk in Room No. 10

- Link to university guidelines: https://ug.du.ac.in/app/Supports/EnglishGuide.pdf

- We request your cooperation as the entire process may take five to six hours

- **Parents are requested to wait in the rooms on the first floor during the entire admission process**

- The college shall remain closed for admissions on 26th June, 2017 on account of Eid (As per notice issued by University of Delhi) and on Sundays

- Candidates who have taken admission at any other college must get their admission cancelled before applying to SRCC

Specimen Copy of the Application form (Page 1)

Specimen Copy of the Application form (Page 2)

Specimen Copy of the Application form (Page 3)

18. Subject Options for Semester I (Refer to page 38 of prosepectus) :

(a) Ability Enhancement Compulsory Course (AECC-I) (Tick any one) :

ENGLISH	HINDI

(b) Generic Elective Course (GE-I) (Tick any one)

Dept.	Paper	Tick
Economics (for B.Com (H) only)	Introductory Microeconomics	
English	–	
Hindi	हिन्दी निबन्ध	
Moths	Calculus	
Pol. Science	Politics of Globalization	
Commerce (for BA (H) Economics only)	Insurance & Risk Management	

DOCUMENTS REQUIRED WITH THE APPLICATION FORM
(by the Admission Committee)

SI.	Particulars	Tick (✓) documents attached	For Admission Committee
	Documents Required at the Time of Admission are as follow:		
1.	Printed University Application Form downloaded from the website of University of Delhi.		
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 the College Students' Data Form.		
4.	One set of self-attested photocopies of documents listed from 5 to 11 (three self attested photocopies of Caste/Category Certificate, if any).		
5.	Detailed marks sheet of class XII examination/qualifying examination.		
6.	Certificate and Marks Sheet of class X examination (High School).		
7.	Provisional/Passing Certificate of class XII examination/qualifying examination.		
8.	Character Certificate issued by the Head of the Institution last attended.		
9.	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.		
10.	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).		
11.	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.		
12.	Properly filled-up University Enrolment Form (available from the College office).		
13.	All certificates in original as mentioned above from 5 to 12 (all original certificates will be returned after their proper verification).		
14.	Any ID proof of parents/guardian.		

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Specimen Copy of the Application form (Page 4)

DECLARATION & UNDERTAKING BY APPLICANT / CANDIDATE

1. I.., hereby declare that particulars filled in this form are true and correct to the best of my knowledge and documents attached are genuine in all respects.

2. I declare that I fulfill the condition & requirement of admission as per eligibility criteria of SRCC and cut-off percentage declared by the College and am eligible for admission.

3. I hereby undertake that I will abide by the rules and regulations of the College and University of Delhi, in force from time to time, applicable to the students of the College.

4. I also undertake to follow all rules, regulations and procedures and fulfill academic requirement in force from time to time, in the College/University of Delhi. I shall follow the Attendance Rules and if I am unable to fulfill the criteria, the College may take appropriate action.

5. I further declare that I shall submit myself to the disciplinary jurisdiction of the Principal, the Vice-Chancellor and other authorities of the University of Delhi who may be vested with the power to exercise discipline under the Act, the Statutes, the Ordinances and the rules framed by the University of Delhi.

6. I declare that I am not pursuing any professional course, like CA, CWA, CS, LLB, etc.

7. I also declare that if any document submitted by me found to be false then my admission should be immediately cancelled and appropriate action may be taken.

Date ....

Place ....   Signature of Candidate

DECLARATION & UNDERTAKING BY PARENT / GUARDIAN OF APPLICANT

I, ...,father / mother / guardian of ....(name of candidate), who is applying for admission, having been eligible for admission, in this college in Bachelor with Honours in .... undertake to ensure that he / she will observe the College / the University of Delhi rules, regulations and fulfill all mandatory requirements in force in the College and the University of Delhi form time to time.

Date ....

Place ....   Signature of Father/Mother/Guardian

RECOMMENDATION FOR ADMISSION
(by the Admission Committee)

The applicant whose particulars are filled in this form and photograph pasted is hereby recommended for provisional admission, on the basis of criteria and cut-off percentage declared by the College, after verifying his / her original Certificates submitted herewith. Prescribed fees from the applicant may be accepted. His / her admission shall, however, be subject to the approval of the University of Delhi.

....   Admission approved   ....

Member, Admission Committee   Teacher In-charge

....

Principal

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Specimen Copy of Student ID form

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Cancellation Policy as per University of Delhi guidelines

- In case a student wishes to withdraw/cancel the admission in a programme/college, one should approach the college where the admission is taken

- Only after the college cancels the admission, the applicant can proceed to take admission in other programme/college. Admission fee will be adjusted automatically and student will pay the balance fee, if the fee is more in the new programme/college in which the admission is taken

- In case the fee is less in the new college/programme in which the admission is taken, the balance would be refunded as per the College/University rules after the admissions are closed as per **Annexure-XVI**

Other Backward Classes (OBC)

- The Certificate should be in the name of the student

- Discrepancies in the name of the student & parent or spelling of the caste should be addressed by the concerned authority

- The caste should be mentioned in the **Central List** of OBC

Other Backward Classes (OBC)

DOPT MEMORANDUM 31 March 2016

- **<u>Subject: Validity period of OBC Certificate in respect of 'creamy layer' status of the candidates</u>**

- The Non-creamy Layer Certificate would be applicable to OBC candidates who are covered under Income/Wealth Test criterion. The income limit is decided on the basis of income earned during three previous financial years preceding the year of appointment

- To illustrate, the validity of non-creamy layer certificate issued during any month of the financial year **<u>2016-17</u>** covering 3 preceding financial years viz. 2013-14, 2014-15 and 2015-16 be accepted by <u>the concerned authorities for any appointments or recruitments which would be valid during the period **April 2016 to March 2017**</u>

- The appointing authorities would accept production of self-attested photo copy of the Non-creamy layer certificate, subject to verification of the original Non-creamy layer certificate, as is the practice being followed for verification of other original documents

University of Delhi OBC Guidelines

- At the time of giving admission to an OBC applicant, the College 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 OBCs notified by the Ministry of Social Justice and Empowerment on the recommendations of the National Commission for Backward Classes available at the website **http:/ ncbc.nic.in/ backward classes/index.html**.)

- The certificate must mention non-creamy layer status of the applicant (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 applicants 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 'creamy layer' status of the applicants as per DOPT Office Memorandum No. 36036/2/2013-Estt.(Res-I) dated 31 March 2016) The validity of the non-creamy layer certificate shall be for the financial year 2016-2017.

- If the applicants do not have the OBC non-creamy layer certificate of the financial year 2016-2017 at the time of upload, the applicant may upload old OBC non-creamy layer certificate/acknowledgement slip of OBC non-creamy layer certificate application. However, at the time of admission, the applicant will have to produce the OBC non-creamy layer certificate of the financial year 2016-2017.

- The OBC applicants shall be given a relaxation of 10% in the minimum eligibility marks of the said programme and in the admission entrance test 10% of the minimum eligibility marks prescribed for General Category applicants.

FAQs

You can refer to the following link:

https://ug.du.ac.in/app/Supports/Frequently_Asked_Questions_(FAQs).pdf

http://srcc.edu/academics/admissions/faq

Contact Details

- Mail : admission@srcc.du.ac.in

- College Office: +91-11-27667905

  Mr. H.N. Tiwari, Faculty, SRCC
     +91-98991-97454

  Mr. Ashwani Kumar, Faculty, SRCC
     +91-92132-15959

  Dr. Mallika Kumar, Faculty, SRCC
     +91-81786-60774

- For Admissions under Sports Quota

  Dr. Kuljeet Kaur
     +91-99110-20386

Thank you !!

Best Wishes !!

Contributors

1. Vatsal Nahata (Student, B.A. (Hons.) Economics)

2. Yash Verma (Student, B.Com. (Hons.))

3. Dr. Mallika Kumar (Faculty, SRCC)

4. Mr. H.N Tiwari (Faculty, SRCC)

5. Mr. Ashwani Kumar (Faculty, SRCC)

6. Mr. Arjun Mittal (Faculty, SRCC)