



Admission Branch

University of Delhi

Delhi – 110007

10.10.2023

STANDARD OPERATING PROCEDURES (SOP) FOR MOP-UP ADMISSION ROUND

Considering the recommendations stated by UGC in its letter D.O.No.22-8/2023(CU) dated October 04, 2023, and on the request of few candidates and Colleges, the University has decided to hold a **Mop-up Admission Round** for admitting candidates in the shortlisted **Colleges and Programs only**.

Following procedures to be adopted or Mop-up Admission Round:

1. The University will display vacant seats for the shortlisted Programs/ Colleges for which Mop-up Admission Round can be held.
2. The shortlisted Colleges can admit candidates only in the Programs shortlisted by the University.
3. The Colleges may be allowed to admit the candidates directly only on the shortlisted programs. Steps stated in Point 4-13 to be adopted for admission for Mop-up round.
4. The concerned College will display the vacant seat matrix (UR, SC, ST, OBC, EWS) of its shortlisted Programs on the website of the College.
5. The College will develop a mechanism to invite applications only for the shortlisted programs.
6. There will be no registration fee for applying to the Mop-up Round.
7. The Colleges may ask for all relevant documents, as deemed appropriate from the candidates as the time of registration.
8. To fill the seats optimally, the Colleges may take recourse to the following:
 - a. CUET -2023 normalized scores as per Program-specific eligibility (published in the BOI(UG) 2023 and CSAS(UG)-2023) to form the merit.
 - a. In case the seats remain vacant after exhausting list of CUET-2023 applicants, College may admit candidates on the basis of the marks obtained in the qualifying examination.
9. Tie-breaking rules, if any, will be applicable as stated in CSAS (UG) – 2023.
10. At the time of granting the admission, Colleges must check the minimum eligibility, Program Specific eligibility, Category documents and other aspects as stated in Bulletin of Information-UG (2023) and UG-CSAS-2023.

11. At the time of taking the admission an undertaking must be taken from the candidate that he/ she is not admitted in any other college of UoD as on date of admission.
12. If granting admission on the basis of qualifying marks, an undertaking must be taken from the candidate stating s(he) has either not appeared in CUET or was not eligible on the basis of CUET 2023 subjects.
13. The Colleges will develop a mechanism to take the admission fee from the selected candidates.
14. At the end of the Mop-up round, each College should send the details of candidates admitted in the Mop-up Round to the Admission Branch as per the format given below (in an excel sheet).

S.No	CUET Registration Number	Name of the Candidate	Program	CUET Score	Gender	Category	Date of fee payment	Amount of Fee Collected
1.								

15. No admission shall be granted based on undertaking for extension of time for submitting the required documents.
16. No admission should be done on Supernumerary seats.

Schedule for Mop-up Admission Round

Display of vacant seats for shortlisted Programs/ Colleges on www.admission.uod.ac.in	Tuesday, October 10, 2023
Colleges to invite applications	From Wednesday, October 11, 2023, till Sunday, October 15, 2023
Last date for admission	Friday, October 20, 2023
Colleges to send the data of the admitted candidates to the Admission Branch	Till Monday, October 23, 2023