

SPOT ROUND ADMISSION PROCESS AND SCHEDULE FOR ADMISSION TO UG AND DIPLOMA PROGRAMS

(Candidates are advised to read the document
carefully before applying for the spot round)

The spot round of admissions will be in ONLINE MODE. Candidates NEED NOT report physically to the spot round venue. In spot round, seats will be allotted to participating candidates as per their filled choices and availability of seats. In case of seats still remaining vacant, the Second round of Allotment will be done as a part of Spot Round. Candidates can accept the allotted seat by submitting a seat acceptance fee (as applicable), in online mode. Admission of candidates will be confirmed by DSEU after document verification. Those who do not accept the offered seat by paying the seat acceptance fee, will not be considered for the next round of seat allotment. Thus candidates are advised to fill only those choices which they can accept and arrange the choices carefully as they may be upgraded to higher order choice during spot round. Choice editing is not allowed during spot round.

1. Spot round admissions

Vacant seats created after internal upgradation will be available for spot round of admission. Before the spot round an internal upgradation will be done for admitted candidates as mentioned. This upgradation will be done only for the candidates who are already admitted and have not frozen their seat. The upgradation will be done on the basis of merit only. **Result of this upgradation will be available on student login on dseuonline.in**

1.1 Participating candidates for spot round

The following candidates are eligible for SPOT Round:

- a) Fresh candidates who have not registered yet. Such candidates who want to apply for **Undergraduate Degree Program** will have to pay a registration fee of Rs 500/-, fill the registration form, pay the spot round participation fee of Rs 5000/-, submit their willingness to participate in the spot round and fill their choices.
- b) The registered candidates who have not been offered any seat till Round 3.
- c) The registered candidates who took admission but withdrew his/her admission later.
- d) The registered candidates who were allotted seats in any of the online counselling rounds but did not accept the seat by paying Rs 7500.
- e) The registered candidates who have not filled any choice during the online registration process.
- f) The registered candidates who were allotted seats in some round of counselling, paid the seat acceptance fee of Rs 7500, but the seat was cancelled due to some deficiency (or any other legitimate reason).

All such candidates who are willing to participate in the spot round need to pay Rs. 5000/- as spot round participation fee and fill their preferences. This payment of Rs. 5000/- shall be adjusted against the semester fees upon successful allocation of a seat to the candidate. Post seat allocation, in case the candidate does not avail the seat or exits/ withdraws from the admission process, Rs. 5000/- will be forfeited. However, in case, the candidate does not get a seat during the spot round, then this amount of Rs. 5000/- will be refunded.

Note: The candidates falling under point (f) above need not pay the spot round participation fee of Rs 5000 as their already submitted fee of Rs 7500/- will be considered as spot round participation fee. However, they have to submit their willingness to participate in the spot round and fill their preferences.

1.2 Spot round registration Process

- a) The registered candidates participating in spot round need to fill choices for seat allotment/upgradation during spot round. **Candidates are advised to fill only those choices which they can accept (if offered in spot round) and arrange the choices carefully. No editing is allowed during spot round. If a seat is offered to a candidate in spot round and he/she does not accept his/her seat by paying the seat acceptance fee of Rs 2500/- his/her spot round participation fee of Rs. 5000/- will be forfeited and he/she will not be considered for any seat allotment in subsequent seat allotment rounds.**
- b) **Candidates may note that once a candidate accepts the seat by paying the seat acceptance fee of Rs 2500/-, he/she will not be eligible for any refund of the amount paid, if he withdraws the seat at a later date.**

1.3 Spot round admission process

- Spot round admissions will be done through an online seat allotment process as done for round 1 to round 3.
- Spot round 1 and Spot round 2 will be held just like round 1 to round 3.
- Seat allotment results will be made available on the [portal](#), on the respective student login, as per spot round schedule.
- Candidates who have been allotted a fresh seat can deposit the **seat acceptance** fee of Rs 2500/- online through their login **before the specified deadline of that round mentioned in the schedule.**

Document verification of only those candidates who will pay the seat acceptance fee of Rs 2500, will be done by DSEU and admission will be confirmed on successful verification of the documents. Candidates falling under category 1.1(f) mentioned above, if got a seat, need not pay Rs 2500/- as seat acceptance fee. They will be directly considered for document verification.

After confirmation of admission the candidate will be able to see the status on the admission login. Once fee is paid and admission is confirmed, in case a candidate decides not to continue with the allotted seat, his/her paid fee will be forfeited and the candidate can't claim the refund in any case.

- In case, the seat is cancelled by DSEU due to deficiency/deficiencies in documents, candidates will be eligible for full fee refund (Rs. 5000+ **seat acceptance** fee paid).
- **If a seat is offered to candidate in spot round and he/she does not accept it by paying seat acceptance fee as applicable, his/her spot round participation fee of Rs. 5000 will be forfeited and he/she will not be considered for any seat allotment in subsequent seat allotments.**
- **No choice change is allowed during spot round.**
- **If a candidate is allotted a seat and he/she does not pay the seat acceptance fee (As applicable) before the deadline, then he/she will not be considered for any seat allotment in the next round.**
- Next round of seat allotment (Spot Round 2 – Subject to availability of Seats) will be run after closure of Spot Round 1. Process similar to Spot Round 1 will be followed.
- This process will continue till Spot Round 2.

1.4 Spot Round Counselling Schedule

ONLINE SPOT ROUND	
<p>Internal upgradation of admitted candidates against vacant seats.</p> <p>NOTE: Before displaying the vacant seats for spot round, There will be upgradation of all admitted candidates against vacant seats. This will be treated as round 4. No fresh allotments will be done during this upgradation.</p>	18 November 2021 (5 PM)
Document Verification for those who got upgraded	20 November 2021 (Till 5 PM)
Chance to clear the deficiencies by uploading new documents/visiting allotted institute personally	22 November 2021 (Till 2 PM)
Display of available vacancies for SPOT Round	22 November 2021 (5 PM)
<ol style="list-style-type: none"> 1. Fresh registration of Undergraduate Degree Program candidates who have not applied for admissions yet by paying Rs 500 2. Submission of willingness for spot round by all the candidates who have done fresh registration or those who registered earlier but have not got any seat yet and want to participate in spot round 3. Payment of spot round participation fee of Rs 5000 4. Filling of choices for spot round participation 	22-24 November 2021
ECA verification for candidates who did fresh registrations (At Dwarka Campus)	25 November 2021, 10 AM
Declaration of Spot Round 1 results	28 November 2021 (5 PM)
Payment of seat acceptance fee by the candidates who got a seat	29-30 November 2021, Till 2 PM
<p>Document Verification (No deficiencies will be created during this verification process. If the candidate feels that the already uploaded document on his login is not correct, he/she can visit Dwarka campus on 29th November, 10 am after paying the seat acceptance fee of Rs 2500)</p> <p>Note: The candidates will NOT be entertained physically for document verification in case the documents uploaded on the portal are the same as the candidate brings in physical mode.</p>	29-30 November 2021, Till 5 PM
Spot Round 2 will be done Subject to availability of Seats	

Declaration of Spot Round 2 results	2 December 2021(5 PM)
Payment of Seat Acceptance fee by the candidates who got a seat	3-4 December 2021, Till 2 PM
Document Verification (No deficiencies will be created during this verification process. If the candidate feels that the already uploaded document on his login is not correct, he/she can visit Dwarka campus on 3rd December, 10 am after paying the seat acceptance fee of Rs 2500) Note: The candidates will NOT be entertained physically for document verification in case the documents uploaded on the portal are the same as the candidate brings in physical mode.	3-4 December 2021, Till 5 PM

Documents required for Admission Process- Spot Counselling

Following documents are required to claim the education qualification/region/category/sub-category etc.

1. Educational qualification and Region: Class X, Class XII marksheet

In case of NIOS, the marksheet must be accompanied with the Study Centre ID Card.

Note:

Delhi Region Candidates (85% of seats) A candidate passing the qualifying examination from a recognized School / College / Institute located within the National Capital Territory (NCT) of Delhi will be considered for Delhi Region only.

Outside Delhi Region Candidates (15% of seats) A candidate passing the qualifying examination from a recognized School / College / Institute located outside the National Capital Territory of Delhi will be considered for Outside Delhi Region only.

For a candidate, who has passed the qualifying examination through Patrachar Vidyalaya, Delhi / National Institute of Open School, Delhi (NIOS), the criterion for deciding the region shall be the location of his/her centre of examination. In other words, if the centre of examination is located in the NCT of Delhi, the candidate shall be considered under the Delhi Region and if the centre of examination is located outside the NCT of Delhi, he/she shall be considered under the Outside Delhi Region.

2. Other Backward Classes (OBC):

Required Documents: Reservation category certificate of a candidate claiming reservation under Delhi category seats should be from the competent authority of Delhi jurisdiction.

The benefits of reservation under Delhi OBC reserved category will be given to all such Delhi candidates who hold OBC certificates issued by Government of National Capital Territory of

Delhi and provided such a caste is also in the listed in the list of OBC as specified in Delhi Gazette Notification dated 20th January, 1996, as amended from time to time in r/o Delhi subject to fulfillment of other conditions specified.

Certificate of candidates claiming reservation against seats allocated for outside Delhi, candidates, will have to furnish the certificate from the competent authority to establish their eligibility for reservation under the concerned reservation category from anywhere in India.

The OBC (Non-Creamy Layer) certificate is to be issued on or after 01-04-2021. If it is issued prior to 01-04-2021, it should be accompanied with a **Valid family Income certificate** issued on or after 01-04-2021 and is Valid as on 01-08-2021 from the competent authority mentioned in the list of approved authorities.

Income Certificate in case of OBC:

(a) OBC candidates who are unable to submit the latest valid income certificate at the closing date of online form submission then they are allowed to submit a latest valid income certificate at the time of reporting at the institute (those having an old certificate).

(b) In case of OBC income certificate issued from another state with validity of more than one year and if it is valid as on 01 August 2021 then the same is to be accepted.

3. Economically Weaker Section (EWS):

Required Documents: Candidates applying under EWS category, with family Income up to Rs. 8 Lakh per annum and assets as per the Family Income and Asset Certificate Produce Valid Family Income & Asset certificate issued by competent authority on or after 01-04-2021 for the financial year 2021-22. The certificate should be as per the format available at Annexure IX (Page 100) of the Information Brochure 2021-22.

4. Defence :

Required Documents:

For availing the benefit of Defence category the candidates are required to submit the certificate as available at Annexure I of this document, issued by Secretary Kendriya Sainik Board, Delhi or Secretary, Zila/Rajya Sainik Board or Officer-In-Charge, Record Office of Concerned Service For Serving Personnel.

This should be accompanied with Original ID Card of the Candidate & that of the Defence personnel and/or Discharge Book (as applicable)

5. Persons with Disability:

Required Documents: All the candidates seeking admission under the Person with Disabilities (PWD) quota are required to bring a certificate from Vocational Rehabilitation Centre (VRC) for Handicapped, 9-11 Vikas Marg, Karkardooma, Delhi-92, and for Dyslexia a certificate from Institute of Human Behavior and Allied Sciences (IHBAS), Tahirpur Road, Dilshad

Garden, Delhi-110095, or any Government Hospital of NCT of Delhi. This is required so as to confirm that he/she is fit for undergoing the course applied for. No other certificate in this regard shall be entertained. Non submission of certificate or admission on the basis of wrong choice filling other than as mentioned in their PWD certificate will lead to cancellation of admission.

6. In case of SC Candidates

The SC Certificate for Delhi Candidates must be Issued from Competent Authorities from Delhi Only. The Caste Mentioned in the Caste Certificate for SC Category must be listed in List of Castes as published by Delhi Government.

The SC Certificate for Outside Delhi Candidates must be Issued from Competent Authorities from anywhere in India.

7. In case of ST Candidates

The ST Certificate for Delhi Candidates must be Issued from Competent Authorities from Delhi Only.

The ST Certificate for Outside Delhi Candidates must be Issued from Competent Authorities from anywhere in India.

ANNEXURE I

Certificate in Respect of Defence Category

**CERTIFICATE FOR AVAILING ADMISSION AGAINST DEFENCE QUOTA
OFFICE OF THE ZILA/RAJYA SAINIK BOARD**

This is to certify that Master /MissSon/daughter of
.....resident of
..... the above-named officer/ JCO / OR pertains to the category
marked below: - (Select one from below)

- (a) Killed in Action onduring.....
- (b) Disabled in Action on and boarded out from service on
..... during.....
- (c) Died in peace time onwith death attributable to
military service
- (d) Disabled in peace time and boarded out from service with disability attributable military
service.
- (e) Gallantry Award Winner (.....)
- (f) Ex-Serviceman.
- (g) Wives of:
 - i. defence personnel disabled in action and boarded out from service where disability is
attributable to Military Services in action.
 - ii. defence personnel disabled in service and boarded out with disability attributable to
military service.
 - iii. ex-Servicemen and serving personnel who are in receipt of Gallantry Awards.
- (h) Wards of Serving Personnel
- (i) Wives of Serving Personnel

(Category _____above)

Mr./Missson/daughter of the above-named
officer/JCO/OR is eligible for Admission in DSEU against the Defence quota under priority
.....
His/her Ex-Serviceman Widow Identity Card No. is DLH-01.....

NO./
(Round stamp of Office)

RSB SECRETARY
(Zila/RajyaSainik Board)