

COURSE WISE ESSENTIAL ADMISSION DETAILS OF POST GRADUATE COURSES FOR THE SESSION 2014-2015 OF SCHOOL OF OPEN LEARNING, UNIVERSITY OF DELHI

1.	No. of Course	Five- M.A. Hindi, M.A. History, M.A. Political Science, M.A. Sanskrit and M.Com							
2.	Duration of Course	Minimum 2 years and Maximum 4 years (In Semester mode)							
3.	Eligibility Criteria for Admission	1. M.A. Hindi- As decided by Department of Hindi, University of Delhi 2. M.A. History - As decided by Department of History, University of Delhi 3. M.A. Political Science - As decided by Department of Political Science University of Delhi 4. M.A. Sanskrit - As decided by Department of Sanskrit, University of Delhi 5. M.Com.- As decided by Department of Commerce, University of Delhi For details please see Information Bulletin of the concerned Department, University of Delhi available on www.du.ac.in							
4.	Mode/Method of Admission	50% through Direct Admission and 50% through Entrance Test. Same as adopted by the concerned Department of University of Delhi. For details please see Information Bulletin of the concerned Department, University of Delhi.							
5.	Date of Entrance Test	1.	M.A. Hindi	01/06/2014 at 10.00 A.M.					
		2.	M.A. History	14/06/2014 at 10.00 A.M.					
		3.	M.A. Political Science	15/06/2014 at 10.00 A.M.					
		4.	M.A. Sanskrit	20/06/2014 at 10.00 A.M.					
		5.	M.Com	22/06/2014 at 10.00 A.M.					
6.	Duration and Scope, Marks of Entrance Test and Interview, if any	Proposed dates by the concerned Departments, University of Delhi, As finalized by the concerned department of University of Delhi. For details please see Information Bulletin of the concerned Department, University of Delhi available on www.du.ac.in							
7.	No. of seats available in each category /Including supernumerary seats			Total	Gen	OBC	SC	ST	PWD
	1.M.A. Hindi 50% Direct Admission and 50% through Entrance Test.			628	310	167	93	46	12
	2.M.A. History 50% Direct Admission and 50% through Entrance Test.			157	77	42	23	12	03
	3.M.A. Political Science 50% Direct Admission and 50% through Entrance Test.			471	233	125	69	35	09
	4.M.A. Sanskrit 50% Direct Admission and 50% through Entrance Test.			314	155	83	46	24	06
	5.M.Com 50% Direct Admission and 50% through Entrance Test.			785	388	208	116	58	15

**OTHER RALATED INFORMATION PERTAINING TO POST GRADUATE COURSES OF SOL,
UNIVERSITY OF DELHI**

IMPORTANT INFORMATION

1. KEY DATES FOR ADMISSION – Post graduate Courses

As per University guidelines, all candidates shall apply Online Registration for admission to different Post-graduate courses in the University. The Online Registration will be completed through on Web Portal on [www.du.ac.in](https://sol.du.ac.in) **https://sol.du.ac.in**

The following are the dates for Registration to various Post Graduate Courses.

2.2 Span Period of Study

All Post graduate Courses offered by the School have a Specified minimum and maximum allowed span period for completing the same. The minimum period allowed is two years and the maximum period allowed is four years for completion of any Postgraduate course. These stipulations are to be strictly observed during the course of study at the School.

S.NO.	COURSE	DATE OF REGISTRATION	DATE OF ENT. EXAM.
1.	M.A. Hindi	March 10 to April 18, 2014	June 01, 2014 at 10.00 A.M.
2.	M.A. History	March 10 to April 18, 2014	June 14, 2014 at 10.00 A.M.
3.	M.A. Political Science	March 10 to April 18, 2014	June 15, 2014 at 10.00 A.M.
4.	M.A. Sanskrit	March 10 to April 18, 2014	June 20, 2014 at 10.00 A.M.
5.	M.Com	March 10 to April 18, 2014	June 22, 2014 at 10.00 A.M.
	Last date of admission with condonation of delay by the Vice-Chancellor		August 31, 2014

2.1 Identity Cards

Every student is required to have an Identity Card of the School. The SOL would send the I Cards by post to the students latest by 30th Sep, 2014. Students are advised to contact the relevant admission sections at the Main Campus, if he/she does not collect his/her Identity Card on the above mentioned dates. If this card is lost by the student a duplicate can be issued on payment of Rs. 30/- only.

The Admission in Post Graduate Courses will only be processed and finalized at the School of Open Learning, North Campus for all matters related to their admissions.

Key dates for all admission related activities are indicated below.

Span period of Study (In Years)		
	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

2.3 Office Hours

The School remains open for interaction with students on all working days from 9.00 a.m. to 5.30 p.m. Office of the School remains closed on Saturdays, Sundays and other declared Holidays.

2.4 Essential Documents to be Submitted (Check List)

2.4.1. At the time of Online Registration for Entrance Test

- (i) The automated Registration Form to be filled on Web Portal of the University through centerize Online process.
- (ii) The Registration fee will be charged Rs. 500/- for Gen/OBC and Rs. 250/- for SC/ST/PWD candidates on Web Portal through Online process.

2.4.2. At the Time of Admission

In all cases the required fees should be deposited with the Admission Form through Bank Draft on State Bank of India. A crossed Pay Order/ Bank Draft payable at Delhi drawn on State Bank of India/ any Nationalize Bank in favour of **The Executive Director, School of Open Learning, University of Delhi, Payable at , New Delhi.** For students residing outside Delhi the bank draft can be obtained from any nationalized bank.

Please ensure that the following documents are to be submitted alongwith the Admission Form. In case the relevant documents are not enclosed, your Application for Admission will not be considered.

- (i) Duly filled Admission Form.
- (ii) Bank Draft for Category 'A; Rs. 5800/- Category 'B' Rs. 5300/- and Category 'C' Rs. 14,300/-. The details are available on Sr. No.10.5.
- (iii) Two recent passport size photographs to be affixed (a) one on the Application Form and (b)

another on the Identity Card Form. It should be pasted not stapled.

(iv) Self-attested **Photocopy of 10th Certificate.**

(v) Self-attested **Photocopy of 12th Passing Certificate.**

(vi) Self-attested **Photocopy of I, II and III year Marksheet.**

(vii) Original Provisional Certificate of Graduation for current year students. However, other students will have to submit the photocopy of Degree Certificate.

(viii) Migration Certificate in original of the respective University if the candidate is studied from other than Delhi University.

(ix) Self attested photocopy of Reserve Category Certificates of **candidate**, if applicable (for example SC/ST/OBC/PWD etc.) The certificate of the candidate must be released by the Competent Authority before the date of admission.

(x) Latest **Original Income Certificate**, if applying for fee concession.

(xi) Self attested photocopy of **BPL Ration Card as well as Original Income Certificate** if applying for Financial Assistance.

(xii) Disability certificate, in case of Physical with Disability candidates issued by the competent hospital/board.

(xiii) Candidates are required to produce all the Original Certificates for verification at the time of admission.

(xiv) The Enrolment number allocated by the college/university is essential to fill in the admission form.

(xv) After qualifying the Entrance Test, the Delhi University rules will strictly be followed in respect of Admission at SOL in all the Post Graduate Courses.

2.5 Additional Information

1. Students already pursuing the M.A.'s/M.Com course in SOL need not apply for admission afresh,
2. Any transaction made otherwise admission counters of SOL will be at the risk and responsibility of the student.

3. Students are advised to keep all the Fee receipts with them intact till they receive their Degree Certificate.

4. A student enrolled with the School, like any other regular student of the University of Delhi, studies the same syllabi and curricula and is awarded the same degree by the University.

5. Candidates are not permitted to pursue studies for two courses simultaneously either in Delhi and /or some other University. Candidates are also not allowed to pursue the same course in two different Universities.

6. There is no restriction on admission in any course for gap year students.

7. 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 and / 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.

8. The students are advised to keep the copy of the Registration Form of Entrance Test after filling all formalities on Web Portal of the University. These forms will be required for completing admission formalities after qualifying for admission on the specified basis of selection for individual courses. The merit list shall be displayed on SOL website <https://sol.du.ac.in> and in the concerned admission section of SOL.

9. The students of University of Delhi who have appeared in final year examination in Annual-2014 of any Under Graduate Course can get themselves registered to appear at the Entrance Test of the respective course in Post Graduate, but their eligibility of admission will only be determined as per University rules.

10. The Original Provisional certificate or Original Migration Certificate submitted by candidate at the time of Admission will not be returned back in any circumstances.

11. No person who has been convicted of an offence involving moral turpitude shall be admitted to a course of study or permitted to take any

examination 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 University of Delhi may, in special case, exempt any person from the operation of this rule.

12. 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.) the minimum percentage of the marks for subjects given in standards is taken into account.

13. Candidates must ensure their eligibility to the course to which they apply. The School 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.**

14. 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 the recommendations of the National Commission for Backward Classes available at the website of the commission. (<http://ncbc.nic.in/backwardclasses/index.html>) The documents in evidence of the OBC status will be required from the students at the time of registration as well as while on granting admission. The OBC certificate of the candidate must be available at the time of admission, other wise the candidate will not be found eligible for any relaxation.

15. Rounding off a fraction of marks for purposes of admission to any course is not permitted.

16. Candidates are required to fill in carefully the under-mentioned forms after reading all the instructions.

a. Registration Form for Entrance Test on Web Portal of the University of Delhi www.du.ac.in .

b. Admission Form at SOL(It will be filled at the time of admission).

17. Students making financial transactions i.e. fee at other than the counters provided by the School, will be at their own risk and responsibility.

18. Candidates who have passed their B.A (Pass)/B.A.(Prg.)/B.A(Hons.)under 10+2+3 scheme of examination of Delhi University or an examination recognized as equivalent thereto, if

eligible would be registered to P.G Courses for the Academic Session-2014-15.

19. As per the University directives that for all those courses wherein admissions are based on the rank in the entrance examination, the candidates will be eligible for admission only after the result of the qualifying examination has been declared and candidates meet the minimum eligibility criteria. Thus candidates who are though eligible for admission on the basis of the admission entrance test but they do not have the results of their qualifying degree examinations shall not be allowed provisional admission. Such candidates will, however, be considered for admission in the subsequent admission lists, as and when the results of the qualifying examinations are declared provided the candidates submit the results to the concerned department/faculty. The detailed modalities may be published in the respective information bulletins and the websites”.

20. The Admission-cum-enrolment form alongwith proforma of I.Card will be provided to those candidates who are selected in the entrance examination and eligible for admission to Post Graduate Courses at SOL as per University norms, for this each candidate has to pay Rs. 100/- as Admission Form Fee.

2.6 List of Holidays

List of declared holidays for the year 2014 is provided below for the reference of students

HOLIDAYS	
Idu'l fitr	July 29, 2014 Tuesday
Independence Day	August 15, 2014 Friday
Janamashtmi	August 18, 2014 Monday
Mahatma Gandhi's Birthday	October 02, 2014 Thursday
Dussehra (Vijya Dashami)	October 03, 2014 Friday
Idul Zuha (Bakrid)	October 06, 2014 Monday
Diwali (Deepawali)	October 23, 2014 Thursday
Muharram	November 04, 2014 Tuesday
Guru Nanak's Birthday	November 06, 2014 Thursday
Christmas day	December 25, 2014 Thursday

2.7 Contact Information

Complete details of contact information for both the school and its South Study Centre are provided below. Students may contact the School in case of any requirements.

In addition the School also have a website which provides

essential information services related to Updation of students profile, Status of Degree, Marksheet, Exam PCP, Old Question Papers, Study Materials, Syllabus, Faculty members etc. to students .

You can visit us at <https://sol.du.ac.in>

NORTH CAMPUS		SOUTH STUDY CENTRE	
SCHOOL OF OPEN LEARNING (Campus of Open Learning) University of Delhi, 5, Cavalry Lane, Delhi-110007 https://sol.du.ac.in		SCHOOL OF OPEN LEARNING (Campus of Open Learning) South Study Centre South Moti Bagh, (Old Motilal Nehru College Building) New Delhi-110021 https://sol.du.ac.in	
PABX/Enquiries	27667600,27667581, 27667645	PABX/Enquiries	26882897, 26879462
Executive Director	27666776	Deputy Director	24104037
Fax	27667242, 27666973	Fax	24104027

3.1

S.No.	Course	Eligibility
1.	M.A. Hindi	For details please see Information Bulletin of the concerned Department are available at www.du.ac.in
2.	M.A. History	For details please see Information Bulletin of the concerned Department are available at www.du.ac.in
3.	M.A. Political Science	For details please see Information Bulletin of the concerned Department are available at www.du.ac.in
4.	M.A. Sanskrit	For details please see Information Bulletin of the concerned Department are available at www.du.ac.in
5.	M.Com	For details please see Information Bulletin of the concerned Department are available at www.du.ac.in

COURSES OFFERED

The School offers Courses in Arts/Humanities and Commerce streams of study at the Under-graduate and Post graduate level. The Post-graduate courses are of minimum two both years duration. The following courses are available to students for postgraduate studies:

- Master of Arts Hindi
- Master of Arts History
- Master of Arts Political Science
- Master of Arts Sanskrit
- M.Com.

REQUIREMENTS FOR ADMISSION

4.1 The minimum requirements for admission to various Postgraduate courses offered by the School are as per the eligibility decided by the respective University Departments. Various aspects such as qualifying examinations, minimum marks required, age requirements and course specific requirements are covered in the eligibility criteria. For details see the information Bulletin of the respective departments available on Web Portal [www.du.ac.in/ hpdt://sol.du.ac.in](http://www.du.ac.in/hpdt://sol.du.ac.in)

4.2 Who can Apply

a. Admissions are open to candidates from all over India.

b. Admissions are also open to Indian nationals working in Indian missions abroad and also to their dependents, subject to appear in the University Examination conducted at Delhi centres only.

c. Admissions are also open to Indian nationals settled abroad 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 School of Open Learning, 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 through Bank Draft of State Bank of India/ Nationalize Bank..

d. Foreign nationals residing in India are also eligible for admission in this school. Their cases will be dealt with as per procedure laid down under special Provisions mentioned in section (4.5).

4.3 AGE

As per Ordinance of the University, there is no minimum age bar for admission to the Post-Graduate courses 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 their regulations.

4.4 RELAXATIONS/ CONCESSIONS

(a) Scheduled Caste/Scheduled Tribe

As per University guidelines, the minimum eligibility requirement for Scheduled Caste/ Scheduled Tribe candidates will be that they must have passed the qualifying school/degree examination. Provided that the minimum eligibility for admission to post-graduate courses be the minimum pass marks of the qualifying examination of the University of Delhi. In the case of Scheduled Casts/Scheduled Tribes candidates who had passed last qualifying examination from other Universities, they should have secured at least the same percentage of pass marks at the qualifying examination as prescribed for the equivalent examination of Delhi University for purposes of admission to the Post-Graduate course of this University.

That where the admission is based on the screening/written test, the Scheduled Castes/Tribes candidates would also be required to take the test but their merit list be drawn separately and admissible as per the reservation quota.

(b) Other Backward Classes

As per University guidelines, the OBC candidates shall be given a relaxation in the minimum eligibility in the qualifying examination and in the minimum eligibility (if any) in the admission entrance test to the extent of 10% of the minimum eligibility marks prescribed for the General category candidates. For example, if the minimum eligibility for admission to course is 50% for the General category candidates, the minimum eligibility for the OBCs would be 45% i.e. (50% less 10% of 50%).

All the OBC candidates who met the minimum eligibility marks in the qualifying examination and the minimum eligibility marks (if any) in the entrance test shall be eligible for admission in the order of their merit, keeping in view the availability of seats reserved for them.

The OBC candidates who belong to the "Non-Creamy Layer" and whose castes appear in the Central List of the OBCs only shall be eligible to be considered for admission under the OBC category.

(c) Persons with Disabilities (PWD)

The PWD candidates with not less than 40% disability shall be given a relaxation in the minimum eligibility in the qualifying examination and in the minimum eligibility (if any) in the admission entrance test to the extent of 5%.

(d) Children/Widows of the eligible Armed Forces Persons (CW)

A concession of 5% marks in the minimum eligibility requirements in the qualifying examinations.

(e) The candidates belonging to the Scheduled Caste, Scheduled Tribes and Persons with Physical Disability shall be charged the admission form/entrance examination fee at concessional rates.

4.5. RESERVATIONS

(a) Scheduled caste/Scheduled Tribe/Other Backward Classes

Reservations of seats in admission to various Post graduate courses, shall be in the following manner.
Scheduled Caste = 15% of total intake in each course

Scheduled Tribe = 7.5% of Total intake in each courses

Other Backward Classes = 27% of total intake 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 may be interchanged between the SC & ST, if still any seat remains unfilled, the same shall remain vacant.

The seat reserved for the OBCs, the said seats shall be filled with the OBC students, only if OBC candidates possessing the minimum eligibility marks are not available in the OBC category then the vacant OBC seats shall be converted into General Category seats in accordance with the admission schedule notified by the University.

(b) Supernumerary seats:

(i) Persons with Disabilities (PWD) = 3% of total intake (1% each for the person with low vision or blindness, hearing impaired and loco motor disability or cerebral palsy (interchangeable in case of non-availability of candidates in the sub-categories).

(ii) Children/Widows of the eligible Armed Forces Personnel)

As per the University of guidelines, the CW category = 5% of the seats in each course.

As per the guidelines of the University of Delhi, the admission of candidates belonging to CW categories have to be made in the following order of priorities:

- I. Widows/Wards of Defence personnel killed in action;
- II. Wards of serving personnel and ex-service man disabled in action;
- III. Widows/Wards of Defence personnel who died in peace time with death attributable to military service;
- IV. Wards of Defence personnel disable in peace time with disability attributable to the military service; and
- V. Wards of Ex-serviceman personnel and serving personnel including personnel of police forces who are in receipt of Gallantry Awards;

Category-V (Gallantry Awards) include: Param Vir Chakra, Ashok Chakra, Sarvottam Yodh Seva Medal, Vir Chakra, Shaurya Chakra, Yudh Seva Medal, Sena, Nau Sena,-Vayusena Medal, Mention-in-Despatches, Persident's Police Medal for Gallantry, Police Medal for Gallantry.

Authorities Competent to issue certificates under CW category:

- o Secretary, Kendriya, Sainik Board Delhi
- o Secretary, Rajya Zila Sainik Board
- o Officer-in Charge, Records Office
- o Ist class stipendiary Magistrate
- o Ministry of Home Affairs (for Police personnel in receipt of Gallantry Awards)

(iii) Foreign National = 5% seats in first year of each course in colleges.

The foreign nationals seeking admission in the University/its colleges shall have to get themselves registered with the Foreign Students Registry in compliance with the schedule notified by the FSR. No Foreign students will be admitted directly by the Department/Colleges.

(iv) Sports/ECA Persons = upto 5% of total intake in each course.

Admission under these categories shall be made in accordance with the guidelines issued by the University from time to time.

(v) For admission to the courses which are governed by the Regulations of the regulatory bodies, like Medical Council of India, Dental Council of India, AICTE, etc. the minimum eligibility requirements prescribed under their respective regulations shall be followed.

(vi) The merit list for the general category seats will comprise of all the candidates in the order of merit. No one will be excluded from the same. In other words, it will also include SC/ST/OBC candidates if they come in the general category merit list just because he/she belongs to SC/ST/OBC. Such a candidate is entitled to be considered under the general category, as well as under the reserved category. Admission to open category seats will be strictly in the order of merit without excluding SC/ST/OBC candidates.

(vii) As per University guidelines, no student of the University shall be permitted to pursue two degree courses simultaneously either from the University of Delhi or from other University except the part-time diplomas/certificates of the University of Delhi. The colleges/Departments shall get the relevant certificates submitted for availing the benefit of reservation verified from the issuing authorities.

4.6 Admission of Foreign Candidates at SOL

All foreign candidates residing in India and seeking admission to Post-Graduate Courses in the School of Open Learning and fulfilling the course, marks are required to apply to the Deputy Dean, Foreign Students Registry, University of Delhi, Delhi-110007. No foreign student shall be admitted in the School of Open Learning without prior approval of the Deputy Dean, Foreign Students Advisor, University of Delhi.

As per the directions received from Dy. Dean (Foreign Students), Foreign Students Registry, University of Delhi, the consideration of admission of foreign students in different courses of SOL will be as follows:-

(i) Nepal and Bhutan nationals enjoy a visa free regime with India. Hence students from these countries may be admitted in correspondence courses.

(ii) Tibetan students on “Special Entry Permit (SEO)” who come to India for education purpose only cannot enroll for correspondence course. They must pursue regular course of study.

(iii) All other foreign students from any other country, holding a “Student Visa” are required to pursue only regular/full time academic courses.

(iv) As per above information, the foreign students (from Nepal/Bhutan/Tibet) seeking admission to School of Open Learning (SOL) course are advised to apply through FSR office, University of Delhi and fill the Foreign Students Application Form.

4.7 Procedure for Change in Name

As per directions received from the University of Delhi, the following procedure strictly, for change in names of students will be followed:

a. Woman student who wishes to change her surname on account of marriage be advised to apply on the prescribed application form (obtainable from Academic Branch-ii) through University of Delhi the Principal/Head of the College/Department to the Registrar, University of Delhi, during the same academic session alongwith an affidavit on non-judicial stamp paper worth Rs. 10/- (in original) duly attested by a 1st class Magistrate of Marriage Certificate issued by the Court alongwith a fee of Rs. 50/ for necessary action at the University level.

b. Student who wishes to change his/her name be advised to submit his/her application duly forwarded by the Principal/Head of the concerned College/Department alongwith a fee of Rs. 50/- alongwith the following documents, to the Registrar, University of Delhi for consideration, during the same academic session:-

(i) Newspaper cuttings (in original) notifying change in name in two leading Indian daily English/Hindi Newspaper.

(ii) Declaration (specimen enclosed) on a Non-judicial stamp paper worth Rs. 10/- (in original) attested by the 1st class Magistrate.

(iii) Original copy of the Government of India Gazetted, notifying the change in name.

(iv) An affidavit on a non-judicial stamp paper worth Rs. 10/- (in original) executed in the court and sworn before 1st class Magistrate regarding change in name.

c. The change in the name/surname will come into effect only after the same has been approved by the University.

d. The name after change will be read as changed name alia/nee earlier name.

e. No students be allowed to change his/her name on any official document, including examination forms, until the same has been approved by the University.

f. Request for change in name will not be entertained from a person who is not a student of the University of Delhi at the time of making the application for change of name.

5. STUDENT SUPPORT SERVICES

5.1 Method of Instructions

The syllabus for each paper is divided into suitable number of lessons. The study materials are prepared by experienced teachers and cover the entire course prescribed by the University of Delhi. The said study materials are provided to the students by hand at the time of admission. Sometimes, it is dispatched at the residential address of the students, if the study material are under-print.

5.2 Personal Contact Programme (PCP)

Personal Contact Programme includes regular classroom lecture and discussions at various PCP centres for a specified period ranging between 15 - 20 days in each semester. Generally these classes are conducted on Saturday/Sunday/Holidays.

For the local students the SOL will facilitate in getting D.T.C. destination bus pass facility only during PCP classes from their residence to School (North Campus).

5.3 Library Facility

The School provides library facility at Main Campus as well as at its South Study Centre at South Moti Bagh to the students residing in Delhi and its adjacent areas. Library has a very good collection of text books, general books, reference books, journals and magazines. Following services/facilities are provided in the library:

- Registration & Renewal of Membership
- Lending service
- Reference service
- Reading Room facility
- Book Bank facility

The timings of the Library (Subject to change) are as follows:

Main Campus and South Study Centre

Library Hours

Library of the school remains open from 9.00 a.m. to 05.30 p.m. on working days both North and South Study Centre. Main library of the

School remains open during P.C.P. classes as per schedule.

Both the libraries remain closed on Republic Day, Holi , Independence Day, Gandhi Jayanti and Dewali.

Library registration will be available between 09.30 a.m. to 05.00 p.m. on all working days till 31st December 2014 at the both centres.

All students are advised to get themselves registered with the Library with in TWENTY DAYS OF THE ALLOTMENT of their members of the Library will have to bring with them the fees receipt along with their Identity Card for registration.

Students of M.A.'s and M.Com. courses will be issued **four library tickets**.

Students shall carry their Identity Card on every visit to be shown at the Library gate. If this card is lost by the student, a duplicate can be obtained from the School on payment of Rs.30/-. If any book(s) issued on the library card(s) is/are lost, the students will be required to replace the book or pay its replacement price.

The book/books will be issued for a fortnight (15days) only and may be re-issued if another copy of the book is available in the Library.

LIBRARY TICKETS ARE STRICTLY NONTRANSFERABLE. REFERENCE BOOKS AND MAGAZINES ARE NOT ISSUED UNDER ANY CIRCUMSTANCES.

5.4 Book Bank

The School has established the Students' Aid Fund to help needy students in the form of text/books or lump sum grant to defray the expenses of education. No stipend or scholarship shall be given out of this fund. The criterion for availing books from the book bank is the same as in the case of fee concession.

5.5 Dialogue/Samvad

Efforts are being made for a bilingual Newsletter that will attempt at establishing a channel of communication between students and teachers.

5.6 Student Counseling Facility

Members of the teaching departments are available to solve the academic problems of the students on all working days in the School at the Main Campus only. The details of availability of teachers are given in the SOL website.

6. Fee Concession / Financial Assistance to Students

6.1 Fee Concession

Fee Concession facility is granted to the students whose family income from all sources is below Rs. 8,000/- per month and who has studied in a government School will be considered for this facility. (subject to submission of income certificate) The unemployed students belonging to Scheduled Castes/Scheduled Tribes category can be granted exemption from payment of Tuition Fee after seeking admission on production of Cast and Income Certificates from appropriate authority, provided that his/her parents do not pay Income Tax. Students are required to apply afresh for fee concession every year on promotion to next class.

Apart from that other students who have not studied in Govt. School and who do not belong to SC/ST category but whose family income from all sources is below 96,000 per annum., can also apply. For this purpose, they have to submit the Income Certificate as well as **Tick in the column of the Fee Concession in the Admission Form.**

6.2 Financial Assistance

There is also a provision of Financial Assistance to the needy and poor student i.e. Rs. 2500/- in addition to exemption of tuition fee subject to producing the following documents:

1. BPL Ration Card.
2. Affidavit from 1st class Magistrate regarding Income Certificate not more than Rs. 96000/- per annum.

Students Welfare Committee of SOL may consider the applications from other needy and poor students (who are not covered under the categories mentioned above) for grant of financial

aid. For this purpose, students will have to submit an application to the Assistant Registrar (Admissions) North alongwith relevant documents which indicate that the student is bare need of financial aid.

6.3 Fee Waiver to the PWD Category students

1. As per University guidelines, "Provided that the Persons with Physical Disabilities shall be waived off all the fees payable including the Examination fee and other University fees, except Admission fee, subscription towards and identity Card fee for pursuing Under Graduate, Post-Graduate of other courses in the University or its Colleges wherever applicable.

6.4 Financial Assistance to SC/ST Students

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.

6.5 Free Concession to University/SOL Employee/Ward

The University employees and the employees working in affiliated colleges of the University of Delhi on permanent post can be granted exemption from payment of tuition fee. However, employee has to produce documentary proof for the same. The ward/s of permanent employee of SOL are also exempted from paying tuition fee. However, the application must be verified by the Establishment Branch from SOL.

7. Syllabus and First Set of Lessons

Syllabus, Courses of Reading will be given/sent along with the first set of lessons to all students admitted to the course. Students will receive their first set of lessons for the course by hand/ mail when admissions have been completed. Those who do not receive the first set of lessons by September, may write or contact:

Assistant Registrar(Printing), School of Open Learning, University of Delhi, Delhi-110007 for getting the material.

8. Obtaining Degree Certificate

The Degrees are generally provided to SOL approximately after 2 years of passing the final year Examination by the University. The SOL has started the process of sending the degrees by Speed post to the relevant students just after receiving from the University. **The students can also check the status of availability of their degree in the “Degree Request” on our website: <https://sol.du.ac.in>**

In case the students do not receive any information within two years, they are advised to contact the S.O. (Degree Section) in the School of Open Learning and fill up the necessary forms for release of Degree Certificate giving therein details regarding course, SOL Roll Number, year of passing Roll No., Last Examination Roll No., Enrolment No. etc.

9. Filling the Admission Forms

Students are required to make an application for admission to the courses offered by the School in the prescribed Enrolment-Cum-Admission Form. Students are advised to carefully study the instructions given below prior to filling up the form to ensure that all options are correctly chosen by them.

9.1 Instructions for filling the Admission Form for the eligible candidate for SOL

The candidate should read the following instructions carefully before filling up the admission forms for M.A. and M.Com courses.

1. Application for admission should be filled in by the application in his/her own handwriting in English only.
2. The date of birth of the applicant entered in the application for admission must be the same as recorded in the Matriculation/Senior Secondary or equivalent examination certificate.
3. If the particulars furnished in the application form are found to be incorrect, defective or wrong, the applicant is liable for disciplinary action including removal from the rolls.
4. The name and its spellings filled in the form for admission should be the same as given in the certificate of the last examination passed, i.e. B.A./B.Com./M.A. examination or an examination equivalent thereto.

5. Subject offered for the course should be properly filled in column provided for the purpose.

6. Information with regard to the marks obtained and the maximum marks of the last examination passed must be provided at the appropriate place in the admission form.

7. The Enrolment Number allocated by the College/University is essential to fill in the appropriate place in the admission form.

Note : The students are advised to write their name, Course applied for and Application Form Number on the back side of Demand Draft. The candidates are further advised to keep a photocopy of the Form and Demand Draft with them for ready reference.

9.2 Course Medium

The Medium of instruction for M.A. Political Science, M.Com and M.A. History offering by the School is in English. For M.A.Sanskrit and Hindi, the medium of instruction is in Hindi. The Question papers may be answered however in Hindi or in English in the University examination.

The applicant should clearly mention the choice of medium of instruction at the appropriate place in his/her Application Form during Admission.

9.3 DEC Recognition

All the courses offered by SOL, University of Delhi for recognition is under process and subject to approval of the DEC/UGC.

10. FEE STRUCTURE

10.1 Mode of Payment of Fees

The candidates are required to pay their fees at the time of admission through a Bank Draft drawn in favour of Executive Director, School of Open Learning, University of Delhi, payable at New Delhi. The particulars of the Bank Draft must be filled in at the appropriate columns provided in the Admission Form. Candidate should write his/her name, Application Form No. and course applied for, on the back side of the Bank Draft. Any other mode of payment, such as Postal Orders, Money Orders or Cheques will not be accepted. Candidates residing outside Delhi should sent their applications

completed in all respects along with a Bank Draft by Registered Post.

Please note that-

- Students residing in Delhi-Bank Draft drawn on State Bank of India payable at Service Branch, / any Nationalize Bank New Delhi.
- Students residing out side Delhi-Bank draft drawn on any Nationalized Bank payable at New Delhi branch of the Bank.

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Note:

1. Notice may be issued to remind the final year students about the payment of fees but it is primarily the responsibility of the student to remit the fees within one month from the date of declaration of Result.

WARNING

Students are advised not to hand over their fees to other students or unauthorized persons. Fees submitted at the SOL counters and receipt obtained thereof will be considered authorized and valid payments to the School.

The draft for fees along with the Demand Letter/Examination form for the second year should be deposited or sent By Post within 15 days from the date of dispatch of the letter informing the student about his/her promotion to the next higher class. In the event of non-receipt of the letter intimating the results, the students are advised to see the SOL website or come to the School for not getting the result each year within a week after the finding of result declared. Such students are not required to apply afresh for admission.

10.2 Change of Subject (Only once)

Charges for change of Subject are as follows:

Change of Subject : Rs. 50/- for each subject

Such charges will be accepted only in cash with a written application. Any transaction made otherwise will be at the risk and responsibility of the student. Students are advised to keep all the Fee Receipts with them intact till they receive their Degree Certificate.

(i) Refund of Admission Fee	Quantum of fee to be refunded
a)When a student applies for withdrawal of admission within 15 days of the date of his/her admission.	Full fee after deduction of Rs.500/-
b)When a student applies for withdrawal of admission after 15 days but within a month of the dates of his/her admission.	Full fee after deduction of Rs.1000/-
c)When a student applies for withdrawal of admission after one month.	No Refund
(ii) Refund of Examination Fee	
In the event of death of a candidate before commencement of examination	Full fee will be refunded to the parents of the student
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	Full fee after deduction of Rs.200/-

10.3 Schedule of Payment of Fee and other Charges

These fees/charges are applicable to the students of all Post graduate courses. Students are categorized as per the following guidelines for the purpose of determining the fee structure applicable to them.

10.4 Categories

- Category A – The Students who are residing in India.
- Category B- Students residing abroad and are getting mail through the diplomatic bag c/o Ministry of External Affairs.
- Category C- The Indian Nationals who are residing abroad and the foreign nationals seeking admission through Deputy Dean, Foreign Students, University of Delhi.

10.5 Schedule of Fees/Charges Payable Yearly

Basic Fees and Charges payable by students seeking admission to M.A./ M.Com previous year(Ist & IInd Semester) courses on yearly basis 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.

Fees payable by the students seeking admission directly to Final Year (IIIrd & IV Semester) are indicated separately in section 8.4.3.

Schedule of Basic Annual Fees and Charges			
Fee Head			
	Category A	Category B	Category C
1. Tuition Fee	1000	1000	10,000
2. Admission Fee	60	60	60
3. University Enrolment Fee	150	150	150
4. Students Aid Fund	35	35	35
5. Identity Card Fee	15	15	15
6. PCP Fee	600	600	600
7. Library Fee	400	400	400
8. Library Security (Refundable)	500	N.A.	N.A.
9. Magazine Fee	20	20	20
10. General Amenities Fund	100	100	100
11. College Development Fee	100	100	100
12. University Development Fee	600	600	600
13. Student Support Service Fee	600	600	600
Sub Total(Rs.)	4,180	3,680	12,680
University Examination Fees	1,620	1,620	1,620
Total	5,800	5,300	14,300

Notes

1. N.A. means Not Applicable
2. An additional amount of Rs 1,500/- per year towards postage charges will have to be paid by overseas students except those who are getting mail through Diplomatic Bag.
3. The fees and other charges are to be paid in Indian currency (Rupees) along with the application form for admission by pay Order/Bank Draft in favour of the Executive Director, School of Open Learning, University of Delhi.
4. The PWD category students will have to pay only Rs. 75/- at the time of admission.
5. The University Examination Fee is for a year, the examination fee of both the semester (I & II) is included in it..
6. Original receipt must be produced by a student for claiming refund of Library Security within three years after he/she ceases to be a student or becomes an ex-student. Library security will be treated as lapsed thereafter.
7. Examination fee for Reappear/Improvement is extra at Rs. 75/- per paper subject to minimum of Rs. 300/-.

10.6 Fees Payable on Promotion to Next Higher Class (II year)

The students promoted to M.A./M.Com Final year through this institution will be required to pay the prescribed tuition fee and other charges within one month from the date of declaration of results of the University Examination. Although Demand Letter/Examination Form will be uploaded on the SOL website as well as their mail Box by the School. It would primarily be the responsibility of the students to download the same either from the website or mail Box and deposit the dues in time, before the last date mentioned in the demand letter/examination form. After the last date student will be responsible for the consequences thereupon, viz. late fee, cancellation of admission etc.

10.7 Failure and Ex-Students

The candidates who are within the span period, but failed and absent are not required to pay the tuition fee and other charges again but they would have to pay the requisite Examination fee and Registration fee for appearing at the same examination as an ex-student. They are also required to submit the same through the Demand Letter/Examination Form. The said form will be down loaded from our website i.e. <https://sol.du.ac.in> or obtained from mail box of the student within 30 days of the declaration of the result or the last date mentioned on the Demand Letter/Examination Form whichever is earlier otherwise consequences will be borne by the student.

10.8 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 Courses as per the Executive Council's decision dated 08-04-2002 from the academic year 2002-2003 onwards. As per letter No.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 of Rs. 14,300/- will have to be paid in favour of the Executive Director, School of Open Learning, University of Delhi, as per details above.

10.9 Students Availing Facility of Diplomatic Bag

Students residing abroad and availing facility of Diplomatic Bag C/o Ministry of External Affairs do not come under the category of Foreign Students and hence they are not required to deposit Rs. 10,000/- for Post graduate courses. However, they will pay fees as per Category 'A' excepting Library Security.

10.10 Indian Nationals Residing Abroad

Indian Students residing abroad and falling under Category C as per Section 8.4.1 will have to pay Rs. 14,300/- for Postgraduate Courses in the form of Demand Draft favoring or (in the name of) the Executive Director, School of Open Learning, University of Delhi. This would include Tuition Fee and other charges.

11. EXAMINATION RELATED INFORMATION

11.1 Scheme of Examination

1. English shall be the medium of instruction. Students can write their individual exam papers in English or Hindi medium but not both.

2. Examinations shall be conducted at the end of each Semester from time to time notified by the University of Delhi.

3. The system of evaluation shall be as follows.

3.1 Each course will carry 100 marks.

3.2 The 100 marks in each paper shall be awarded on the basis of written examination at the end of each semester. The duration of written examination for each paper shall be three hours.

4. Examinations for courses shall be conducted only in the respective odd and even Semesters as per the Scheme of Examinations. Regular as well as ex-students shall be permitted to appear/reappear/improve in courses of odd semester only at the end of odd Semester and courses of Even Semester only at the end of Even Semesters.

11.2 Pass Percentage

Minimum marks for passing the examination in each semester shall be 40% in each paper.

No student would be allowed to avail of more than 3 chances to pass any paper inclusive of the first attempt.

11.3 Promotion Criteria

Semester to Semester : Students 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 courses of the current semester.

Part-I to Part-II: Admission to Part-II of the Programme shall be opened to only those students who have successfully passed at least 50% papers out of papers offered for the Part-I courses

comprising of Semester-I and Semester-II taken together. However, she/he will have to clear the remaining papers while studying in Part-II of the Programme.

11.4 Division Criteria

Successful candidates will be classified on the basis of the combined result of Part-I and Part-II examination as follows:

Candidates securing 60% and above: I Division

Candidates securing 50% and above, upto 60% : II Division

Candidates securing 40% and above, upto 50%: III Division.

11.5 Span period

No student shall be allowed to appear in the examination for any of the parts/Semester after lapse of four years from the date of admission.

11.6 Admission Ticket and Dates of Examination

The Admission ticket and date sheet for the semester examination will either be down loaded from the SOL website or from the mail Box, on receipt from the University, probably in the first week of October 2014/April 2015. In the event of any subsequent change in your address or mobile number a specific request should be addressed to Assistant Registrar (Examination), School of Open Learning, University of Delhi, Delhi-110007 superscribing the words CHANGE OF ADDRESS/MOBILE NUMBER FOR MARCH/APRIL, 2015 EXAMINATION. You can also change your address/mobile number on SOL website itself.

11.7 Rechecking/ Revaluation/ Evaluation of Answer Script

As per the directive of the University the application for revaluation/rechecking will be accepted by the University within two weeks from the date of declaration of results. The tabulated

results shall be made available in the office of the School of Open Learning to avoid any delay for want of Statement of Marks. The requirement of Statement of Marks for Revaluation/Rechecking/Evaluation separately is no longer necessary.

11.8 RULES FOR REVALUATION OF ANSWER SCRIPT

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

1. Revaluation is allowed only in theory papers of non-professionals courses, which have not been jointly valued.
2. Select the papers carefully in which you wish to seek revaluation. No second application for additional papers shall be accepted and summarily rejected.
3. Revaluation is to be applied for with 15 days of the date of uploading of result of University website.
4. The candidate is required to produce a photocopy of his/her current Admission Ticket and/or statement of marks for verification of Roll No., marks etc., at the time of submission of Application for revaluation and also to attach self-addressed envelop of 9'' 4''size with postal stamp worth Rs.5 affixed, for sending revaluation result.
5. Entries filled by the candidate be got verified from the principal of the College concerned.

Please Note That

1 When you apply for revaluation, you surrender your original performance and will now accept the revised performance in which:-

- a) there can be NO CHANGE,
- b) there can be INCREASE in marks,
- c) there can be DECREASE in marks,

2 The application is to be made by the candidate in his/her own hand writing and under his/her own signature and not by anyone else on his/her behalf.

3 Prescribed fee:

Rs. 1000/- per paper to be deposited with the University Cashier between 9.30 a.m to 1.00 p.m and 1.30 p.m to 3.00 p.m on all working days after verification of the form at the Revaluation Cell Counter. (Window No. 1)

4 (a) If the award of the Revaluation varies from the Original award upto and including $\pm 5\%$ of the maximum marks, the original award will stand.

(b) If the award of the first Revaluator is beyond $\pm 10\%$, the average of the marks of original examiner and the first Revaluator will be taken.

(c) If the award of the Revaluator varies from the original award by more than $\pm 10\%$ 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

11.9 RULES FOR SUPPLY OF COPY OF EVALUATED ANSWER SCRIPT

1 Select the paper carefully in which the candidate seeks copy of evaluated answer script.

2. Application should be submitted within 61st day and 75th day of declaration of result on University Web-site.

3 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.

4 Entries made by the candidate be got verified from the Principals of the College/Head of the Department concerned.

5. The application is to be made by the candidate in his/her own signature and not by anyone else on his/her behalf.

6. 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.

7. 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.

8. Any representation other than relating to totaling error or unmarked question shall not be admissible.

9. Prescribed Fee: Rs. 750 per paper is to be deposited with the University Cashier between 9.30 a.m. and 1.00 p.m. and 1.30 p.m. to 3.00 p.m. on all working days after verification of the Application Form by the Examination office.

11.10 Examinations/Results

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

IMPORTANT

For any disputes pertaining to Admissions, Examination and any other matter etc., and involving the School of Open Learning, the jurisdiction for legal purpose will be Delhi Courts only.

Note : Admission Tickets and Demand Letter – Cum- Examination forms will be available on SOL website and student mail Box. The SOL will send the SMS's to the student informing about the same.