

## **Annexure : Frequently Asked Questions**

**Q. I have registered online on the DU undergraduate (UG) online portal. Do I still need to fill up the Data on College Admission Data Portal?**

**A.** You need to fill the Data on College Admission Data Portal (after 5 November, 2021) only after you take admission in College-Course and pay fees on DU portal online.

**Q. I have paid fee on DU Portal and Registered on College Admission Data Portal. How can I Login to the College Portal**

**A.** You can Login after you receive PASSCODE from College Via Email or SMS. Your admission and payment will be reconciled by College and if you had Registered on College Portal you would get PASSCODE to login and fill **College Admission Data Form** and Select Optional Papers.

**Q. What should I do if I filled an incorrect email address while registering at College Admission Data Portal?**

**A.** You need not re-register again. You can send an email to [session2021-22@sgndkc.du.ac.in](mailto:session2021-22@sgndkc.du.ac.in) with your details and request for correction and the same will be done.

**Q. What should I do if I filled an incorrect Mobile no. while registering at College Admission Data Portal?**

**A.** You need not re-register again. You can send an email to [session2021-22@sgndkc.du.ac.in](mailto:session2021-22@sgndkc.du.ac.in) with your details and request for correction and the same will be done.

**Q. What should I do if I filled an incorrect University Form No (Eight Digit No.) while registering at College Admission Data Portal?**

**A.** You need not re-register again. Your incorrect University Form No will be corrected by the College. In case you find that University Eight Digit Form No is still incorrect then you can send an email to [session2021-22@sgndkc.du.ac.in](mailto:session2021-22@sgndkc.du.ac.in) with your details (Name, Eight Digit University Registration No, Course admitted to, Cutoff in which admitted) and request for correction and the same will be done.

**Q. What should I do if I filled all correct and received the PASSCODE but still not able to Login at College Admission Data portal?**

**A.** You need to send an email to [session2021-22@sgndkc.du.ac.in](mailto:session2021-22@sgndkc.du.ac.in) with your details and request for checking the Issue and rectification to enable you to Login.

**Q. I forgot the email account that I created to use during my registration process. What should I do?**

**A.** Your email address will be your login id during the registration process. It is absolutely necessary that you remember your email address. You need to send an email to [session2021-22@sgndkc.du.ac.in](mailto:session2021-22@sgndkc.du.ac.in) with your details and request for checking the Issue and rectification to enable you to Login.

**Q. What are the AECC Papers I can opt for?**

**A.** The students admitted to **All Courses either Hons or Programme** will study Environment Science (EVS) in one of first two semesters. Students need to choose an AECC Communication paper to be studied in the other semester (College will inform which course will study EVS in which semester and accordingly AECC communication will be taught in other semester). Students can fill only one choice on College Admission Data Portal. The AECC Communication Course allocation is purely at the Discretion of the College and will be dependent on factors including availability of faculty and Number of students offering the AECC Communication Course. In such situation where chosen AECC Communication

Course may not be offered by College, student will have to select the option from other AECC Communication papers offered.

### Q. What are the Generic Papers I can opt for?

Students of All courses have to opt for AECC Communication Paper from following:

English (option A or B as per English language studied in XII / X)

Hindi

Punjabi (option A, B or C as per Punjabi language studied in X, VIII or V or lower or never studied)

*\*All students admitted under Minority Category will study Punjabi (option A, B or C as per Punjabi language studied in X, VIII and V or lower or never studied)*

### Q. What are the Generic Papers I can opt for?

A. The students admitted to **All Hons Courses** need to choose a Generic paper to be studied in first four semester. Students can fill only one choice on College Admission Data Portal. The Generic Course allocation is purely the Discretion of the College and will be dependent on factors including availability of faculty and Number of students offering the Generic Course. In such situation where chosen Generic Course may not be offered by College, student will have to select the option from other Generic papers offered.

Generic Courses:	As per Syllabus of :	Available to All Hons other than:
English	B.A. HONS (ENG)	B.A. HONS (ENG)
Hindi	B.A. HONS (HINDI)	B.A. HONS (HINDI)
History	B.A. HONS (HISTORY)	B.A. HONS (HISTORY)
Political Science	B.A. HONS (POLITICAL SCIENCE)	B.A. HONS (POLITICAL SCIENCE)
Punjabi	B.A. HONS (PUNJABI)	B.A. HONS (PUNJABI)
Economics	B.A. HONS (ECONOMICS)	-----
Mathematics	B.Sc. HONS (MATHEMATICS)	B.Sc. HONS (MATHEMATICS)
Commerce 1	B.COM. HONS	B.COM. HONS
Commerce 2	B.COM. HONS	B.COM. HONS
Physical Education	B.Sc. Hons (Physical Education)	-----

### Q. What are the ENGLISH/MIL I can opt for?

A. The students admitted to **All Programme Courses (B.A. PROG & B.COM PROG)** need to choose an ENGLISH LEVEL according to Language studied in School

For students who studied English Language upto XII level:

-Option A where aggregate marks in English Paper 80% or more

-Option B where aggregate marks in English Paper 70% or more but less than 80%

-Option C where aggregate marks in English Paper less than 70%

For students who studied English Language upto X level:

-Option B

Language Papers English & MIL will be alternately studied in First/Second Semester.

Students can fill choice of MIL from Hindi & Punjabi according to Level of the language studied at School levels (option A, B or C as per language studied in XII, X or VIII or lower or never studied). You can chose only one choice on College Admission Data Portal. The MIL Course allocation is purely the Discretion of the College and will be dependent on factors including availability of faculty and Number of

students offering the MIL Course. In such situation where chosen MIL Course may not be offered by College, student in that case will have to select the option from other MIL papers offered.

**Q. What should I do if I filled an incorrect Course while filling the form at College Admission Data Portal?**

A. You need to send an email to [session2021-22@sgndkc.du.ac.in](mailto:session2021-22@sgndkc.du.ac.in) with your details and request for correction and the same will be done.

**Q. What should I do if I filled an incorrect Option(s) while filling the form at College Admission portal?**

A. You need to send an email to [session2021-22@sgndkc.du.ac.in](mailto:session2021-22@sgndkc.du.ac.in) with your details and request for correction and the same will be done.

**Q. Can I Register in multiple courses on College Admission Data Portal?**

A. You can register and fill form on College Admission Data Portal only in course for which admission is taken and fee paid online on DU portal.

**Q. Can I Register on College Portal when I am taking undergraduate course based on entrance tests?**

A. Yes, applicants once allotted to the College can register through College portal to submit data for undergraduate courses based on entrance tests.

**Q. I am a SIKH minority student, what I have to do specifically?**

A. You would get a **Minority Certificate from DSGMC** issued after the completion of XII exams. You need to upload this Sikh Minority Certificate on DU portal prior to taking admission. You should have Sikh Minority Certificate from DSGMC on date of approval of Admission under Sikh Minority. It is mandatory for the Sikh Minority candidates who had taken the admission under Minority Quota to submit the original Minority Certificate to College whenever the same is required.

**Q. I made an error in filling my data on College Admission Data Portal. Do I register again using different email id and fill data on College Admission Data Portal ?**

A. No, the portal does not allow you to register twice. However, you can rectify your error by again logging into your account, and using the "Edit" button. You can do this till College accepts the submitted data. Once Data Accepted and Locked by College, if you want any changes you need to contact College by sending email to [session2021-22@sgndkc.du.ac.in](mailto:session2021-22@sgndkc.du.ac.in) with your details and request for correction and the same will be done or Form Status Opened to allow yourself to make changes.

**Q. In College Admission Data portal, I have created my account and filled my registration form. Can I use the same account to fill the registration form for my friend?**

A. No, only a single applicant can apply from one account for UG Admissions on College Admission Data Portal. Each applicant/candidate must create a separate account and fill the separate online registration form.

**Q. I do not have an email account. Can I use someone else's email to create registration account during "Sign Up"?**

A. No, you should not use anyone else's email account for registration. You must create a valid email account and remember its password, as all the communication from the University & College would be sent to your email account used during the admissions.

**Q. I do not keep my email account registered with College as active. Can I change the same with new email ID?**

A. You should keep your College portal registered email ID active during your three years studying in College and even thereafter for College to connect with you and inform any emerging communication. If required utmost and You had to create a valid email account and the send request with full details by email to [session2021-22@sgndkc.du.ac.in](mailto:session2021-22@sgndkc.du.ac.in) with your details and request for correction in email ID and the same will be done. You must remember New Email Reset and its password, as all the communication from the College thereafter would be sent to your New Email account.

**Q. How can Persons with Disabilities (PwD) access and fill the form on College Admission Data Portal?**

A. The PwD applicants may fill the College Admission Data form by using assistive technology. In particular, the visually impaired applicants may use screen reading softwares such as JAWS or NVDA to complete the application form. Those unable to use computer may take human assistance. The College will setup assistance Desks in Computer Lab for assisting PwD candidates. In addition, you may contact us on our phone numbers or email addresses.

**Q. What should be done if the website link hangs or becomes non-functional during the process?**

A. All possible measures are taken to avoid such a situation. However, such a problem may arise, student has to use “Save and Continue” feature, You are advised to click on the “Submit/ Next” button on each page and proceed with filling up of the remaining College online form after refreshing the link or logging into your account in another session.

**Q. How can I pay the registration fee on College Portal?**

A. All Admission Fees are paid on DU admission portal for taking admission. Examination and other College fee are payable at College Portal. You will get details when they are due for payment and procedure for payment.

**Q. Can I get a fee concession? What is the procedure for fee concession?**

A. There is a provision for fee concession in the college but only after admission. You are advised to contact the college for details.

**Q. Is an applicant / candidate required to be present in-person on the day of admission?**

A. No, it is Online procedure in 2021-22 and applicant can take Admission Online and other actions also Online. Once physical mode is started and as per notifications that may be issued in this regard for verification of Documents & certificates of Candidates, it is mandatory for the applicant to be present on the day of verification in the college along with the required documents/certificates. **All admissions are done as Provisional by University of Delhi. Eligibility is the responsibility of applicant.**

**Q. Does the College offer hostel facilities?**

A. No, the College has no Boys or Girls hostel facilities.

**Q. Does the College follow any policy with regard to anti-ragging?**

A. Yes, the College believes in providing a safe and secure environment to its new entrants. We adhere to the UGC guidelines, 2009 regarding curbing the menace of ragging and to ordinance XV-B of the University related to anti-ragging.