

## **ADMISSION PROCESS**

Admissions to undergraduate (UG) programs at the University of Delhi are merit-based (that is, based on marks scored in Class XII Board/qualifying examinations) or entrance-based (that is, based on written/practical tests depending on the program selected by an aspiring student).

1. All Candidates must register through the University of Delhi online admissions portal [www.admission.uod.ac.in](http://www.admission.uod.ac.in).
2. All undergraduate admissions for 2021-22 will be administered only through Delhi University portal.
3. There is no offline admission for any Candidate.
4. Only eligible Candidates who have registered online through the university portal can be considered for admission.
5. Candidates will be required to appear in person for verification of their original documents, as and when notified by the University/College.
6. All admission procedures are to be completed by the Candidate using the unique login ID they create on the Delhi University Undergraduate admissions portal.

*Undergraduate programs are offered by the University through its colleges in various streams of studies. Candidates must check eligibility criteria thoroughly to see whether they satisfy the requirements or not. Admission to various programs is made through the various criteria and procedures specified by the University in the Bulletin of Information 2021-22.*

### **Undergraduate Merit based Admission Process**

#### **Step I: Registration on the UG portal.**

The Candidate uses the university UG Admissions portal to create their personal username and password, fills in their registration form, chooses their programs of interest, and uploads the required documents. The Candidates must exercise extreme care in filling up their form. Much of the information entered by the Candidates into the form will not be allowed to edit and correct after submission of the form.

1. All the candidates seeking admission to the Undergraduate (UG) programs are required to register online.
2. Any first time user, in order to access UG Admission Portal, need to register on the portal with a valid e-mail ID (email ID once registered on Portal can't be used for any other registration for admission in DU).
3. Candidates who do not have a valid e-mail ID must create an e-mail ID before proceeding.
4. The Candidate needs to keep this e-mail ID handy because it will be required to access

his/her account on the portal as well as for all the future correspondence throughout the admission process and subsequent to admission process also

5. The default settings allow all Candidates to register for all programs (without any penalties).

6. The Candidates will be eligible to take admission in all the colleges and programs provided they satisfy the cut-off of the colleges and the eligibility for the selected programs.

7. If Candidates have examination results pending or have reappeared in papers, they will be able to update these marks by logging into their Dashboards till the last 3 days before the date of admissions in the University (as and when notified by the University of Delhi)

8. Utmost care must be exercised in uploading the documents. Candidates will need scanned copies of the certificates on the basis of which they wish to claim admission

(a) Class X certificate

(b) Class XII certificate

(c) Relevant reservation certificate issued by competent issuing authority

(d) Self attested copies of requisite certificates for admission under sports/ ECA Quota.

(e) Link of the uploaded clip for admission against music

(f) Photo identity card (Aadhar Card, Driving License, PAN Card, Voter Identity Card, Passport or School Identity Card)

9. Candidates will be responsible for all the information they upload, including copies of certificates. They will also be responsible for the quality and authenticity of the files they upload. The Candidates will be able to see the preview of their form and the uploaded documents. The Candidates are advised to take all care to avoid rejection on this basis during the admission process.

## **Step II: Payment of the registration fees**

The registration form will be deemed submitted only after realization of the relevant registration fee. This fee must be paid only through the link provided through the Candidate's Dashboard. There is no method available to Candidates other than this online link generated for payment of the registration fee. When the Candidate has successfully submitted the registration fee online, they are advised to keep records of the payment's transaction ID, Credit Card/ Debit card/ Netbanking details and date of transaction as proof for future reference. Further, the Candidates are advised to complete the process well before the deadline in order to avoid any last minute glitches. For guidelines related to cut offs and other admission related announcements, keep checking the DU website ([www.admission.uod.ac.in](http://www.admission.uod.ac.in)) on regular basis. If at any stage, it is found that eligibility requirements are not fulfilled, the admission, if granted, shall be cancelled ipso facto.

## Eligibility Criteria for Undergraduate Programs

1. The Candidate must be a citizen of India. (Candidates seeking admission under the Foreign Students' category to apply separately on Foreign Students' Registry website, <http://fsr.du.ac.in>.)
2. The Candidate should have passed the Class XII examination of any Board/ University examination in India or in any foreign country recognized as equivalent to the 10+2 system by the Association of Indian Universities (AIU).
3. The Candidate should have "passed" individually in each subject required (including practicals if any) for calculating merit and eligibility to the program they seek admission in.
4. Candidates with gap year(s) will not be at any disadvantage for the purpose of admission to undergraduate programs.
5. Candidates under the UR/SC/ST/OBC/EWS categories are eligible to seek admission based on both merit and entrance tests to programs.
6. The following categories are designated —supernumerary: i) PwBD (Persons with Benchmark Disabilities); ii) CW (Children/Widows of Personnel of the Armed Forces including Para-Military); iii) KM (Kashmiri Migrants); iv) Prime Minister's special scholarship for Jammu and Kashmir; v) SS (Nominated Sikkimese Students); vi) WQ (Ward Quota); vii) ECA (Extra-Curricular Activities); viii) Sports. Note: Above mentioned categories i –viii are applicable to programs where admission is based on merit only. For programs where admission is based on entrance tests, Candidates belonging to categories i, ii and vi only are entitled to admission.

***Minimum eligibility requirements for the students who have passed the qualifying examinations and are seeking admissions (merit based) in various courses are summarized below:***

S.No	Programme/ Course	Additional Eligibility Criteria and Course-wise Combination of Subjects for Merit List
1.	B.Sc. (Hons) Microbiology	<ul style="list-style-type: none"><li>● 55% or more marks in the aggregate of Physics, Chemistry and Biology/Biotechnology/Biochemistry (Practical &amp; Theory together)</li><li>b) And 50% or more marks in one compulsory language i.e. English.</li></ul>

		<ul style="list-style-type: none"> <li>● Merit will be calculated based on aggregate percentage in Physics, Chemistry, Biology/Biotechnology/Biochemistry i.e., PCB</li> </ul>
2.	B.Sc. (Hons) Biochemistry	<ul style="list-style-type: none"> <li>● a) 55% or more marks in the aggregate of Chemistry, Biology / Biotechnology/Biochemistry and Physics / Mathematics (Practical &amp; Theory together) b) and passing in one compulsory language (i.e. English). <b>OR</b></li> <li>a) 55% or more marks in the aggregate of Chemistry, Biology/ Biotechnology/ Biochemistry and Physics/Mathematics (Practical &amp; Theory together) b) and 50% in one compulsory language.</li> <li>● Merit will be calculated based on aggregate percentage in Chemistry, Biology/Biotechnology/Biochemistry and Physics/Mathematics, i.e. PCB/BT or CMB/BT.</li> </ul>
3.	B.Sc. (Hons.) Food Technology	<ul style="list-style-type: none"> <li>● a) 55% or more marks in the aggregate of Physics, Chemistry and Mathematics/ Biology/ Bio-technology/ Biochemistry (Practical &amp; Theory together)</li> <li>b) and 50% in English as a compulsory language</li> <li>● Merit will be calculated based on aggregate percentage in Physics, Chemistry, Mathematics/Biology /Bio-technology/Biochemistry, PCM or PCB/BT.</li> <li>● Applicants who have studied both Mathematics and Biology, i.e., PCMB at qualifying exam will be given 3% relaxation.</li> </ul>
4.	B.A. (Hons.) Journalism	<ul style="list-style-type: none"> <li>● An aggregate of 45% marks and must have passed English language in the qualifying examination.</li> <li>● The merit shall be determined on the basis of English language and three best academic/elective subjects as specified in List A and List B below.</li> <li>● Mass media will be treated as an academic subject for admission to this course.</li> </ul>
5.	B.Sc. (Hons.) Home Science	<ul style="list-style-type: none"> <li>● 50% or more marks in the aggregate of any three of Physics/ Chemistry, Biology/ Biotechnology/ Biochemistry and other subjects from List B.</li> <li>● Merit will be calculated based on aggregate percentage including at least one subject of Physics/Chemistry, Biology/ Biotechnology/ Biochemistry and any one subject from List B.</li> </ul>
6.	B.Sc. (Pass) Home Science	<ul style="list-style-type: none"> <li>● Merit to be calculated on aggregate of compulsory language, i.e., English and any three academic elective subjects from List B.</li> <li>● Essential for Candidates to have Pass marks or more in English.</li> </ul>

**Note: The information in the document has been taken from Bulletin of Information (2021-2022), University of Delhi for Undergraduate admission (on merit based 2021-2022). Any information given here is subjected to change as per the guidelines of the University of Delhi as and when received.**

**List A: Language subjects**

<b>List A1</b>					<b>List A2</b>
Assamese Core/ Assamese Elective	Gujrati Core/ Gujrati Elective	Maithili Core/ Maithili Elective	Odia Core/ Odia Elective	Tamil Core/ Tamil Elective	Arabic Core/ Arabic Elective
Bengali Core/ Bengali Elective	Hindi Core/ Hindi Elective	Malayalam Core/ Malayalam Elective	Punjabi Core/ Punjabi Elective	Telugu Core/ Telugu Elective	French Core/ French Elective
Bodo Core/ Bodo Elective	Kannada Core/ Kannada Elective	Manipuri Core/ Manipuri Elective	Sanskrit Core/ Sanskrit Elective	Urdu Core/ Urdu Elective	German Core/ German Elective
Dogri Core/ Dogri Elective	Kashmiri Core/ Kashmiri Elective	Marathi Core/ Marathi Elective	Santhali Core/ Santhali Elective		Italian Core/ Italian Elective
English Core/ English Elective	Konkani Core/ Konkani Elective	Nepali Core/ Nepali Elective	Sindhi Core/ Sindhi Elective		Persian Core/ Persian Elective
					Spanish Core/ Spanish Elective

**List B: Elective subjects**

Accountancy	Computer Science/ Informatics Practices/ Computer Applications	Mathematics
Anthropology	Economics	Philosophy/ Logic and Philosophy
Biology/ Biotechnology/ Biochemistry	Geography	Physics
Business Mathematics	Geology	Political Science
Chemistry	History	Psychology
Civics	Home Science	Sociology
Commerce/ Business Studies	Legal studies	Statistics

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## Distribution of seats in various merit based UG courses at IHE

Distribution of seats						
Course	UR	OBC	SC	ST	EWS	Total Seats
<b>B.A. (Hons.) Journalism</b>	27	15	9	4	3	58
<b>B.Sc (Hons.) Bio-Chemistry</b>	18	10	6	3	2	39
<b>B.Sc (Hons.) Food Technology</b>	18	11	6	3	2	40
<b>B.Sc (Hons.) Home Science</b>	52	31	18	9	6	116
<b>B.Sc (Hons.) Microbiology</b>	18	10	6	3	2	39
<b>B.Sc (Pass) Home Science</b>	123	73	40	20	14	270

## List of Documents required at the time of Registration

The Candidates shall be required to upload copies of the following certificates/documents at the time of registration and produce the documents in original at the time of physical verification at the end of the admissions process.

1. **Class X Certificate** (Mark-sheet or certificate) indicating date of birth and Parents' names (The names of Candidates claiming reservation under SC/ST/OBC/EWS/CW/KM must match with the names that appear on the corresponding reservation certificates; similarly their parents' names must match in both sets of certificates).

2. **Class XII Marksheet.**

3. **SC/ST/OBC/EWS/CW/KM Certificate** (in the name of the Candidate) issued by the competent authority. (The names of Candidates claiming reservation under SC/ST/OBC/EWS/CW/ KM must match with the names that appear on their corresponding School Board qualifying certificates; similarly their parents' names must match in both sets of certificates).

4. **OBC (Non-Creamy Layer) Certificate** (in the name of the Candidate) issued by the competent authority, and wherein the caste is in the OBC central list issued by <http://ncbc.nic.in> . (The name of the Candidate claiming reservation under OBC (Non Creamy Layer) must match with the Candidate's name as it appears on their corresponding School Board qualifying certificates; similarly their parents' names must match in both sets of certificates). Income certificate for the financial year 2020-21, dated on or after March 31, 2021, as stipulated, will be required.

5. **EWS Certificate** from competent authority certifying the Candidate can claim reservation under this category. (The names of Candidates claiming reservation under this category must match with the names that appear on their corresponding School Board qualifying certificates; similarly their parents' names must match in both sets of certificates). Income certificate for the financial year 2020-21, dated on or after March 31, 2021, as stipulated, will be required.

6. Any Candidates claiming admission through ECA/Sports categories must upload self-attested copies of the requisite certificates/produce the relevant required certificates when sought as stipulated in the UG Bulletin of Information 2021-22 issued by the University of Delhi.

*Candidates shall be responsible for the quality and authenticity of the images they upload at the time of registration. Candidates must take care to ensure that uploads are authentic and accurate. Candidates will be responsible for production of documents as sought. All certificates/documents will be returned to the Candidate by the College/Department upon completion of any physical verification that may be required at a later stage.*

**Note: At the time of physical verification if any, students are required to show /submit the following documents:**

1. Two passport size self-attested photographs
2. True attested copy of XII Class Mark-sheet
3. True attested copy of XII Provisional/original Certificate
4. True attested copy of X Class Mark-sheet
5. True attested copy of X original Certificate
6. True attested copy of caste SC/ST/OBC/EWS/CW/KM Certificate (in the name of the Applicant) issued by the competent authority. *(The names of applicants claiming reservation under SC/ST/OBC/EWS/CW/KM must match with the names that appear on their corresponding School Board qualifying certificates; similarly their parents' names must match in both sets of certificates).*
7. OBC (Non-Creamy Layer) Certificate (in the name of the Candidate) issued by the competent authority, and wherein the caste is in the OBC central list issued by <http://ncbc.nic.in>. (The name of the Candidate claiming reservation under OBC (Non Creamy Layer) must match with the Candidate's name as it appears on their corresponding School Board qualifying certificates; similarly their parents' names must match in both sets of certificates). Income certificate for the financial year 2020-21, dated on or after March 31, 2021, as stipulated, will be required.
8. Foreign students have to come through Foreign Student's Registry, University of Delhi.
9. Anti-ragging affidavit
10. Gap-year Affidavit
11. Certificate mentioning Hindi studied (minimum up to class VIII).
12. Undertaking (if any)

## Bachelor of Elementary Education (B.El.Ed)

**Distribution of Seats:** 63 (UR: 25, SC: 9, ST: 5, OBC: 17, EWS: 7, PwD: 3\*, CWAP: 3\*)

*\*Supernumerary Seats*

### Eligibility

Minimum Required	Percentage	Mandatory Requirement of Subjects Studied and Passed	Basis of Selection
<p>An aggregate of 50% marks in the qualifying examination* as well as have scored minimum pass marks in each of the four subjects. The criteria for selecting the four subjects can be: One subject from List I and three from List II. OR One subject from List I, two from List II and one from List III.</p> <p>*Qualifying examination refers to class XII or equivalent.</p>		<p>All subjects (Hindi/English, Maths, Science, Social Science till class 10th)</p>	<ul style="list-style-type: none"> <li>• Selection/Admission will be done according to the merit list prepared on the basis of the marks secured in the Entrance Test.</li> <li>• The Entrance test will be of two hours duration and will be based on English, Hindi, Mathematics, Science and Social science up to class 10th level.</li> <li>• The Entrance test is of Multiple-Choice Question (MCQ) format.</li> <li>• There will be 100 questions. For each correct answer, a student shall score +4 marks and for each wrong answer, there will be -1 mark. No mark shall be given for a question not attempted.</li> <li>• The Entrance Test shall be bilingual (English and Hindi) wherever applicable.</li> <li>• There will be no descriptive questions.</li> </ul>

**Note: Not more than two languages will be considered for the purpose of eligibility from List I and List II together.**

List I	List II	List III
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1. English Core 2. English Elective 3. Hindi Core 4. Hindi Elective	1. Any one language (other than that chosen in list I, offered by CBSE or its equivalent board at 10+2 level) 2. Biology or Biotechnology 3. Physics 4. Chemistry 5. Mathematics 6. Economics 7. History 8. Political Science 9. Geography 10. Sociology 11. Philosophy 12. Psychology 13. Business Studies or Accountancy or Computer Science or Informative Practices	Any other subject (other than that mentioned in list I and II) in class XII offered by CBSE or its equivalent board.
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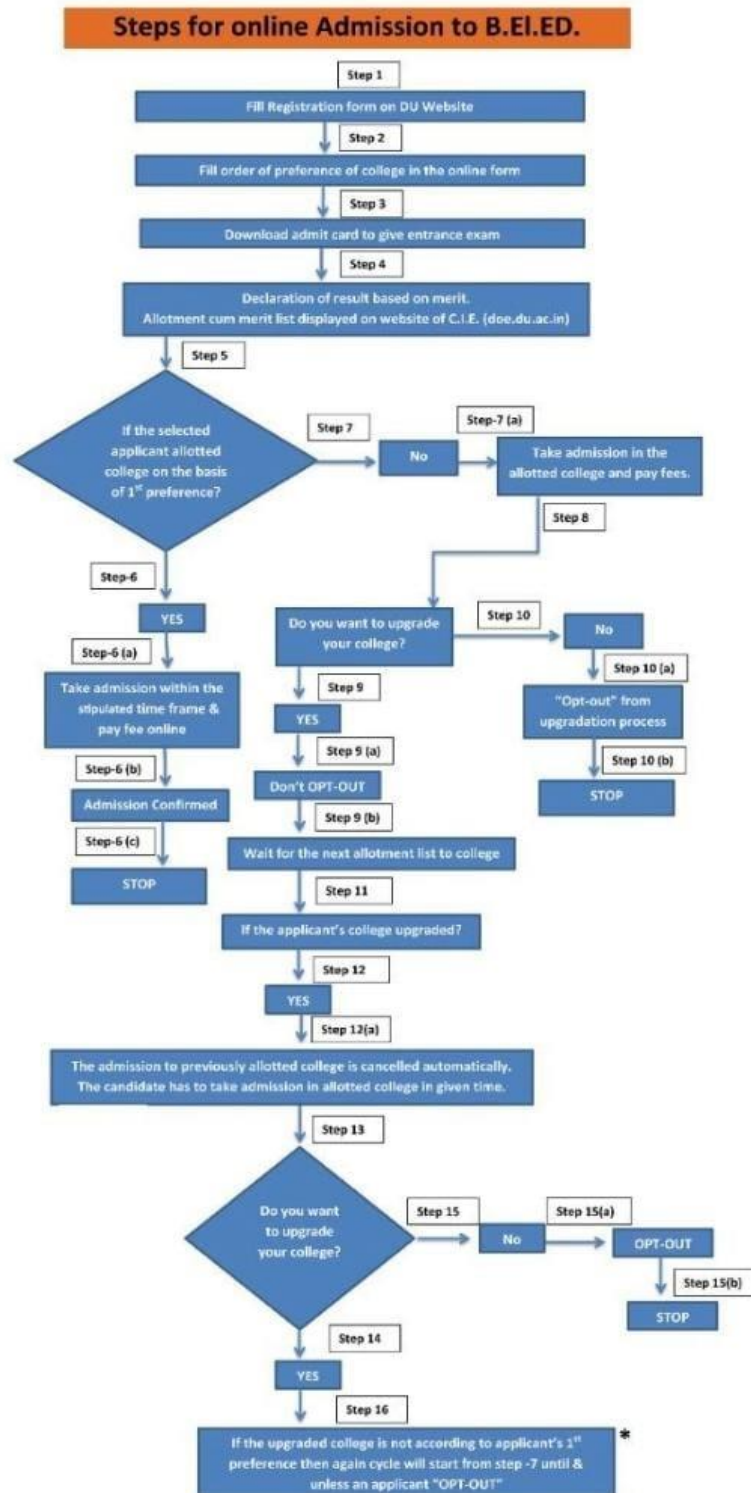
**Admission Process:** There is Common Entrance Examination conducted by the Department of Education, Delhi University, comprising a written test for the B.El.Ed programme.

For details, visit: Website of CIE: <http://cie.du.ac.in/>

**Rules and Procedure for Registration, Entrance Exam and Allotment of Colleges**

- At the time of filling the application form, all applicants are required to fill their order of preference of college in their online application form. The applicant has to choose a college in front of each preference in the registration form.
- Allotment of colleges to the applicants shall be based on the marks obtained in the entrance examination by the applicant and her order of preference of college, subject to the availability of seats in that particular college.
- The College preferences submitted by the eligible candidate during online registration shall be processed centrally for all the rounds of counselling/allotment in an automated manner. The seats available in each college shall be allotted provisionally in order of merit and preferences given by the candidate for all the categories separately till all the seats category wise in the particular college are exhausted.
- Only those candidates who have appeared in the Entrance Test and satisfy the minimum eligibility criteria will be considered for admission during the process.
- If a candidate is allotted a seat on the basis of her best preference, then she will not be allowed to change to any lower preference in the category.

## Steps for Online Admissions in B.El.Ed



\* It also depends on availability of seats in the college.

**Step 1:** The allotment-cum-merit list shall be displayed on the UG Admission portal as well as display of allocated college on the applicant's dashboard on the admission portal.

**Step 2:** The applicant is required to login to the UG Admission Portal using their registered email and password. The allotted course (and college) shall be displayed. In case the applicant wishes to get admission to the displayed course, the applicant is required to click on the "Apply for Admission" button provided.

**Step 3:** The college/institution shall check the eligibility and certificates uploaded by the candidate during office hours within the stipulated time and approve the admission if these are found satisfactory. The college/institution staff may contact the applicant over email or phone in case of any queries.

**Step 4:** On receiving approval for admission by the Principal, the applicant is required to submit the college fee online within the stipulated time allotted for the purpose. Failure to pay the fee shall lead to cancellation of the allotted seat. Applicants already admitted in a course at the University of Delhi shall be required to cancel admission in such course and pay cancellation fee in order to be eligible.

**Step 5:** The admitted students shall be required to present themselves with their original documents for verification at the time of commencement of classes or as per the directions issued by the college/institution.

**Documents Required:** After the allotment of college, candidates should present self-attested photostat copies of:

- Certificate of having passed 12<sup>th</sup> examination and the marks obtained therein
- Certificate of birth
- Documentary proof of special categories

*For further queries please refer UG Bulletin of information 2021-22 at [https://admission.uod.ac.in/userfiles/downloads/DUUG-BOI-2021-22\\_1.pdf](https://admission.uod.ac.in/userfiles/downloads/DUUG-BOI-2021-22_1.pdf)*

## Admission Related Frequently asked Questions

**1. How many UG courses are offered at Institute of Home Economics (IHE)?**

**Ans.** IHE offers the following seven UG courses:

- (i) BSc. (Hons.) Home Science
- (ii) BSc. (Pass) Home Science
- (iii) BSc. (Hons.) Microbiology
- (iv) BSc. (Hons.) Biochemistry
- (v) BSc. (Hons.) Food Technology
- (vi) BA (Hons.) Journalism
- (vii) Bachelor of Elementary Education.

**2. If I have done my XII from Humanities, can I still apply for BSc (Hons.) Home Science?**

**Ans.** Basic eligibility for admission in Home Science (Hons.) requires **at least anyone** subject from Science stream (Physics, Chemistry and Biology/ Biochemistry/ Biotechnology).

**3. Do we include English in Best of 4 for Hons. Course in Science.**

**Ans.** For BSc.(Hons.) Home Science, BSc.(Hons.) Microbiology, BSc. (Hons.) Biochemistry, BSc. (Hons.) Food Technology we use the best of three subjects in which English or any other language is not included. Although you must have studied English during class XII and should have scored at least 50% in the same.

**4. I am from the Science stream. Can I also apply for BSc. (Pass) Home Science?**

**Ans.** Yes, you can apply. We consider the Best 4 subjects for BSc. (Pass) Home Science including English and combination of the best three subjects from List B.

**5. In which situations will my marks be deducted with 2.5%?**

**Ans.** If the applicant includes subjects other than those given in Lists A and B, then a deduction of 2.5% of maximum marks will be levied for each such subject for the purpose of calculating 'Best Four'

**6. For B.A (Hons) Journalism, I want to include mass media as a subject in Best four. Will my marks be deducted by 2.5%?**

**Ans.** For B.A (Hons) Journalism English and a combination of the best three subjects from List A, List B, and Mass Media Studies will be considered without deducting 2.5%.

**7. Is an income certificate required with a valid OBC-NCL certification?**

**Ans.** No, income certificate is not required with a valid OBC-NCL certification.

**8. Is a state caste certificate applicable for taking admission in DU?**

**Ans.** For claiming reservation under SC or ST quota, a certificate from the state is valid for admission. But in the case of OBC's, a certificate from the state is not valid, only those castes that are in the **Central OBC** list are eligible for admission in DU. OBC's also have to ensure they have the latest '**non-creamy layer**' certificate.

**9. Can I still apply for a DU admission while my caste certificate is in the process?**

**Ans.** Yes, you can apply but at the time of admission, you have to produce the certificate.

**10. We don't have a caste certificate. Is it possible to get admission?**

**Ans.** You can take admission in the General category if your percentage matches with the cut-offs. If you want to take the benefit of any reserved category then you need to have a valid caste certificate.

**11. If someone submits the certificate with the wrong name of the mother in DU form, then will he get the admission?**

**Ans.** The name of the candidate, father or mother in any certificate should match with their 10<sup>th</sup> certificate.

**12. What happens if a candidate is unable to provide a caste certificate during admission into a college?**

**Ans.** It is important to submit a caste certificate during admission otherwise the candidate is not eligible to get admission in the reserved category.

**13. If I filled my caste as OBC, but I have good marks as a general, can I take admission in the general category?**

**Ans.** Yes, you can.

**14. In admission for DU, what is the date of the OBC certificate required?**

**Ans.** OBC-NCL should be of the current financial year (1<sup>st</sup> April 2021 onwards).

**15. Can I register for BSc in DU if my caste certificate application number is issued but my caste certificate is not issued? Can I register with my application number?**

**Ans.** Yes, you can apply but at the time of admission, you have to produce the certificate.

**16. How can I register myself for admission to undergraduate courses available at Institute of Home Economics?**

**Ans.** You can register online for all undergraduate courses through the admission portal URL <http://admission.du.ac.in> & follow the guidelines to proceed.

**17. Can I apply in multiple programs/courses in an online form?**

**Ans.** Yes, you may select all programs/courses of your interest through a single online registration form. It is important to note that you can apply in all merit-based as well as entrance based courses through the same online application.

**18. Is it possible to change/update the information provided by the applicant in the online application form, once the fee is submitted?**

**Ans.** No, the applicant can't change/update the information once the fee is submitted.

**19. How does one apply through the ECA or Sports quota?**

**Ans.** You can apply for the ECA and Sports quota by selecting appropriate options in the registration form.

**20. Is it possible to apply under ECA/Sports Category once I have paid my registration fee?**

**Ans.** No, once you have paid the fee, you will not be able to apply under ECA/Sports Category.

**21. Will there be any disadvantage for gap year students?**

**Ans.** No, there is no disadvantage for gap year students and they would be treated at par with regular students. They should meet the requisite criteria for admission and must possess the necessary documents/certificates.

**22. Will the applicants be given admission on a first-come, first-serve policy after the declaration of cut-offs?**

**Ans.** Admissions in the colleges are not based on first come first serve policy. Instead, the applicant who has filled the online registration form and satisfies the criteria and cut-off for a particular programme/course in a particular college will be considered for admission as per the schedule of admission specified.

**23. If my result is awaited, Can I submit the online registration form?**

**Ans.** Yes, you can submit the online registration form by choosing “Awaited” in the drop-down menu of “Result Status” on the “Academic Details” page/section while entering the information. However, you will have to fulfill the minimum eligibility criteria/meeting cut-off list of that course/college during the stipulated period.

**24. Does IHE have entrance based admission?**

**Ans.** IHE has a course Bachelors in Elementary Education for which students need to write a centralized entrance exam. For all other UG courses, we have cut off lists.

**25. Do I need to send a hard copy of the form?**

**Ans.** No, you don't need to send the hard copy of the form. If required, you will be notified.

**26. How can I upload a self-attested ID Proof?**

**Ans.** Take a photocopy of your ID proof; 2. Self-attest it; 3. Scan it and upload.

**27. Which are the mandatory fields in the application?**

**Ans.** Mandatory fields are indicated by a red star (\*) adjacent to the name of the fields. The applicant must fill the relevant information in these fields to complete the Registration.

**28. I have created my account and filled my Application Form on the PG Admission Portal. Can I use the same account to fill the Application Form for my friend?**

**Ans.** No, each applicant/candidate must create a separate account and fill a separate Online Application Form.