

Guidelines for Subject Allocation

Issued by: Elective and Optional Course Allocation Committee

Institute of Home Economics

General Information

- Please read the allotment criteria carefully before submitting your preferences.
- Submit the subject preference form in time. It is advised to submit it as soon as possible because allotment is based on first come, first served basis for VAC and SEC
- Any errors or misrepresentations may lead to disqualification from subject preference consideration.
- It is the sole responsibility of the students to fill in the form for subject allocation

Date Announced

- Dates for filling up the form will be announced on the college website and the advisory group.
- The last date for filling out the subject allocation form will be notified to students well in advance; students are requested to adhere to the deadline and fill out the forms in a timely manner.
- For VAC, SEC allocations, the syllabus link is shared along with the Google Form for options. Students are requested to go through the syllabus before making a choice of the subject.
- No changes will be accepted after the form is submitted.

Process of filling up the form

- Kindly fill in the forms using the college email id only.
- Allocation will be based on:
 - First come, first served
 - Subject preference
 - Availability of seats
- Subjects studied in previous semesters (in the case of SEC and VAC) should not be repeated. Take care of this while filling the form.
- If the form is submitted multiple times, only the first submission will be considered.
- Each preference must be marked only once.
- Preferences cannot be modified after submission.

- A list of courses offered will be shared with the form; students are requested to choose from the subjects offered for their courses only.

Norms for subject allocation

- Once the form is filled, you will be allotted subjects based on your preference and the timestamp of your form.
- If seats in a particular subject are filled, and you applied late, you won't be allotted that preferred subject. You will be offered the subsequent choice, where seat is available
- Please check the list on the college website to see what subject has been allotted to you. The lists of allotted subjects will be displayed on the college website and/or student notice board.
- The committee may take up to one week after the form submission deadline to finalize the allocations.
- For all queries, students may email: subjectallocation@ihe.du.ac.in with mentioning your name, course, semester, issue regarding VAC, SEC or DSE, and your phone number.
- No request for a change in subject will be entertained once the subject is allotted.

Committee Members for Academic Year 2025-26

1. Dr Geetanjali Singh, Department of Economics
2. Dr Nidhi Gulati, Department of EI Education
3. Dr. Deepshikha, Department of Food & Nutrition
4. Dr Vandana Sabharwal, Department of Food & Nutrition
5. Dr Nalini Moza Wali, Department of Biochemistry
6. Dr Ritu Atheya, Department of Resource Management & Design Application
7. Dr Shashi Shukla, Department of Human Development & Childhood Studies