

MOTILAL NEHRU COLLEGE EVENING

B.J. Road New Delhi 110021

Important Instructions for Admission Seekers for the Academic year 2016-17

1. The following courses under three year degree programme are offered by the college:-
 - a. B.A. (Programme)
 - b. B. Com
 - c. B. Com (Hons.)
 - d. B.A. (Hons.) English
 - e. B.A. (Hons.) Hindi
 - f. B.A. (Hons.) History
 - g. B.A. (Hons.) Political Science
2. Guidelines of Admission and Procedure for calculating Best of Four percentage have been given in the Notification No. Aca.1086/UG/Adm.-Procedure-Schedule/2016-17/1176 dated 31-05-2016 issued by the University of Delhi (Please visit our college website i.e. www.mlncce.org for this or refer to the college prospectus available on the College website).
3. List of Documents Required at the time of Admission:-
 - a. A copy of computer print out of ONLINE University Common Pre-Admission Form (Self attested).
 - b. A University Provisional Slip in case of admission of Foreign Nationals, Children/widows of eligible Armed Forces Personnel (CW) etc.
 - c. Five recent Passport size photographs of the candidate.
 - d. Class Xth Board Exam Certificate (Date of Birth). (Two Self-Attested Copies along with original)
 - e. Class Xth Mark-Sheet. (Two Self-Attested Copies along with original)
 - f. Class XIIth Provisional Certificate/Passing Certificate. (Two Self-Attested Copies along with original)
 - g. Class XIIth Mark-Sheet. (Two Self-Attested Copies along with original)
 - h. Character Certificate. (Recent) (Two Self-Attested Copies along with original)
 - i. OBC (Non Creamy Layer)/SC/ST/PwD Certificate in the name of the Candidate (Four Self-Attested Copies along with original)
 - j. Certificate of registration as Kashmiri Migrants issued by Divisional Commissioner / Relief Commissioner (Four Self-Attested Copies along with original)
 - k. Transfer Certificate/Migration Certificate from outside Delhi Candidates. (Two Self-Attested Copies along with original)

Notes : (i) Certificates for candidates belonging to SC/ST/OBC/PH on prescribed formats (given on the College website Appendix-2, Appendix-1, Disability Certificates Form-II/Form-III/Form-IV as applicable) and issued by the Competent Authority (given on the college website Appendix-3, Appendix-4, Medical Authorities notified for issue of Disability Certificates Appendix-6) only will be accepted.

- (ii) The caste of the OBC Candidate must be included in the central list of OBC and his/her OBC certificate must mention non-creamy layer status of the candidate. The OBC Certificate should not be older than three years from the date of issue of the certificate.

4. For Admission to B.A.(Prog.) and B.Com(Prog), the college shall impose the following disadvantage on Best of Four Percentage if there is a change of Stream:-
 - (a) 0% for B.A. (Prog.)
 - (b) 5% for B.Com (Prog)
5. Only one guardian or parents (both father and mother) are allowed to accompany an admission seeker during the admission days in the college.
6. An admission seeker carrying a Copy of computer Print Out of ONLINE University Common Pre-Admission Form (self-attested) and a provisional University Slip (in case of admission of Children/widows of eligible Armed Forces Personnel (CW), Foreign Nationals etc.), as the case may be, along with a self-attested copy of his/her 12th Marks-Sheet will go to the window No. 17 (Ground Floor).
7. The candidates will go to the Rooms as per their courses meeting the percentage of courses (Details of Rooms and Courses are shown in Annexure 'A'). However, the reserved category candidates including Wards of Kashmiri Migrants will get their caste certificates first verified in Room No. 7 (Ground Floor) and then go to the rooms as per the their courses.
8. Thereafter, the candidates will go to Room No. J-5 (Ground Floor, J-Block) for filing up the required documents which will be available in the room itself. There will be our officials in the room to assist you to fill up the following documents.
 - a. Undertaking Forms for Anti-Ragging (By Parent/Guardian and the Candidate).
 - b. Undertaking Form in case of OBC Candidates
 - c. Preference Form
 - d. Gap Year Undertaking
 - e. Declaration of Identity proofNote:- All the above forms are free of cost.
9. After filling up the required documents, the candidates will go to Room No. J-3 (Ground Floor, J-Block) for getting the Original Documents fastened /tied.
10. At the end, the candidates will go to the Staff Room (First Floor) for verification of their and submission of documents.
11. No guardian/parents will be allowed to enter the Staff Room of the College during admission days except the candidates themselves. Guardian/parents are requested to wait/sit in the Room No. J-4 (adjacent to the Main Gate of the College).
12. After verification and submission of documents the candidate will get the receipt.
13. It has been decided by the University that Online Fee payment will be made on University Portal in the University Account. So, the candidates are required to visit the University portal for payment of Fees.
14. In case, a student/candidate wants to cancel/withdraw his/her admission or has to appear in counseling of any other University/Institute or in order to move to another college on declaration of subsequent cut-off lists, he/she will have to apply for cancellation or will have to make request for returning his/her original certificates on the prescribed forms available in the Admin Office or can be downloaded from our college website.(www.mlncce.org).

15. The college reserves the right to consider candidates for admission on the basis of current cut-off lists only, and not those who were eligible in previous cut-off lists. However, the candidates, who could not take admission in a cut-off list, could be considered for admission in the immediate next list only on the last date of admission provided seats are available in the college/course.
16. The candidates are required to fill up all the required documents very carefully. The Room No. J – 5 has been allotted/arranged for filling up the required documents and our officials will remain present in this room to help/assist you to fill up the documents.
17. 1% concession in cut-off aggregate will be given to the girl candidates irrespective of their categories. However, while giving concession to the girl candidates, the minimum eligibility criteria for admission to any particular course will be taken into account. The 1% concession to the girl candidates will be given in cut-off aggregate only.
18. The Admission Grievance Committee of the college is as under:
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| a. Mrs. Neelu Grover, Member | (Mobile No.:- 9818681448 |
| b. Dr. Prem Lata Sharma, Member | (Mobile No.:- 9650223449 |
| c. Dr. Hema Dahiya, Member | (Mobile No.:- 8130601129 |
19. The Special Categories Admission Enabling Committee of the college is as under:-
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| a. Dr. Prem Kumar (Dept. of English), Convenor | (Mobile No.:- 9968364432 |
| b. Sh. Hans Raj, Member | (Mobile No.:-8375859704/9873495997 |
| c. Sh. Rajnish Kumar Kler, Member | (Mobile No.:- 9871427884 |
20. No candidate will be allowed to take admission in two courses/colleges simultaneously. In case, candidate is found admitted in two courses/colleges simultaneously, the admission in all courses/colleges will be cancelled.
21. The Candidates are expected to be well behaved. In case of any action of misbehaving with any of our college official/employee, the candidates will be strictly dealt with as per the law and will also be liable to lose his/her candidature for admission to any course in our college. The Candidates/Parents/Guardians are requested to co-operate with our Staff/Security Guards during admission process.
22. The location of Water Cooler Machines installed in the College is indicated as follows:-
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| a. Back Side of the Day College Administrative Block (Ground Floor). |
| b. Near the Day College Library (Ground Floor). |
| c. Back Side of Room No.6 (Ground Floor). |
| d. Near the College Canteen (Situated at the rear side of the college play-ground). |
| e. Near the Evening College E-Resource Centre/Library (First Floor). |
23. The toilet for disabled is situated near the Day College Library (Ground Floor).

