

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

(Department of Higher Education)

No.F.DHE.4(33)/2006-07/

Dated the _____, 2007

NOTIFICATION

No.F.DHE.4(33)/2006-07/ - In exercise of the powers conferred by section 23 of the Delhi Professional Colleges or Institutions (Prohibition of Capitation Fee, Regulation of Admission, Fixation of Non-Exploitative Fee and Other Measures to Ensure Equity and Excellence) Act, 2007, the Government of National Capital Territory of Delhi hereby makes the following rules, namely:-

1. *Short title and commencement.*- (1) These rules may be called the Delhi Professional Colleges or Institutions (Prohibition of Capitation Fee, Regulation of Admission, Fixation of Non-Exploitative Fee and Other Measures to Ensure Equity and Excellence) Rules, 2007.

(2) They shall come into force with effect from the date of their publication in the Delhi Gazette.

2. *Definitions* .- In these rules, unless the context otherwise requires,-

- (a) “Act” means the Delhi Professional Colleges or Institutions (Prohibition of Capitation Fee, Regulation of Admission, Fixation of Non-Exploitative Fee and Other Measures to Ensure Equity and Excellence) Act, 2007(Delhi Act 8 of 2007);
- (b) “admission brochure” means the bulletin or booklet or prospectus mentioning various details pertaining to various activities regarding the University, its

affiliated institutions, details of courses therein, their eligibility criteria for admission and other details with respect to professional degree courses, etc. and issued by or with the approval of the University/designated agency for an academic year;

- (c) “admission counselling” means the process of calling upon qualified applicants to give their choices of preferred branches/courses and allotting seats based on relative merits and preferences of applicants;
- (d) “Chairperson” means the Chairperson of the Admission Regulatory Committee constituted under section 4 or the Chairperson of the Fee Regulatory Committee constituted under section 6 of the Act, as the case may be;
- (e) “member” means a member of the Admission Regulatory Committee constituted under section 4 or a member of the Fee Regulatory Committee constituted under section 6, as the case may be;
- (f) “persons with disabilities” means persons with disabilities as defined in the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1) of 1996;
- (g) “programme of study” includes all the units of a discipline of study in an institution;
- (h) “qualified applicants” means those applicants who fulfill the qualifications as laid down under section 13 of the Act;
- (i) “qualifying examination” means the examination specified in the admission brochure and approved by the designated agency as the qualifying examination for a specific course of study;
- (j) “rank ordering” means ordering of qualified applicants in descending order of merit;
- (k) “section” means a section of the Act;
- (l) Words and expressions used but not defined in these rules and defined in the Act shall have the same meanings respectively assigned to them in the Act.

3. Terms and conditions of service of the Chairperson and members of the Admission Regulatory Committee .- (1) The Chairperson of the Admission Regulatory Committee

shall be entitled to receive such allowances and at such rates as may be fixed by the Government.

(2) The members of the Admission Regulatory Committee shall be paid sitting fees for attending the meetings thereof at such rates as may be fixed by the Government.

(3) The Chairperson and members of the Admission Regulatory Committee shall be entitled for travelling allowances and daily allowances at the rates as applicable to Group 'A' officers of the Government.

4. *Meetings of the Admission Regulatory Committee.*- The Admission Regulatory Committee shall meet at such interval as may be decided by the Chairperson of the said Committee or as may be resolved by at least one-half of its members.

5. *Terms and conditions of service of the Chairperson and members of the Fee Regulatory Committee* .- (1) The Chairperson of the Fee Regulatory Committee shall be entitled to receive such allowances and at such rates as may be fixed by the Government.

(2) The members of the Fee Regulatory Committee shall be paid sitting fees for attending the meetings thereof at such rates as may be fixed by the Government.

(3) The Chairperson and members of the Fee Regulatory Committee shall be entitled for travelling allowances and daily allowances at the rates admissible for Group 'A' officers of the Government.

6. *Meetings of the Fee Regulatory Committee* .- The Fee Regulatory Committee shall meet at such interval as may be decided by the Chairperson of the said Committee or as may be resolved by at least one-half of its members.

7. *Educational qualification for admission to professional courses.*- The educational qualifications for admission to various courses shall be as specified in the admission brochure for admission to the concerned course. In case of courses not affiliated to a University, the guidelines, instructions and norms, if any, of the concerned statutory

bodies or the Government shall be applicable.

8. *Allotment of seats* .- (1) Allotment of seats in an un-aided professional college or institution shall be made college or institution-wise for each course.

(2) Every institution other than a minority institution, shall provide for seats in respect of management quota, wards of defence personnel, persons with disability and others in the manner as described below :-

(a) Management Quota. – (i) The Chairman or Secretary of the highest management body of the institution shall furnish an affidavit to the designated agency, mentioning therein that they have followed the procedure laid down in the Act and these rules in a transparent manner and that they have done so without any prejudice or undue favour. Such an affidavit shall accompany the list of successful candidates under management quota, to be lodged with the University in the manner laid down in sub-clause (viii).

(ii) The institution shall advertise the admission notice for management quota seats in at least two leading daily newspapers, one in Hindi and the other in English in addition to displaying the same on the institution's website and the institution's notice board, kept at a conspicuous place. The admission notice shall be displayed at least a fortnight before the last date for closing of admission for the concerned course in the University and shall include therein information necessary for the students seeking admission to management quota seats. The admission notice shall include therein the place from which admission forms will be available, the date, time and manner for submission of completed applications and the schedule for various admission processes and counselling. Prospective applicants shall be given a period of at least eighteen days to apply for seats under the management quota, in the aforementioned manner.

(iii) While calculating the management seats, fraction less than 0.7 shall be ignored and above that converted into one full seat.

(iv) Based on the aggregate marks obtained by qualified applicants at the qualifying examination, the institution concerned shall prepare and display the rank ordered merit

list of such applicants on the institution's website and notice board kept at a conspicuous place of the institution, within two days of the closing date for receipt of the management quota applications. The criteria for rank ordering of applicants with a tie in the qualifying examination's aggregate marks shall be the same as those laid down in the admission brochure or as laid down by the designated authority.

(v) Based on the merit list so drawn up, the institution concerned shall conduct admission counseling for allotment of branches/courses to qualified applicants within a period of three days of drawing up of the merit list of qualified management quota applicants. Such admission counseling will, however, be subject to the condition that there shall not be more than two rounds of counseling. The list of applicants who will be called for a given round of admission counseling shall be displayed on the institution's website and notice board, kept in a conspicuous place.

(vi) Following the conduct of admission counseling, the list of applicants admitted to the management quota seats made on the basis of the merit list drawn up in the aforementioned manner and the balance of the management quota seats in each course shall be published at the end of each round of counseling on the website of the institution as well as that of the designated agency. A copy of such list shall be displayed on the notice board of the designated agency as well as that of the institution, kept at a conspicuous place for the information of the candidates and others. The list of the candidates being called for the first round of counseling shall be displayed in the aforementioned manner along with the merit list, indicating therein the date, time and place at which the counseling will be held. The date, time and place of the second round of counseling will be displayed along with the list of candidates admitted in the first round of counseling:

Provided that the second round of counseling shall commence only twelve hours after publication of the list of applicants admitted in the first round of counseling and the discipline/course-wise balance of seats.

(vii) The last date to fill up the management quota seats will be nine calendar days after

the last date for regular admissions in the University and the concerned course.

(viii) All admissions made to the management quota seats shall be provisional and will need ratification by the designated agency, which will convey its decision within a day of being informed by the institution of the list of successful candidates and the basis of their selection as per procedure mentioned herein before.

(ix) The affiliated institutions shall not be authorized to admit candidates against the management quota seats after the cut-off date fixed as mentioned in sub-clause (vii) above.

(x) If any dispute arises with regard to the admission under the management quota seat(s), the designated agency or the Government, as the case may be, shall have the overriding power to issue directions to the institution which shall be binding upon the institution concerned.

(b) Wards of Defence Personnel. - Five percent of the seats under each programme of study shall be reserved for widows/ wards of personnel of Armed Forces in the order prescribed by the Rajya Sainik Board from time to time.

(c) Physically Challenged candidates. - Three percent of seats for each programme of study shall be reserved for persons with disability, duly certified by the prescribed authority.

(d) Wards of persons with liability of transfer outside Delhi. - 0.5% of the seats in a programme of study shall be kept reserved for the wards of employees working in the Government/Legislature/Judicial Services of Delhi and having liability for transfer outside Delhi.

(e) Supernumerary seats. – (i) Subject to the clearances as may be required from the competent statutory authorities, five percent supernumerary seats in each programme will be earmarked for the wards of non-resident Indians in institutions which are being run from permanent campuses having adequate space and infrastructure and in

institutions which have received specific 'No Objection Certificate' to that effect from the Government for admitting students from non-resident Indians category. Admissions to non-resident Indian quota seats shall be on merit as per procedure to be notified by the Government.

(ii) One seat will be earmarked for Kashmiri migrants in each institution and admission for the same shall be based on merit through common entrance test conducted by the designated agency, preference being given to a migrant registered in Delhi upto the 11th day of June, 2001. A certificate from the competent authority for availing admission against this quota shall be produced by the candidate at the time of counseling or admission, as the case may be. The designated agency shall earmark the branch and the unit in which such supernumerary seat is to be earmarked by an institution.

(3) For minority institutions, percentage of seats to be filled up on the basis of merit shall be decided by the management of the institution and the remaining seats shall be filled up as per the laid down procedure prescribed for the non-minority institutions. The percentage of seats so decided shall be communicated by the management of the institution to the designated agency at least a month before the commencement of the counseling for the concerned programme of study.

**By order and in the name of the Lieutenant Governor of the
National Capital Territory of Delhi,**

(DR. G. NARENDRA KUMAR)
Secretary (Higher Education)