



दिल्ली कौशल एवं उद्यमिता विश्वविद्यालय  
DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY  
(A State University Established under Govt. of NCT of Delhi Act 04 of 2020)

**TENTATIVE COUNSELLING SCHEDULE FOR**  
**ADMISSION TO DIPLOMA AND UG PROGRAMS**

**Date: 07.10.2021**

## Highlights of the Counselling Process and Tentative Counseling Schedule for admission to Diploma and UG programs of DSEU

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- i) In each round, seat allotment results will be declared on the specified date and time.
- ii) Those who have been allotted a fresh seat in a round will be asked to pay the admission fee of Rs. 7500/- using a fee payment link available in their login.
- iii) Admission committee will verify the documents and check the status of admission fee payment as per the schedule mentioned for each round. If all the uploaded documents are as per requirement and the admission fee has been paid by the candidate, his/ her admission will be confirmed by the admission committee and the admission status will be made available to the candidate through the candidate's Login (on the portal). Such candidates can download the provisional admission letter from [www.dseu.ucanapply.com](http://www.dseu.ucanapply.com). The admitted candidates can freeze their allotted seat if they do not want any up-gradation of branch/institute as per their filled choices. Freezing of seats can be done only after admission is confirmed by the admission committee prior to a date and time specified in the counselling schedule for each round.
- iv) In case of any deficiency/ deficiencies found in the uploaded documents, or the academic fee is not paid, admission of the candidate will be cancelled after completion of the round in which the seat has been allotted. Information about deficiencies will be made available to the candidate at the time of document verification. If the candidate clears the deficiencies before the end of a round, his/ her admission will be confirmed. To clear the deficiencies, the candidate can upload new documents/ additional documents, as asked by the admission committee or he/she can visit the institute where the seat is allotted, before completion of the round.
- v) For candidates whose admission is not confirmed due to some deficiencies, the seat allotted to the candidate will be cancelled. Such candidates may be considered for the next round of counselling with changed credentials (e.g. if the OBC certificate is not valid, the category may be changed from OBC to GENERAL).
- vi) In case the admission of a candidate who has paid the academic fee of Rs. 7500/- is not confirmed because of some deficiencies/ inconsistencies in their documents, the academic fee paid by them will be **refunded after the closure of the admission process.**

*During online counselling rounds, there will be no physical reporting of the candidates. However, some candidates can be called for physical verification on case to case basis, if required by the University. The candidates must be available by Email and phone to help the verification team reach them on a timely basis.*

## **Important points related to document verification**

1. Document verification will be done online by the respective institutes for the candidates who have been allotted a seat in a particular institute.
2. No candidate will be allowed to come for physical verification unless explicitly invited by the concerned authorities.
3. Students will be able to see the status of their document verification on the portal itself.
4. Process for clearing the deficiencies
  - a. The candidate will be flagged for the deficiency on the online admission portal and will be allowed to upload fresh documents on the portal itself. The window for uploading the correct documentation will be open only till the last given date and time of each counselling round.
  - b. If the candidate is unable to fix the flagged deficiency by the last date of document verification of the round in which he/she has been allotted a fresh seat, then the candidature of such an applicant will be cancelled, and the seat will be made available to the other candidates in a subsequent round of counselling.
5. Once the documents are verified completely and the admission is confirmed, the candidate will be able to pay the remaining semester fee to confirm the seat. The last date for payment of the fee is mentioned at the end of this document.

## COUNSELING SCHEDULE

<b>Declaration of Final Merit List - 8th October 2021</b>	
<b>Last day of course preference filling - 10th October 2021</b>	
<b>FIRST-ROUND</b>	
Declaration of seat allotment result	<b>14th October 2021 (7:00 PM)</b>
<b>Online reporting, academic fee payment, branch freezing and admission withdrawal schedule</b>	
Payment of an academic fee of Rs. 7500 through <a href="http://www.dseu.ucanapply.com">www.dseu.ucanapply.com</a> portal	<b>15th-22nd October 2021 (Till 2:00 PM)</b>
Online document verification	<b>18th-22nd October 2021 (Till 5:00 PM)</b>
Chance to clear the deficiencies by uploading new documents/visiting allotted institute personally	<b>23rd October 2021 (Till 2:00 PM)</b>
Online seat freezing (Candidates can freeze their allotted seat if they do not want any up-gradation of seat/ institute as per their filled choices)	<b>23rd October 2021 (Till 2:00 PM)</b>

**Note:**

*Candidates who get a seat in this round but do not pay the fee of Rs. 7500/- will be out of counselling and will not be allowed to participate in further rounds.*

<b>SECOND ROUND</b>	
<i>Declaration of seat allotment result</i>	<b>26th October 2021 (7:00 PM)</b>
<i>Payment of an academic fee of Rs. 7500 through <a href="http://www.dseu.ucanapply.com">www.dseu.ucanapply.com</a> portal</i>	<b>27-28 October 2021(Till 2:00 PM)</b>
<i>Online document verification</i>	<b>27-28 October 2021(Till 5:00 PM)</b>
<i>Chance to clear the deficiencies by uploading new documents/visiting allotted institute personally</i>	<b>29 October 2021(Till 2:00 PM)</b>
<i>Online seat freezing (Candidates can freeze their allotted seat if they do not want any upgradation of seat/institute as per their filled choices)</i>	<b>29 October 2021(Till 2:00 PM)</b>

**Note:**

1. Fresh candidates who get a seat in this round but do not pay the fee of Rs. 7500/- will be out of counseling and will not be allowed to participate in further rounds.
2. Candidates whose seat will be upgraded in this round are not required to pay the fee again and also are not required to get their documents verified.

<b>THIRD ROUND</b>	
Declaration of seat allotment result	<b>31 October 2021 (5:00 PM)</b>
Payment of an academic fee of Rs. 7500 through <a href="http://www.dseu.ucanapply.com">www.dseu.ucanapply.com</a> portal	<b>1 - 2 Nov 2021(Till 2:00 PM)</b>
Online document verification	<b>1 - 2 Nov 2021(Till 5:00 PM)</b>
Chance to clear the deficiencies by uploading new documents/visiting allotted institute personally	<b>3 November 2021 (Till 2:00 PM)</b>
Online seat freezing (Candidates can freeze their allotted seat if they do not want any up-gradation of seat/institute as per their filled choices)	<b>3 November 2021 (Till 5:00 PM)</b>

**Note:**

1. Fresh candidates who get a seat in this round but do not pay the fee of Rs. 7500/- will be out of counselling and will not be allowed to participate in further rounds.

2. Candidates whose seats will be upgraded in these rounds are not required to pay the fee again and also are not required to get their documents verified.

**LAST DATE OF WITHDRAWAL: 6 November 2021 (up to 11:59 PM)**

If the candidate withdraws his/ her seat before this date, he/ she will get a full refund. No refund of the fee already paid (Rs. 7500/-) will be done after this date. All refunds will be processed after the closure of the admission process.

**Withdrawal Process:**

The candidate shall confirm on the admission portal his/ her willingness to withdraw, by **6 November 2021 (up to 11:59 PM)** and initiate the refund process. All refunds will be processed after the closure of the admission process in the candidate's account as mentioned in the online portal.

**Last date of payment of balance fee: 6 November 2021 (up to 11:59 PM)**

**Note:**

The candidate shall pay the balance fee to confirm their seat through the admission portal. Candidates who will not pay the balance fee and not withdraw their seat by **6th November 2021**, their allotted seat will be cancelled and they will not be eligible for any refund of the amount already paid.

**Spot Counselling (Against vacant seats, if any):**

After the last date of withdrawal, all admitted candidates will be upgraded against vacant seats to get the vacant seats for the 'SPOT round' (If any). Results of this up-gradation will be published on the website and admitted candidates can freeze their branch (if they do not want further up-gradations). Remember, during the spot round, admitted candidates can get further up-gradations due to seat conversions. Details of the Spot Round (if any) admission process and schedule thereof will be published later. Tentative date for spot round - **9 November 2021**. The final fee adjustment for each candidate with respect to the final allocation of seats will be done after the closure of the admission process, where the candidates who got admitted in a program whose fee is less than the already paid fee by the candidate will get a refund and others will have to pay the balance fee.

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*Note- The dates mentioned are tentative and subject to change. Change in any dates mentioned above shall be updated on the website ([www.dseu.ac.in](http://www.dseu.ac.in) and [www.dseuonline.in](http://www.dseuonline.in)).*