



DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY

(A State University Established under Govt. of NCT of Delhi Act 04 of 2020)

ROUND 3 COUNSELLING SCHEDULE FOR
ADMISSION TO DIPLOMA AND UG
PROGRAMS

Date: 11 November 2021

| <i>THIRD ROUND</i> | |
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| <i>Submission & Editing of Course/ Campus Preferences</i> | Till 4th November 2021 (11:59 PM) |
| <i>Declaration of seat allotment result</i> | 10th November 2021 |
| <i>Payment of academic fee of Rs. 7500/- through dseu.ucanapply.com</i> | Till 13th November (5:00 PM) |
| <i>Online document verification</i> | Till 14th November 2021 (2:00 PM) |
| <i>Chance to clear the deficiencies by uploading new documents/visiting allotted institute personally</i> | Till 15th November 2021 (2:00 PM) |
| <i>Freezing of Choice of Verified Candidates</i> | Till 15th November 2021 (10:00 PM) |

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- 16th November 2021 (up to 5 PM, IST)

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.

Withdrawal Process: The candidate shall confirm on the admission portal his/ her willingness to withdraw, by **16th November 2021 (up to 5 PM, IST)** 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.

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

- 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) The 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 <http://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 marked PENDING for the deficiency on the online admission portal and will be allowed to upload fresh documents (Only Once) 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 which is the date & time mentioned against the - *Chance to clear the deficiencies by uploading new documents/visiting the allotted institute personally.*
 - 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.