



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

Date: 29.12.2022

**EXTENDED SPECIAL SPOT ROUND OF ADMISSIONS 2022-23**  
**PROCESS AND SCHEDULE FOR ADMISSION TO UG PROGRAMS**

*(Candidates are advised to read the document carefully before coming for the special spot round)*

The special spot round of admissions to various UG Programs will be held in **OFFLINE MODE (Physically)** on **04.01.2023 (Wednesday) & 05.01.2023 (Thursday)** at **DSEU Dwarka Campus**.

Candidates are required to **REPORT PHYSICALLY** to the special spot round venue. In the extended special spot round, seats will be allotted to participating candidates on the basis of combined rank allotted by DSEU for various UG programs, against the vacant seats available in the respective programs.

In case the candidate gets the seat, he/she can accept the allotted seat by getting his documents verified and submitting the Demand Draft on the spot round venue. Those who do not accept the offered seat by submitting the Demand Draft, will not be considered for a seat.

**1.A. Special Spot Round Admissions Fee (For Registered Candidates)**

Candidates have to report to the special spot round venue with a **Demand Draft of Rs. 7875/- (Seven Thousand Eight Hundred Seventy Five Rupees Only)** drawn in favour of **Delhi Skill and Entrepreneurship University**, which will be adjusted against the 1st semester fee on allotment of seat. Those candidates who have already paid the Spot Round fee need not bring the demand draft.

*Candidates are advised to get their demand draft prepared well in advance. Candidates who will not be having their Demand Drafts, will not be allowed to participate in the spot round.*

**1.B. Special Spot Round Admissions Fee (For Non-Registered Candidates)**

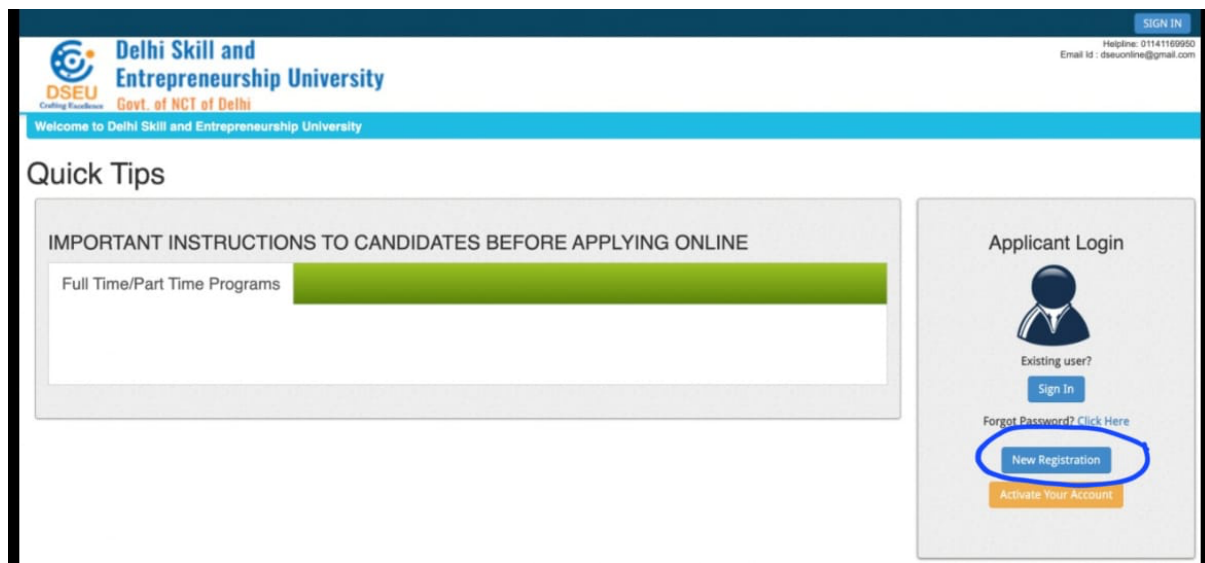
Non-registered candidates have to report to the special spot round venue with a **Demand Draft of Rs. 7875/- (Seven Thousand Eight Hundred Seventy Five Rupees Only)** drawn in favour of **Delhi Skill and Entrepreneurship University**, which will be adjusted against the 1st semester fee on allotment of seat. The non-registered candidates also need to register online at [dseuonline.in](http://dseuonline.in) and pay an application fee of Rs. 600/- (Six Hundred Only) online.

*Candidates are advised to get their demand draft prepared well in advance. Candidates who will not be having their Demand Drafts, will not be allowed to participate in the spot round.*

## 2. Eligibility Criteria for Participation in Special Spot Round for UG Candidates

### The following candidates seeking admission to UG Programs are eligible for Special SPOT Round:

- a) The registered candidates for UG Programs who have not been offered any seat till the Spot Round.
- b) The registered candidates for UG Programs who took admission but withdrew his/her admission later on or before 15th December 2022.
- c) The registered candidates for UG Programs who were allotted seats in any of the online counseling rounds but did not accept the seat by paying the requisite fee.
- d) The registered candidates for UG Programs who have not filled any choice during the online registration process.
- e) The registered candidates for UG Programs who were allotted seats in any round of counseling, paid the seat acceptance fee, but the seat was canceled due to some deficiency (or any other legitimate reason). Such candidates need not bring the demand draft, but their application form should clearly show that the seat acceptance/confirmation fee has already been paid.
- f) Candidates already having a UG seat in any of the programs of the DSEU are not eligible to participate in this Spot Round.
- g) Non-registered candidates are required to register themselves on [www.dseuonline.in](http://www.dseuonline.in) and clicking on **New Registration** Tab.



The non-registered candidates are required to register themselves online and bring the printout of the application submitted during the physical spot round i.e. on 05.01.2023 (Thursday).

Admissions for the non-registered candidates will be based on the availability of seats after the admission of the registered candidates.

## 3. Special Spot Round registration and admission process

- A. Based on the eligibility criteria for the chosen program the documents (as per the list available at **Annexure I**) will be verified and the requisite fee for the respective

program will be collected through Demand Draft. No change in the allotted seat once accepted by the candidate will be allowed, hence candidates should accept the seat carefully.

- B. Candidates may note that once a candidate accepts the seat by paying the required seat acceptance fee, he/she will not be eligible for any refund of the amount paid, if he withdraws the seat at a later date.
- C. In case, the seat is canceled by DSEU due to deficiency/deficiencies in documents, the Demand Draft will not be collected.
- D. Candidates must ensure timely reporting along with required documents and Demand Draft. If any candidate reports late due to any reason, seat allocation will be based on the availability of the seats at that time.
- E. Candidates already having a seat in any of the programs of the DSEU are not eligible to participate in this Spot Round.

### **3.A. For Registered Candidates**

The candidates reporting for the Special Spot Round need to mark their attendance at the spot round venue on **04th January 2023 (Wednesday)**, as per the Schedule. At the venue, the registered candidates will be called in the order of merit to accept one of the available seats. Candidates will be allowed to mark attendance only if he/she has the requisite **Demand Draft of Rs. 7875/- (Seven Thousand Eight Hundred Seventy Five Only)** drawn in favour of **Delhi Skill and Entrepreneurship University** payable at **Delhi**. Only candidates who have paid the fee in the online spot round need not bring the demand draft. These candidates who have participated in previous online spot round will be required to mark their attendance based on their Application Form.

### **3.B. For Non-Registered Candidates**

The non-registered candidates reporting for the Special Spot Round need to mark their attendance at the spot round venue on **05th January 2023 (Thursday)**, as per the schedule. At the venue, the registered candidates will be called in the order of marks/percentage scored in the qualifying examination to accept one of the available seats. Candidates will be allowed to mark attendance only if he/she has the requisite Demand Draft of **Rs. 7875/- (Seven Thousand Eight Hundred Seventy Five Only)** drawn in favour of **Delhi Skill and Entrepreneurship University** payable at **Delhi**, and has registered online on [dseuonline.in](http://dseuonline.in) by paying the application fee of Rs. 600/- (Six Hundred).

The merit list will be prepared on the basis of basic eligibility for the various programs on the basis of percentage of total marks secured by the candidates in Class 12th (All the subjects in the mark sheet will be considered and accordingly while filling in the form candidates are required to fill the marks of all the subjects in the marksheet of class 12).

In the B. Lib program, the eligibility is Graduation in any stream. Accordingly merit list will be prepared based on the percentage/total marks secured by the candidate at the graduation level.

#### 4. Regarding Admissions to the Program BA (Digital Media and Design)

To keep parity with the candidates admitted after giving Creative Aptitude Test, it has been decided that the non-registered candidates seeking admission to BA (Digital Media & Design) will also have to appear for the 'Creative Aptitude Test'. This test will be conducted on Tuesday, 3rd January 2023 at DSEU Dwarka Campus, for which the candidates need to report at 9:00 AM (Detailed Schedule is placed below). Candidates who do not qualify this test, will not be eligible to take admission in B.A. (Digital Media & Design) program. Further, the candidates who qualify the exam, will be allotted the seats in the order of their merit subject to availability of seats. The details of the Creative Aptitude Test are available in **Annexure II & III**.

#### 5. Special Spot Round Counseling Schedule

SPECIAL SPOT ROUND		
<b>Announcement of Vacant Seats (on DSEU's websites - <a href="https://dseu.ac.in/admission-notice/">https://dseu.ac.in/admission-notice/</a> &amp; <a href="http://dseuonline.in/announcements.html">http://dseuonline.in/announcements.html</a> )</b>		
<b>30th December 2022 (Friday)</b>		
<b>Schedule for Creative Aptitude Test for BA (Digital Media &amp; Design)</b>		
<b>03rd January 2023 (Tuesday)</b>		
S.No.	Exam Particulars	Time Schedule
1	Candidates must reach the <u>centre/campus</u> on/before	9:00 AM
2	Entry to Start	9:15 AM
3	Candidates should be seated in the exam room by	9:45 AM
4	Announcement of Important Instructions, Verification of the Candidates with their photo ID proof, Checking of the Admit Cards by Invigilator, & Distribution of Sheets	9:45 AM to 9:55 AM
5	Exam time of Stage I (Creative Aptitude Test- Theory)	10:00 AM to 10:45 AM (45 Minutes)
6	Exam time of Stage II (Creative Aptitude Test- Skill test)	11:00 AM to 12:45 PM
6.A.	Time Duration of the Test Paper 1 (Still life drawing)	11:00 AM to 11:45 AM (45 Minutes)
6.B.	Time Duration of the Test Paper 2 (Memory Drawing)	12:00 PM to 12:45 AM (45 Minutes)

**Reporting for physical spot round, document verification and submission of fee through Demand Draft.**

**04th January 2022 (Wednesday)**

**For Registered Candidates: Till 12 Noon**

**05th January 2022 (Thursday)**

**For Non-Registered Candidates: Till 11:30 AM**

**Candidates must ensure timely reporting as per the schedule. If any candidate reports late, seat allocation will be based on the availability of the seats at that time.**

## **Annexure I**

### **Documents required for Admission to UG Programs (For Registered Candidates)**

Following documents are required on the day of extended special spot round to be held on 04th January 2023 (Wednesday). Candidates are required to bring the originals and one self-attested photocopy.

- Demand Draft for an amount of Rs. 7875/- (Rupees Seven Thousand Eight Hundred Seventy Five Only) drawn in favour of “Delhi Skill and Entrepreneurship University” payable at Delhi (or as applicable)
- Class X marksheet & Certificate
- Class XII marksheet & Certificate  
(In case of NIOS, the mark sheet must be accompanied with the Centre ID Card.)
- ITI (2 years) Marksheet (If applicable)
- 3 Year Diploma marksheet & Certificate (If Applicable)
- SC/ST/Valid OBC Caste certificate along with NCL issued by the competent authority (If applicable)
- Documents related to Disabilities/Divyang (PWD) / Defence Category / Kashmiri Migrants /Minority Status Certificate(s) / Valid EWS /Valid Income Certificate in case of TFW, whichever applicable, on the basis of which reservation is claimed as mentioned in the Information Bulletin
- Copy of Application Form (or Copy of Candidate Profile of Registered Candidate downloaded from your login of the portal [dseu.ucanapply.com](http://dseu.ucanapply.com))

### **Documents required for Admission to UG Programs (For Non-Registered Candidates)**

Following documents are required on the day of extended special spot round to be held on 05th January 2023 (Thursday). Candidates are required to bring the originals and one self-attested photocopy.

- Demand Draft for an amount of Rs. 7875/- (Rupees Seven Thousand Eight Hundred Seventy Five Only) drawn in favour of “Delhi Skill and Entrepreneurship University”

- payable at Delhi (or as applicable)
- Copy of Application Form after the online registration on dseuonline.in and payment of application fee of Rs. 600/- (Six Hundred)
  - Class X marksheet & Certificate
  - Class XII marksheet & Certificate  
(In case of NIOS, the mark sheet must be accompanied with the Centre ID Card.)
  - 3 Year Diploma marksheet & Certificate (If Applicable)
  - ITI (2 years) Marksheet (If applicable)
  - SC/ST/Valid OBC Caste certificate along with NCL issued by the competent authority (If applicable)
  - Documents related to Disabilities/Divyang (PWD) / Defence Category / Kashmiri Migrants /Minority Status Certificate(s) / Valid EWS /Valid Income Certificate in case of TFW, whichever applicable, on the basis of which reservation is claimed as mentioned in the Information Bulletin
  - CUET Score/Rank Card
  - Two Passport Size Photographs
  - Valid Identity Card (Aadhar/ID Card from previous attended Educational Institution/Admit Card for 12th Board/Any Identity card issued by Government of India)

## **Annexure II**

### **Creative Aptitude Test for Admission to UG BA (DMD)**

- Creative Aptitude Test Stage will be held in Physical Mode and candidates are required to attend the exam at allotted date and time and at the allotted centre, i. e., DSEU Dwarka HQ Campus, Dwarka Sector 9, Delhi 110077, at his/her cost .
- Candidates must reach the centre/campus on/before 9:00 AM. Entry will start at 9:15 AM. Candidates will not be allowed to enter the examination hall after 9:45 AM.
- Candidates must carry their Valid photo identity card proof along with their admit cards issued by the DSEU.
- Creative Aptitude Test will be conducted from 10 AM to 1 P.M. in 2 Stages. Stage I will be a theoretical test, while Stage II will be a Drawing Test having 2 sections, Section A will be still life study & Section B will be - Memory Drawing with a time duration of 45 mins each.
- Candidates must attempt the still life drawing test in pencil shading (black & white) and the memory drawing test in colours. It can be in any dry medium like pencil colours, oil pastels, dry pastels etc.
- DSEU will only provide drawing sheets to all the candidates. Half imperial 1/2 sheet for section I and quarter 1/4 sheet for section II.
- Candidates must carry all their drawing materials like pencil, eraser, sharpener, colours, drawing board or any material required to attempt these 2 tests.
- Candidates will not be allowed to take their cell phones/smart phones or any metallic items in the examination room.
- Candidates will be allowed to carry Transparent water bottle in the exam hall.

- All the information submitted by me in this application is correct and if there is any error then the University may cancel my candidature any time.
- Candidates must mention their Application Number and other required details on the drawing/answer sheet.

### Annexure III

#### Creative Aptitude Test (CAT)

- Candidates appearing in CAT for B.A. (Digital Media & Design) program will have to appear for Stage I and Stage II both.
- Schedule for the Creative Aptitude Test Stage-I & Stage-II is as mentioned in the above table.
- The CAT-I & II will be held in offline mode at DSEU HQ Dwarka Campus, Sector 9, Dwarka, Delhi.

Section and Syllabus	No. of Questions	Qualifying Cut-off
STAGE-I THEORY TEST (Duration: 45 mins)		Candidates are required to secure either $\frac{1}{3}$ marks in each of the sections or 45% of total marks.
SECTION A English & Maths	15	
SECTION B General Knowledge/ Creative Awareness	10	
SECTION C Logical Reasoning, Analytical skills.	15	
STAGE-II SKILL TEST (Duration: 1 hour & 45 mins)		
SECTION A Drawing test on still life study	1	
SECTION B Memory drawing	1	