



# ST. STEPHEN'S COLLEGE

DELHI



## PROSPECTUS

UNDERGRADUATE PROGRAMMES

(2020-2021)

## **5.1 UNDER-GRADUATE ADMISSIONS**

The Admission policy outlined below governs the admission of all undergraduate junior members to the College. The Prospectus and the entire Admission process shall strictly adhere to this, approved Admission Policy. In respect of matters not dealt with in this section and other requirements, please see the relevant sections in the Prospectus for their due compliance.

### **1. ADMISSION OF GENERAL CATEGORY STUDENTS:**

- (i) 50% of the seats, discipline wise shall be earmarked to be filled up by General Category Candidates.
- (ii) From out of this 50% seats, reservation in favour of Scheduled Castes would be 12% and Scheduled Tribes 5%. This reservation would be discipline wise.
- (iii) In case sufficient number of candidates in the SC/ST categories are not available after interviews, the seats shall be filled up from non-SC/ST candidates.
- (iv) Admission under this Category, for each discipline shall be based on inter-se merit.
- (v) The weightage for admission shall be class XII marks - 85 % and interview - 15%

- (vi) The ratio in which candidates would be called for the interview in the General Category including SC/ST, ordinarily may be in the ratio of 1:6 approximately for Humanities and 1:8 approximately for Science subjects, which may be relaxed by the Principal in any discipline in consultation with the Head of the Department concerned.

## **2. ADMISSION OF CHRISTIAN STUDENTS**

- (i) 50% of the total number of seats on an overall basis (except only those Supernumerary seats comprised in Categories 5.1.3(iii), 5.1.3(iv), 5.1.3(v) and 5.1.3(vi)) shall be set apart exclusively for Christian candidates (“earmarked seats”).
- (ii) Inter-se merit would be decided on the basis of weightage of 85% for class XII marks and 15% for interview.

The Board to interview Christian candidates shall include one Christian member of the Governing Body, nominated by the Supreme Council.

- (iii) Out of the earmarked seats to be filled up by Christian candidates, reservation in favour of Christian candidates belonging to the Church of North India would be 50% (i.e. 25% of total seats), out of which, half the seats (i.e. 12.5% of total seats) shall be filled by Christian candidates belonging to the Diocese of Delhi, Church of North India, which manages the College.

- (iv) 33% (16.5% of the total Seats), shall be filled from among candidates belonging to all other Christian denominations, referred to as Christian Others.
- (v) 17% seats (8.5% of the total seats) shall be filled by Christian applicants belonging to Schedule Tribe.
- (vi) All Christian candidates will be required to submit the following:
  - (a) A copy of the Certificate of Baptism/ Certificate of Confirmation (valid from at least two years prior to the last date fixed for receipt of applications). If the candidate belongs to a Church which practices Adult Baptism then a Certificate of Dedication of the candidate at childhood.
  - (b) A letter of recommendation from the Parish Priest, duly endorsed by the Bishop of the Church or a person of equivalent/higher authority.
  - (c) A letter of membership of the candidate in a Church; the membership of the candidate must have been active for at least two years prior to the last date fixed for receipt of applications.
  - (d) A letter of membership of both of the parents in a Church; the membership of at least one of the parents must have been active for at least seven years prior to the last date fixed for receipt of applications.

- (vii) The merit differential between the General Category Candidates and Christian candidates, shall be 20% and shall be 25%, in the case of Christian candidates under CNI and CNI-D categories.

*The Principal may further relax the above percentage if need be, to ensure admission of 50% of the total seats for Christian candidates, provided he is satisfied that such candidates will be able to cope with the studies in the College.*

The relaxation of 20% and 25% respectively shall be extended to the subject-specific riders in the case of Christian student Categories above and shall be specifically declared in the first announcement of cutoff's.

- (viii) Once the cutoff has been announced and prior to short listing of the candidates for interview, a Committee nominated by the Supreme Council, which shall include the Chaplain of the College, will scrutinize all the applications of Christian candidates to verify whether all the Pastoral requirements are fulfilled by the candidates.
- (ix) In the event of there being insufficient candidates in Category (iii) after interviews, the seats shall be filled from Christian candidates from Category (iv) & Category (v) in the ratio of 2 seats for Category (iv) and 1 Seat for Category (v).
- (x) In the event of insufficient Christian Schedule Tribe candidates after interviews, these seats shall be filled first from Category (iii) and thereafter from Category (iv).



- (xi) In the event of insufficient candidates after interviews in Category (iv), the seats shall be filled first from Category (iii) and thereafter from Category (v).
- (xii) The ratio in which Christian students are shortlisted for interviews would ordinarily be in the ratio of 1:8 for Humanities and 1:10 for Science subjects. This ratio, if need be, may be relaxed in any discipline having regard to the past experience, in order to ensure that sufficient number of candidates are available to attend the interview process. The discretion in this regard shall vest with the Principal, to be exercised in consultation with the Head of the Department concerned.
- (xiii) The interview of Christian candidates in each discipline shall be held first, before interviewing other candidates, and in the following order: CPWD, CNI-D, CNI, CST & COTH.

### **3. SUPERNUMERARY SEATS**

- (i) **Persons with Disability:** 5% of sanctioned seats (21 seats) shall be reserved horizontally, across all categories, for the PwD candidates with 50% reservation in favour of Christian candidates. Inter-se merit will be determined with 85% weightage for class XII marks and 15% for interview.

(ii) **Urdu Category:** A maximum of 6 seats will be allotted to candidates who opt for Urdu as their optional language in B A Programme with 50% reservation in favour of Christian candidates. Inter-se merit and cut off will be determined as in the General Category.

**Note:** In the above categories (i) and (ii), if sufficient Christian candidates are not available, the same may be filled up by non-Christian candidates of the respective categories and vice-versa.

In the matter of selection of Christian candidates, stipulations under para 5.1.2 “Admission of Christian students” shall mutatis mutandis apply.

(iii) \* **Children of Martyrs:** Three candidates who are Children of defence personnel who have lost their lives in the line of duty will be allotted seats across all disciplines. Inter-se merit will be determined as in the General Category.

(iv) \* **Sports Category:** Admissions from the Sports category shall be 5% (21 seats) of the sanctioned seats. A Committee chaired by the Principal shall oversee and organize admissions to this category. The selection procedure shall comprise:

- a. Merit in sports: Certificates - 45%;
- b. Class XII marks (BFS/PCM) - 40%;
- c. Interview - 15% (with 5% being reserved for sports-related questions.)

(v) \* **Candidates nominated by the Government of India (PMSSS and/or MEA)** will fall under the supernumerary quota and will be limited to 4 and 2 candidates respectively.

(vi) \* **Children of Working/Retired/Deceased Employees of the College:** Some seats will be allotted for the staff wards. However, they will not have the right to choose courses – this decision will rest solely on the Principal, after having ascertained if the applicant will be in a position to cope with the course.

The Prospectus is to be read and understood in consonance with this Admission Policy. Wherever there is scope for doubt the Admission Policy will determine, define and clarify the doubt. In all matters the Principal's decision will be final.



## 5.2 REQUIREMENTS FOR ADMISSION

The applicant must satisfy the eligibility conditions laid down by the University of Delhi. Admission is given on the basis of the candidate's academic record and performance at the interview, keeping in mind her/his all-round competence, capacity to benefit from being in this College and potential to contribute to the life of the College. The previous academic record should be of a very high quality.

For admission to the first year of the Bachelor's programme an applicant must have passed the Senior School Certificate Examination conducted by the CBSE or an examination regarded as equivalent to it. The College admits students only to the first year of the courses of study offered. Migration from other institutions is not allowed at any stage.

Additional requirements to qualify for the interview for different courses are as given below:

- **For B.Sc. (Hons) in Physics, B.Sc. (Hons) in Chemistry and B.Sc. Programme with Chemistry:** The candidate must have done Physics, Chemistry and Mathematics at the qualifying level. The “cut-off” for these courses is decided on the basis of the aggregate percentage of marks in Physics, Chemistry and Mathematics (PCM). All three subjects will be given equal weightage in the calculation of the PCM.

- **For B.Sc. Programme with Computer Science:** The candidate must have done Computer Science/Informatics Practices or Chemistry in addition to Physics and Mathematics. The PCM or the aggregate percentage of marks in Physics, Mathematics and Computer Science/ Informatics Practices (PMC) form the basis for deciding the “cut-off”. An applicant who has studied both Chemistry and Computer Science in Class 12 can choose either PCM or PMC, whichever is higher.
- **For B.Sc. (Hons) Mathematics:** The candidate must have done Mathematics at the qualifying level. The cut-off is decided on the basis of the aggregate percentage of marks in the best four subjects (BFS), but in calculating the BFS, marks in Mathematics must be included in addition to at least one language. All four subjects will be given equal weightage in the calculation of the BFS. Those who have done only Business Mathematics are not eligible for Mathematics Honours.
- **For B.A. (Hons) in Economics:** The cut-off is decided on the basis of the aggregate percentage of marks in the best four subjects (BFS). A candidate must also have done Mathematics at the Class XII level, and should have the minimum prescribed marks in Mathematics (which will be notified). However, Mathematics does not have to be included in calculating the BFS. Those who have done only Business Mathematics are

not eligible for Economics Honours. In the case of foreign boards or schools, which do not offer mathematics at class XII level, candidates must have done a course in calculus (equivalent to Cambridge A level).

- **For B.A. (Hons) in English:** Aggregate percentage of marks in the Best Four Subjects is the basis for deciding the cut-off percentage. In addition, the candidate should have the prescribed marks (to be notified later) in English Core/Functional English, or Elective English/ Literature in English. Preference will be given to those who have done Elective English or Literature in English.
- **For B.A. (Hons) in History, Philosophy, Sanskrit and B.A. Programme:** Aggregate percentage of marks in the Best Four Subjects forms the basis of cut-off marks.
- **For B.A. (Hons) in Sanskrit:** The candidate must have studied Sanskrit at least up to class X and preferably up to class XII or equivalent.
- **For B. A. Programme (Urdu seats):** a candidate must have studied Urdu at least up to class X and preferably up to class XII or equivalent.
- For applicants from Boards that include class XI marks also into the final results, the BFS/PCM/PMC will be calculated by combining the marks obtained in class XI and XII.

Wherever there is a reference to the “Best Four Subjects” (BFS), at least one of these subjects must be a language (which may be English or any other language). More than one language may be included in the calculation of the BFS. All four subjects will be given equal weightage in the calculation of the BFS.

**Please note that the following subjects are not to be included in the calculation of the BFS: Environmental Education (ISC), Fine Arts, Graphic Design, Painting, Dance, Music, Home Science, Engineering Drawing and all other vocational subjects.**

**Physical Education will be considered as part of the BFS only for candidates applying under Sports category for B.A. Programme.**

### **5.3 DIFFERENTLY ABLED (PWD) CATEGORY**

Procedure for filling online application forms for differently abled applicants (PWD) category is the same as that for anybody else. However, no application fee will be charged from applicants in this category. PWD candidates are required to upload a scanned copy of the disability certificate from a competent authority. Competent authorities are listed in 'Section 6.12 DOCUMENTS TO BE UPLOADED.

If any applicant in this category needs help they may call admission helpline +91 9319243007 or send an email to [admissions@ststephens.edu](mailto:admissions@ststephens.edu)

### **5.4 CHILDREN OF MARTYRS**

Three supernumerary seats in all are reserved for children of martyrs. Martyr would include only personnel who

- died in action/line of duty and
- belonged to/served in one of the eight Defence forces.

Defence forces indicate the Army, Navy and Air branches and the Central Armed Police Forces (CRPF, BSF, ITBP, CISF and SSB).

Applicants who qualify under this category may apply in the centralized, online application form following all procedures and providing all the required information. The short listing is based on inter-se merit and will follow the standard procedure of BFS/PCM/PMC as the case may be with riders, if applicable.

Short-listed applicants will be called for the Online Interview and based on their performance the best three applicants will be selected. In the final outcome, if there is more than one candidate per course the Principal shall decide on allotment of the course. Applicants applying under the Defence category do so with an implicit agreement to this specific clause and will be governed by all other requirements of college.

### **5.5 CANDIDATES ENDORSED BY THE MINISTRY OF EXTERNAL AFFAIRS (MEA)**

A few seats have been kept apart for candidates from ASEAN, SAARC and African countries to support the government of India's policy of friendly relations towards neighbouring countries. Such candidates will also fill in the application form in all respects, including a letter from their respective governments. Such candidates will also register themselves with the University of Delhi and the FSR.



## **5.6 CANDIDATES FROM FOREIGN BOARDS**

Candidates from foreign boards or schools are eligible to apply, provided the qualifications obtained are recognized by the University of Delhi or the Association of Indian Universities (AIU). BFS/PCM/PMC for these candidates shall be calculated on the basis of the relevant grade conversion scheme provided by the University of Delhi. If a foreign examining body is not on the AIU list, the candidate will have to get an equivalence certificate from the AIU. Their results should have been officially declared before the interview. Predicted grades/results are not acceptable.

## **5.7 FOREIGN NATIONALS**

Foreign nationals are required to register themselves with:

Foreign Students Registry Office,  
Room No. 11, Conference Center,  
University of Delhi,  
Delhi 110007

Phone No: 011-27666756

Email: [fsr\\_du@yahoo.com](mailto:fsr_du@yahoo.com) or [fsradmissions@du.ac.in](mailto:fsradmissions@du.ac.in)

More information is available at <http://fsr.du.ac.in>. Foreign nationals will have to bring proof of registration with Foreign Students Registry Office of Delhi University at the time of the interview.