

## Frequently Asked Questions (FAQ's)

No.	Question	Answer
1.	<b>What are various Group stands for</b>	GROUP A- Admission in Engineering and non-engineering Course(10 <sup>th</sup> Based) GROUP B- Admission in MOP(English/Hindi) 12 <sup>th</sup> Based GROUP C- Admission in Pharmacy (12 <sup>th</sup> Science Based) GROUP D- Admission in 2 <sup>nd</sup> Year through Lateral Entry ( 12 <sup>th</sup> and ITI Based)
2	<b>What is the minimum qualification/ eligibility criteria?</b>	May refer to the Information Bulletin Admission-2020.
3	<b>When the process of counselling/ admission takes place?</b>	As per schedule displayed on webportal
4	<b>When do the classes commence?</b>	16 <sup>th</sup> October 2020(Tentive)
5	<b>What is the reservation policy?</b>	The reservation policy is mentioned in the Information Bulletin Admission-2020.
6	<b>What is the procedure for admission in Diploma Courses?</b>	The admission in Diploma courses is on the basis of merit prepared on the basis of marks in qualifying Exam.
7	<b>I am aware that admissions in Diploma Courses are based on merit and one has to participate in the Counselling process. How do I know the dates for Counselling?</b>	Tentative Schedule for counselling is available in the Information Bulletin, however candidates are advised to check the website <a href="https://delhidiploma.admissions.nic.in">https://delhidiploma.admissions.nic.in</a> regularly for further updates.
8	<b>Please give me the list of Programmes for Which Online Counselling is being conducted.</b>	The list of Diploma courses for which Online Counselling is being conducted: - <ol style="list-style-type: none"> <li>1. Architectural Assistantship</li> <li>2. Art for Drawing Teacher</li> <li>3. Automobile Engineering</li> <li>4. Cosmetology &amp; Health</li> <li>5. Chemical Engineering</li> <li>6. Civil Engineering</li> <li>7. Civil Engineering (Construction Technology)</li> <li>8. Civil Engineering (Public Health and Environment Engineering) Only For Girls</li> <li>9. Applied Art, Only For Girls</li> <li>10. Computer Engineering</li> <li>11. Electrical Engineering</li> <li>12. Electronics &amp; Communication Engineering</li> <li>13. Electronics Engineering (Digital Electronics)</li> <li>14. Electronics Engineering (Medical Electronics)</li> <li>15. Fashion Design, Only For Girls</li> <li>16. Garment Fabrication Technology</li> <li>17. Information Technology Enabled Services &amp; Management</li> </ol>

		<p>18. Instrumentation &amp; Control</p> <p>19. Interior Design Only For Girls</p> <p>20. Library &amp; Information Science Only For Girls</p> <p>21. Mechanical Engineering</p> <p>22. Mechanical Engineering (Maintenance Engineering)</p> <p>23. Medical Laboratory Technology</p> <p>24. Modern Office Practice (English)</p> <p>25. Modern Office Practice (Hindi)</p> <p>26. Pharmacy (2 Years)</p> <p>27. Polymer Technology</p> <p>28. Printing Technology</p> <p>29. Production Engineering</p> <p>30. Textile Design (Only For Girls)</p> <p>31. Tool &amp; Die Making (4 Years)</p>
9	<b>What are the Steps to be followed during Online Registration and counselling?</b>	<p>Registration Steps:</p> <p>STEP 1- online Registration</p> <p>STEP 2- online application form filling</p> <p>STEP 3- Qualification Detail</p> <p>STEP 4- Contact Detail</p> <p>STEP 5- Uploading Photo and Documents</p> <p>STEP 6-Preview and Final Submit</p> <p>STEP 7- Pay Registration Fee</p> <p>Counselling Steps:</p> <p>STEP 1- Pay Counselling Fees</p> <p>STEP 2- Online Choice Submission</p> <p>STEP 3- Check Result of Seat Provisional Allotment</p> <p>STEP 4- Allotted candidates- Pay Part Institutional Fees (Online)</p> <p>STEP 5- FREEZE (If satisfied with the allotment)</p> <p>STEP 6- Pay Balance Institutional Fees (Online) and Print Final Letter of Seat Allotment.</p> <p>STEP 7- Report to Allotted Institute for Original Document Verification for final admission</p>
10	<b>Is it required to pay any Processing fee for online counselling?</b>	<p>Yes, All candidates willing to participate in counselling will be required to deposit one-time Counselling fee of Rs. 700/- (Non-refundable) + bank charges as applicable, by following modes: -</p> <p><b>Payment by Digital Mode:</b> The candidate has to select Debit Card /Credit card/ Net Banking etc.</p>
11	<b>Do I have to report to any counselling centre for Online registration or Counselling?</b>	<p>No. Online registration and Counselling can be done from place of convenience (including from home) using internet. However the Candidate will report to their allotted institute on and when asked to report at the end of admission process.</p>

12	<b>How will I get the Result of Seat Allotment?</b>	Result of seat allotment will be published on the website as per the specified date and time. No separate communication will be sent in this regard.
13	<b>What is the procedure of Admission</b>	Admission is purely on Merit Basis
14	<b>How do I get password for logging in?</b>	After paying the one time Counselling Fee of Rs 700/- + Bank Charges as applicable, during the process of online registration you will generate your own password. Candidates are advised to <b><i>keep the password that they have created, confidential to them till the end of the counselling process.</i></b> Password is very important for participating in online process. <b><i>Sharing of password can result in misuse by somebody else, leading to even exclusion of genuine candidate from online process.</i></b>
15	<b>I have difficulty in creating password, what may be the problem(s)?</b>	Creation of password should be as per Instruction for creation of password. Please follow the instructions carefully.
16	<b>When I try to login for choice filling/ submission, it says wrong roll number/password, what may be problem(s)?</b>	This can happen if Application No. typed is incorrect or password typed is incorrect. Password is case sensitive, therefore use password which was created by user exactly same as typed while creating.
17	<b>If a candidate forgets his/her password, how to get a new password?</b>	Whenever a candidate forgets his/her password he/she has to use the Forgot password option.
18	<b>Can the candidate change his/her password?</b>	Yes. Candidate can change his/her password.
19	<b>What documents are required at the time of Online registration?</b>	Students must have scanned JPEG copy of PHOTO, Signature and copy of Cheque, and scanned PDF copy of from original 10 <sup>th</sup> / 12 <sup>th</sup> / ITI Mark sheet, certificate and other relevant documents/category/Sub Category certificate (as applicable) with them, at the time of filling their registration details.
20	<b>Is there any restriction for filling up number of choices of Institutions or subjects during Online choice submission?</b>	No, you can give as many choices as you wish. However choices should be in order of preference (not alphabetically), as the allotment is done on the basis of choices submitted by the qualified candidate in order of preference and as per availability of seats and merit. It is in the interest of all candidates.
21	<b>How many choices I am required to fill?</b>	Candidates are advised and encouraged in their own interest to fill maximum number of choices, as it increases the possibility of getting desirable seat.
22	<b>What is the probability of seat allotment?</b>	The allotment is done on merit of rank and choice filled. It is in the interest of all candidates to fill maximum number of choices ( <b>in the order of preference</b> ), as it increased the possibility of getting desirable seat. From previous experiences, it has been noted that some candidates had filled up very few and limited number of choices which resulted in non allotment of seat during

		seat during seat allotment. Therefore, it is once again advised that the candidates should fill as many choices as possible to ensure that they are not deprived of admission on this account.
23	<b>Who are eligible to be considered in Delhi Region?</b>	If the student has passed the qualifying examination from Delhi, the admission is permissible under Delhi Region. For details, may refer to Information Bulletin
24	<b>Who are eligible to be considered in Outside Delhi Region?</b>	If the student has passed the qualifying examination from Outside Delhi, the admission is permissible under Outside Delhi Region. For details, may refer to Information Bulletin
25	<b>How many seats are reserved for Delhi and Outside Delhi Region?</b>	<ul style="list-style-type: none"> <li>❖ 85% of the total sanctioned intake of Government and Government aided and Private self financing Institutions shall be filled-up by candidates who have passed the qualifying examinations from schools located in Delhi.</li> <li>❖ 15% seats shall be filled-up by candidates passing the qualifying examinations from the schools located Outside Delhi.</li> </ul>
26	<b>I have a compartment/ supplementary/ER in my qualifying exam and the result of the same is still awaited. Am I eligible for admission?</b>	No. A PASS result is required at the time of Admission.
27	<b>Who is the final authority regarding reservation policy?</b>	Final decision regarding reservation policy will be taken by the Government of NCT of Delhi and the same will be announced on the Admission website.
28	<b>Is it compulsory to have certificate in the name of the candidate in case of reserved category?</b>	Yes. Caste certificate in the name of the applicant from competent authority will have to be submitted at the time of admission failing which the candidate will be considered under general category. In case of SC/ST certificate on father's name, admissions will be provisional.
29	<b>Is it compulsory to have certificate of reserved category/ Sub-Category at the time of admission/counselling?</b>	Yes. The required certificate (s) for reserved categories/ Sub-Category will be essential at the time of the counselling/admission and no provisional admission shall be admissible for want of caste/category certificate from the local competent authority.
30	<b>Is there any Management Quota seat?</b>	Yes. Only in Private self-financing Institutions. 10% seats of total sanctioned intake in an unaided institution shall be allocated as management seats. For details, may refer to Information Bulletin.
31	<b>What are the necessary documents for claiming reservation in Defense Category for Priority 'a' to 'g'?</b>	5% seats of sanctioned intake of each course in each Polytechnic / Institute in both Delhi and Outside Delhi quota, are reserved for widows / wards of Military / Para Military personnel (CRPF, ITBP, BSF, CISF, NSG & Assam Rifles) in the following order of preference: a) Widows/wards of Defense personnel killed in action.

		<ul style="list-style-type: none"> <li>b) Wards of serving personnel &amp; Ex-servicemen disabled in action.</li> <li>c) Widows/wards of Defense personnel who died while in service with death attributable to Military service.</li> <li>d) Wards of disabled in service and boarded out with disability attributable to military service</li> <li>e) Wards of Ex-Servicemen and serving personnel who are in receipt of Gallantry Awards: <ul style="list-style-type: none"> <li>i) Param Vir Chakra</li> <li>ii) Ashok Chakra</li> <li>iii) Maha Vir Chakra</li> <li>iv) Kirti Chakra</li> <li>v) Vir Chakra</li> <li>vi) Shaurya Chakra</li> <li>vii) Sena, Nau Sena, Vayu Sena Medal</li> <li>viii) Mention-in-Despatches</li> </ul> </li> <li>f) Wards of ex-servicemen</li> <li>g) Wives of: <ul style="list-style-type: none"> <li>i) Defence personnel disabled in action and boarded out from service</li> <li>ii) Defence personnel disabled in service and boarded out with disability attributable to military service</li> <li>iii) Ex-servicemen and serving personnel who are in receipt of Gallantry Awards</li> </ul> </li> <li>h) Wards of Serving Personnel</li> <li>i) Wives of Serving Personnel</li> <li>j) Candidates seeking admission under Defense Personnel quota will have to get their candidature certified by any of the following authorities in the prescribed proforma given at Annexure VI : - <ul style="list-style-type: none"> <li>I) Secretary, Kendriya Sainik Board, Delhi.</li> <li>II) Secretary, Rajya/Zila Sainik Board.</li> <li>III) Officer-in-Charge, Record Office of concerned service for serving personnel.</li> </ul> </li> </ul>
32	<p><b>What are the necessary documents for claiming reservation in Physically Handicapped/ Persons with Disability Category?</b></p>	<p>A certificate of suitability as to whether the applicant is fit for undergoing the course applied for, has to be furnished from the Vocational Rehabilitation Centre for Handicapped, 9-11 Vikas Marg, Karkardooma, Delhi-110092. (Annexure IV A) before they fill up online choice submission for admission. Candidates, at their own interest, should ascertain from the VRC, identify the courses for which they will be eligible to apply. For dyslexia Candidate a certificate of suitability as to whether the applicant is fit for undergoing the course applied for has to be furnished from the competent authority/ IBHAS (Annexure IV B). For details, may refer to Information Bulletin</p>
33	<p><b>What are the necessary documents for Claiming reservation in OBC Category?</b></p>	<p>For availing reservation under OBC category candidate is required to bring OBC certificate from competent authority clearly indicating that he/she belongs to non – creamy layer. Statement on Family income for the previous year from all sources should also be available in the certificate. The OBC (Non Creamy Layer) certificate is to be issued on or after 1<sup>st</sup> August, 2019). If it is issued</p>

		prior to 01-08-2019, then it should be accompanied with family Income certificate issued on or after 01-08-2019 from the competent authority mentioned in the list of approved authorities. For details, may refer to Information Bulletin.
34	<b>What are the necessary documents for Claiming reservation in TFW scheme?</b>	This reservation is available under TFW Scheme of AICTE, for candidates with family Income up to Rs. 8 Lakh per annum. The candidate should produce income certificate issued by competent authority on or after 01-08-2019. (Annexure IX of Information Bulletin). For details, may refer to Information Bulletin .
35	<b>Who will be considered for reservation in Delhi Region Category?</b>	Qualifying examination is passed from Delhi and Reservation certificate issued from Delhi for SC/ST/OBC categories, then admission is permissible under <b>Delhi Reserved category</b> .
36	<b>Who will be considered for reservation in Outside Delhi Region Category??</b>	If Qualifying examination is passed from Outside Delhi and Reservation certificate issued from anywhere in India, including Delhi for SC/ST/OBC categories, then admission is permissible under <b>Outside Delhi Reserved category</b> .
37	<b>What if I have passed the qualification examination from Delhi and Reservation certificate has been issued from Outside Delhi for SC/ST/OBC Category?</b>	Admission is permissible only under <b>Delhi General category</b> .
38	<b>Kindly provide details as to the provisions and procedures of JK migrant quota.</b>	One seat, which will be supernumerary seat, is earmarked for Kashmiri migrants in each institute ( <b>Morning Shift only</b> ). Admission will be based on merit. First preference will be given to Kashmiri migrants registered in Delhi up to 11.6.2001. In case of seats remaining vacant, Kashmiri migrants settled outside Delhi will be considered. A certificate from the competent authority for getting admission against Kashmiri migrant quota is to be produced by the candidates at the time of counselling/admission. Such a certificate should be issued by the concerned Deputy Commissioner of Delhi or the Competent Authority outside Delhi as per Annexure-VIII. Photo Identity Card/Ration Card of the migrant must be produced at the time of counselling/admission. For details refer Information Bulletin .
39	<b>What is FREEZE option?</b>	If the candidate is satisfied with the seat allotted to him/her and does not want to participate in subsequent rounds of counselling for up-gradation, he/she must FREEZE his/her allotted seat by clicking the freeze option available in his/her account within the specified time period else his/her next higher preferences will be

		considered automatically for Up gradation in all subsequent rounds of counselling's.
40	<b>Is it necessary to Freeze the allotted seat after every round?</b>	After every round of Counselling, if the candidate is satisfied with the seat allotted to him/her and does not want to participate in subsequent rounds of counselling for upgradation, he/she must freeze his/her allotted seat by clicking the freeze option available in his/her account within the specified time period.
41	<b>When to apply the option of Freeze in the Online Admission process?</b>	Read the FAQ No 39 and 40 carefully also may refer to Information Bulletin for details. However one can opt for freezing only if he/she absolutely satisfied/sure about the allotted seat and do not wish to upgrade to higher choices/preference in the subsequent round of counselling
42	<b>When my Allotment will be confirmed?</b>	Seat allotment will be confirmed after paying the balance Institutional fees as per the counselling schedule. Final Letter of seat allotment will be generated Online after successful payment of Fees .Final admission will be confirmed after verification for original documents at reporting institute
43	<b>What if I don't pay my Balance Institutional Fees?</b>	Allotment of seat will be automatically cancelled.
44	<b>What is the process of Cancellation of seat?</b>	After depositing of Part Institutional Fees and document verification, if a candidate wants to cancel the admission against the allotted seat, he/she can apply for cancellation by clicking on the Cancellation option available in his/her account in the admission/counselling website within the specified time period by following the online cancellation procedure.
45	<b>Will I get full refund if I apply for cancellation during 4<sup>th</sup> round of counselling?</b>	A Candidate can apply Online to get his or her admission cancelled during 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> round of counselling. All such candidates will be refunded the amount deposited by him/her as Part Institutional fees only after completion of complete counselling/Admission Process. <b>Processing Fee will not be refunded under any circumstances.</b>
46	<b>Can I get an early refund?</b>	No Request for early refund will be entertained under any circumstances
47	<b>What amount will be refunded if I cancel after 4<sup>th</sup> round?</b>	After 4th round or during the course of study, candidate has to apply in writing for cancellation in the concerned Institute. Such candidates will get the refund of Security amount Deposited (if any) only from the institute.
48	<b>When will I get refund if I have got deficiency in 1<sup>st</sup> round of counselling and I do not want to participate in subsequent round of counselling?</b>	Refund of Part Institutional fees will be done only after completion of complete counselling/Admission Process. No Request for early refund will be entertained under any circumstances.

49	<b>I have got deficiency during document verification, Can I Participate in subsequent round of counselling?</b>	No. Candidate must remove the deficiency for preparation merit and should fill the correct details during Online Registration of next round of counselling (if any).
50	<b>Is there any Dress code for Boys?</b>	Yes. In Summer: White Shirt, Black Trouser and Black Shoes are to be worn during summer. In Winter: White Shirt, Black Trouser, Navy Blue Blazer and Black Shoes are to be worn.
51	<b>Is there any Dress code for Girls?</b>	Yes. In Summer: White Top (Shirt/Kurti), Black Lower (Trouser/Salwar) and Black Shoes are to be worn during summer. In winter: White Tops (Shirt/Kurti). Black Lower (Trouser/Salwar), Blue Blazer and Black shoes and are to be worn.
52	<b>What is Spot Round?</b>	After 4th round of counselling, vacancies(if any) due to cancellation or any other reason for all programmes will be computed and notified along with the schedule and venue of Spot round on the website <a href="https://delhidiploma.admissions.nic.in">https://delhidiploma.admissions.nic.in</a> . For Details refer para 12.3 of Information Bulletin 2020.
53	<b>Can I get migration after admission i.e. during course of study?</b>	No, Migration during course of study is not permissible.
53	<b>What are the necessary documents for Claiming reservation in EWS scheme?</b>	This reservation is available under EWS Scheme of AICTE, for candidates with family Income up to Rs. 8 Lakh per annum. The candidate should produce income certificate issued by competent authority on or after 01-08-2019. (Annexure X of Information Bulletin). For details, may refer to Information Bulletin. For this Reservation, Candidate must select GN-EWS as Category.