

# DU Admission Backend

## Introduction

- Delhi University offers admission to UG Merit Based Courses.
- Applicants need to register themselves for admission (merit-based or entrance-based) by filling an online form available on the DU website.
- Once the registration process is closed, all the applications are visible to the admin for further action.
- This document covers only **the UG admission approval process** i.e.
  - Create user credentials for different college accounts
  - Viewing all application
  - Search application by various filters
  - Verify the details of the application
  - Change the status of the application accordingly, etc.

Note:-

- This document lets you understand how to proceed with the application received.
- All Colleges will have different “Principal” role Credentials.

- All the users should **update** their passwords regularly to maintain security.
- It is strongly recommended **not** to share the user credentials with anyone to maintain confidentiality.

So let's start!

## Procedures

### When logged in as a Principal:

Following are the steps to be followed by the User with the "**Principal**" role:-

- Login: If the user wants to login into the portal then follow the given steps:-

**Step 1:** Go to the URL:- <https://admissionadmin.du.ac.in>

**Step 2:** Login as a user with Principal user credentials of the desired college. i.e. by entering:-

- Username
- Password

**Step 3:** A Dashboard will appear which consist of following sections:-

Sections	Action
Admission	View
Cours Admission	View/Update
ECA Administration	View
Sports Administration	View/Update

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Cutoff Administration	view/update
Manage College users	View User
Reports	Check
Download Registration Data	Click to Download
Programme Wise Suggestive Cutoff	View
Course Eligibility Criteria Tool	Calculate

Click on any of the section according to the need

- Manage College Users:

If the user wants to manage or create different accounts then follow the given steps:-

**Step 1:** Login as a user with Principal user credentials of the desired college.

**Step 2:** Click on the “view user” button of the “Manage College User” section.

**Step 3:** A dashboard will appear which contains the list of all available accounts.

**Step 4:** Click on the “Create User” button present on the top right side of the portal to add a new account by filling in the required details:-

- Name: Please enter User Name.
- Email: Please enter your official email address which will be used for all official communication.
- Password: Please choose a password. While choosing your password, please note that your password is alphanumeric and between 8 to 16 characters long.

- Department: Select the type of account(Department/Admission Convenor/Verify Certificate)
- Mobile: Please enter your office phone number which will be used for all official communication.
- Email Verified(Yes/No)
- Status(Active/Inactive)

**Step 5:** A user can also update any account and reset the password by clicking on the respective buttons.

**Note:-**

- There are 3 types of logins created by a user with a “principal” role for a college:-
  - Department - Multiple roles for multiple courses (Example:- B.Com, B.A, etc.)
  - Admission Convenor
  - Verify Certificate
- View all applications:

If the user wants to view all the application and perform action then follow the given steps:-

**Step 1:** Login as a user with Principal user credentials of the desired college.

**Step 2:** Click on the “view” button of the “Admission” section. This Section manages college admission for 2020-2021.

**Step 3:** A dashboard will appear which contains the list of all available courses.

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**Step 4:** By clicking on the “All Courses” button a user can view all the applications in all the courses except for “New application”.

**Step 5:** A screen will appear which contains all applications received in the particular selected course. That screen also contains some filters to make the search for any specific application easy. Apply given filters(if required) to search for a particular application.

- Action on application:

**Step 1:** View the application by clicking on the required application form number and perform the following actions according to the need:-

- View the uploaded documents, certificates.
- View the following details and verify accordingly:-
  - Personal Details
  - Academic Details
  - Sports Details
  - ECA Details
  - View CBSE Marksheet(if suppose candidate has done his/her 12th with CBSE Board then its certificate can be visible through “Digi locker” i.e. approved by Controller of Examination given that candidate has entered correct roll number and year of passing)
- Submit the actions on Application by filling following field details:-
  - Select Admission Criteria(Select from the drop-down menu)

Users can change the criteria according to the admission guidelines and eligibility. For Example:- If an Unreserved student of the PWD category has applied, college can

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- Change status of the Applicant's Application(Select from drop down menu). Mark the status as:-
    - Certificate Verified- when the respective user verifies the correctness of all the submitted/uploaded certificates.
    - Pending Document Verification- when the respective user has not completed the process of verification of all the submitted/uploaded documents.
    - Document Verified- when the respective user verifies the correctness of all the submitted/uploaded documents.
    - Application Rejected- when the respective user rejects the received application due to any reason which can be specified in the remarks section.
    - Verified by Convenor- when the respective user verifies all the above details and gives conformation.
    - Application Withdrawn- when the candidate withdraws his/her application due to any reason..
    - Application on hold- when the respective user puts the application on hold due to any reason which can be specified in the remarks section.
    - Approved by Principal- when the respective user verifies all the above details and gives confirmation and payment link is enabled on the student dashboard.
  - Others- for any other reason.
    - Specify Status
  - Would you like to charge fee of the applicant(Yes/No)
    - Course fee to be paid by the applicant
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- Would you like to provide percentage relaxation/benefits to the applicant(Yes/No)
  - Roll Number(Optional)
  - College Internal Remarks(not visible to Candidate)
  - Remarks for Student(visible to Candidate)
- The User can go back to the List by clicking on the “Go to List” button.

### Note:-

- “View CBSE Marksheet” option will be **visible** only for CBSE Board 12th Results.
  - Users can reset the applied actions on Application by clicking on the “reset” button.
  - “Calculated percentage according to course admission criteria” fields details become **non-mandatory** in case the status is opted as “Certificate verified” or “Application Rejected”.
  - **All** the status is available to this user.
  - Always follow the **Admission guidelines** defined by the university for any processing.
- Filter:
- Filters help in the navigation through application easily.
  - A user can apply filter to view all the application and perform action in three ways:-
    - Filters as status of the application by clicking on the button present at the top section of the portal - **one filter at a time.**
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- Filters as a textbox and drop in the front row of the applications table given - **single/multiple filter**

Note:-

- Click on Applicant's Form Number to process applications
  - Scroll Left to Right to view all columns.
  - Use Filter in the top row to filter data.
  - To find cancellation applications, find the "Cancelled" column.
- To apply filter using **first method** i.e. status buttons then follow the given steps:-

**Step 1:** Click on button of any of the given filters i.e.

- **All** - the table will contain all the applications of any type.
  - **New Applications** - the table will contain only the new applications.
  - **Certificate Verified** - the table will contain only those applications whose status is marked as Certificate Verified .
  - **Pending Document Verification** - the table will contain only those applications whose status is marked as Pending Document Verification.
  - *Document Verified\** - the table will contain only those applications whose status is marked as Document Verified.
  - *Application Rejected\** - the table will contain only those applications whose status is marked as Application Rejected.
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- *Verified by Convenor\** - the table will contain only those applications whose status is marked as Verified by Convenor.
- *Approved by Principal\** - the table will contain only those applications whose status is marked as Approved by Principal.
- **Payment Done** - the table will contain only those applications whose status is marked as Payment Done..
- **Admission Cancelled** - the table will contain only those applications whose status is marked as Admission Cancelled.

**Step 2:** View the application and perform the desired action.

- To apply filter using **second method** i.e. dropdowns then follow the given steps:-

**Step 1:** Enter the input in the field either by selecting from drop down menu or manually i.e.

- Type(Select from dropdown menu)
  - Minimum %(Suggestive %)
  - Maximum %(Suggestive %)
  - Status(Select from dropdown menu)
  - Student Category(Select from dropdown menu) - As mentioned by student while filling the registration form.
  - Kashmiri Migrant(Select from dropdown menu)- As mentioned by student while filling the registration form
  - PWD Category(Select from dropdown menu)- As mentioned by student while filling the registration form
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**Step 2:** Click on the “Search” button.

**Step 3:** View the application and perform the desired action.

Note:-

- Users can apply single filter or multiple filter together according to the use.
- Users have to reset the filter by clicking on the “Reset” button to come out from any applied filter mode.
- To apply filter using **third method** i.e. from top row of the table then follow the given steps:-

**Step 1:** Enter the input in the field either by selecting from the drop down menu or manually i.e.

- Reference Number(Reference number of the form)
  - Form Number(Form number of the Candidate to view his/her complete application details )
  - Name(Name of the Candidate)
  - Application Status(Select from Drop down menu)
  - Application Criteria(Select from Drop down menu)
  - Category(Select from Drop down menu)
  - Cutoff(Select from Drop down menu)
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For Example: A college decides the cutoff as 90% marks in a particular course lets say B.A. (Economics) and supposed eligibility says the candidate should have studied "Statistics" as one of the subjects. Now any candidate can apply for it even if he has not studied it. So the system will ask to enter the number in the "Statistic" subject while registration and generate a suggestive percentage. Now the college can check on their own if the calculation is done correctly by clicking on the "suggestive percent value".

- Suggestive Reason
  - Average Best 4(Average percentage of best 4 subjects)
  - Average Best 5(Average percentage of best 5 subjects)
  - Gender(Select from Drop down menu)
  - Approved on
  - Document Verified(Select from Drop down menu)
  - Fee Concession given(Select from Drop down menu)
  - Course Fee
  - Payment Status(Select from Drop down menu)
  - Payment Date(Select from Drop down menu)
  - Kashmiri Migrant (Select from Drop down menu)
  - PWD Category(Select from Drop down menu)
  - Minority(Select from Drop down menu)
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- Ward Quota(Select from Drop down menu)
- Mobile
- Admission Percentage
- Relaxation(Select from Drop down menu)
- Relaxation Percentage
- Total Admission Percentage
- Sports/ECA/CW Lists(Select from Drop down menu)
- College Internal Remarks
- Remarks for Student
- Cancelled on
- Cancelled(Select from Drop down menu)
- Roll Number

**Step 2:** View the application and perform the desired action.

**Note:-**

- Users can apply single filter or multiple filter together according to the use.
- Users have to select the “tick” icon or “Blank” option in the dropdown menu or remove the input used in the textbox to create the filter to come out from any applied filter mode.

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A user can update the status of application in four ways:-

- a. Individually by clicking on the application form number and then going to the field "Change status of the Applicant's Application" by selecting from the dropdown menu present in the left side of the portal.
- b. Individually by clicking on the checkbox present in the left side of each application entry in the table.
- c. In bulk for more than 1 application by clicking on the checkbox present in the left side of each application entry in the table.
- d. In bulk for all applications by clicking on the checkbox present at the top left side of the table.

For above points (b, c, d), users need to click on the check box accordingly and then click on the "Update Status" button present above the table at the right side of the portal.

## When logged in as a Department User:

Following are the steps to be followed by the User with the "**Department**" role:-

- Login:

If the user wants to login into the portal then follow the given steps:-

**Step 1:** Goto the URL:- [admissionadmin.du.ac.in](http://admissionadmin.du.ac.in)

**Step 2:** Login as a user with "Department" user credentials of a desired college. i.e. by entering:-

1. Username
  2. Password
-

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1. View Application
  2. Sports Admissions
  3. ECA Admissions

- Action on application:

If the user wants to view all the application and perform action then follow the given steps:-

**Step 1:** Login as a user with “Department” user credentials of a desired college.

**Step 2:** Click on the “view application” button of the “View Application” section.

**Step 3:** A dashboard will appear which lists all the applications received in that particular course.

Select any of the received applications as required. To understand the process, refer to “Action on application”.

**Note:-**

- Only 4 Status are available for this user in the drop down of “Change status of the Applicant’s Application” field i.e.:-
  - Certificate Verified
  - Pending Document Verification
  - Document Verified
  - Application Rejected

- Filter:
-

- Bulk Status Update:

To understand the procedure to apply filters, please refer to “Bulk Status Update”.

## When logged in as a Admission Convenor User:

Following are the steps to be followed by the User with the “**Admission Convenor**” role:-

- 2.3.1. Login:

If the user wants to login into the portal then follow the given steps:-

**Step 1:** Goto the URL:- admissionadmin.du.ac.in

**Step 2:** Login as a user with “Admission Convenor” user credentials of a desired college. i.e. by entering:-

1. Username

2. Password

**Step 3:** A Dashboard will appear which consist of only one sections i.e. Admission

- 2.3.2. Action on application:

If the user wants to view all the application and perform action then follow the given steps:-

**Step 1:** Login as a user with “Admission Convenor” user credentials of a desired college.

**Step 2:** Click on the “view” button of the “Admission” section.

**Step 3:** A dashboard will appear which lists all the applications received in that particular course.

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**Note:-**

- Only 5 Status are available for this user in the drop down of “Change status of the Applicant’s Application” field i.e.:-
  - Certificate Verified
  - Pending Document Verification
  - Document Verified
  - Application Rejected
  - Verified by Convenor

- Filter:

To understand the procedure to apply filters, please refer to “Filter Process”.

- Bulk Status Update:

To understand the procedure to apply filters, please refer to “Bulk Status Update”

## When logged in as a Verify Certificate User:

Following are the steps to be followed by the User with the “**Verify Certificate**” role:-

- Login:

If the user wants to login into the portal then follow the given steps:-

**Step 1:** Goto the URL:- [admissionadmin.du.ac.in](http://admissionadmin.du.ac.in)



- Username
- Password

**Step 3:** A Dashboard will appear which consist of only one sections i.e. Admission.

- Action on application:

If the user wants to view all the application and perform action then follow the given steps:-

**Step 1:** Login as a user with “Verify Certificate” user credentials of a desired college.

**Step 2:** Click on the “view” button of the “Admission” section.

**Step 3:** A dashboard will appear which lists all the applications received in that particular course.

Select any of the received applications as required. To understand the process, refer to “Action on application”.

**Note:-**

- Only 5 Status are available for this user in the drop down of “Change status of the Applicant’s Application” field i.e.:-
  - Certificate Verified
  - Pending Document Verification
  - Application Rejected

- Filter:
-

- Bulk Status Update:

To understand the procedure to apply filters, please refer to “Bulk Status Update”.

Select any of the received applications as required.

## Reports


A user with a “Principal” role can check the report generated by the system by clicking on the “Check” button present in the Report section. This report specifies the Course wise total seat Vs Admission.

## Annexure

Roles in DU UG Admission(College portal)

S.No.	Role Name	Description
1	Mapped with “Principal” role	1. This role can be assigned to a single account for a particular college. 2. With this permission users can create different user accounts, Monitor applications of all UG courses applicable in the college, update the status of application, approve/reject their admission, etc.
2	Mapped with “Department” role	With this permission, users can view applications of his/her course only, and mark the status as:- a.Certificate Verified b.Pending Document Verification c.Document Verified Application Rejected

- 
- |   |                                       |   |
|---|---------------------------------------|---|
| 3 | Mapped with "Admission Convenor" role | With this permission, users can view applications of his/her course only, and mark the status as:-<br>a. Certificate Verified<br>b. Pending Document Verification<br>c. Document Verified<br>d. Application Rejected<br>e. Verified by Convenor |
|---|---------------------------------------|---|
- 
- |   |                                       |  |
|---|---------------------------------------|--|
| 4 | Mapped with "Verify Certificate" role | With this permission, users can view applications of his/her course only, and mark the status as:-<br>a. Certificate Verified<br>b. Pending Document Verification<br>c. Application Rejected |
|---|---------------------------------------|--|
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 [Edit this page](#)

[← DU Admission - UG](#)

[Employee Management - Admin →](#)

## INTRO

Getting Started

Module Breakup and Prerequisites

## ACADEMICS

Academics

Alumni Portal

Evaluation & Grading

Evaluation & Grading (for evaluator)

Hostel Management

Programme Management System

Student Feedback Management

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**ACCOUNTS & FINANCE**

Bill Tracking System  
Budget & Accounts  
Endowment  
Payroll Management System  
Research Project & Management System

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**ADMISSIONS**

CU Admission Userguide  
CUCET Administrative Portal - CUSB  
CUCET User Guide for Registration 2021  
DU Admission - PG  
DU Admission - UG  
[DU Admission Backend](#)

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**BASE MODULES**

University Profile - Organizational Unit & Organigram  
User Administration

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**DATA MANAGEMENT**

Content Federation System System  
Minutes Resolutions Archive Retrieval System  
University Web Portal - Technical Document

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**EMPLOYEE SERVICES**

Career Advancement Scheme  
Employee Management - Admin  
Employee Management - Non Teaching  
Employee Management - Teaching

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ToT Management

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## **GOVERNANCE**

Affiliation Management

Estate Management System

File Management & Tracking System

Inventory Management System

IT Service Desk

Legal Case Management System

Residence Allocation (E-housing)

RTI Management System

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## **RECRUITMENT**

Recruitment Management (Candidate Portal) - Non-Teaching

Recruitment Management (Candidate Portal) - Teaching

Screening Process of Non-Teaching Recruitment

Screening Process of Teaching Recruitment

Screening Process of Teaching Recruitment- University of Delhi

Recruitment Management System (Teaching) - Admin Portal

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## **UNIVERSITY FACILITY**

Core Communication System

Essential Services

Grievance Management

Health Management System

Security Management System

Sports Management System

Transport Management System

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