



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: 15.12.2022

**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 **20.12.2022 (Tuesday), 21.12.2022 (Wednesday) & 22.12.2022 (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**. 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. 8,475/- (Eight Thousand Four Hundred Seventy Five Only)** (One Time Non-Refundable Registration charges of Rs. 600/- + Spot Round Fees of Rs. 7875/-, which will be adjusted against the First semester fees on allotment of seat) drawn in favour of **Delhi Skill and Entrepreneurship University**.

*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.
- 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) Non-registered candidates are required to bring the application form as per Annexure II on 22nd December 2022 (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.

**3.A. For Registered Candidates**

The candidates reporting for the Special Spot Round need to mark their attendance at the spot round venue on 20th December 2022 (Tuesday) & 21st December 2022 (Wednesday), as per the Schedule. Candidates without the necessary Demand Draft or proof of payment of Spot Round Fees in previous spot round, will not be allowed to mark the attendance. 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. 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

### 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 22nd December 2022 (Thursday), as per the schedule. Candidates without the necessary Demand Draft will not be allowed to mark the attendance. 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. 8475/- (Eight Thousand Four Hundred Seventy Five Only) (One Time Non-Refundable Registration charges of Rs. 600/- + Spot Round Fees of Rs. 7875/-, which will be adjusted against the First semester fees on allotment of seat) drawn in favour of Delhi Skill and Entrepreneurship University.

### 4. 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>18th December 2022 (Sunday)</b>	
<b>Reporting for physical spot round, document verification and submission of fee through Demand Draft.</b>	
<b>20th December 2022 (Tuesday)</b>	
<b>For following UG Programs: Till 12 Noon</b>	
BBA (Banking, Financial Services and Insurance) BCA (Bachelor in Computer Application) B.Sc. (Data Analytics)	
<b>For following UG Programs: From 12 Noon to 2:00 PM</b>	
BA (Digital Media & Design) B. Optometry B.A. (Spanish) B.A./B.Sc. (Aesthetics and Beauty Therapy) B.Sc. (Medical Laboratory Technology)	
<b>21st December 2022 (Wednesday)</b>	
<b>For following UG Programs: Till 12 Noon</b>	
BBA (Automotive Retail Management) BBA (Retail Management) BBA (Facilities and Hygiene Management)	

**BMS (Land Transportation)**

**For following UG Programs: From 12 Noon to 2:00 PM**

**B.Com (Business Process Management)**

**BMS (E-Commerce Operations)**

**B. Library Sciences**

**22nd December 2022 (Thursday)**

**For all UG Programs: Candidates who have not registered on the DSEU admission portal.**

**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 20th December 2022 (Tuesday) & 21st December 2022 (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 22nd December 2022 (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)
- 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
- Copy of Application Form as per Annexure II

**Application Form for Non-Registered Candidates for  
Spot Round Admissions to UG Programs  
(22nd December 2022)**

<b>Name of Candidate</b>			
<b>Email ID:</b>			
<b>Category</b>	<b>UR /SC /ST /OBC /EWS</b>	<b>Mobile No.</b>	
<b>Sub-Category</b>	<b>PwD / DP / TFW / KM</b>	<b>Gender</b>	<b>Male / Female</b>
<b>10th Class Location:</b>		<b>12<sup>th</sup> Class Location:</b>	
<b>ITI Qualification Location:</b>		<b>Diploma Location:</b>	
<b>Demand Draft Details</b>	<b>Amount:</b> <b>Date of issue:</b> <b>Drawee Bank:</b> <b>Drawn in favour of:</b> <b>Payable at:</b>		
<b>10th Class: (Attach Copy of Certificate and Marksheet) (Must provide marks of all subjects mentioned in the marksheet)</b>  <b>Subj 1 :</b> _____ <b>Marks Obtained:</b> _____ <b>Max. Marks:</b> _____  <b>Subj 2 :</b> _____ <b>Marks Obtained:</b> _____ <b>Max. Marks:</b> _____  <b>Subj 3 :</b> _____ <b>Marks Obtained:</b> _____ <b>Max. Marks:</b> _____  <b>Subj 4 :</b> _____ <b>Marks Obtained:</b> _____ <b>Max. Marks:</b> _____  <b>Subj 5 :</b> _____ <b>Marks Obtained:</b> _____ <b>Max. Marks:</b> _____  <b>Subj 5 :</b> _____ <b>Marks Obtained:</b> _____ <b>Max. Marks:</b> _____  <b>Total Marks Obtained :</b> _____ <b>Total Max. Marks:</b> _____  <b>Percentage:</b> _____			
<b>12th Class: (Attach Copy of Certificate and Marksheet) (Must provide marks of all subjects mentioned in the marksheet)</b>			

Subj 1 : \_\_\_\_\_ Marks Obtained: \_\_\_\_\_ Max. Marks: \_\_\_\_\_

Subj 2 : \_\_\_\_\_ Marks Obtained: \_\_\_\_\_ Max. Marks: \_\_\_\_\_

Subj 3 : \_\_\_\_\_ Marks Obtained: \_\_\_\_\_ Max. Marks: \_\_\_\_\_

Subj 4 : \_\_\_\_\_ Marks Obtained: \_\_\_\_\_ Max. Marks: \_\_\_\_\_

Subj 5 : \_\_\_\_\_ Marks Obtained: \_\_\_\_\_ Max. Marks: \_\_\_\_\_

Subj 5 : \_\_\_\_\_ Marks Obtained: \_\_\_\_\_ Max. Marks: \_\_\_\_\_

Total Marks Obtained : \_\_\_\_\_ Total Max. Marks: \_\_\_\_\_

Percentage: \_\_\_\_\_

**3 Years Diploma: (Attach Copy of Certificate and Marksheet)**

Name of Branch: \_\_\_\_\_

Sem 1 Marks Obtained : \_\_\_\_\_ Max. Marks: \_\_\_\_\_

Sem 2 Marks Obtained : \_\_\_\_\_ Max. Marks: \_\_\_\_\_

Sem 3 Marks Obtained : \_\_\_\_\_ Max. Marks: \_\_\_\_\_

Sem 4 Marks Obtained : \_\_\_\_\_ Max. Marks: \_\_\_\_\_

Sem 5 Marks Obtained : \_\_\_\_\_ Max. Marks: \_\_\_\_\_

Sem 6 Marks Obtained : \_\_\_\_\_ Max. Marks: \_\_\_\_\_

Sem 7 Marks Obtained : \_\_\_\_\_ Max. Marks: \_\_\_\_\_

Sem 8 Marks Obtained : \_\_\_\_\_ Max. Marks: \_\_\_\_\_

Total Marks Obtained: \_\_\_\_\_ Total Max. Marks: \_\_\_\_\_

Total Percentage: \_\_\_\_\_

**Declaration/ Undertaking by the Candidate:**

1. All the information given by me in this application is true and correct to the best of my knowledge, and

I believe that nothing has been concealed.

2. I also undertake that if any of the above statements/information are found to be incorrect or false, or if any information or particulars are found to be suppressed or omitted in the form, I am liable to be disqualified and my candidature/admission may be cancelled without any notice.
3. I acknowledge that I am aware that there may be specific eligibility requirements for each program filling this form and filling up the form does not guarantee my admission in DSEU.
4. I hereby undertake that I will abide by all the rules and regulations of the University and maintain discipline.

**Signature of the Applicant**