



Admission Policy

Objective: This policy seeks to govern the process of student admissions at DME by ensuring that institutional staff and prospective students are aware of the admission guidelines notified by the affiliating university and follow the university recommended procedures.

Scope: This policy covers aspects pertaining to admission of students in any of the programmes offered by DME.

Admission Policy Guidelines:

1. DME admits students strictly in accordance with the terms and conditions of the affiliating university, Guru Gobind Singh Indraprastha University (GGSIPU). These terms and conditions are notified by GGSIPU on its website <http://www.ipu.ac.in> and are binding for all candidates.
2. DME adopts the revised protocols and regulations pertaining to admissions as and when they are notified by GGSIPU.
2. Students are admitted to the BBA and BA(JMC) programmes on the basis of their performance in the Common Entrance Test (CET) conducted by GGSIPU. Students are admitted to BALLB and BALLB programmes through their performance in the Common Law Aptitude Test (CLAT).
3. Students desirous of taking admission at DME are required to follow the admission process notified by GGSIPU and stay updated through the GGSIPU admissions portal <https://ipu.admissions.nic.in/>. Accordingly, students need to complete the formalities such as online form filling, ensuring that they meet the eligibility criteria, appearing for the exam, etc.
4. For seat intake through Management Quota (MQ), the following process is adopted, as per instructions notified by GGSIPU in this regard:
 - 4.1 Institute formally communicates the provision of MQ admissions
 - 4.2 Institute formally invites students desirous of taking admissions at DME via MQ
 - 4.3 The applications received are examined and a merit list is prepared.
 - 4.4 Students are invited for physical counseling at DME.
 - 4.5 Institute communicates the list of students selected for admission via MQ along with a waiting list. In case a provisionally selected MQ candidate fails to report, students from the waiting list are considered for the concerned seat.

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5. Students may apply for scholarship as per the scholarship scheme and eligibility conditions. DME shall assist students in availing scholarships offered by GGSIPU and shall also consider students' applications for institutional scholarships so as to support students to the extent possible.

5.1.1 EWS Scheme: GGSIPU offers financial assistance to students belonging to the Economically Weaker Sections of society. This is meant to make undergraduate and postgraduate courses more accessible to students belonging to EWS.

5.1.2 Merit-cum-Means: GGSIPU offers financial assistance to meritorious and disadvantaged students who are pursuing higher education in NCT of Delhi. As per the scheme, the Delhi Higher Education Trust through the Directorate of Higher Education (DHE), GNCTD, reimburses (fully or partially), the tuition fee paid by students pursuing undergraduate courses.

5.1.3 Merit Scholarships for Batch Rankers: DME awards merit based scholarships separately for BBA, BA (JMC), BA LLB and BBA LLB programmes. The eligibility criteria and/or revisions are notified by the Director from time to time. The prevailing quantum of scholarship is as outlined below:

Batch Rank 1st - 50% of tuition fees is offered as scholarship

Batch Rank 2nd - 25% of tuition fees is offered as scholarship

Batch Rank 3rd - 10% of tuition fees is offered as scholarship

5.1.4 Merit Based Scholarships for First Year Students: DME offers merit based scholarships for prospective first year students at the time of admission subject to the fulfilment of eligibility criteria notified by the Director for each programme. The prevailing quantum of scholarship is as outlined below:

BBA:

CET Rank 1-400 : 50% of tuition fees at the time of admission

CET Rank 401-2000 : 30% of tuition fees at the time of admission

CET Rank 2001-4000 : 20% of tuition fees at the time of admission

BA(JMC):

CET Rank 1-200 : 50% of tuition fees at the time of admission

CET Rank 201-600 : 30% of tuition fees at the time of admission

CET Rank 601-1200 : 20% of tuition fees at the time of admission

Or

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XII Class Result

(Average of Best 5 subjects)

>95% : 50% of tuition fees at the time of admission

=95% - 90% : 30% of tuition fees at the time of admission

<90%-85% : 10% of tuition fees at the time of admission

BA LLB and BBA LLB

CLAT Rank 1-4000 : 50% of tuition fees at the time of admission

CLAT Rank 4001-8000 : 30% of tuition fees at the time of admission

CLAT Rank 8001-12000 : 20% of tuition fees at the time of admission

Or

XII Class Result

(Average of Best 5 subjects)

>95% : 50% of tuition fees at the time of admission

=95%-90% : 30% of tuition fees at the time of admission

<90%-85% : 10% of tuition fees at the time of admission

5.1.5 Need Based Scholarships: DME offers need based scholarships on case to case basis to support students who are pursuing their education at DME. This also includes scholarships for wards of martyrs belonging to defence and para military forces. DME shall have the discretion to consider such cases and allocate scholarship amounts as deemed fit in the case.

6. Reservation of seats, fee refund and cancellation of admission will be strictly in accordance with the policies notified by GGSIPU as part of the admission process. The institute will follow the prescribed policy, procedures and rules notified by GGSIPU at every stage in the admission process.

6.1.1 Reservation of seats and corresponding relaxation in eligibility criteria applicable for admissions will be as per the "Reservation Policy" notified GGSIPU. This may be referred to in the Admission Brochure of GGSIPU.

6.1.2 Withdrawal and refund of fees during the admission process will be as per the "Fee Refund Policy" notified GGSIPU. This may be referred to in the Admission Brochure of GGSIPU.

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6.1.3 Refusal of admission/cancellation of admission by GGSIPU will be as per the GGSIPU Act, Statutes, Ordinances & Regulations and other Statutory Provisions. This will be as per notification in the admission brochure by GGSIPU.

7. Institutional members must strictly follow the GGSIPU admission guidelines and procedures for all administrative tasks associated with the admission process. e-Governance mechanisms are to be followed in the admission processes. This includes the communication of the admissions process through institutional website www.dme.ac.in which shall have DME's admission brochure, information on sanctioned seats for each programme, frequently asked questions and institutional contact information for clarifying students' queries. Online methods of payments of fees shall be adopted by the institute to the extent possible.

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Director

