



## *BMS & BBAFIA Admissions 2019*

### **Welcome Note and Instructions**

Congratulations on making it this far in your academic journey.

We are happy to have you seek admission in our college and we look forward to having you as a valuable part of the proud SSCBS Family.

In order to smoothen your admission process on campus, kindly make a note of the following points and advisories:

1. Timings of the Admission Process are from 0900-1300 hrs for each day (as notified by the University of Delhi). The last token would be issued by 1230 hrs. Kindly be on time.
2. Ensure that you carry all documents (as mentioned in Notice 5 and Notice 6) alongwith their originals for verification (and return). All photocopies should be self-attested and all fields in all forms/undertakings should be complete in all respects.
3. Ensure that all certificates required are valid and complete in all respects. Please refer to the applicable guidelines in Notice 5 - List of Common Documents, Notice 6 - Requisite Category Certificate(s) and the University of Delhi ([www.du.ac.in](http://www.du.ac.in)) website for reference.
4. Kindly follow all the Notes and Requirements for Document Submission clearly.
5. All applicants have to submit Documents 1-9 (or 1-10 as applicable) (per Notice 5 - List of Common Documents). Those applicants claiming any support based on specific categories as notified by the University of Delhi have to submit Documents 1-11 (or 1-12 as applicable) (per Notice 6 - Requisite Category Certificate(s)).
6. Parent(s)/ Guardian(s) are welcome to accompany their ward(s). However, we request them to allow the ward(s) to complete the admission process on their own to avoid over-crowding at the counters and giving them a learning opportunity. Parent(s)/ Guardian(s) can rest in AkashGanga (the college auditorium) on the ground floor while their ward(s) complete the admission process. Limited canteen facilities are available on chargeable basis. Please note that due to security reasons we would not be able to allow a tour of the in-building college facilities



- (and hostel rooms) on the days of the admission process. The grounds are open for access.
7. Fee submission (post successful submission of the application form in college) needs to be done online on the University of Delhi portal latest by 1500 hrs the subsequent day (after successful submission of the application form in college). Kindly refer the guidelines related to the same on the DU website.
  8. It is strongly advised that all applicants and their parent(s)/ guardian(s) read the UG Bulletin published by the University on its website to familiarise themselves with the overall process and requirements to avoid any pitfalls on the day they come to college for admission.
  9. All submittable proformas/ undertakings/ checklists are available on the “BMS and BBAFIA Admissions 2019” section (Admissions page) on the college website ([www.sscbs.du.ac.in](http://www.sscbs.du.ac.in))
  10. There are very limited facilities available in the college (as well as in the neighbouring locality) for photocopying and getting print-outs. It is strongly advised that you get all the requisite documents and the required number of copies of each document beforehand to avoid any delays and trouble.
  11. Ensure that you collect the token from the Registration Desk (located in the entrance lobby on the ground floor) latest by 1230 hrs on all days notified by the University of Delhi.
  12. It may be noted that all relevant notices would be put on the Notice Board in the Entrance Lobby. We strongly urge that you familiarise yourself with the same (also put up on the college website) before starting the admission process.
  13. All updates related to the admission process in the college would be put up on the College website and the University website (as applicable). It is incumbent upon the applicant(s) to check the same on a regular basis.