

# PART C

## MANAGEMENT QUOTA



## CHAPTER 12: MANAGEMENT QUOTA ADMISSIONS

As per Section 12(1)(a) of Delhi Professional Colleges or Institutions (Prohibition of Capitation Fee, Regulation of Admission, Fixation of Non-Exploitative Fee and Other Measures to Ensure Equity and Excellence) Rules, 2007, 10% of the total seats in an unaided Institutions are allocated as “Management Seats” except in University Schools of Studies, Minority Status Institutions, Govt. Institutions, ACMS, AIE and AIMT.

The procedure to be followed by the Self Financing Institutions while carrying out Admissions under Management Quota has been elaborated in Rule 8 of the Delhi Professional Colleges or Institutions (Prohibition of Capitation Fee, Regulation of Admission, Fixation of Non-Exploitative Fee and Other Measures to Ensure Equity and Excellence) Rules, 2007 and the same is re-produced below: -

### **Rule 8 of DPCI Rules, 2007**

#### **(8)- Allotment of Seats**

- (1) Allotment of seats in an un-aided professional college or institution shall be made college or institution shall be made college or institution-wise for each course.
- (2) Every Institution other than a minority institution, shall provide for seats in respect of management quota, wards of defence personnel, persons with disability and others in the manner as described below: -

#### **(a) Management Quota**

- (i) The Chairman or Secretary of the highest management body of the Institution shall furnish an affidavit to the designated agency, mentioning therein that they have followed the procedure laid down in the Act and these rules in a transparent manner and that they have done so without any prejudice or undue favour. Such an affidavit shall accompany the list of successful candidates under management quota, to be lodged with the University in the manner laid down in sub-clause (viii).
- (ii) The institution shall advertise the admission notice for management quota seats in at least two leading daily newspapers, one in Hindi and other in English in addition to displaying the same on the institution’s website and the institution’s notice board, kept at a conspicuous place. The admission notice shall be displayed at least a fortnight before the last date for closing of admission for the concerned course in the University and shall include therein information necessary for the students seeking admission to management quota seats. The admission notice shall include therein the place from which admission forms will be available, the date, the time and manner for submission of completed applications and the schedule for various admission processes and counselling. Prospective applicants shall be given a period of at least eighteen days to apply for seats under the management quota, in the aforementioned manner.
- (iii) While calculating the management seats, fraction less than 0.7 shall be ignored and above that converted into one full seat.
- (iv) Based on the aggregate marks obtained by qualified applicants at the qualifying examination, the institution concerned shall prepare and display the rank ordered merit list of such applicants on the institution’s website and notice board kept at a conspicuous place of the institution, within two days of the closing date for receipt of the management quota applications. The criteria for rank ordering of applications with a tie in the qualifying examination’s aggregate marks shall be the same as those laid down in the admission brochure or as laid down by the designated authority.
- (v) Based on the merit list so drawn up, the institutions concerned shall conduct admission counselling for allotment of branches/Programmes to qualified applicants within a period of three days of drawing up of the merit list of qualified management quota applicants. Such admission counselling will, however, be subject to the condition that there shall not be more than two rounds of counselling. The list of applicants who will be called for given round of admission counselling shall be displayed on the institution’s website and notice board, kept in a conspicuous place.
- (vi) Following the conduct of admission counselling, the list of applicants admitted to the management quota seats made on the basis of the merit list drawn up in the aforementioned manner and the balance of the management



quota seats in each Programme shall be published at the end of each round of counselling on the website of the institution as well as that of the designated agency. A copy of such list shall be displayed on the notice board of the designated agency as well as that of the institution, kept at a conspicuous place for the information of the candidates and others. The list of the candidates being called for the first round of counselling shall be displayed in the aforementioned manner along with the merit list, indicating therein the date, time and place at which the counselling will be held. The date, time and place of the second round of counselling will be displayed along with the list of candidates admitted in the first round of counselling.

Provided that the second round of counselling shall commence only twelve hours after publications of the list of applicants admitted in the first round of counselling and the discipline/Programme-wise balance of seats.

- (vii) The last date to fill up the management quota seats will be nine calendar days after the last date for regular admissions in the University and the concerned course. \*
- (viii) All admissions made to the management quota seats shall be provisional and will need ratification by the designated agency, which will convey its decision within a day of being informed by the institution of the list of successful candidates and the basis of their selection as per procedure mentioned herein before.
- (ix) The affiliated institutions shall not be authorized to admit candidates against the management quota seats after the cut-off date fixed as mentioned in sub-clause (vii) above.
- (x) **If any dispute arises with regard to the admission under the management quota seat(s), the designated agency or the Government, as the case may be, shall have the overriding power to issue directions to the institution which shall be binding upon the institution concerned”.**

**\*Note: For the purpose of deciding the last date of regular admissions, the nine calendar days shall be counted after last date of reporting of candidates in Institutions prior to the SPOT Counselling. The first day will be the immediate day after the last date of reporting.**

**SOP/Instructions to be followed by Self Financing Institutions while carrying out Admissions under Management Quota Seats for the Academic Session 2026-27**

1. The admissions under Management Quota Seats in affiliated Self Financing Institutes for Academic Session 2026-27 in various programmes being conducted in affiliated self financing institutes shall be strictly in accordance with the following provisions/orders;

- a) Provisions of the Delhi Professional Colleges or Institutions (Prohibition of Capitation Fee, Regulation of Admission, Fixation of Non-Exploitative Fee and Other Measures to Ensure Equity and Excellence) Act & Rules 2007.
- b) Hon’ble High Court of Delhi Judgment dated 04.08.2023 and subsequent clarification dated 07.08.2023 in the matter of Vivekananda Institute of Professional Studies Vs. Govt. of NCT of Delhi & Anr. in LPA 563/2023. The Operating part (para 34) of Judgment dated 04.08.2023 are re-produced below:

*Para 34 “We hereby dispose of the present appeal upholding the following directions notified in the circular dated 22.09.2022 with partial modification that besides online mode, the candidates shall also be eligible to apply in “offline mode” for Management Quota seats. The directions are as under: -*

- i) “GGSIP University to make an online portal to display the branch wise college wise seats available under Management Quota*
- ii) Prospective students can apply online as well as offline against available seats under Management Quota*
- iii) The college shall display the list of aspirant admission seekers on the online portal as well as on the notice board of the college*
- iv) The college shall prepare common merit wise list of candidates who have applied through online and offline mode*
- v) The merit list college wise shall be published online”*

Subsequent to above Judgment dated 04.08.2023, the Hon’ble High Court of Delhi had issued a clarification vide its Order dated 07.08.2023 in which vide Para No. 9 of the Order, the following clarification was issued by the Hon’ble High Court of Delhi: -



**Para 9** With regard to first prayer seeking modification in Para-34 of the Judgment, this Court finds that though this prayer is not maintainable, however, in view of the averments made therein, we hereby clarify that sub-clause (ii) of Para-34 of the Judgment shall be read as under: -

**“(ii) Prospective students can apply online on the portal of the institute as well as off line (in the prescribed form downloaded from the website of the college against receipt issued from the college) against available seats under management quota”.**

c) Any other instructions issued by the University as Designated Agency/Govt. of NCT of Delhi.

2. Section 12(1) (a) of the Delhi Professional Colleges or Institutions (Prohibition of Capitation Fee, Regulation of Admission, Fixation of Non-Exploitative Fee and Other Measures to Ensure Equity and Excellence) Rules, 2007 (Delhi Act 8 of 2007), states that in every Institutions, except the minority Institutions subject to the provisions of this Act, ten percent of the total seats in an unaided institution shall be allocated as Management Seats.

3. Section 13 of the Delhi Professional Colleges or Institutions Act, 2007 states that “An Institution shall, subject to the provisions of this Act, make admission through a common entrance test to be conducted by the designated agency, in such manner, as may be prescribed: provided that the management seats may be advertised and filled up, from the candidates who have qualified the common entrance test, by the institution in a transparent manner based on the merit at the qualifying examination”.

4. Rule 8(2)(a)(iv) states that based on the aggregate marks obtained by qualified applicants at the qualifying examination, the institution concerned shall prepare and display the rank ordered merit list of such applicants on the institution’s website and notice board kept at a conspicuous place of the institution, within two days of the closing date for receipt of the management quota applications.

The matter relating to aggregate marks was deliberated in the Admission Committee of the university and the decision of the Admission Committee of University regarding aggregate marks obtained by qualified applicants at the qualifying examination to be considered by Self Financing Institutions at the time of preparing of rank ordered merit list are as under:

#### **For UG Programme: -**

For most of the UG Programme calculating aggregate marks obtained in the qualifying examination aggregate marks of best 5 subjects should be taken which includes English and the mandatory subjects as prescribed in the UG Admission Brochure for the respective course/programme. However, eligibility of the applicants should be ascertained as per the eligibility in the Admission Brochure 2026-27.

And for few programmes like BBA, BHMCT, BCA & BA (JMC) for calculating aggregate marks obtained in the qualifying examination aggregate marks of **best 4 subjects** should be taken which includes English. However, eligibility of the applicants should be ascertained as per the eligibility in the Admission Brochure 2026 -27.

#### **For PG Programme**

For calculating aggregate marks obtained in the qualifying examination aggregate marks of all the subjects studied during qualifying degree should be taken into consideration which must include the mandatory subjects as prescribed in the Admission Brochure for the respective course/ programme. However, eligibility of the applicants should be ascertained as per the eligibility in the Admission Brochure 2026-27.

**The Self Financing Institutions are required to strictly follow the above decision of the Admission Committee of University for preparing rank ordered merit list in Management Quota Admissions**



5. The Rule 8(2)(a)(ii) notified by the Govt, of NCT of Delhi makes its mandatory for the affiliated institutes of publish admission notice advertisement for management quota seats in at least two leading daily newspapers, one in Hindi and the other in English in addition to displaying the same on the institutions website.
6. It is also mandatory that the admission notice advertisement shall be displayed at least fortnight before the last date for closing of admissions for the concerned course in the University and shall include therein information necessary for the students seeking admission to management quota seats.
7. It is also mandatory that applicants shall be given a period of at least 18 days to apply for the seats under the management quota admissions.
8. The last date of closing of admission for the concerned course in the University for the purpose of implementing Rule 8(2)(a)(ii) &(vii) will be the last date of reporting after the last round of online counselling prior to commencement of Spot Round Counselling. The first day for the purpose of counting nine calendar days will be the immediate day after the last date of reporting. In case of any change, the same shall be notified by the University.
9. In view of the Hon'ble High Court of Delhi Judgment dated 04.08.2023 and subsequent Order dated 07.08.2023 of Division Bench in the matter of Vivekananda Institute of Professional Studies Vs. Govt. of NCT of Delhi & Anr. (LPA 563/2023), **the Self Financing Institutions are required to provide online portal to prospective students for applying for admission under Management Quota with the facility to download Application Form from their website itself. The Management Quota application forms (online/offline) should contain all the relevant fields, which is required for preparing rank ordered merit list. The Self Financing Institutions are required to issue acknowledgment receipt to each applicant at the time of submission of duly filled Management Quota Application Form as downloaded from the respective Institute's Website.**
- Note: -** The Institutes are expected to take all the required information from the candidates at the time of making online/offline applications so that immediately after last date of closing of application, the Rank Ordered Merit List can be prepared without asking candidates to visit institute for verification of documents, as there is no provision of verification of documents in the DPCI Rules, 2007. The verification of documents should only be done on the day of counselling prior to allotment of seats.
10. After the closing of admission portal (online/offline), the college shall display the list of all the aspirant admission seekers (applicants) on the online portal as well as on the notice board of the college. The college shall prepare common merit list of all the candidates who have applied through online and offline mode and the detail merit list programme wise and Shift wise shall be published online by the respective college/institute in their website prior to commencement of counselling. It is mandatory to submit rank ordered merit list within two days of closing date of receipt of Management quota application as per rule 8(2)(a)(iv).
11. All the Self Financing Institutions are required to submit copy of management quota admission advertisement containing following information published in the Hindi and English Newspaper including screenshot of advertisement/notice uploaded on the Institute website with date and time.
- Starting date of online management quota registration
  - Closing date of online management quota registration.
  - Information about the facility of downloading of availability of management quota applications forms on the website of the institute for the information of prospective applicants.
  - Other relevant information as mentioned in Rule 8(2)(a)(ii) of Rule, 2007.
  - Information relating to URL specifically on which information related to Management Quota Admissions 2026-27, online application form, and facility of downloading management quota Application Form uploaded by the Institute.



**12. In addition to the above, the Self Financing Institutions carrying out Management Quota Admissions are required to adhere to followings instructions:-**

**(a) The Institutes are required to issue detail instructions in unambiguous terms for conducting MQ Admissions prior to commencement of counselling for the information of all the prospective candidates, which should include instructions regarding de-reservation of reserved category seats and conversion of seats of Delhi seats to Outside Delhi seats and vice-versa in case sufficient number of reserved category candidates and candidates from particular region are not available for admissions.**

**Note: If de-reservation is to be carried out, then the institutes must (a) Notify Cut Off of the first round of counseling and number of unfilled Reserved Seats (b) Club unfilled Reserved Seats with General Category and provide information to candidates to attend Counseling.**

**(b) The prescribed fee of Rs.2500/- by the Admission Regulatory Committee is necessarily required to be taken at the time of registration only. In case Institutes do not want to charge registration fee, the same should be informed to the prospective candidates in the advertisement itself. No Institutes shall ask candidates to pay registration fee once the candidate has submitted his application form successfully. All the candidates those who have registered successfully shall be eligible to participate in the counselling as per their rank in the rank ordered merit list.**

**(c) As per para 9(ii) of the Judgement dated 07.08.2023 in LPA 563/2023, the Institutes are necessarily required to issue receipt (acknowledgement) to all the candidates whoever makes application for the Management Quota Admissions.**

**(d) The Institutes shall not ask candidates to fill up any choice particularly in respect of B.Tech. Programme at the time of registration. The choice filling shall be done by the candidates on the date of counselling.**

**(e) After the last date of the application form, the candidates shall be called in the Institutes on the day of the counselling only.**

**(f) The candidates also be given an option of paying fees in online mode on the date of counselling.**

**(g) The Institutes are required to create mechanism in the online application process wherein the timeline of registration of candidates gets recorded in the system itself. In case of downloading of Application Form by the candidate, the downloading time is required to be maintained alongwith date and time of submission of Application Form by the candidate. On successful submission of Application Form, the candidate be issued acknowledgement automatically.**

**(h) The Institute will ensure that name of all the candidates who makes application in offline/online mode, is listed in the Rank Ordered Merit List and in case of objections; same shall be addressed to the satisfaction of the candidate. In no case, name of candidate should be missing from the Merit List. Further, the Institutes will ensure participation in counselling of all the candidates who reports on the date of counselling as per his rank.**

**(i) The Institute will keep updating all the candidates instructions relating to Management Quota Admissions including information regarding seat conversions to insure fair chances to all the candidates through SMS/Whatsapps/ E-mail/ Phone Calls etc.\**

**(j) The Institute shall carry out Registration only during the date and time mentioned in the advertisement and subsequent notifications, if any. No application shall be accepted beyond the last date of application.**



13. Rule 8(2)(a)(x) states that if any dispute arises with regard to the admission under the management quota seat(s), the designated agency or the Government, as the case may be, shall have the overriding power to issue directions to the institution which shall be binding upon the institution concerned”.

14. All admissions made to the Management Quota seats by the Institutions shall be provisional till the University as designated agency ratifies the same.

15. The Self Financing Institutions shall strictly adhere to the provisions/Judgments/Orders mentioned in the para 1 of the instructions while carrying out Admission under Management Quota.

16. Failure by any institution to follow the rules, procedures and schedule as prescribed shall lead to non ratification of management quota admissions of an institution by the University.

**Additional Important Note for Management Quota Admissions:**

1. The results of any candidate desirous of seeking admissions to the self financing institutions affiliated to the University must be declared before preparation of the Merit for Management Quota. These results should be such that the candidate is eligible for the award of the qualifying degree for admissions to the programme of study and satisfies all eligibility criteria specified in this admission brochure and has qualified the common entrance test (or the national level test deemed as CET) as prescribed for a specific CET code / programme of study.

2. It is mandatory for all the candidates desirous of seeking admission through management quota to complete the process of Online Registration in the Institute of her/his choice by paying the requisite Application Fee as per the University procedure and it is also mandatory that the said candidate should have qualified in the respective National Level Test or in the GGSIPU CET 2026 or CUET wherever applicable.

3. The institution shall advertise the admission notice for inviting application for management quota seats in at least two leading daily newspapers, one in Hindi and other in English **being published in Delhi** in addition to displaying the same on the institution's website and the institution's notice board, kept at a conspicuous place. **The copy of Advertisement will be sent on the same day through E-mail in the office of Designated agency.**

4. The Institutes are expected to take all the required information from the candidates at the time of making online/offline applications so that immediately after last date of closing of application, the Rank Ordered Merit List can be prepared without asking candidates to visit institute for verification of documents, as there is no provision of verification of documents ~~the~~ DPCI Rules, 2007. The verification of documents should only be done on the day of counselling prior to allotment of seats.

5. A candidate, who has taken admission through online / offline counselling or in the Spot / open house Counselling, or counselling conducted for management quota seats shall not be eligible for admission in Management Quota Seats elsewhere.

**Explanation of Rule 8 of DPCI Rules, 2007**

(i) The Rule 8 (2) (a) (ii) provides that the admission notice shall be displayed **at least fortnight before the last date for closing of admissions for the concerned Programme in the University.**

**Explanation:**

The admission notice can be displayed even 03 months before the last date for closing of admissions for the concerned Programme in the University but it is mandatory that 14 days preceding the last date the admission notice must remain displayed prior to closing of admission for the concerned programme in the University.

(ii) The Rule 8 (2) (a) (ii) provides that the prospective applicants shall be given a period of **at least 18 days to apply for the seats under the management quota in the afore mentioned manner.**



**Explanation:**

This means that the notice will be at least 14 days prior to the last date for closing of admissions for the concerned Programme in the University but prospective candidates will be given 18 days to apply.

(iii) The Rule 8 (2) (a) (iv) provides that the institution concern shall prepare and display the Rank ordered merit list of such applicants on the institutional website **within 2 days of closing date for receipt of management quota applications.**

(iv) The Rule 8 (2) (a) (v) provides that the institution shall conduct admission counselling for allotment of branches/Programmes to the qualified applicants **within a period of 03 days of drawing up the merit list of qualified management quota applicants.**

**Explanation of Rule 8(2)(a) (iv) and (v)**

The public admission notice scheduled states at least 14 days prior to last date of closing of admission for the concerned Programme.

18 days to be provided to the prospective candidates to apply for the seats under the management quota.

The Institute has to mandatorily upload the Rank Ordered Merit List within 02 days of closing of application receipt date.

After display of Rank Ordered Merit List the institution has to conduct counselling within 03 days.

(v) The Rule 8 (2) (a) (vi) provides that the **2<sup>nd</sup> round of counselling has to commence only 12 hrs after the publication of the list of applicants admitted in the 1<sup>st</sup> round of counselling.**

(vi) The Rule 8 (2) (a) (v) provides that **there shall not be more than 02 rounds of counselling and Rule 8 (2) (a) (vii) provides that the last date to fill up management quota seats will be 09 calendar days after regular admission in the University.**

**Explanation of Rule 8 (2)(a)(vii)**

**For the purpose of counting nine calendar days after the last date of regular admissions, the nine calendar days shall be counted after last date of reporting of candidates in Institutions prior to the SPOT Counselling. The first day will be the immediate day after the last date of reporting.**

(vii) The Rule 8 (2) (a) (ix) mandates that Institutes shall not be authorized to admit candidates after cut off date as mentioned in sub-clause (vii) above.

**Explanation**

**No admissions against the management quota seats after 09 calendar days after regular admission and there is no provision in the DPCI Rules, 2007 of preparing of wait list in Management Quota Admissions.**