Guidelines for Student Enrollment for Elective Paper Classes
(Applicable to all students of Hansraj College)

1. **In order to streamline the selection of AEC, DSE, GE, SEC, and VAC papers**, the College has constituted the **Mahatma Hansraj Cluster Centre (MHCC).**

2. The MHCC comprises **Nodal Officer–AEC, Nodal Officer–SEC & VAC, Deputy Coordinator for Arts, Deputy Coordinator for Sciences, Workload Convenor for Arts, Workload Convenor for Sciences and Coordinators from each Department**.

3. The MHCC has been constituted for the **timely selection of AEC, DSE, GE, SEC, and VAC papers, smooth conduct of classes of the same, and to address the concerns (if any) pertaining to the same**.

4. **For the academic session 2026–27, one designated Departmental Coordinator from each Department of Hansraj College shall represent their respective Department in the MHCC.** These Departmental Coordinators shall serve as the first point of contact for students regarding AEC, DSE, GE, SEC, and VAC papers. They shall assist students in the selection of elective papers, address their queries and concerns, provide guidance regarding eligibility and paper selection, and facilitate requests for change of elective papers, wherever permissible under the guidelines laid down by the College. They shall also coordinate with the MHCC Coordinator/Deputy coordinators, Nodal Officers, and the College Office for the timely resolution of student-related issues pertaining to elective paper classes.

   Each Departmental Coordinator shall also conduct at least one orientation session for their students in each semester to familiarise them with the elective paper selection process, available choices, eligibility requirements, and other relevant guidelines, thereby helping students make informed choices while selecting their papers.

5. All students select their **top three preferences** for AEC, DSE, GE, SEC, and VAC papers on the Optional Paper segment of the **Hansraj College Information System (HRC IS)** at the beginning of each semester.

6. The students are duly informed each semester that **once the optional paper form has been submitted, no changes will be allowed**, except in cases fulfilling the criteria specified in Point 9 below.

7. After the timeline for selection of optional papers has passed, the College Administration assigns and maps each student to his/her **first-preference paper's class with the respective teacher**. Students are hereby considered **officially enrolled** for studying their first-preference classes.

8. The names of the students who have officially enrolled for each paper are thereafter reflected in the **attendance segment of the HRC IS portal** of each concerned teacher.

9. Changes in the optional paper selection on HRC IS are allowed only on fulfilment of **any one** of the following criteria:

   a. The student has studied the current first-preference paper in a previous semester.

b. The syllabus of the first-preference paper overlaps by **more than 30%** with any paper(s) previously studied by the student.

c. The student does not fulfil the eligibility criteria required to opt for the paper selected as his/her first preference.

d. The paper is essential for obtaining a **Minor degree** in a particular subject.

10. **Procedure for changing elective paper selection on HRC IS if any of the criteria mentioned in Point 9 are fulfilled:**

    a. The student must write an application regarding the concerned issue to the respective **Departmental Coordinator** and enclose necessary and relevant proofs with the application, marksheet (College or Class XII marksheet in case of eligibility issues and Minor degree-related cases), copy of the paper's syllabus (for eligibility/prerequisite-related concerns), and copies of syllabi of both papers in case of overlap of syllabi between papers.

    b. If the application is found unsuitable by either the respective Coordinator and the College Office, the application will be rejected and the student shall continue to attend his/her first-preference class.

    c. If the application is found to be valid, the student will be automatically transferred to his/her **second-preference class**, as per the data provided by the student in the HRC IS Optional Paper segment. The student's name will thereafter reflect in the attendance segment of the HRC IS of the concerned teacher.

11. Teachers are requested to ensure that their classes comprise **only of students officially enrolled for the said class**, as reflected in the attendance list on the HRC IS.

12. **Regarding selection of elective papers as per the Cluster College Scheme of the University of Delhi by students of Hansraj College (HRC to Cluster College):**

    a. The list of elective papers offered by North Cluster Colleges of the University of Delhi is shared with the Teacher-in-Charges **when received by the College**

    b. The Teacher-in-Charges circulate the list among their respective students.

    c. The list of students willing to study any elective paper in a North Cluster College is to be shared by the Teacher-in-Charge of the respective Department with the Principal, Hansraj College, within the given timeframe. The College would then formally send the names of these students to the concerned College for the said classes.

    d. The College shall not be responsible/accountable for any student whose name is not formally shared with the respective Cluster College through the above-mentioned official channel.

13. **Regarding students of Cluster Colleges enrolling for and attending classes as per the Cluster College Scheme of the University of Delhi at Hansraj College (Cluster College to HRC):**

a. The names of students from Cluster Colleges are formally shared by the Nodal Officers and Principals of the respective Cluster Colleges with the Principal, Hansraj College, through official e-mail communication.

b. These official communications are then forwarded to the Teacher-in-Charges of the respective Departments by the College Office.

c. These lists constitute the names of students **officially enrolled for attending classes at Hansraj College** under the Cluster College Scheme.

d. Teachers are requested to allow only those Cluster College students to attend classes whose names have been formally communicated through the above-mentioned official channel.

14. In case of any query or discrepancy regarding the above guidelines, **students and teachers may reach out to either of the Coordinator/Deputy Coordinators or the concerned Departmental Member/Coordinator of the Mahatma Hansraj Cluster Centre, or Mr. Mohit Rana in the College Office.**

15. The above guidelines shall be applicable to the selection, enrolment, and conduct of AEC, DSE, GE, SEC, and VAC classes and shall be followed by all concerned students, teachers, Departments, and other stakeholders of Hansraj College.

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Nodal Officer (Co-Hub, North Cluster Knowledge Network)

Prof. (Dr.) Rama
Principal

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