

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 of Nodal officers and Coordinators for AEC, DSE, GE, SEC, and VAC papers for timely selection and smooth conduct of classes of the aforementioned paper types and to address the concerns (if any) pertaining to the same.
3. 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.
4. The students are duly informed each semester that once the optional paper form has been submitted no changes will be allowed.
5. 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.
6. 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.
7. Changes in the optional paper selection on the HRC IS are allowed only on fulfillment of either 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 >30% with any paper(s) previously studied by the student.
 - c. The student does not fulfill the eligibility criteria required to opt for the paper selected as their first preference.
8. Procedure for changing elective paper selection on HRC IS if any of the criteria in the above point are fulfilled,
 - a. Student must write an application regarding the concerned issue and enclose necessary and relevant proofs with the application – marksheet, list of mandatory GE papers, copy of paper's syllabus (for eligibility related concerns), and copies of syllabi of both papers in case of overlap of syllabi between papers.
 - b. The student's application must be forwarded to the college office by the respective coordinators for AEC, DSE, GE, SEC, and VAC papers.
 - c. If the application is found not suitable by either the respective coordinator, the college office, or the nodal officers, the application will be rejected and the student shall continue to attend his/her first preference class.

- d. If the application is found to be valid, the student will be automatically transferred to their second preference class as per the data provided in the HRC IS optional paper segment. The student's name will now reflect in the attendance segment of the HRC IS of the concerned teacher.
9. 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.
10. Regarding selection of elective papers as per the Cluster College scheme of University of Delhi by students of Hansraj College (HRC to Cluster college),
- The list of elective papers offered by North Cluster Colleges of University of Delhi are shared with the Teacher In-Charge's when received by the college.
 - The Teacher In-Charge's circulate the list with their respective students.
 - List of students willing to study any elective paper in a North Cluster College are to be shared by the Teacher In-Charge of the respective department with 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.
 - The college is not responsible/accountable for any student whose name is not formally shared with the respective Cluster College via the above-mentioned channel.
11. Regarding students of Cluster college's enrolling for and attending classes as per Cluster College Scheme of University of Delhi at Hansraj College (Cluster college to HRC),
- The names of students from cluster colleges are formally shared by Nodal Officers and Principals of respective cluster colleges with Principal, Hansraj College via e-mail.
 - These official communications are then forwarded to the Teacher-In-Charges of respective departments by the college office.
 - These are lists of students officially enrolled for attending classes at Hansraj College.
 - Teachers are requested to allow only those cluster students to attend class whose names have been formally communicated by the above-mentioned official channel.
12. In case of any query or discrepancy regarding the above, students and teachers can reach out to either of the Nodal Officers or Coordinators in the Mahatma Hansraj Cluster Centre and Mr. Mohit Rana in the college office.

Prof. (Dr.) Vandana K. Singh Coordinator,
Mahatma Hansraj Cluster Centre Nodal Officer
(Co-Hub, North Cluster Knowledge Network)

Prof. (Dr.) Rama
Principal