

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

Information Brochure 2023-24



Indira Gandhi Delhi Technical University for Women

(Established by Govt. of Delhi vide Act 09 of 2012)

Kashmere Gate, Delhi-110006

An ISO 9001:2015 Certified University | www.igdtuw.ac.in



बहुलैक्यम्
ONE EARTH • ONE FAMILY • ONE FUTURE



आज़ादी का
अमृत महोत्सव



Indira Gandhi Delhi Technical University for Women

(Established by Govt. of Delhi vide Act 09 of 2012)

An ISO 9001:2015 Certified University
www.igdtuw.ac.in

Common Management Admission Committee (CMAC) - 2023

(Jointly for DTU, NSUT and IGDTUW)

www.cmacadmissions.com

Coordinating University

Indira Gandhi Delhi Technical University for Women



Admission Schedule

Opening Date of Application Form: 19/07/2023

Closing Date of Application Form: 08/08/2023

**The candidates can apply online on CMAC
website: cmacadmissions.com**

**The detailed schedule will be made available on
CMAC website. All updates will be posted on CMAC
website, all candidates are advised to visit the
website on reulate basis**

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Message

Message



Dr (Mrs). Amita Dev

Vice Chancellor, IGDTUW

Ever since its inception in 2013 the University has distinguished itself as the premier institution of higher education for women in India. IGDTUW in common Indian parlance is also a metaphor for excellence in female technical education. Located in the capital city of India, the University is a beacon of knowledge in the nation and has pioneered numerous novel initiatives of teaching-learning. Despite its young age, IGDTUW is recognized as an integral part of Delhi 's cosmopolitan vibrant space. With 8 Departments, and a pool of almost 200 dedicated and talented teachers and staff members, the University is committed to offer exceptional educational opportunities across a wide range of courses and advanced curricula, avant-garde pedagogy, excellent infrastructure and comprehensive extracurricular activities.

I feel proud to share that the Department of Management which came into existence in the year 2019 with a BBA course, started two years full-time MBA course in the academic year 2020 to facilitate and encourage women participation in the Business world with ease is showing excellence. The University, with its established position as a centre of excellence for female technical education, is energetically ready to create and provide ample opportunities for all round development to our management students.

The University is committed to educating the female leaders of future by building and sustaining an academic ambience that enables our students to realize their potential to the fullest. Our endeavour is to make IGDTUW accessible to students across the nation and our continuous efforts are towards reaching the masses and to those farthest from us.

The campuses provide a wholesome, secure, and barrier-free environment keeping in mind the individuality, convenience and safety of our students. I invite you to be a part of the University and partake in this vibrant and thrilling journey towards endless opportunities. I am assured that your being part of the student community of the University will enrich you, help you grow, make fair choices and to take up roles in life in a fulfilling manner not only for yourself but also for the humankind.

I look forward to your having a pleasant, healthy and fruitful association with IGDTUW.

(Dr. Amita Dev)

*I welcome
all of you to
IGDTUW.*



University at a Glance

Indira Gandhi Delhi Technical University for Women [IGDTUW], Delhi was established by Delhi Government in May 2013 vide Delhi State Legislature Act 9, 2012 in order to play a major role in the capacity building and imparting high quality technical education to women of our country. With the aim to become one of the top technical universities in the country IGDTUW provides quality technical and management education with industry relevant curriculum and focus on experiential learning through internships, project work and industrial visits.



Vision

To be recognized as a centre of excellence in management education globally by imparting a cross-functional values-based management education driven by high impact research to develop future women leaders and entrepreneurs who can manage competitive business organization effectively.



Mission



To provide high-quality and values-based management education to nurture business leaders with global outlook.

To conduct cutting edge research to contribute to the body of knowledge in management

To offer innovative management solutions to society and industry by integrating technology and management for a sustainable development.

The University aims life beyond the classroom learning. To promote intellectual curiosity and excellence in management education the pedagogy is based on case studies, field- work and brain storming discussions along with the clear focus on principles and theory. The aim is to promote intellectual curiosity and open minds to new experiences. idea is to provide thought leadership based on a thorough understanding of the market.

The university has state of art infrastructure to develop confident and spirited next generation of future ready women, who would excel in all realms of their personal and professional life. The university promotes development of entrepreneurial spirit among its students, which is reflected in the establishment of DST recognised IGDTUW Anveshan Foundation. IGDTUW – Anveshan Foundation, a business incubation centre, is incorporated by Indira Gandhi Delhi Technical University for Women to promote and propagate entrepreneurial culture and ecosystem especially among women. IGDTUW gives utmost importance towards conducting quality and industry relevant research in the areas of science, technology and engineering. Many labs exist in various departments of the university and university faculty have developed critical resources through sponsored research projects.

IGDTUW has partnered with several leading universities to promote various forms of academic collaborations with institutions as well as industry. These collaborations are likely to lead to a significant improvement in the learning experience of the students, value addition of the faculty, bridging gaps between academia & industry and ensuring better placements and excellent higher education opportunities for its students. Some of the notable collaborations include the one with National Ping Tung University [NPTU], Taiwan for research collaboration, student and faculty exchange with a particular focus on management disciplines; NASSCOM & CISCO for setting-up of “thingQbator” Innovation lab; M/s. Flour Daniel for setting-up of Turning Lab under CSR activities; IBM India Private Ltd. for academic growth and technological advancement and EATON Foundation for internship, placement and scholarships to the students.

Objectives

1. To offer management education based on principles and ethical and human values, directed towards the changing needs of the professionals, society, industry and Nation.
2. To provide a learning environment to the generations to meet the challenges of changing environment and encouraging continuous innovation and learning.
3. To equip the young minds with skill-based practical business management knowledge and analytical skills and develop entrepreneurial capabilities to facilitate in emerging as Business Leaders.



Program Outcome(s)

1. Understand the complexities and intricacies of business problems in the various managerial and entrepreneurial roles.
2. Demonstrate professionalism, team work, leadership, effective communication, creative thinking, lateral thinking, and entrepreneurial, analytical and decision-making skills.
3. Apply the fundamentals of research, analytics and use the advanced domain knowledge for the solution of intricate and complex managerial issues.
4. Identify, formulate and analyses intricate managerial problems and use research-based knowledge and research tools to synthesize the information to provide valid solutions and conclusions.
5. Familiarize with the changing industry dynamics with constant industry interactions.
6. Understand the environmental, societal and ethical impact of the managerial and entrepreneurial practices and demonstrate the skills to create sustainable business models and development.
7. Recognize the need for resilience, agility and sustainability in the dynamic business environment.



Awards And Accolades

IGDTUW has made India proud by securing place in the Band 101-200 of **The World University Rankings for Quality Education in India and Gender Equality in India as per Times Higher Education Impact Ranking 2022.**

To recognize its strong commitment towards higher education of women and women empowerment, the university received the **“Sushma Swaraj STREE Shakti Samman” on 25th September, 2021.**

IGDTUW has a strong culture of learning and innovation and is known for grooming women entrepreneurs. This was further established when IGDTUW received 2nd rank under Women Colleges and Universities in **“Atal Ranking of Institutions on Innovation Achievements (ARIIA)-2021” awarded by Hon’ble Vice President of India.**

IGDTUW secured 77th position in the overall **“World’s Universities with Real Impact (WURI) Ranking”, as the Innovative Universities for 2021”.** The University also bagged 21st position in the special category **“Entrepreneurial Spirit of WURI ranking, 2022.**

IGDTUW is a well-established name in the domain of higher education and has been awarded with **“Diamond University (Diamond Rating)”** by QS I-Gauge (Indian College & University Rating). **7th FICCI HIGHER EDUCATION EXCELLENCE AWARD 2022** for University of the year.

Stood 19th among the **“Top 25 Engineering Colleges/Universities of India”** and also bagged a position under the category **“College with the best value for Money.”** (Source: INDIA TODAY Survey, June 2021).

The University received the certificate of recognition in the band **“PERFORMER”** under the category **“University and Deemed to be University (Govt. & Govt. Aided) (Technical)” Atal Ranking of Institutions on Innovation Achievements (ARIIA)-2022.**

The University has been conferred upon **“UNIVERSITY EXCELLENCE AWARD”** at Indian Engineering Congress Centenary Celebrations.

University of the Year Award By FICCI: IGDTUW has been conferred with the prestigious FICCI University of the Year Award 2021 (1 to 10 Years Category) for its continuous commitment towards Quality Education.

Institution of Happiness Award: IGDTUW has been conferred with the **“Institution of Happiness (10H) Award”** in the University and College category by Q5 I- Gauge and ASSOCHAM for the year 2021-22 which was presented by Hon’ble Minister of Women and Child Development Smt. Smriti Zubin Irani,

World Times Higher Education Impact Rankings 2021

IGDTUW made India Proud by **Ranked in the band of 101-200 by prestigious Times Higher Education World Impact Rankings 2021 for Sustainable Development Goal (SDG-4) i.e. Quality Education.**

IGDTUW made India Proud by **Ranked in the band of 101-200 by esteemed Times Higher Education World Impact Rankings 2021 for Sustainable Development Goal (SDG-5) i.e. Gender Equality.**

India Today Ranking 2022

All India Rank **4th in Government Colleges with Best value for money.** All India Rank **6th in Emerging Government Colleges.** All India Rank **7th in Government Colleges with Best Placement Record.** All India Rank 10th in Government Colleges with Lowest Fees.

Collaborations And MOUs



IGDTUW has partnered with several leading universities to promote various forms of academic collaborations with institutions as well as industry. These collaborations are likely to lead to a significant improvement in the learning experience of the students, value addition of the faculty, bridging gaps between academia & industry and ensuring better placements and excellent higher education opportunities for its students.

1. With National Ping Tung University [NPTU], Taiwan for research collaboration, student and faculty exchange with a particular focus on management disciplines;
2. NASSCOM & CISCO for setting-up of “thingQbator” Innovation lab;
3. M/s. Flour Daniel for setting-up of Turning Lab under CSR activities;
4. IBM India Private Ltd. for academic growth and technological advancement
5. EATON Foundation for internship, placement and scholarships to the students.
6. MoU signed with Central Forensic Science Lab (CFSL), Chandigarh For internship / placement offers and arena of research in Cyber Forensics and Cyber Crimes and Investigations
7. MOU signed with Forensic Science Lab (FSL) Government of Delhi for internship / placement offers and arena of research in cyber forensics and cyber-crimes and investigations.
8. MOU signed with Omega Seiki Mobility Pvt. Ltd. (OSM) to develop collaboration in alternate energy powered vehicles and other emerging technologies in this space. As a part of this MoU, the OSM will take a lead in developing, installation and setting up a state of art testing and equipments and Electric Vehicle battery charging station in IGDTUW premises to carry out various research and consultancy works.
9. MOU signed with Nara Institute of Science and Technology (NAIST), Japan: The MoU will provide opportunity to promote academic exchange between NAIST and IGDTUW. It will enhance the collaborative research, conduct of joint symposia, lectures and education.

Other significant collaborations:

- Delhi Subordinate State Selection Board (DSSSB) for providing Technical Support and effective utilisation of the University infrastructure for conducting recruitment examinations.
- Indraprastha Power Generation Co. Ltd. (IPGCL), for providing consultancy support for the recruitment process.
- Training of Delhi Police Staff on Cyber Security & Cyber Crime.
- UNIMAP being ranked at the top 700 based on the global ranking, is amongst the best in the world.
- Maykop State Technological University, Maykop, Russia accepts IGDTUW students for collaborative, researches, jointly organizing symposia, seminars and conferences.

IGDTUW Incubation Centre “Anveshan Foundation – TBI”



Incubatees and Team of Anveshan Foundation

Indira Gandhi Delhi Technical University for Women (IGDTUW) has incorporated and promoted ‘IGDTUW Anveshan Foundation’ a Section 8 Company under the Companies Act, 2013 to propagate entrepreneurial culture and ecosystem specially among women, on 13th October 2016. Government of NCT of Delhi has funded INR Two crores Fourteen Lakhs in three tranches to support Anveshan Foundation i.e., for Innovation, Entrepreneurship, Start-ups and Incubation related activities at the University Campus.

Department of Science and Technology (DST), Government of India has sanctioned INR Four Crore Fifty Lakhs to accelerate the activities of Anveshan Foundation. Now, Anveshan is a Technical Business Incubator (TBI) under ‘National Initiative for Development and Harnessing Innovations (NIDHI)’ scheme of DST. First tranche of Rs. One Crore fifty-four lakhs has been received in the month of July 2021.

Anveshan has recently received a confirmation of Rs.8.57 Lakhs grant by the Ministry of Micro, Small and Medium Enterprises for conducting a Women Acceleration Program in the last of 2022.

IGDTUW Anveshan Foundation has a pool of consultants and mentors associated with it to augment the businesses of its incubatees, which is an essential part of Acceleration.

Many of these incubatee companies are provided seed fund of up to INR 10 lakhs.



Courses Offered at IGDTUW

The University offers following courses under the umbrella of various Departments:

Under-Graduate (Full-Time)

Management: 4 Years BBA

Engineering: 4 Years B.Tech in CSE, IT, ECE, MAE, CSE-AI and ECE-A
6 Years Dual Degree B.Tech(MAE)+MBA

Architecture: 5 Years B.Arch

Post-Graduate (Full-Time)

Management: 2 Years MBA

Engineering: 2 Years M.Tech in – CSE (AI), IT (Cyber security), ECE (VLSI), MAE (Robotics & Automation), 2 Years MCA

Architecture: 2 Years M.Plan

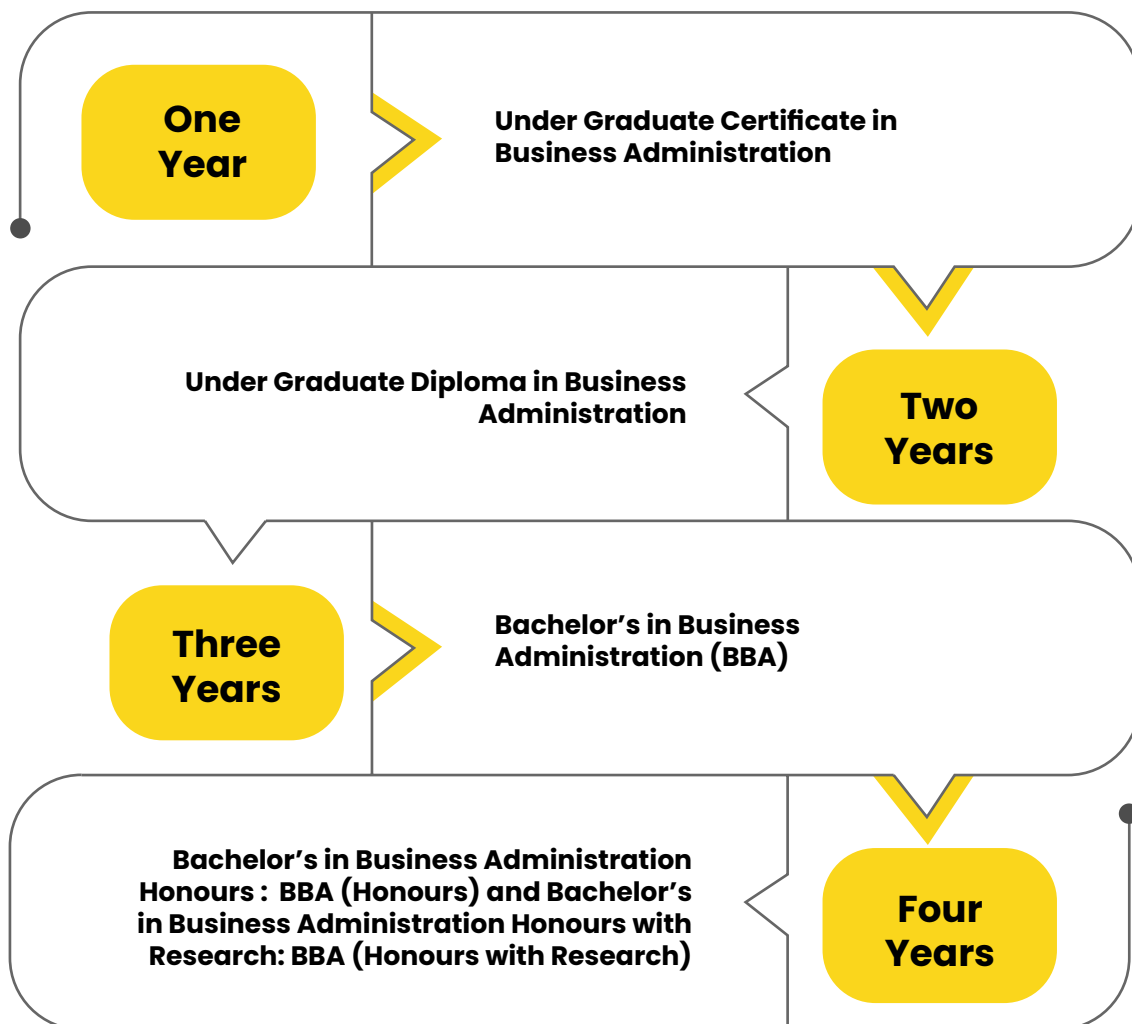
PHD (Full-Time/Part- Time)

Engineering/Applied Science & Humanities/Architecture/
Management

Bachelor's in Business Administration

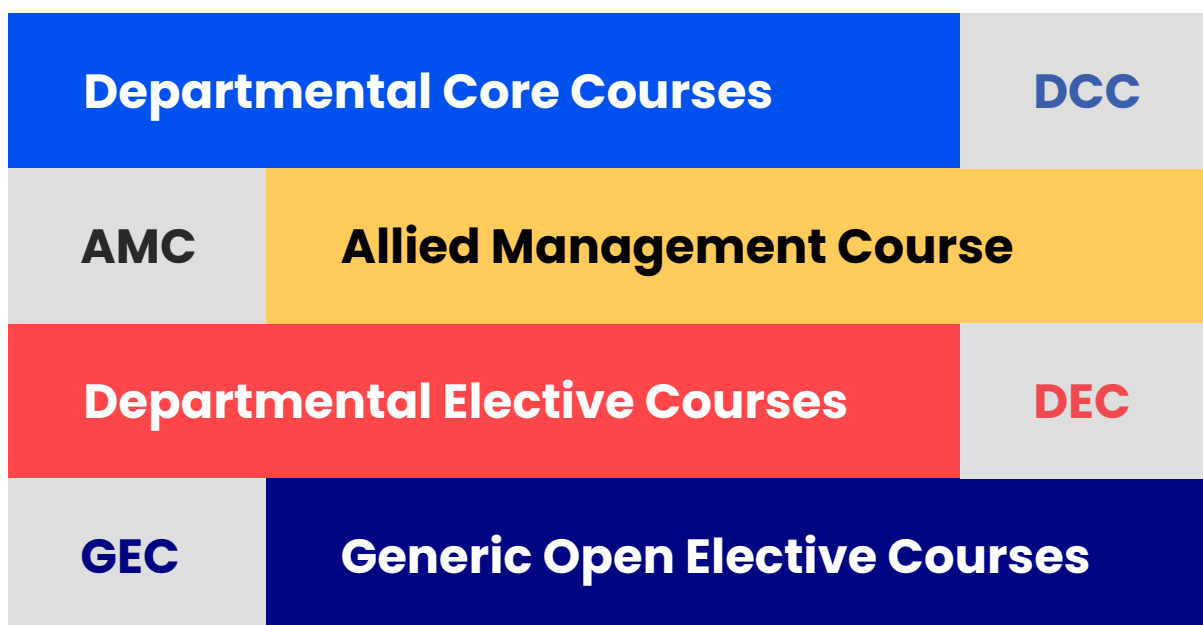
Bachelor's in Business Administration (Honours) and Bachelor's in Business Administration (Honours with Research)

Course Level/Duration/System: Undergraduate /Four years/8 Semesters with multiple entry and exit. The following option will be made available to the students joining BBA Program:



Structure of BBA Program

The BBA courses are divided into four distinct areas, namely:



Nomenclature

Departmental Core Courses (DCC)

These are department specific compulsory courses to be studied by the student as a core requirement for the BBA degree. These courses also include "Summer Project Report and Viva Voice" and "Major Project Report and Viva Voice".

Allied Management Course (AMC)

These compulsory courses are allied/ vocational/ value added/ skill oriented/ ability enhancement. The purpose of these courses is to develop various skills required in management and business environment such as computer applications, mathematical, statistical, ICT knowledge, technical report writing, and business communication skills.

Departmental Elective Courses (DEC)

These courses are specific or advanced or supportive to the discipline/subject/specialization of study or which provides an extended scope. Management Department would offer a wide range of elective courses pertaining to the concerned BBA degree.

Generic Open Elective Courses (GEC)

GEC are value-based courses that are aimed at man-making education. GEC courses can be completed in-house (GEC courses offered by IGDTUW) or from any other university in online/offline mode or through MOOC (NPTEL, SWAYAM, GYAN, edX, Coursera etc). Separate guidelines may be prepared for transferring the credits from these MOOC courses.



Department Of Management

The Department of management was started in 2019 with a vision to be recognised as a centre of excellence in management education globally by imparting a cross-functional perspective to develop future women leaders and women entrepreneurs who can manage effective business organisations. We also offer responsible management education with a global outlook grounded in Indian ethical values and beliefs.

Management students are gaining real-world experience through excellent industry interface programmes and case study based learning, allowing them to take on difficult assignments early in their careers. The curriculum is structured to prepare our students to make data driven and disciplined decisions based on a broad range of domain information. The programmes are created in response to a need to develop an outstanding cadre of leaders who will help make Indian industry globally competitive by providing them with an open and conducive environment for research and education, as well as an integrated system of mentoring and teaching by nationally and internationally renowned faculty, practitioners, and industry leaders.

Courses Offered



The courses aim at providing specialization in business and management principles for aspirants that have the motivation & desire to gain a broad understanding of societal context and become a leader in the world without boundaries. The Curriculum establishes a common foundation in the fundamental practices of business including finance, marketing, leadership, negotiation, operations, strategy, and more. In addition to acquiring specific analytical and quantitative skills, students become acclimated to Management Program standards of communication and collaboration, and develop strong, lasting relationships with one. The syllabus is meticulously designed as per the latest CBCS curriculum to gain insight into the perspective of management and to understand the larger context.

The curriculum promotes industrial visits to esteemed Organizations. Summer Project and Major Project with due weightage of credits are an integral part of the curriculum. We provide the option to earn Research Based Credits and offer the flexibility to incorporate online MOOC Courses. The pedagogy actively involves Case-Method learning with smaller hands-on team projects, personal reflection and research or entrepreneurial projects.



Salient Features of BBA Program

BBA Course Structure: Under-Graduate / Four years / 8 Semesters

Six Major Buckets of Elective Courses of Specializations:

Finance

Marketing

Human Resource

IEV

Business Analytics

**Management of
Global Business**

Multiple Entry and Exit Scheme for BBA Programme

For detailed scheme and syllabus refer to www.igdtuw.ac.in/academics

Case Study Based Teaching Pedagogy

Support from Anveshion Foundation for students interested in Start-Up.



Curriculum of BBA

Full Time 4-Year Degree Course

The BBA program at IGDTUW emphasizes on the development of analytical and critical thinking, business analysis and communication skills in the students and helps them gain knowledge of business practices and processes, understand the role of economics in the world marketplace and acquire an awareness of global business issues and management practices.

The BBA program of this University has gained popularity amongst the students in a very short period of time. The students are being prepared to face the industrial challenges to best fit the new business environment and the new challenges. Students are motivated to develop entrepreneurial abilities. BBA program promises a very bright future for the existing and prospective students.

The Teaching Pedagogy: Blending of teaching and learning techniques including

Lectures

Emphasis on Case Studies

Project works, Assignments & Quizzes

Group work & Interactive discussions

Expert Lectures

Investment Meets

Interaction with different CEO's (CEO meet)

Promote Digital marketing of Start-ups



Summer Internships and Placements

Despite the economic downturn, the University proudly achieved 100 percent Summer Internship Placement.

Strong placement track-record in terms of the amount of job opportunities and salaries offered, as well as the variety of positions and responsibilities offered to our students.

Offers rolled out in the roles of Marketing, Operations, Finance, HR, Consulting and IT Internship offers from Aditya Birla, iFortis Corporate, Toppr, Siemens, BSES, BuziBrains, Piramal, Cygni, Provotex, Fab, Unschool, Anveshan Foundation etc.

Placements for 2023 BBA batch were offered amongst many others from Artech, ICICI Prudential AMC, 24 Capital, Elliott Scott HR, Dekra, Swaayatt Robots and many more.

Placements

Placements 2023

2023



BBA Internships 2022

Σdu MENTOR
EDUCATIONAL SERVICES



unschool.in

GROWUPGROUP



ISC
INDIA SKILL CAPITAL

HOMEFLIC
WEGROW



Peacock Solar
SOLAR PANELS. PANELS. PANELS.

finocontrol



CHILDRENWISE

Academical.ly

HOPE KOLKATA FOUNDATION
HOPE
HOPE IS THE SEED OF LIFE



FEEDOUGH!
THE ENTREPRENEUR'S GUIDE

E4S



PredictRAM



Jazba

Faculty and Mentors

Department of Management



Prof. Arvind Jayant

Head, Dept. of Management

PhD (Reverse Supply Chain) : DTU,
SLIET M.Tech. (Industrial Engineering):
IIT, Delhi , BE:DTU Teaching, Research
& Industrial Experience : 28 Years
Research Publications: 170+

Area of Expertise

Industrial Engineering & Operation
Management, Logistics; Supply Chain
Management, Reverse Logistics



Dr. Dhanjay Yadav

Assistant Professor
(Management and Soft Skills),
BBA Coordinator

PhD, MBA, B.Com (Hons.), UGC-NET
(Management) Teaching experience: 12
years, Industry Experience : 4 Years

Area of Expertise

Finance

Research Publications: 5 Research
papers in National and International
refereed Journals.



***Prof. Bhushan Manchanda**

M.A. (English), PGDMM, MBA (FMS, DU), over 45 years.

Area of Specialization:

Sales & Marketing Management, Business Policy & Strategic Management, Entrepreneurship Development & Innovation, HR & Talent Acquisition, International Business Management, Supply Chain & Logistics Management, Personality Development & Communication Skills



***CS. Ankit Verma**

Masters in Com, Company Secretary, UGC(NET)

Area of Specialization: Finance Accounting & law



***Dr. Lakshay Batra**

M.Sc. in Applied Mathematics, PhD from DTU

Area of Specialization: Applied Mathematics & Statistics



***Ms. Rabia Khan**

Graduation- B.Com, Mata Sundri College (DU)

PG- M.com, Jamia Millia Islamia UGC NET qualified (commerce)

Area of Specialization: HRM, Accounts, Financial management

*** Guest / Visiting Faculty**



***Ms. Kalpana Sharma**

MHRM, M.PHIL, PG, MA, B.A. (Hons)

Area of Specialization: Human Resource Management and Organisation Behaviour



***Mr. Anshumali Saxena**

MBA, M.A., B.A., 25+ yrs of global and PAN India Research

Area of Specialization: Public Administration, Marketing and Finance, served Indian Army



***Ms. Saumya Satija**

Pursuing Ph.D. (IIFT, Delhi), MBA (Delhi Technological University), PGD - International Business Operation, UGC NET Qualified.

Area of Specialization: Marketing and Information Technology Management.



***Ms. Priyambada Mathur**

Ph.D. (Pursuing FMS), PGDM, B.E. (Electrical Engineering)

Area of Specialization: Corporate, Governance and Strategy, Information Technology Management, Process Management

* Guest / Visiting Faculty



***Dr. Shivangi Bhatia**

PhD (DTU), MBA (Finance), B.Com. (H)

Area of Specialization: Financial Modelling, Data Analysis, Law ,
Operation Research



***Dr. Pratibha Agarwal**

PhD (Computer science), MCA, B.A.

Area of Specialization :Data Sciences and Software Engineering



***Mr. Avdhesh Kumar Bhargava**

M.Tech. (Production Engg.): Delhi College of Engineering (Present
Delhi Technological University, Delhi, MBA (Prodn. & Opn Mgmt.)

Area of Specialization: Operation & Supply Chain Management,
Quality Management, Business Excellence, Human Resource
Management, Value Engineering, Business Process Reengineering



***Dr. Akshay Kumar**

Ph.D., University of Delhi.

Former Senior Lecturer and Module Leader (Permanent and Full-time)
- University of East London, UK.

Senior Research Fellow - Indian Council of Medical Research.

* Guest / Visiting Faculty



***Ms. Chhavi Prabhakar**

Post Graduate degree and MBA (FMS, DU)

Industry Experience: 25+ Years

*** Guest / Visiting Faculty**

Societies

of the
Department of Management

Department of Management of IGDTUW has been actively engaged in enhancing not only the academics of the students, but it has also engaged them in extra- curricular activities. By doing this, this department has tried to ensure that students don't become just bundles of knowledge but they are an amalgamation of knowledge and fun. These activities are manned by the students themselves along with the valuable cooperation of the faculty members. Those who are running these groups, shoulder responsibility which grooms them for future roles as successful managers. Under the umbrella of these societies expert lectures are also organised inviting experts from elite Academic Institutes, Industries AND Corporate World.



Technical Societies

Robolution
ACM Student Chapter
LEAN IN
CSI Student Branch
IEEE Student Chapter
ENACTUS
American Society of
Mechanical Engineers
(ASME) Chapter
AI Club – Artificial
Intelligence Hub
WiBD

Management Societies

ZOSH (Marketing Society)
HUUMANOID (The HR
Society)
MUDRA (The Finance and
Investment Society)
SAMANVAY (Economics and
Research society)
VARTTA (Business New
Society)
The Fine You (Mental &
Physical Health Club)
Industry Interaction Cell
PR Cell

Cultural Societies

Greensphere Society
Synergy Sports Club
RAHNUMA- Dramatics
Society
B.H.A.V (Behold an
Architect's View)- The Role
Play Society of IGDTUW
Zena- Fashion Society
Hypnotics-Western Dance
Society
ANTARGAT - Creative society
ROTARACT Club
INSTINCT

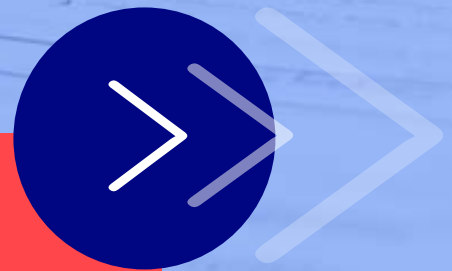


Fee Structure of BBA Programme

Sl. No.	Particular	Fee in AY 2023-24 (INR)	Fee in AY 2024-25 (INR)	Fee in AY 2025-26 (INR)	Fee in AY 2027-28 (INR)
1	Tuition Fee	62,000	64,000	66,000	68,000
2	Non-Govt. Component				
2.1	Student Welfare	22,500	25,500	28,500	32,000
2.2	Facilities and Services Charges	7,000	7,500	8,000	8,500
2.3	Economically Weaker Section (EWS) Fund	2000	2,000	2,000	2,000
2.4	Examination Fee	5000	5,500	6,000	7,000
2.5	Medical Facility	500	500	500	500
	Grand Total	99,000	105,000	1,11,000	1,18,000

NOTE: In addition to above fee structure, the following fee are also required to be paid at the time of admission: -

- i. Security Deposit (Refundable): - Rs. 5,000/-*
- ii. One Time Alumni Fee: - Rs. 2,000/-*
- iii. Hostel and Mess fee, if applicable, will be paid separately.*



Eligibility and Admission Procedure

Eligibility Criteria

A woman candidate who has scored at least 50% marks in 12th board examination from a recognised board and must also have passed English (Core/Elective/Functional) as a subject in the 12th Board Examination.



Relaxation in Minimum Marks Criterion in Qualifying Examination for Reserved Category/Sub-Category Candidates

Candidates belonging to various reserved categories namely OBC (Non-Creamy Layer), Scheduled Caste, Scheduled Tribe, and sub-categories namely Defence, Person with Disability, who apply for seats reserved for them, shall be allowed a relaxation in the minimum marks criterion as mentioned below:

- (i) Other Backward Class (OBC-NCL): Candidates claiming reservation under Other Backward Class (Non-Creamy Layer) category shall be allowed a relaxation of 5% marks in the minimum marks criterion in the qualifying examination.
- (ii) Scheduled Caste (SC), Scheduled Tribe (ST): Candidates claiming reservation under Scheduled Caste (SC) or Scheduled Tribe (ST) shall be allowed a relaxation of 10% marks in the minimum marks criterion in the qualifying examination.
- (iii) Defence (CW): Candidates claiming reservation under Defence sub-category (CW) shall be allowed a relaxation of 5% marks in the minimum marks criterion in the qualifying examination.
- (iv) Persons with Disabilities (PWD): Candidates claiming reservation under "Persons with Disabilities" (PWD) sub-category shall be allowed a relaxation of 10% marks.

Selection Criteria

- a. The admissions in BBA program will be based on percentile of CUET -UG 2023.
- b. The merit list will be prepared on the basis of percentile of CUET UG 2023 in the following two components:
 - i. Section 1A (Code 101): English
 - ii. Section 3 (Code 501): General Test
- c. The Weightage of the above components in preparation of the Merit list will be as follows:

Region	Weightage
Percentile in Section 1A –English (Code 101)	25%
Percentile in Section 3- General Test (Code 501)	75%

- d. In case of tie in the final merit list, the following criteria shall be used:
 - i. The candidate with higher percentile in Section 3 General Test shall be ranked higher.
 - ii. In case of tie in Section 3 General Test percentile, the candidate with higher percentile in Section 1A- English shall be ranked higher.
 - iii. In case of tie in percentile in Section 1A- English, the candidate older in age will be ranked higher.
 - iv. In case of tie in the age criterion, random number will be used to break the tie.

Counselling and Payment of Seat Acceptance Fee:

The candidates will be called for Admission Counselling as per their rank in the merit list. A candidate, who is allotted a seat in any round of counselling is required to pay the part admission fee of Rs. 1,00,000/- (Rs. One Lakh only) as per the payment mode instructed in the guidelines of counselling.

All the candidates who get an allotment will have to pay part admission fee (Rs.1,00,000 – Rupees One Lakh) as per the admission schedule, failing which his/her allotted seat will stand automatically cancelled and the candidate will not be considered for subsequent rounds of seat allotment. However, such candidates are eligible for spot round of counselling. Balance fees need to be paid by the candidate in the respective University at the time of academic registration.

Upgradation

After each round of counselling, the candidates who wish to change the University allotted to him/her will be given choice to upgrade to the University of his/her preference subject to the rank of candidate and availability of the seat.

Spot round

Spot round may be conducted if seats remain vacant. Details of spot round will be notified on the website www.cmacadmissions.com.

NOTE: Fresh applications against vacant seats, if any, may be invited by following an alternative admission criterion in spot round of admissions by CMAC.

**Special spot round may be conducted by the respective University separately after the spot round depending upon the availability of vacant seats.*

Reporting at final allotted university

All provisionally admitted candidates are required to visit the website of allotted university for physical verification of original documents/commencement of classes and payment of balance fee (if any). Admitted candidates need to pay the balance fee at the final allotted University AS PER FEE PAYMENT SCHEDULE available on respective university website, failing which, the admission of the candidate automatically stands cancelled ipso facto.

Age Criteria

For BBA Program in IGDTUW, maximum age should not be more than 40 years on 30.09.2023.

Intake

The annual intake of this program is 75. The reservation of the seats for SC/ST/OBC/EWS and sub categories Defence/PwD are as per the norms. One seat is for Kashmiri Migrant over and above the total intake. However, there will be no relaxation in the minimum eligibility criteria for Kashmiri Migrant. 15 seats are for Business Blasters over and above the total intake

Reservation Policy



Delhi Region

Delhi Region Candidates (85% of seats) – A candidate passing the qualifying examination from a recognized School / College / Institute located within the National Capital Territory (NCT) of Delhi will be considered for Delhi Region only.

Outside Delhi

Outside Delhi Region Candidates (15% of seats) – A candidate passing the qualifying examination from a recognized School / College / Institute located outside the National Capital Territory (NCT) of Delhi will be considered for Outside Delhi Region only.

NOTE: For a candidate, who has passed the qualifying examination through Patrachar Vidyalaya, Delhi / National Institute of Open School, Delhi (NIOS), the criterion for deciding the region shall be the location of her centre of examination. In other words, if the centre of examination is located in the N.C.T. of Delhi, the candidate shall be considered under the Delhi Region and if the centre of examination is located outside N.C.T. of Delhi, she shall be considered under the Outside Delhi Region.

- Scheduled Caste (SC): 15 % of the total seats are reserved for Scheduled Caste candidates.
- Scheduled Tribe (ST): 7.5 % of the total seats are reserved for Scheduled Tribe candidates.
- Other Backward Class (OBC- NCL): 27% of the total seats are reserved for Other Backward Class (Non-Creamy Layer) candidates.
- Economically Weaker Section (EWS): 10% of the total seats are reserved for EWS category as per the office order DHE.1 (119)/Estt. /2018- 19/2549-76 dated 17/06/2019 Sub-categories namely 'Defence' and 'Person with Disability' are available under each category (General, SC, ST, OBC-NCL).
- Defence (CW): 5% of the total seats (Horizontal) in each main category are reserved for candidates belonging to Defence sub-category in the following order of priority:

Priority I – Widows/wards of Defence Personnel killed in action.

Priority II – Wards of disabled in action and boarded out from service.

Priority III – Widows/wards of Defence Personnel who died while in service with death attributable to military service.

Priority I – Widows/wards of Defence Personnel killed in action.

Priority II – Wards of disabled in action and boarded out from service.

Priority III – Widows/wards of Defence Personnel who died while in service with death attributable to military service.

Priority IV – Wards of disabled in service and boarded out from service with disability attributable to military service.

Priority V – Wards of Ex-Servicemen and serving personnel/para military/police personnel who are in receipt of the following Gallantry Awards: 1. Param Vir Chakra 2. Ashok Chakra 3. Mahavir Chakra 4. Kirti Chakra 5. Vir Chakra 6. Shaurya Chakra 7. Sena/Nau Sena/ Vayu Sena Medal 8. Mention-in-Despatches 9. President's Police Medal for Gallantry 10. Police Medal for Gallantry

Priority VI – Wards of Ex-servicemen.

Priority VII – Wives of:

Defence personnel disabled in action and boarded out from service.

Defence personnel disabled in service and boarded out with disability attributable to military service.

Ex-servicemen and serving personnel who are in receipt of Gallantry awards.

Priority VIII – Wards of serving personnel.

Priority IX – Wives of serving personnel.

- f. Person with Disability: 5% of the total seats (Horizontally) in each category are reserved for candidates belonging to 'Person with Disability' sub-category in accordance with the provisions of 'The Rights of Persons with Disabilities Act 2016' (PwD Act).
- g. Kashmiri Migrants (Supernumerary): 01 (One) seat, over and above the total intake is available under this category. First preference will be given to Kashmiri Migrant candidate:
- viii. who has passed the qualifying examination from a school/college/ institute located within the NCT of Delhi;
 - ix. whose parents are registered in Delhi up to 11.06.2001 as Kashmiri Migrant; and
 - x. who is residing in the N.C.T. of Delhi.
- h. Business Blasters (Supernumerary): 15 (Fifteen) seats, over and above the total intake is available under this category. For Eligibility criteria and admission process please visit www.cmacadmissions.com and click on Business Blaster Admission Link Tab

Note

- In case of category (a) and (b), the vacant seats are interchangeable.
- In case, sufficient numbers of eligible candidates from category (c) are not available, the vacancies will be treated as unreserved.
- Seats under sub-category (f) are interchangeable within the sub category if sufficient number of candidates is not available in a particular group.
- In case, sufficient number of eligible candidates from the sub categories mentioned at (e) and (f) are not available, the vacancies will be treated as unreserved in the respective category.
- Under CW sub-category, the seats will be filled based on the priority, i.e., all eligible candidates of priority-I will be allotted seats based on their ranks until the ranks exhaust or seats exhaust under CW sub category. Remaining vacant seats, if any, will be allotted to the priority-II in the similar way, and so on.
- The reservation under CW sub category is available only to such candidates who fall under the listed priorities.
- It is the sole responsibility of the candidate to prove his/her eligibility for claiming reservation under any of the reserved categories/sub categories. The candidates claiming reservation under SC/ST/OBC/EWS/KM categories, CW/PwD sub-categories will be required to upload scanned copy of the respective certificates and produce the original certificate of the respective reserved category/sub-category issued by the competent authority (as mentioned in this information brochure) in the respective institutes at the

time of physical verification of the documents. If the reserved category/ sub-category certificate is not found in order, no benefit of the reserved category/ sub-category will be given and the candidate shall be considered for allotment in GENERAL category.

- After exhausting the complete list of registered SC, ST, OBC and EWS candidates, an equivalent number of unreserved seats shall be created against the vacant reserved category seats in the "SPOT ROUND".



Withdrawal/Refund Policy

Withdrawal /Refund Policy For BBA Admissions 2023

The University follows the following policy for the remittance and refund of fee, if a student chooses to withdraw from programme in which she in enrolled:

S. no.	Percentage of Refund of aggregate fee	Point of time application for withdrawal of admission received
1.1	100%	15 days or more before the last date of admission
1.2	80%	Not more than 15 days after last date of admission
1.3	50%	More than 15 days but less than 30 days after the last date of admission
1.4	NIL	More than 30 days after the last date of admission

Last date of Admissions will be announced www.cmacadmissions.ac.in

All fee refunds of the candidates, who have withdrawn their seat till spot round will be made by CMAC, Delhi 2023 as per the withdrawal policy of the respective University from where withdrawal is taken. After that the candidates have to approach the respective allotted Universities for any withdrawals.

Documents to be uploaded at the time of registration:

Following is the list of documents required for uploading at the time of filling up of online application form:

- a. Photograph
- b. Signature
- c. Class X Certificate (both sides)/ Birth certificate for Date of Birth
- d. Class XII Marksheet and certificate
- e. Category Certificate (EWS/SC/ST/OBC-NCL) (if applicable)
- f. PwD Certificate (if applicable)
- g. Defence Certificate (if applicable)
- h. CUET Score card
- i. Affidavit for single girl child (if applicable)

Note:

1. *The candidates from OBC-NCL and EWS category must submit the valid OBC-NCL or EWS Certificate for the year 2023-24 (issued after 31st March 2023) otherwise they will not get the benefit of reservation.*
2. *The timing and venue for the document verification will be notified later*



Certificates required for claiming Reserved Seats

Candidates applying for any reserved seat (i.e., EWS, SC, ST, OBC-NCL, CW, PD, KM) must upload the scanned copy of the certificates (as applicable) as mentioned below at the time filling up of the ONLINE application form.

Scheduled Caste (SC)/Scheduled Tribe (ST)/Other Backward Class (OBC-NCL)

For admission to a seat reserved for Scheduled Caste/ Scheduled Tribe/Other Backward Class (NCL), candidate must produce a certificate, in original, issued from an approved district authority stating the Scheduled Caste/Scheduled Tribe/Other Backward Class (NCL), to which the candidate belongs. A list of approved authorities is given below:

- District Magistrate/Additional Magistrate/Deputy Commissioner/ Collector/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate / City Magistrate (not below the rank of 1st Class Stipendiary Magistrate), Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
- Revenue Officer not below the rank of Tehsildar.
- Sub-Divisional Officer of the area where the candidates and/or his/her family normally resides.
- Administrator/Secretary to Administration/Development Officer (Laccadive & Minicoy Islands).

NOTE:

1. The candidate seeking admission under reserved categories has to mandatorily upload the caste/ category certificate in his/her name at the time of filling up of the ONLINE form. The certificate in the name of either of the parents (mother/father) or any other family member is not acceptable and the candidate will not be entitled even for provisional admission.
2. The reservation certificate should be issued from the respective state/region in which the reservation is being claimed, e.g., in case, a candidate claims the seat reserved for the Delhi Region category, she has to bring SC/ ST/OBC certificate issued by Govt. of NCT of Delhi and should have also passed her qualifying examination from a School / College / Institute located in National Capital Territory of Delhi.
3. OBC (NCL) candidates are required to produce a caste certificate issued after March 31, 2023 from the authorities as mentioned above. However, if the certificate is issued prior to March 31, 2023, it must be accompanied with an additional certificate regarding the present non-creamy layer status of the candidate, issued by the same competent authority. This additional certificate must have reference of his/her already issued original caste certificate.
4. Students claiming OBC reservation under Delhi region will be admitted in this category on the submission of a certificate to this effect from the Competent Authority of the Government of NCT of Delhi. Certificate issued by Govt. of India or any state government will not be accepted under any circumstances. A certificate issued by a Competent Authority of Delhi to an individual on the basis of Caste Certificate of her parents from another state will be accepted for claiming a seat under OBC Category **IF AND ONLY IF** the caste is in the list of notified OBC list by Govt. of NCT of Delhi.

Defence sub - category (CW)

For admission to a seat reserved for Defence sub-category, candidate must produce the following certificates (as applicable), in original, at the time of document verification of Defence candidates:

- a. Entitlement card in original issued by the Record Officer of the Unit/ Regiment of Armed Personnel of the Armed Forces in case of Armed Personnel.
- b. Widows/ Wards/ Wives of the officers and men of Armed forces who died or were disabled on duty (both attributable to military service) must produce a certificate to that effect from the following authorities:
 - i. Secretary, Kendriya Sainik Board.
 - ii. Secretary, Rajya / Zila Sainik Board.
 - iii. Officer-in-Charge, Record Office.
- c. Medical records in original.
- d. Special Pension Order and Passbook indicating special pension.
- e. Gallantry Award Certificate.
- f. Original ex-servicemen Identity Card/Discharge Book/ Pension Payment Order.
- g. Dependency card issued by the competent authority in order to relate the relationship of the candidate with the Defence personnel.
- h. Original Service Identity Card.
- i. A certificate from the respective C.O. Unit in respect of serving personnel.

NOTE:

A statement to the effect that 'the death/disability is attributed to military service' is required to be included in the certificate for Priority III & IV.

Person with Disability sub-category

For admission to seat reserved for person with disabilities (PWD) sub- category, the candidate must upload the following certificates at the time of filling up the Online form:

- a. Certificate of physical disability issued by the Competent Authority as per the provisions of the Persons with Disabilities Act 2016 in the prescribed format as given under the Act.
- b. The candidate with benchmark disabilities shall produce the medical certificate issued by the Govt. Hospitals duly notified by the Govt. of NCT of Delhi/ other State government and further duly verified by the Chief Medical Officer of the concerned Government Hospital.
- c. A certificate duly recommended by Vocational Rehabilitation Centre for the handicapped, 9-11 Vikas Marg, Karkardooma, Delhi 110092.

Kashmiri Migrants

The candidates seeking admission under Kashmiri Migrants seats must upload the following documents at the time of filling up of the online application:

- a. Certificate of registration as Kashmiri Migrants issued by the Relief Commissioner, Jammu or Divisional Commissioner, Delhi to establish the status of the applicant as registered migrants. Such a certificate should be issued by the concerned Deputy Commissioner of Delhi or the Competent Authority outside Delhi.
- b. Provisional or original Senior School Certificate examination or an examination recognized as equivalent thereto.

- c. Mark-sheet of the Senior School Certificate Examination or an examination recognized as equivalent thereto.
- d. Secondary School Examination or an examination recognized as equivalent there to (showing the Date of Birth).
- e. Proof of property in Kashmir of the parent of the candidate.
- f. Proof of current residence such as Ration Card, Photo Identity Card issued by the Election Commissioner, Driving License, etc



How to Apply

Online Application form can be accessed at cmacadmissions.com

All candidates are required to fill the online Application Form and make an online payment of **Rs. 1500/- (one thousand five hundred only)** plus transaction fee as applicable for all categories. Incomplete application, due to any reason, is liable for rejection by the CMAC.

Helpdesk Email ID: cmacbba@igdtuw.ac.in

Disclaimer: This Admission Brochure is only for the information purpose and decision of CMAC will be final. Any litigation/dispute regarding the admission at IGDTUW will be settled subject to jurisdiction of the Delhi Court.

Instructions to fill online application form:

1. At First, candidate has to create Login ID on the CMAC Portal www.cmacadmissions.com
2. On the Home Page at www.cmacadmissions.com, Click on the tab BBA Registration 2023.
3. Login through newly created id and password and choose "New Application" Tab.
4. The Candidates have to fill and upload all the details in the following Sequence:
 - a) Personal Details
 - b) Educational/Technical/ Qualification and Competitive Exam Details (CAT/MAT)
 - c) Choice Filling of Institutions
 - d) Uploading of Scanned copy of Relevant Document/ Undertaking
 - e) Declaration
 - f) Submission of Registration fee
5. The candidates must fill the priority of the institution in the application form.
6. All Candidates have to pay Rs. 1500/ as non-refundable registration fee. The application form will be incomplete if the candidate does not pay the registration fee. Such candidates will not be allowed to participate in the admission process. The Candidates are advised to keep print of the application form submitted for reference.

Seat Matrix

Region	Code(R)
Delhi	D
Outside Delhi	O

Category	Code
General	GN
Scheduled Caste	SC
Scheduled Tribe	ST
Other Backward Classes	OB
Economically Weaker Section (EWS)	EW

Sub-Category	Code
No Subcategory	GN
Differently Abled Persons	PD
Defence Personnel	CW
Kashmiri Migrant	KM

Delhi Region (64)			
GNGND	23		64
GNCWD	2	26	
GNPDD	1		
SCGND	8		
SCCWD	1	9	
SCPDD	0		
STGND	4		
STCWD	1	5	
STPDD	0		
OBGND	15		
OBCWD	1	17	
OBPDD	1		
EWGND	6		
EWCWD	0	7	
EWPDD	1		
Outside Delhi (11)			
GNGNO	4		11
GNCWO	0	4	
GNPDO	0		
SCGNO	2		
SCCWO	0	2	
SCPDO	0		
STGNO	1		
STCWO	0	1	
STPDO	0		
OBGNO	3		
OBCWO	0	3	
OBPDO	0		
EWGNO	1		
EWCWO	0	1	
EWPDO	0		
Total Seats			75
Kashmiri Migrant (KM) *			1
Business Blasters #			15

Category Wise Seat Matrix

* One seat is for Kashmiri Migrant over and above the total intake. However, there will be no relaxation in the minimum eligibility criteria for Kashmiri Migrant.

15 (Fifteen) seats are for Business Blaster Students over and above of the total intake. For Eligibility criteria and admission process please visit <https://sangam.nsut.ac.in/adm/cmac/>

Annexure – 1

The formats of some of the required certificates are printed below for the guidance for the candidates. Separate certificates bearing the same data as specified in these sample formats are also acceptable. Original certificates, as prescribed, should be signed by the authorities mentioned therein, under the legible seal of office.

Certificate For Availing Admission Against Defence Quota Office Of The Zila/Rajya Sainik Board

This is to certify that Master/Miss son/daughter
of resident of
..... the above named officer/
JCO/OR pertains to the category marked below:- (Select one from below)

- a. Killed in Action on during
- b. Disabled in Action on During
- c. Died in peace time on with death attributable to military service.
- d. Disabled in peace time and boarded out from service with disability attributable military service.
- e. Gallantry Award Winner (.....)
- f. Ex-Serviceman.
- g. Serving Soldier

(Category _____ above)

Mr./Missson/daughter of the above-
named officer/JCO/OR is eligible for Admission in DTU, IGDTUW or NSUT against the Defence
quota under priority His/Her Ex-Serviceman Widow Identify Card No. is DLH-01.....
.....

NO...../

(Round stamp of office)

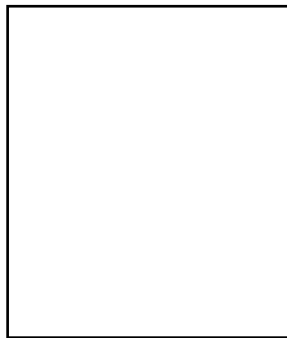
RSB SECRETARY

(Zila/RajyaSainik Board)

Medical Fitness Certificate

(To be signed by a registered medical practitioner holding a Medical Degree)

(TO BE SUBMITTED AT THE TIME OF ADMISSION)



I certify that I have carefully examined Mr./Ms.* _____
_____ son/daughter of Shri _____
_____ whose signature is given below. Based on the examination, I certify that he/she is in
good mental and physical health and is free from any physical defects which may interfere with
her studies including the active outdoor duties required of a professional.

Marks of Identification _____

Signature of the Candidate _____

Place:

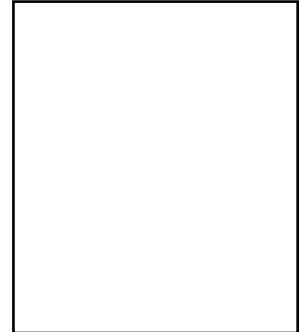
Date:

Name & signature of the Medical
Officer with seal and registration number

* Strike whichever is not applicable.

Annexure – 3

Certificate For Person With Disability **(To be signed by a registered medical practitioner holding a Medical Degree)**



Name of the candidate:

Mr./Ms.*Father's Name:

Permanent Address:

.....

Percentage loss of earning capacity (in words):

Whether the candidate is otherwise able to carry on the studies and perform the duties of an engineer/
architect satisfactorily:

Name of the disease-causing handicap:

Whether handicap is temporary or permanent:

Whether handicap is progressive or non-progressive:

The candidate is FIT / UNFIT to pursue further studies.

(*Strike out whichever is not applicable)

Member
(Orthopaedic Specialist)

Principal Medical Officer

Date:

Seal of Office

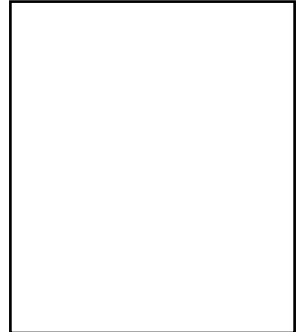
Note:

The medical board must have one orthopaedic specialist as its member.

Candidate having temporary or progressive handicap will not be considered against these seats.

Annexure – 4

Suitability Certificate For Availing Admission Against Person With Disability



Certified that Shri / Km/ Smt.

son/daughter/wife of Shri/Smt.

is physically handicapped due to

.....

.....

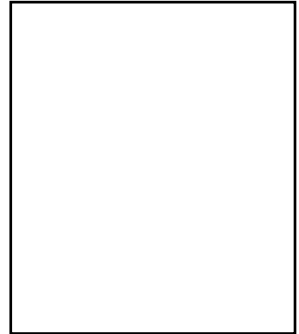
.....

and she is fit for undergoing the course(s) at IGDTUW.

Name & Signature of
The Officer In-charge
Vocational Rehabilitation Centre
for Physically Handicapped 9,10,11 Karkardooma,
Vikas Marg, Delhi-110092

Annexure – 5

Certificate For Availing Admission Against J&K Migrant Quota



Certified that Shri/km/Smt

Son/daughter/wife Shri/.....

resident of

..... is registered

as migrant from Jammu & Kashmir. The Registration number is

dated

It is also certified that Shri/Km/Smt is registered in

Delhi/.....as J & K Migrant on

Name & Signature of

Deputy Commissioner/Competent Authority

(Office Stamp)

Place:.....

Date:.....

Note: No document other than this will be accepted by the University for claiming reservation against the Kashmiri Migrant Seat.

Annexure – 6

Government of

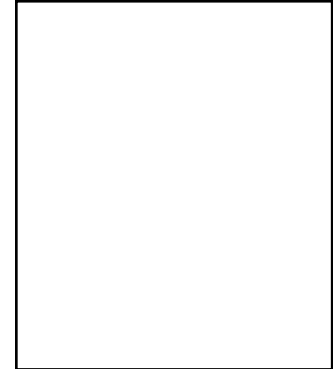
(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No:

Date:

VALID FOR THE YEAR:



1. This is to certify that Shri/Smt./Kumari

son/daughter/wife of

permanent resident of

Village/Street Post Office

District in the State/Union Territory Pin Code whose

photograph is attested above belongs to Economically Weaker Sections, since the gross annual income of his/her family is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year.....

His/her family does not own or possess any of the following assets:

- i. Residential flat of 1000 sq. ft. and above;
- ii. 5 acres of agricultural land and above;
- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumaribelongs to the.....

.....caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office

Name

Designation

Note 1: Income covered all sources i.e., salary, agriculture, business, profession, etc.

Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

Annexure – 7

Form for Withdrawal of Admission

Course

Name of Candidate

Parent /Guardian's Name

Communication Address

Telephone

Mobile

Email Address

12TH Board Roll No..... Region

Category / Sub-category.....

Bank Account Details

Name of the Bank Account Holder (in favour of whom Bank Transfer is to be made)

Relationship of the Bank Account Holder with the Candidate

Bank Detail of above person to be furnished in the given format:

Name of the Bank	Address of the Bank	Complete Bank Account No.	IFSC CODE of the Bank Branch
------------------	---------------------	---------------------------	------------------------------

Undertaking

We understand and know the refund rules of the University and agree to abide by the same and we further understand that the refund would be made in due course of time through bank transfer only as per above request.

(Signature of Parent/Guardian)

(Signature of Student)

Date: _____

Compulsory Encl.:

1. Original documents issued by the University/Institute to the candidate at the time of Admission/ Counselling
2. Cancelled Cheque of CBS Bank branch, showing the details of bank A/c No., IFSC Code, beneficiary name, etc. must be attached by the concerned student along with this Withdrawal Form.

Refund amount will directly be transferred in the bank account, submitted by the student in this form, through electronic mode (ECS/ NEFT). Therefore, student must ensure to provide correct bank account details, cancelled Cheque & the required enclosures. IGDТУW will not be liable for any wrong transfer of amount on account of incorrect bank information provided by the student.

Indira Gandhi Delhi Technical University for Women

Kashmere Gate, Delhi-110006

www.igdtuw.ac.in

