

Indira Gandhi Delhi Technical University for Women
(Established by Govt. of Delhi vide Act 09 of 2012)

An ISO 9001:2015 Certified University

Motto: Education. Enlightenment. Empowerment



Information Brochure

for

**DIRECT ADMISSION FOR DIPLOMA
HOLDER CANDIDATES TO 2nd YEAR B.
TECH. (MECHANICAL & AUTOMATION
ENGINEERING)**

For Academic Year 2022-23

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1. ADMISSION SCHEDULE

S. No	Particular	Date
1.	Opening of admission portal for receiving of online applications of direct admission of diploma holder in 2 nd Year B.Tech.	28.09.2022 (Wednesday)
2.	Closing date of submission of online applications	9 th October 2022 (11 PM), Sunday
3.	Result declaration and rank-wise seat allotment to qualified applicants	11 th October, 2022 (Tuesday)
4.	Duration of online Fee payment	11-12 October, 2022
5.	Reporting for in person counselling in IGDTUW	13 October 2022 (Thursday)
6.	Last date of withdrawal	28 October 2022

The dates for online registration and subsequent stages of admission process will be intimated on university website www.igdtuw.ac.in.

Please check the website regularly for the information.

2. Message

**"You educate a man; You educate a man.
You educate a women; You educate a
generation."- Brigham Young**



**Dr (Mrs). Amita Dev
Vice Chancellor, IGDTUW**

I welcome all of you to 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 7 Departments, and a pool of almost 200 dedicated and talented faculty 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. Here at IGDTUW, we offer our students a plethora of opportunities designed to either start their career or move their career forward while enabling them to confidently explore new industries for career possibilities and consider options that they may not be aware of. IGDTUW aims to provide the theoretical knowledge and provide them with a platform to find the entrepreneur in them with the help of our business incubator, "Anveshan Foundation".

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 toward 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. (Mrs.) Amita Dev

Vice Chancellor

3. 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 make India a knowledge society and a knowledge economy by empowering the women of our country, through education in Engineering, Science, Architecture and Technology. To become a leading technical University in the country known for its value based, quality technical education, supported with industry relevant research, with focus on environmental and social issues.

Mission

- To foster an environment for excellence in professional education and ensure active participation of women in the field of Engineering, Science and Architecture, while striking out a work-life balance.
- To start new professional courses for women in sun-rise disciplines and form alliances with industry to impart industry relevant education.
- To emancipate women through pursuit of knowledge enabling them to gain equal status in society through realization of their rights and responsibilities.
- To develop sustainable systems and state-of-the-art infrastructure to enable the Indian women to become the future leaders, managers, researchers and productive team players in the field of science, technology and management.

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.

Collaboration with International Universities MoU for joint academic and research activities was signed between Indira Gandhi Delhi Technical University for Women, Delhi and University Malaysia Perlis, Malaysia on 7th April, 2022, to promote the educational and academic collaboration & cooperation between UNIMAP and IGDTUW by way of executing Faculty and Students Exchange Programs, Collaborative and joint Research Programs, Internships for the students and Joint Workshops/Conferences/ FDPs etc. National Ping Tung University [NPTU], Taiwan for research collaboration, student and Faculty Exchange etc. Maykop State Technological students, researchers etc and jointly organizing Symposia, Seminars and Conferences. University, Maykop, Russia for collaborative research, exchange of faculty, Collaboration with United Kingdom Research and Innovation, Centre of Ecology & Hydrology, CEH, UK 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. In February 2022, IGDTUW has signed Cotutelle Agreement for joint PhD Program with James Cook University, Australia.

4. Eligibility

The candidate (Diploma Holder Student) seeking direct admission in 2nd year B. Tech (Mechanical and Automation Engineering) shall possess the essential qualification as per Table 1.

Table 1: Essential Qualifications

S. No	Program	Educational Qualifications
1	B. Tech (Mech. & Automation Engineering)	Three-year regular Diploma in Mechanical Engineering/Equivalent stream awarded by any State/Central University/State Board of Technical Education/ Diploma recognized by AICTE, Delhi with 60% marks or equivalent CGPA

5. Relaxation in Percentage Requirement

The university follows the rules of the relaxation in percentage requirement of Govt. of NCT of Delhi. Refer the Table-2 for relaxation in percentage in minimum percentage requirement of essential qualification as applicable for the academic session 2022-23.

Table 2: Percentage Relaxation

S. No.	Category	Relaxation in Percentage of Essential Qualification
1	Scheduled Castes (SC)	10%
2	Scheduled Tribes (ST)	10%
3	Other Backward Classes- Non Creamy Layer (OBC-NCL)	5%
4	Persons with Disability (PD)	10%
5	Defence (CW)	5%

6. 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.

a) Scheduled Caste (SC): 15 % of the total seats are reserved for Scheduled Caste candidates.

b) Scheduled Tribe (ST): 7.5 % of the total seats are reserved for Scheduled Tribe candidates.

c) Other Backward Class (OBC- NCL): 27% of the total seats are reserved for Other Backward Class (Non-Creamy Layer) candidates.

d) Economically Weaker Section (EW): 10% of the total seats are reserved for EW 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).

e) 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 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:

1. Defence personnel disabled in action and boarded out from service
2. Defence personnel disabled in service and boarded out with disability attributable to military service
3. 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 (PD): 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).

Note:

- i. In case of category (a) and (b), the vacant seats are interchangeable.
- ii. In case, sufficient numbers of eligible candidates from category (c) are not available, the vacancies will be treated as unreserved.
- iii. Seats under sub-category (f) are interchangeable within the sub-category if sufficient number of candidates are not available in a particular group.
- iv. 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.
- v. 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.

vi. The reservation under CW sub category is available only to such candidates who fall under the listed priorities.

vii. It is the sole responsibility of the candidate to prove her eligibility for claiming reservation under any of the reserved categories/sub categories. The candidates claiming reservation under SC/ST/OBC/EW categories, CW/PD 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.

7. Important Pointers

Candidate will be eligible for final seat allotment subject to the following conditions:

- (i) verification of all documents at the time of counseling and fulfilling of the eligibility criteria
- (ii) availability of seat in the required field and payment of fees for the program.

8. Seat Conversion Rules

- 1) After exhausting the complete list of SC, ST, OBC and EW candidates, the vacant seats will be treated as unreserved. The conversion of vacant Outside Delhi Region seats to Delhi Region seats is as per the following procedure:
 - a) If the complete list of ST, Outside Delhi candidates exhausts, then the remaining vacant seats under this category will be filled from the list of SC, Outside Delhi category candidates or versa.
 - b) If the complete list of SC/ST, Delhi candidates exhausts, then the remaining vacant seats under this category will be filled by creating equal number of seats in GN, Delhi category.
 - c) If the complete list of SC/ ST, Outside Delhi candidates exhausts, then the remaining vacant seats under this category will be filled by creating equal number of seats in GN, Outside Delhi category.

- d) If the complete list of EW, Delhi candidates exhausts, then the remaining vacant seats under this category will be filled from the list of GN, Delhi category candidates.
- e) If the complete list of EW, Outside Delhi candidates exhausts, then the remaining vacant seats under this category will be filled from the list of GN, Outside Delhi category candidates.
- f) If the complete list of OBC NCL, Delhi candidates exhausts, then the remaining vacant seats under this category will be filled from the list of GN, Delhi category candidates.
- g) If the complete list of OBC, Outside Delhi candidates exhausts, then the remaining vacant seats under this category will be filled from the list of GN, Outside Delhi category candidates.
- h) If the complete list of ST Delhi candidates exhausts, then the remaining vacant seats under this category will be filled from the list of SC, Delhi category candidates

9. Certificates Required for Claiming Reserved Seats

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

i. **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:

- a. 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.
- b. Revenue Officer not below the rank of Tehsildar.
- c. Sub-Divisional Officer of the area where the candidates and/or her family normally resides.

d. 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 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, 2022 from the authorities as mentioned above. However, if the certificate is issued prior to March 31, 2022, 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 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.

ii. 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.

iii. Person with Disability sub-category:

For admission to seat reserved for person with disabilities (PD) 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.

10. Distribution of Seats

Refer to Table-3 for availability and distribution of seats as per government reservation norms. The following coding scheme has been adopted to identify a particular seat:

Category	Code(CC)
General	GN
Scheduled Caste	SC
Scheduled Tribe	ST
Other Backward Classes (Non creamy Layer)	OB
Economically Weaker Section	EW
Sub-Category	Code (SS)
No Subcategory	GN
Differently Abled Persons	PD
Defence Personnel	CW

Region	Code (R)
Delhi	D
Outside Delhi	O

Table 3: Seat Distribution Matrix

S. No	Branch	Region	Seats	Category	Seats
1	Mechanical & Automation Engineering	Delhi (D)	10	GN	4
				SC	1
				ST	1
				OBC	3
				EW	1
		Outside Delhi (O)	2	GN	1
				OBC	1

11. Admission Procedure

For direct admission for diploma holder candidates in 2nd year B.Tech. (Mechanical & Automation Engineering), all candidates need to register and fill the application ONLINE only by accessing www.igdtuw.ac.in from **September 28, 2022 to October 9, 2022** (11 PM). The application process is completed only when a printout of the filled ONLINE application form is taken after paying the online registration fee of INR 1000/-. The merit list shall be prepared on the basis of marks obtained in regular diploma in Mechanical Engineering branch. The reporting for admission in the counselling will be offline and the reporting time will be 9 am on the counselling date (13.10.2022) at Mechanical Block, IGDTUW Campus. On date of reporting at IGDTUW during admission, the following documents are to be submitted along with physical verification of original documents:

A duly signed printout of the filled application form (same as submitted ONLINE) along with two good quality photographs (same as uploaded on the online application form) affixed in the appropriate place on the form.

- a. Attested copies of all mark sheets and certificate of qualifying examination 10th/ITI and Diploma.
- b. Attested copies of SC/ST/OBC-NCL/EW/ PD Certificate(s) whichever applicable, on the basis of which reservation is claimed. OBC-NCL candidates must produce the NCL certificate to support their category as per Annexure-2.
- c. Original copies of all documents for physical verification. If any mismatch is found in physical verification, then admission will be cancelled and necessary disciplinary action as deemed fit will be taken.

Candidates are requested to ensure that they must fulfill all such requirements before filling and applying. **Incomplete application, due to any reason, is liable for rejection by the University. In this regard, no communication will be entertained.**

a) Application Fee

The registration fee of Rs. 1000/- is to be paid online through credit/debit card/net-banking at the time of registration. The registration shall not be complete without the payment of registration fee which is non-refundable and would not be adjusted towards any other fee. A convenience charge (online transaction) will be extra as per banking gateway on every online registration fee payment.

b) Seat Allotment Procedure

The merit list shall be prepared on the basis of marks obtained in regular diploma in Mechanical Engineering/equivalent branch. The candidate having regular Diploma in Mechanical Engineering and equivalent may seek admission in Mechanical and Automation Engineering from the available seats strictly as per the rank in the merit list of relevant categories. In case more than one candidate has the same rank, the marks obtained in the qualifying examination as stated in the eligibility conditions will form the basis of merit for admission. In the event of marks in the qualifying examination also being equal, the candidate older in age will be given preference.

c) Reporting for Admission

A list of provisional selected candidates will be uploaded in IGDTUW website for admission. The candidate needs to report admission committee at IGDTUW for admission on that specified date. Admission will be offered rank wise in respective category. The candidate, who is allotted a seat in a particular round is required to pay the admission fee of Rs. 1,22,000/- (Rupees One Lakh Twenty-two Thousand only) in the form of a DD drawn in favor of the "Registrar, Indira Gandhi Delhi Technical University for Women", payable at New Delhi.

- 1.** Admission committee will verify all uploaded documents and proof of fee payments for all candidates who are allotted seat. If all documents are verified successfully and fee payment is successful, admission will be confirmed by the admission committee. Once provisional admission letter is issued to the candidate, admission process is complete for such candidates.
- 2.** If the candidate is allotted and he/she does not pay the required admission fee as per counseling schedule, her allotted seat shall be cancelled.
- 3.** If admission committee finds some deficiency/deficiencies in uploaded documents and the original documents on the date of admission than the seat allotted is not confirmed by the admission committee.
- 4.** Admission of a candidate is purely provisional and is subject to verification of original documents after the physical reporting of the candidate at the University.

12. Procedure Timeline

S. No	Particular	Date
1.	Opening of admission portal for receiving of online applications of direct admission of diploma holder in 2 nd Year B.Tech.	28.09.2022 (Wednesday)
2.	Closing date of submission of online applications	9 th October 2022 (11 PM), Sunday
3.	Result declaration and rank-wise seat allotment to qualified applicants	11 th October, 2022 (Tuesday)
4.	Duration of online Fee payment	11-12 October, 2022
5.	Reporting for in person counselling in IGDTUW	13 October 2022 (Thursday)
6.	Last date of withdrawal	28 October 2022

In Person Counselling: All the selected candidates will report on 13th October, 2022 at 9:00 AM in the Mechanical Block, IGDTUW and mark their attendance compulsorily.

13. Fee Structure:

Every applicant who gets the admission offer in the 2nd year B.Tech. (Direct Admission for Diploma Holders) programme shall pay the course fee (AY 2022-23) of 1,22,000/- (Rupees One Lakh Twenty-Two Thousand Only) in favour of "Registrar, IGDTUW" payable at Kashmere Gate, Delhi- 110006. The break-up of this admission fee is as under:

- a. Annual Fee: Rs. 1,15,000/-
- b. Security Deposit (refundable): Rs. 5000/-
- c. One time Alumni Fee: Rs. 2000/-

14. Documents Required at the Time of Counselling

Candidates are required to produce all the original certificates and two sets of self attested photocopies in support of their candidature at the time of document verification.

Following is the list of essential documents required for the counselling:

- a. Print-out of the online application form duly signed by the candidate with four passport size photo.
- b. Date of Birth proof
- c. 10th/ITI mark sheet and certificate
- d. Diploma mark sheet and certificate
- e. Caste Certificate for SC/ST/OBC-NCL/PD/CW/EW if applicable. Candidates belonging to OBC-NCL & EW will be required to submit the certificates issued on or later than 1st April 2022.
- f. ID Proof Aadhar card/Driving License/Voter ID/PAN Card
- g. Proof of CGPA/CPI conversion to percentage.
- h. Proof of payment of Rs. 1000/- as registration fee.
- i. Medical Fitness Certificate
- j. Undertaking for Final Year Appearing Candidates. Candidates who are appearing in their final semester/final year examination (i.e. their qualifying degree result is awaited), have to fill the undertaking form. Any Seat offered to a final year appearing candidate will be purely provisional and subject to fulfilment of minimum eligibility criteria. If such candidate is unable to meet minimum eligibility criteria till the date declared by the University, her admission shall be cancelled and no fee will be refunded.

Candidate will be eligible for final seat allotment subject to the following conditions:

- Verification of all documents at the time of counselling and fulfilling of the eligibility criteria
- Availability of seat in the required field and payment of fees for the program.

If the candidate fails to produce any required documents, her candidature is liable to be cancelled. In case, the candidate fails to fulfil minimum eligibility criteria, her admission shall be cancelled and no fee will be refunded. Admission may be cancelled even after seat allotment & submission of fee if any data/document provided by the applicant is found to be incorrect.

Note:

- The original documents are to be provided along with the self-attested photocopies of the same in the same order.

15. Withdrawal/Refund Policy

WITHDRAWAL OF ADMISSION: The students direct admitted in 2nd year B.Tech. program may apply for withdrawal of admission (if she desires) and her case for refund of fee will be handled as per UGC/AICTE notification.

Note: Registration Fee 1000/- is non- refundable.

16. How to Apply

Application fee for Online Applications

Candidates are advised to apply online on IGDTUW website:

https://igdtuw.in/IGDTUW_ADMISSION

At the time of registration on the online link/portal, an application fee of
Rs. 1000/- will be charged (Non-Refundable)

Helpdesk Email ID: urfikhan@igdtuw.ac.in

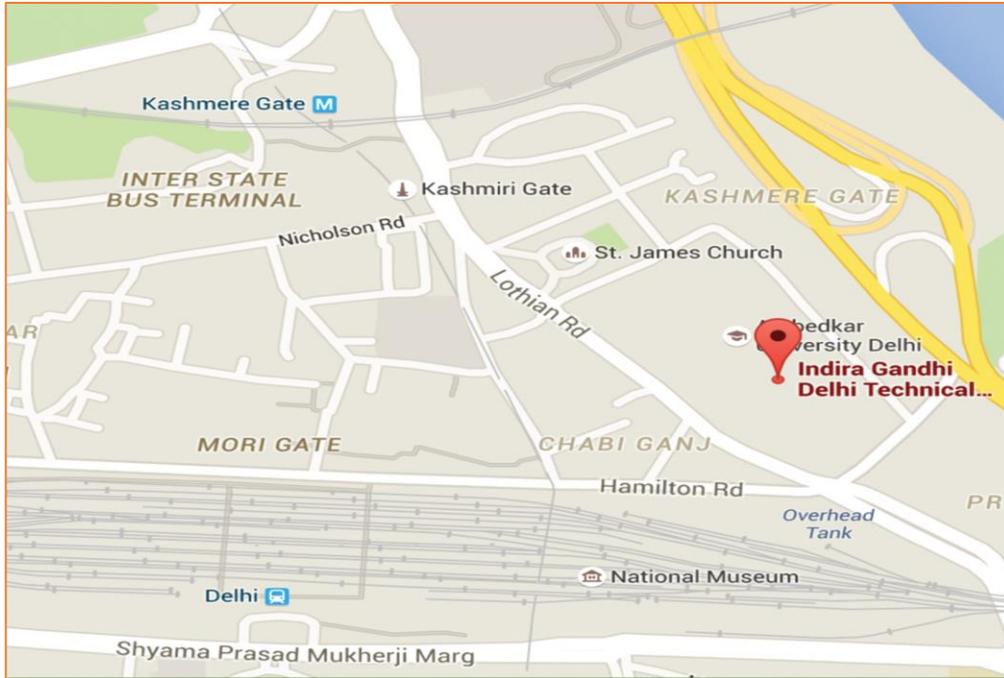
Disclaimer: This Admission Brochure is only for the information purpose and decision of IGDTUW will be final. Any litigation/dispute regarding the admission at IGDTUW will be settled subject to jurisdiction of the Delhi Court.

How to Reach IGDTUW

Address: IGDTUW, Madrasa Road opp. St. James Church, Kashmere Gate Delhi-110006

Landmark- St. James Church

Nearest Metro Station: Gate No. 7 Kashmere Gate metro station (walking distance)



Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006
www.igdtuw.ac.in

LET'S INNOVATE, LETS LEARN BEYOND CLASSROOM,
LET'S BE JOB PROVIDER, RATHER THAN JOB SEEKER
EARN WHILE YOU LEARN
THIS IS WHAT WE IMBIBE PRACTICE AND PREACH TO IGDTUW STUDENTS

- NOTE: All the applicants are advised to maintain COVID appropriate behaviour as per Govt. guidelines and general preventive measures during the counselling.

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 Missdaughter of resident of, the above named officer/ JOO / OR pertains to the category marked below: - (Select one from below)

- (a) Killed in Action onduring.....
 - (b) Disabled in Action on during.....
 - (c) Died in peace time onwith death attributable to military service
 - (d) Disabled in peace time with disability attributable military service.
 - (e) Gallantry Award Winner (.....)
 - (f) Ex-Serviceman.
 - (g) Serving Soldier
- (Category _____ above)

Missdaughter of the above named officer/JOO/OR is eligible for Admission in IGDTUW against the Defence quota under priorityher Ex-Serviceman Widow Identity Card No. is DLH-01.....

NO./
(Round stamp of Office)

RSB SECRETARY
(Zila/Rajya Sainik Board)

Annexure – 2
OBC-NCL Certificate Format

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES (NCL)
APPLYING FOR ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIS),
UNDER THE GOVERNMENT OF INDIA

This is to certify that Smt./Kum* _____
Daughter* of Shri/Smt.* _____ of Village/
Town* _____ District/Division* _____
in the State/Union Territory _____ belongs to
the

_____ community that is recognized as a backward
class under Government of India**, Ministry of Social Justice and Empowerment's
Resolution No. _____ dated _____ ***

Smt./Kum. _____ and/or _____
her family ordinarily reside(s) in the _____
District/Division of the _____ State/Union Territory. This is
also to certify that he/she does NOT belong to the persons/sections (Creamy
Layer) mentioned in Column 3 of the Schedule to the Government of India,
Department of Personnel & Training O.M. No. 36012/22/93- Estt. (SCT) dated
08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated
09/03/2004, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated
14/10/2008, again further modified vide OM No.36036/2/2013-Estt (Res) dtd.
30/05/2014.

Dated:

Seal

District Magistrate / Deputy Commissioner /

Any other Competent Authority

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.

CERTIFICATE FOR PERSON WITH DISABILITY

(To be issued by Medical Board from Government Hospital)

1. Name of the candidate: Mr./Ms.* _____

2. Father's Name: _____

3. Permanent Address: _____

4. Percentage loss of earning capacity (in words):

5. Whether the candidate is otherwise able to carry on the studies of programme: _____

6. Name of the disease-causing handicap:

7. Whether handicap is temporary or permanent:

8. Whether handicap is progressive or non-progressive: _____

9. The candidate is FIT / UNFIT to pursue further studies.

(*Strike out whichever is not applicable)

Member
(Orthopaedic Specialist)

Principal Medical Officer

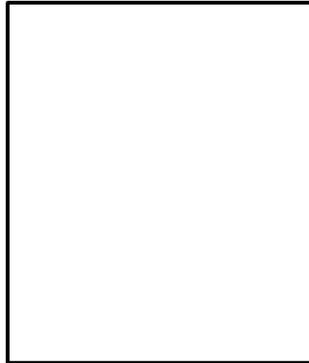
Date:

Seal of Office

NOTE:

1. The medical board must have one orthopaedic specialist as its member.
2. Candidate having temporary or progressive handicap will not be considered against these seats.

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 - 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 2022-23

1. This is to certify that Smt./Kumari _____ daughter/wife of _____ permanent resident of _____/ Village/Street _____ Post Office _____ District _____ in the State/Union Territory Pin Code whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income of her family is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____.

Her family does not own or possess any of the following assets:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. 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./Kumari _____ belongs 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.....

Recent Passport size
attested photograph of
the applicant

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, her parents and siblings below the age of 18 years as also 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 EW status

Annexure – 7

Form for Withdrawal of Admission

- 1) Course _____
- 2) Name of Candidate _____
- 3) Parent /Guardian's Name _____
- 4) Communication Address _____
- 5) Telephone _____
- 6) Mobile _____
- 7) Email Address _____
- 8) 12TH Board Roll No. _____ Region _____
- 9) 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. IGDTUW will not be liable for any wrong transfer of amount on account of incorrect bank information provided by the student.