



Office of International Affairs
**INDIRA GANDHI DELHI TECHNICAL
UNIVERSITY FOR WOMEN**

Opp. James Church Road, Kashmere Gate,
Delhi-110006

REPORTING INSTRUCTIONS

FOR NRI/ PIO/ FN/ CIWG STUDENTS FOR ADMISSION TO B. TECH. COURSES IN
IGDTUW THROUGH DASA FOR THE ACADEMIC SESSION 2024-2025

After **third round** of online allotment, provisionally selected applicants have to report to IGDTUW for online reporting on 25th July (Thursday). Those who have been allotted a seat in special rounds and regular rounds 1,2, and 3 further need to report in-person to IGDTUW for physical verification on 12th August 2024. All admissions would be subject to the verification of original certificates/ documents and satisfactory physical fitness as prescribed by the IGDTUW during the time of admission. Not reporting at IGDTUW on the specified date entails cancellation of the allotted seat. Candidates who have been provisionally selected for admission in IGDTUW after completion of **third** round of online allotments and have been issued Provisional Admission Letters by DASA are required to report online, the schedule of the online reporting will be displayed on the IGDTUW website. It is in the interest of the candidates that they should regularly visit website www.igdtuw.ac.in for any specific updates. If provisionally selected candidate does not report for online admission at IGDTUW in the specified date and time slot with required original documents / testimonials / certificates and fees, she shall forfeit her right of admission and no correspondence in this regard will be entertained after scheduled dates.

Provisionally selected candidates should email one set of self-attested photocopies of all required documents for online verification to dasaadmission@igdtuw.ac.in on or before 1st August 2024.

SCHEDULE OF PHYSICAL VERIFICATION

Reporting Date – 12.08.2024

Following schedule shall be observed for the DASA Verification*

S. No.	Branch	Time Slot
1.	Computer Science & Engineering (CSE) & Computer Science Engineering - Artificial Intelligence CSE-AI (CSE-AI)	11:00 AM
2.	Information Technology (IT) & Electronics & Communication Engineering Artificial Intelligence (ECE AI)	12:00 PM

**Candidates are advised to be ready 10 minutes before their prescribed slot and also in case of exception toward unavoidable delay we request you not to panic and wait patiently for your slots. Those who miss their slot will be entertained as and when the slot falls vacant/ or at the end.*

2. REPORTING:

All the admitted students shall report to the Academic Branch/Admission Officer -UG for physical verification upon arrival at IGDTUW, Delhi, India. For further details, you can contact:

Dr. Nonita Sharma – Admission Coordinator

Contact: +91-9896255117. E-mail: dasaadmission@igdtuw.ac.in

3. PROCEDURE OF PHYSICAL VERIFICATION

1. The verification for NRI/PIO/FN/CIWG candidates admitted through DASA for the academic session 2023-24 shall be conducted through physical mode on 12th , August 2024.
2. Provisionally selected candidates shall be present before the committee designated for physical verification in the given date and time slot for document verification. The candidates are advised to put their original documents (sequence wise) on examination pad/writing pad during physical verification.
3. The candidates are required to deposit the requisite balance first year fee through online or RTGS/SWIFT etc. The fee remittance details or transfer transaction slip having transfer details (ID/Number) copy should be sent through email at dasaadmission@igdtuw.ac.in latest by 1st , August, 2024. The same shall be produced during physical verification before the verification committee.

4. DOCUMENTS TO BE VERIFIED THROUGH PHYSICAL VERIFICATION

1. Original transcripts/ certificates need to be produced during the verification.
2. Provisional Admission Letter issued by the DASA, National Institute of Technology Calicut.
3. Copy of proof for date of birth (Secondary Education Board/University Certificate [Class X or equivalent] or any certificate issued by the Government authorities).
4. Anti-ragging – Affidavits (Annexure I & II). Self-declaration and undertaking forms (Annexure III) shall be produced at the time of arrival at IGDTUW, Delhi.
5. Self-Attested Copies of Mark Sheets of 10th, 11th, and 12th, (or) equivalent examination.
6. Copy of certificate from School authorities (in the format given in Appendix –II of DASA 2024 brochure on letter head of the school) as proof of completion of 11th and 12th Standard or equivalent.
7. School Leaving Certificate/ Migration Certificate.
8. Medical Fitness (Annexure - IV).
9. Certificate in Appendix III of DASA 2024 brochure in case of CIWG Candidates.
 - a. Passport of the Parents working in the Gulf in case of CIWG Candidates.
 - b. Parents Visa in case of CIWG Candidates.
 - c. Parents work permit (if any) in case of CIWG Candidates.

Provisional admission given based on JEE Mains score will be deemed to be cancelled if the candidate is not able to produce the required documents for academic eligibility within the Specified time i.e., latest by 12.08.2024.

- I. Candidate must share their JEE Mains examination User ID and Password for online verification
- II. If any supporting documents are in languages other than English or Hindi, authenticated translated copy of the documents in English or Hindi must also be provided.
- III. Incomplete/ illegible applications and documentary evidence in any respect would be summarily rejected without any communication to the candidates.

5. Physical Verification:

All the admitted students shall report to the Academic Branch/Admission Officer -UG for physical verification upon arrival at IGDTUW, Delhi, India.

6. Balance Amount of Annual Tuition Fee to be deposited at the time of Online Verification.

Registration fee and first Semester Tuition Fee which has been deposited with DASA as per the 3 (Three) Distinct categories:

Registration Fee and First Semester Tuition Fee payable to DASA-2024 before submission of online application for different admitted categories are as under

Admission Category	Registration Fee (Non-refundable) (1)	Tuition Fee (For First Semester only) payable to DASA 2024 (2)	Total Amount to be paid along with the Application Form (3)
DASA (CIWG)	US \$300	INR 62, 500/- (or Equivalent amount in US Dollars)	(1) + (2)
DASA (Non-SAARC)	US \$300	US \$ 4,000/-	US \$ 4,300/-
DASA (SAARC)	US \$300	US \$ 2,000/-	US \$ 2,300/-

Balance fee net annual tuition fee and other fee for First year, to be deposited at the time of online verification where admissions have been confirmed.

S.No.	Admission Category	Fee
1	Tuition Fee	
(a)	CIWG	INR 97,500/-
(b)	NRI/OCI	US \$ 4000*
(c)	FN (Countries other than SAARC)	US \$ 4000*
(d)	FN (Countries within SAARC)	US \$ 2000*
2	Non Govt. Components for 1(a), 1(b) & 1 (c)	
(a)	Student Welfare Fee	INR 25,000/-
(b)	Facilities & Service Charges	INR 7,500/-
(c)	Economically Weaker Section Fund	INR 2,000/-
(d)	Examination Fee	INR 5,000/-
(e)	Premium amount for Medi-claim of Student (per annum)	INR 500/-
(f)	Security Deposit (Refundable)	INR 5,000/-
(g)	One Time Alumni Fee	INR 2,000/-
	Sub Total (2 (a) to 2 (g))	INR 47,000/-
3	Grand Total (1 & 2)	
(a)	CIWG	INR 1,44,500/-
(b)	NRI/OCI	US \$ 4000 + INR 47,000/-
(c)	FN (Countries other than SAARC)	US \$ 4000 + INR 47,000/-
(d)	FN (Countries within SAARC)	US \$ 2000 + INR. 47,000/-

**Parents living in India or aboard and also applicants from Nepal and Bhutan can pay prescribed fee under DASA scheme either in US Dollar or in equivalent Indian Rupee as per DASA guidelines and produce exchange rate given by the nationalize bank.*

7. Mode of fee payment

The tuition fee is to be paid through online/RTGS/NEFT/SWIFT.

The bank details are given below:

Name of the Beneficiary	REGISTRAR, IGDTUW–FEE ACCOUNT INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN, KASHMERE GATE, DELHI – 110006
Bank Name	STATE BANK OF INDIA
Bank Address	ISBT KASHMERE GATE, DELHI - 110006
Bank Account No.	36363786913
Branch Code	05715
IFSC Code	SBIN0005715
Swift Code	SBININBBM21
Type of Account	Current Account

Note: Any transaction charge towards payment should be borne by the candidate.

8. Tuition Fee for subsequent years of study:

The tuition fee as applicable to respective students for subsequent years of study will be deposited by admitted candidates, directly to INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN, as per rules of the INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN, at the beginning of each year as per scheduled announced.

9. Hostel accommodation and other expenses:

Fees are required to be paid by the candidate directly to the University hostel office at the time of arrival. The admitted students are advised to visit the website or contact concerned authorities for detailed information regarding hostel accommodation and other expenses.

10. Refund of Fee

All cases of refund of fee will be dealt with as per DASA guidelines.

11. Internal Sliding

An internal sliding will be conducted based on inter se-merit and choice for internal sliding indicated by the applicant at the time of admission for vacancies that exist in the IGDTUW on completion of admission process. After the internal sliding is completed, IGDTUW will notify the vacancy status to DASA Office at NIT, Raipur, India.

12. Spot Round

Seats remaining vacant after the internal sliding in IGDTUW will be displayed on the DASA 2024 website on 14th August 2024, 5:00 PM. Applicants who have not got any allotment in the earlier rounds and those who were not eligible for allotment in the earlier rounds and have become eligible later can register for Spot rounds. **Applicants who have got admitted to the allotted institute (IGDTUW) have to withdraw their admission before internal sliding if they would like to participate in Spot Round.**

More details regarding how to register for Spot Round will be announced on the DASA 2024 website.

13. Branch Change:

There will be no branch change, once a branch has been allotted through DASA.

14. Miscellaneous Information

Following information is for the benefit of candidates who are taking admission in IGDTUW.

Academic session will start as per academic calendar. For more information please visit www.igdtuw.ac.in and Academic Calendar as announced later on IGDTUW website.

All selected foreign nationals (excluding PIO card holders) must obtain a valid students visa issued by the Indian Missions abroad. The visa can be obtained by producing the provisional admission letter and other required documents at the Indian Missions located in their respective country. All foreign national are required to register with FRRO.

15. Medical Examination

The candidates, in their own interest, are advised to ensure that they are medically fit to pursue the prescribed course of study. The candidates would be required to submit the Medical Certificate (Annexure- IV) from an Authorized Medical Practitioner in their home country or India for general fitness. Please note that if the candidate is not medically fit, his/her admission is likely to be rejected.

Copy of self-attested Covid-19 Vaccination Certificate to be produced during the online verification and submitted during physical reporting in the university.

16. Academic Regulations, Placement and Internship

Potential applicants should visit the website www.igdtuw.ac.in or directly approach the authorities of the IGDTUW for details on academic regulations, placement and opportunities for internship.

ANNEXURE I

AFFIDAVIT BY THE STUDENT

(This matter has to be typed on a non-judicial stamp paper of Rs. 20/-)

1).....(full name of student with admission/registration/enrolment number) d/o Mr./Mrs./Ms having been admitted to (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that (a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations. (b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this.....day of.....month ofyear.

Signature of deponent:
Name:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at(place) on this the (day), of..... (month),..... (year).

Signature of deponent:

Solemnly affirmed and signed in my presence on this the(day) of.....(month),(year) after reading the contents of this affidavit.

OATH COMMISSIONER / ADVOCATE AND NOTARY PUBLIC

ANNEXURE II
AFFIDAVIT BY THE PARENT OR GUARDIAN

(This matter has to be typed on a non-judicial stamp paper of Rs. 20/-)

1. Mr./Mrs/Ms.....(Full name of the parent or guardian) Father/Mother/ Guardian of(full name of student with admission/registration/ enrolment number), have been admitted to (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational institution 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular perused clause 3 of the Regulations and am aware as to what constitutesragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that:
 - a. My ward will not indulge in any behavior or act that may be constituted as ragging under clause3 of the Regulations.
 - b. My ward will not participate in or abet or propagate through any act of commission or omission that maybe constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared thisday of..... month ofyear.

Signature of deponent:

Name:

VERIFICATION

Verified that he contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day),of..... (month),(year).

Signature of deponent:

Solemnly affirmed and signed in my presence on this the(day) of(month),(year) after reading the contents of this affidavit.

OATH COMMISSIONER / ADVOCATE AND NOTARY PUBLIC

ANNEXURE –III

Self-Declaration

for getting services from Government Departments/Local Bodies/Autonomous Body under the GNCT of Delhi.

The written declaration as given hereunder will be included at the end of the application form for seeking the services:

I.....daughter of Mr.....age.....
Years.....resident of..... do hereby affirm and declare that the information given above and in the enclosed documents is true and correct to the best of my knowledge and belief and nothing material has been concealed therein. I am well aware that concealment of facts and giving false information is a punishable offence and in case I am guilty of giving false information or concealment of facts herein, I will be liable to be punished with imprisonment and / or fine as per the relevant provisions of law. I also undertake that the benefits availed by me by furnishing such false information or concealment of facts shall be liable to be summarily withdrawn.

Signature:

Full Name in Capital Letters

Place

Date:

THE UNDERTAKING

(Please make the triplicate copy)

I.....(Enrolment No.....)
do hereby take a pledge that as a student of Indira Gandhi Delhi Technical University for Women, I shall:

1. Faithfully follow and abide by the ordinance, Statues and other notifications as issued by IGDTUW from time to time;
2. Carry my identity card with me, especially when I moved out of my hostel/ Place of stay;
3. Not adopt any unfair means before, during or after the examination.
4. Not copy someone other's work or any information from a book / article or internet and shall not insert it in my class work submissions, project, seminar, reports, dissertation, etc., without proper acknowledgement, credit and reference;
5. Not plagiarize the class work submissions, reports, project, dissertation etc.;
6. Not commit any cyber offence and shall not indulge in any act related to computers/electronics/information technology which may be construed to be an offence under the Indian Penal Code and / or Cyber Law international protocol on internet use / telephony/ information access etc.
7. Abide by Ordinance pertaining to maintenance of Discipline.
8. Keep clean my University

I do, hereby, undertake that I shall cooperate and assist in any enquiry and disciplinary proceeding initiated by the University concerning any matter what so ever, including those as given heretofore.

Signature of the parent/guardian

Note for the student:

- Please submit ONLY one signed copy of the UNDERTAKING at the Dean (International Affairs) at the time of Registration.
- Handover one signed copy of The UNDERTAKING to your Parent/ Guardian for record.
- Keep one signed copy of The UNDERTAKING with you.

ANNEXURE- IV

MEDICAL FITNESS CERTIFICATE

(on letter head of the GP/Hospital etc.)

(To be signed by a registered medical practitioner holding a degree not below of M.B.B.S.)

(TO BE SUBMITTED AT THE TIME OF ADMISSION)

I certify that I have carefully examined Ms.....
daughter of Shri/Smt whose signature is given below. Based on
the examination, I certify that 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 off whichever is not applicable