

## **Admissions to M.Plan.(Urban Planning) Program (2023-24)First Round of Counseling**

### **Guidelines to Candidates appearing for First Counseling for M.Plan. (Urban Planning) Program, 2023-24**

1. The list of candidates called for First Round of Counseling is a provisional merit list of candidates who have applied for admission to M.Plan. (Urban Planning) Program for the session 2023-24. The merit list has been prepared on the following basis

**First Preference:** GATE qualified applicants

**Second Preference:** NON-GATE and result of qualifying exam available (merit based on percentage\* in qualifying degree)

**Third Preference:** NON-GATE and result of qualifying exam awaited (merit based on percentage\* till pre final semester of qualifying degree)

(\*Percentage as submitted by the candidates in application form)

Admissions will be offered strictly after document verification at the time of counseling.

2. **All candidates shortlisted for 1<sup>st</sup>Counseling are required to report at Seminar Hall, Administrative Block, IGDTUW, Kashmere Gate, Delhi – 1100 06 on 03<sup>rd</sup> of July'2023 at 9.30 AM along with the list of documents placed below, failing which they will not be allowed to appear in the counselling.**
3. If any candidate fails to produce any relevant document at the time of counselling mentioned in the given list, she will have no claim on admission to M.Plan. (Urban Planning) Program 2023-24. The caste certificate and other supporting documents must be in the format as mentioned.
4. To be called for Counseling does not guarantee admission. The admission will be done strictly as per guidelines given in the IGDTUW Admission Brochure 2023-24/norms of university.
5. If the candidate does not report at the scheduled reporting time, her name will be deleted from the merit list and she will not be entitled for admission in M.Plan. (Urban Planning) program.
6. If a shortlisted candidate does not attend the first Counselling she will have no claim on the seat already allotted to the candidate in the first round of Counselling. However, candidates can participate in the subsequent rounds of counselling as per availability of seats in order of merit.

## **Documents required at the time of 1<sup>st</sup> Counseling for M.Plan. (Urban Planning) Program 2023-24 Program:**

1. Candidates are required to fill in the Check List as given in Annexure “ 1” & attach it on top of their documents.
2. Two copies of the Printout of PDF of application form generated at the time of applying, duly signed by the candidate.
3. Two copies of the receipt of application fee of Rs. 1000/- paid by the candidate.
4. Two passport size photographs.
5. Original and self attested copy of Identity proof (Aadhar Card/PAN Card/Driving Licence/Passport/Voter ID)
6. Fees in the form of **Demand Draft of Rs. 1,21,000/- (this includes Rs. 5000 as security deposit(refundable) and one time Alumni fee of Rs. 2000) in favour of “REGISTRAR, IGDTUW STUDENT FEE S/B ACCOUNT” payable at Delhi/New Delhi.**
7. Original and self-attested copy of class 10th certificate in support of Date of Birth.
8. Original and self attested copy of mark sheet of 12<sup>th</sup> class
9. Original and self-attested copy of Mark sheet(s) and certificate of qualifying degree (B.Arch./ B.Plan or B.Tech. (Planning)/B.Tech or BE (Civil Engineering)/equivalent) in support of verification of marks and Region.
10. ***B.Arch. applicants must furnish proof of recognition of their B.Arch. degree from CoA (Council of Architecture)/ their registration certificate from CoA with valid CoA registration no.***
11. Original and self-attested copy of GATE Score card.
12. Proof of CGPA/SGPA conversion to Percentage (if applicable).
13. Duly filled annexure as given below.

## Annexure- “1”

### CHECKLIST (Documents Required at the Time of Admission)

No.	Tick	Particulars
1.		Printout of PDF of application form generated at the time of applying
2.		Receipt of application fee of Rs. 1000/-
3.		Two passport size photographs
4.		Original and Self attested copy of Identity Proof
5.		Fees in the form of <b>Demand Draft of Rs. 1,21,000/- (this includes Rs. 5000 as security deposit (refundable) and one time Alumni fee of Rs. 2000) in favour of “REGISTRAR, IGDTUW STUDENT FEE S/B ACCOUNT” payable at Delhi/New Delhi.</b>
6.		Original and self-attested copy of class 10th certificate
7.		Original and self-attested copy of class 12 <sup>th</sup> marksheet
8.		Original and self-attested copy of Mark sheet(s) and degree certificate of qualifying degree
9.		Proof of CoA (Council of Architecture) registration / CoA Approved program (in case of B.Arch.)
10.		Original and self-attested copy of GATE Score card.
11.		Proof of CGPA /SGPA conversion to Percentage (if applicable).
12.		Original and self-attested copy for the category certificate (as applicable for SC/ST/OBC/KM/CW/EWS)
13.		Medical fitness certificate in original (Annexure H)

Applicant’s Signatures

Member, Document Verification Team

## **INSTRUCTIONS FOR APPLICANTS WHOSE FINAL RESULT OF QUALIFYING DEGREE IS AWAITED**

Candidates, whose final result is awaited, need to submit their final result in university on or before **30/09/2023**, failing which their admission shall stand cancelled and the fees shall be forfeited by the university.

## FORMATS OF DIFFERENT CERTIFICATES

( Annexure - 'A' to Annexure - 'J' )

### Annexure "A"

#### Certificate in Respect of Kashmiri Migrant (KM)

#### CERTIFICATE FOR AVAILING ADMISSION AGAINST KASHMIRI MIGRANT QUOTA

Certified that Km/Smt. \_\_\_\_\_ -  
daughter/wife of Shri/ \_\_\_\_\_  
resident of \_\_\_\_\_ is  
registered as migrant from Jammu & Kashmir. The Registration number is \_\_\_\_\_  
\_\_\_\_\_ dated \_\_\_\_\_.

It is also certified that 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 "B"

### Certificate in Respect of Defence Category (CW)

#### CERTIFICATE FOR AVAILING ADMISSION AGAINST DEFENCE QUOTA OFFICE OF THE ZILA/RAJYA SAINIK BOARD

This is to certify that Miss \_\_\_\_\_  
daughter \_\_\_\_\_  
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 \_\_\_\_\_ and boarded out from  
service on \_\_\_\_\_  
during \_\_\_\_\_ Died in peace time on  
\_\_\_\_\_ with death attributable to military service.
- c. Disabled in peace time and boarded out from service with disability attributable  
military service.
- d. Gallantry Award Winner (\_\_\_\_\_)
- e. Ex-Serviceman.
- f. Serving Soldier

(Category \_\_\_\_\_ above)

Miss \_\_\_\_\_ daughter of the above named  
officer/JCO/OR is eligible for Admission against the Defense quota under priority  
her Ex-Serviceman Widow Identify Card No. is DLH-  
01\_\_\_\_\_.

NO \_\_\_\_\_  
(Round stamp of office)

RSB SECRETARY  
(Zila/Rajya Sainik Board)

## Annexure "C"

### 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 below 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:

1. Residential flat of 1000 sq. ft. and above;
2. 5 acres of agricultural land and above;
3. Residential plot of 100 sq. yards and above in notified municipalities;
4. 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, 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 "D"

### CERTIFICATE FOR PERSON WITH DISABILITY

**To be issued by Medical Board from Government Hospital**

Name of the candidate: 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.

Recent  
Passport size  
attested  
photograph  
of the  
applicant

Principal Medical Officer

Date: \_\_\_\_\_

Seal of Office

Government of \_\_\_\_\_  
(Name & Address of the authority issuing the certificate)

**NOTE:**

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



## Annexure "E"

### CERTIFICATE FOR APPEARING IN FINAL SEMESTER/YEAR EXAMINATION

(Required from candidates who are yet to appear in the qualifying examination)

In connection with the application of

Ms. \_\_\_\_\_ for admission to PG/Ph.D.

programmes at Indira Gandhi Delhi Technical University for Women, Delhi, Hereby

certify that she is a bonafide student of our institution. She is yet to complete the

requirements of qualifying examination including Theory, practical project examination

and back paper (s)/supplementary(ies) for B.E/B.Tech/B.Arch./M.Sc./Others

\_\_\_\_\_ which is to be scheduled later (Strike out the non-

Applicable ones and write in the blank space if the degree is not mentioned).The

percentage of aggregate marks/CGPA obtained by her up to pre-final year/semester

is \_\_\_\_\_. Her conduct and character during her stay at the University

has been " GOOD"

**Place :** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of the Principal/Dean/Registrar  
Dy. Registrar/Proctor/Administrative Office**

### UNDERTAKING BY THE CANDIDATE REGISTERED WITHOUT PRODUCTION OF PROOF OF PASSING THE QULIFYING EXAMINATION/APPEARED IN THE BACKPAPER(S) /SUPPLEMENTART(IES) TILL DATE OF REGISTRATION

I \_\_\_\_\_

daughter/ward of Ms. \_\_\_\_\_ hereby give an

undertaking that I have appeared in all the examination including

practical(s)/project/backpapers/ supplementary(ies) before the date of registration

and only the result is awaited which is likely to be declared by \_\_\_\_\_.

**Place:**

**Date:**

**Signature of Student**

**Name of Student:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact no:** \_\_\_\_\_

## Annexure "F"

### SELF-DECLARATION/UNDERTAKING BY STUDENT

(Required from candidates who are have not submitted latest OBC-NCL caste certificate)

I, Ms. \_\_\_\_\_ D/o: \_\_\_\_\_  
 Application Reference No. \_\_\_\_\_ Mobile No: \_\_\_\_\_  
 \_\_\_\_\_ applied for PG/Ph.D. Course  
 \_\_\_\_\_ for  
 Session \_\_\_\_\_ Year \_\_\_\_\_ of Indira Gandhi Technical  
 University for Women, Kashmere Gate, Delhi-110006 do hereby undertake the  
 following:

1. I, hereby, declare that, the entries made by me in the Application Form for availing reservation in OBC-NCL category are complete and true to the best of my knowledge and based on records.
2. I, hereby, undertake to present the original documents immediately upon demand by the concerned authorities of the University.
3. I acknowledge that, the Indira Gandhi Technical University for Women has the authority for taking punitive actions against me for violation and/or non-compliance of the same.
4. I, further declare that, my admission may be cancelled, at any stage, if I am found ineligible and/or the information provided by me are found to be incorrect.

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Student**

### DECLARATION BY PARENT/ GUARDIAN

I \_\_\_\_\_ (Mother / Father / Guardian)  
 hereby fully endorse the above undertaking/declaration given by my child/ward. And  
 I will endeavour to induce my child/ward to do her best to observe the above stated  
 undertaking in words and spirit.

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Mother / Father / Local Guardian**

**Annexure "G"****SELF-DECLARATION/UNDERTAKING BY STUDENT**

(Required from candidates who are have not submitted any of the Essential document(s))

I, Ms. \_\_\_\_\_ D/o: \_\_\_\_\_  
 Application Reference No \_\_\_\_\_ Mobile No: \_\_\_\_\_ applied  
 for PG/Ph.D. Course \_\_\_\_\_ for  
 Session \_\_\_\_\_ Year \_\_\_\_\_ of Indira Gandhi Technical University  
 for Women, Kashmere Gate, Delhi-110006 do hereby state that I haven't submitted the  
 following essential document(s) needed to be uploaded on IGDTUW Admission Portal ( **Place  
 a tick mark on the items you haven't submitted** ) :

<input checked="" type="checkbox"/>	<b>Name of the Essential Document</b>
	Date of Birth Certificate or the High School (class X) Certificate with Date of Birth
	Class XII or equivalent marksheet.
	Consolidated Marksheet (for Graduation Degree) <b>(scanned both sides)</b> <b>OR</b> Marksheets of all the years/semesters for Graduation Degree, for result awaited candidates <b>(scanned both sides )</b>
	Consolidated Marksheet for Post-Graduation Degree <b>(If applicable)(scanned both sides )</b> <b>OR</b> Marksheets of all the years/semesters for Post-Graduation Degree <b>(If applicable)</b> , for result awaited candidates <b>(scanned both sides )</b>
	GATE score card / JRF / NET CERTIFICATE <b>(if applicable)</b>
	Certificate/s for Reserved Category as applicable for SC / ST/ OBC-NCL / KM / PD / CW / EWS. <b>(If applicable)</b> Candidates belonging to OBC-Non-Creamy Layer & EWS will be required to submit the Certificate issued on or later than 1st April 2023.
	ID. proof Aadhar Card/Driving License/Voter ID/Pan Card
	Work Experience Certificate for Part-Time Applicants <b>(Only for Ph.D. Applicants)</b>
	No Objection Certificate (NOC) from the current employer <b>(Only for Part-Time Ph.D Applicants)</b>
	CoA (Council of Architecture) registration certificate of CoA Approved program (in case of B.Arch.) Temporary Registration number from COA. <b>(Only for M. Plan.)</b>
	NIMCET scorecard (if applicable) <b>only for MCA Applicants (scanned on both sides )</b>
	Proof of CGPA conversion to Percentage <b>(if applicable)</b>
	Medical Fitness Certificate
	PDFs of published conference/ Journal papers ( <b>Only for Direct Ph.D. Applicants</b> )

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Student

## Annexure "H"

### Medical Fitness Certificate

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

The certificate must be from the Medical Officer or any rank above it from any Central/State Government Hospital/Dispensary/Medical College must be brought by the candidate at the time of admission/as mentioned in IGDTUW Admission 2021-22 instructions.

Photograph  
(To be attested by  
Doctor signing the  
certificate)

I certify that I have carefully examined Ms. \_\_\_\_\_  
daughter of Shri \_\_\_\_\_ 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 his/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

## ANNEXURE "I"

### FORMAT FOR EMPLOYER'S NO OBJECTION CERTIFICATE

(To be issued on the Letter Head of the current Employer)

This is to certify that Ms. \_\_\_\_\_  
D/O \_\_\_\_\_ working as  
\_\_\_\_\_ in the department of  
\_\_\_\_\_ from  
\_\_\_\_\_ to \_\_\_\_\_ is an  
employee of our Department/Organization. Her total work experience is  
\_\_\_\_\_ Years and \_\_\_\_\_ Months. We have no  
objection to her joining in Ph.D (Part-Time) Degree Program at IGDTUW. She  
will be relieved from her duties as per the requirements of her Degree Program.

Signature

(Head of Institution)

**ANNEXURE "J"****FORM FOR WITHDRAWAL OF ADMISSION**

- 1) Branch & Department \_\_\_\_\_
- 2) Name of the Candidate \_\_\_\_\_
- 3) Parent's/ Guardian Name \_\_\_\_\_
- 4) Communication Address \_\_\_\_\_
- \_\_\_\_\_
- 5) Telephone \_\_\_\_\_ Mobile \_\_\_\_\_
- 6) Email Address \_\_\_\_\_
- 8) 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 \_\_\_\_\_

**Ban Details 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

**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 Parents/Guardian)

Date : \_\_\_\_\_

(Signature of Student)