



**INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN**

**KASHMERE GATE, DELHI – 110 006**

## **Special Spot Round for Admission to MBA Program**

Special Spot Round of Counselling for admission to the MBA Program at IGDTUW to fill the vacant seats is scheduled to be held on 30<sup>th</sup> September 2020. The following process will be adopted for offering admission subject to availability of the seats:

- 1) Preference will be given to a candidate with a valid score in **CAT/ CMAT/ MAT/GMAT/any other National Level Management Admission Test** in the year 2019 / 2020 for admission subject to fulfillment of the minimum eligibility criteria.
- 2) Thereafter, the admission will be offered to the candidates on the basis of the marks obtained in the qualifying degree as per the minimum eligibility criteria. The candidates who have appeared/appearing in the final degree examination and awaiting the final result may also apply. All such candidates are required to appear for Online Personal Interview and the merit shall be drawn on the basis of Marks obtained in the qualifying degree and performance in the Personal Interview

**Note:** All candidates not having their final result of qualifying degree will be offered provisional admission. Such candidates are required to submit their results fulfilling the minimum eligibility criteria on or before 31<sup>st</sup> December 2020 failing which their admission is liable to be cancelled.

### **1) How to Apply**

- (i) The candidates shall apply on or before 25th September 2020 in the online Application Form with the following link :

<https://forms.gle/P8Qeo24wwX7BGFc79>

- (ii) Candidates are required to pay the Application Fee of Rs. 1000/- (Non-Refundable) at the time of filling the application form through Net Banking in the following Account:

**Name of the Account:** Registrar, IGDTUW – Fee Account  
**Account Number:** 36363786913  
**Name of the Bank :** State Bank of India  
**Branch:** ISBT, Kashmere Gate, Delhi- 110006  
**MICR :** 110002051  
**IFSC Code :** SBIN0005715

The candidates shall upload a copy of the transaction receipt as a proof for the payment of the Application Fee.

**NOTE :** Candidates are advised to fill in the complete details in the online Application Form and upload the pdf file of the requisite documents as mentioned in the Para 6. After submission of the form, no requests for change in Category/Sub-Category shall be entertained.

## 2) Minimum Eligibility Criteria:

- (i) A female candidate who has passed any Bachelor Degree examination with minimum 60% marks in aggregate or equivalent CGPA from a recognised university/institution is eligible to apply. However, a relaxation of 10% in marks to SC/ST/PWD candidates and 5% to Other Backward Class (OBC-NCL) / Defence Category (CW) shall be given in minimum eligibility criteria.
- (ii) Candidates who are appearing in final semester examination may also apply, provided that they submit the proof of eligibility by 31<sup>st</sup> December, 2020.
- (iii) The student should hold a degree from any of the universities incorporated by an act of the central or state legislature in India, or other educational institutions established by an act of Parliament or declared to be deemed as a university under section 3 of UGC Act, 1956, or possess an equivalent qualification recognized by the Ministry of HRD, Government of India.

## 3) Program Fee

Sl. No.	Particular	Fee in AY 2020-21	Fee in AY 2021-22
1	Tuition Fee	66500	73000
2	<b>Non Govt. Component</b>		

2.1	Student Welfare	16500	18,500
2.2	Facilities and Services Charges	5500	6000
2.3	Economically Weaker Section (EWS) Fund	2000	2000
2.4	Examination Fee	5000	5000
2.5	Premium amount for mediclaim of student (per annum)	500	500
	<b>Grand Total</b>	<b>96000</b>	<b>105000</b>

**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/-

Hostel and Mess fee, if applicable, will be paid separately.

#### 4) Schedule for Special Spot Round Counselling:

(i) **Start Date of Online Applications** : 16-09-2020

(ii) **Closing date of Online Applications** : 25-09-2020

(iii) **\*Date of Online Personal Interview** : 26-09-2020

(iv) **Date of Counselling:** 30-09-20 (Wednesday)

(v) **Reporting Time** : 10:00 am

(vi) **Venue** : Seminar Hall, First Floor, Administrative Block, Indira Gandhi Delhi Technical University for Women, Kashmere Gate, Delhi-110006 (Nearest Metro Station : Kashmere Gate)

**\*Note** : All Candidates who are offered admission based on the qualifying degree are required to appear for Online Personal Interview. Merit shall be drawn on the basis of Marks obtained in the qualifying degree and performance in the Personal Interview

## 5) Guidelines Special Spot Round

### 1. Seat Allotment Criteria

- (i) Priority for allotment of vacant seats shall be given to the eligible candidates with a valid score in CAT/ CMAT/ MAT/ XAT/ any other National Level Management Admission Test in the year 2019/2020 subject to fulfillment of the minimum eligibility criteria. Allotment of seats shall be done as per the merit of the score of the candidate in these tests.
- (ii) In case of availability of seats, allotment of seats shall be done to those candidates who do not possess National Level Management Admission Test Score. The merit for such eligible candidates shall be prepared on the basis of Marks obtained in the Qualifying Degree and the performance in the Personal Interview.

### 2. Fees to be paid at the Time of Admission:

- (i) Every student who is offered admission in the MBA program in the Special Spot Round of Counselling is required to pay the Course Fee (AY 2020-21) of Rs 1,03,000 (One Lakh Three Thousand Only) in the form of DD in favour of “**Registrar, IGDTUW- Fee Account**” payable at **Kashmere Gate, Delhi- 110006** for confirmation of the admission.
- (ii) Candidates are advised to get the Demand Draft prepared in advance. No time relaxation will be given for the payment of fees .

### 3. Reporting for Special Spot Round of Counselling

- (i) All the candidates have to report by 10:00 am at the venue of counselling and mark their attendance which is mandatory for participating in the Special Spot Round Counselling Process.
- (ii) Candidates, who cannot come in person, can authorize their parent/relative/guardian/friends as their representative to participate in the SPECIAL SPOT Round on their behalf and complete the admission formalities. Such candidates shall send a copy of Authorization Letter with their parent/relative/guardian/friends. No other relaxation will be given in the procedure of admission.

4. **Withdrawal Policy:** The Course Fee paid will be **Non-Refundable** for the candidates admitted in the Special Spot Round except the Security Deposit of Rs 5000.
5. **No. of Seats :** Seats available will be declared at the time of counselling.

## **6) Documents Required at the Time of Counselling:**

The candidates are required to bring their Original Certificates for Document verification and submit the self attested copies of the following documents:

- (i) Print-out of the online application form duly signed by the candidate with three recent colored passport size photo.
- (ii) Original Degree and Marks sheets of the qualifying examination.
- (iii) Print out of CAT/ CMAT/ MAT/GMAT/any other National Level Management Admission Test in the year 2019 / 2020.
- (iv) Date of Birth Certificate as indicated in High School (Class X ) or equivalent examination.
- (v) Reserved category/sub-category certificates, if applicable. \*(Refer to the MBA Brochure for Formats)
- (vi) Demand Drafts of Rs 103,000/- in favour of “Registrar, IGDTUW- Fee Account” payable at Kashmere Gate, Delhi- 110006

**Note:** If the candidate fails to produce any required documents, her candidature is liable to be cancelled.

**NOTE: The Details of MBA program and the formats for various Categories/Sub-Categories certificates are available in the MBA Brochure that can be downloaded at the following link:**

<https://www.igdtuw.ac.in/images/mba%20admission%20brochure.pdf>

**PRECAUTIONS TO BE TAKEN IN VIEW OF COVID PANDEMIC DURING  
COUNSELLING FOR THE SPECIAL SPOT ROUND**

**(Reference :: MHRD order F.No.16-16/2020-U1A dated 06-July-2020)**

- (i) All candidates should wear masks properly covering their nose and mouth.
- (ii) All candidates should have “Arogya Setu” App installed on their mobile and it should show healthy status at entry gate.
- (iii) Thermo gun temperature checkup will be done at entrance gate for all candidates and university staff engaged in the counselling process.
- (iv) If any candidate fails to meet the criteria of “Healthy status”, he/she will not be allowed to enter the Venue.
- (v) Counselling functionaries will also wear masks.
- (vi) Sanitizers will be available at door entry and inside the Venue.
- (vii) Avoid crowding at entry and exit point .
- (viii) Keeping in view the physical distancing, University has adequate rooms capacity to meet proper seating arrangement for counselling. Due distance will be maintained between every two candidates in seating arrangement.
- (ix) Adequate arrangement of safe drinking water is made. However, candidates are advised to bring their own water bottles also.