

Delhi Technological University

(Formerly Delhi College of Engineering)



***Admission Information Brochure for Undergraduate Programmes in
East Delhi Campus***

**B.B.A. and B.A. (Honours) Economics
(2017-18)**

University School of Management & Entrepreneurship

Delhi Technological University

East Delhi Campus

Vivek Vihar, Phase -2, Jhilmil Colony, Delhi, 110095

ABOUT DTU

Delhi Technological University (DTU), formerly known as Delhi College of Engineering (DCE), is a premier government university located in New Delhi, India. It is one of the oldest engineering colleges in India and Delhi's first engineering college. It was established in 1941 as Delhi Polytechnic and was under the control of the Government of India. The college has been under the government of the National Capital Territory of Delhi since 1963 and was affiliated with the University of Delhi from 1952 to 2009. In 2009, the college was given state university status, thus changing its name to Delhi Technological University.

It offers courses towards Bachelor of Technology (B.Tech), Master of Technology (M.Tech), Doctor of Philosophy (Ph.D.) and Master of Business Administration (M.B.A) and contains fourteen academic departments with a strong emphasis on scientific and technological education and research.

DTU has consistently been ranked among the top universities of the country in reputed surveys. More information can be accessed at www.dtu.ac.in

ABOUT EAST DELHI CAMPUS

The newly established East Delhi campus of DTU will be functional from 2017-18 academic session. It is located at Vivek Vihar, Phase II, Delhi (in the premises of Shaheed Sukhdev College of Business Studies which has been shifted to a new campus in Rohini, Delhi). This campus endeavours to provide quality education, research and innovation in the emerging areas of management relevant to industry and society. From this academic session, it will offer courses in Bachelor of Business Administration (B.B.A), Bachelor of Arts B.A. (Hons.) in Economics and Master of Business Administration (M.B.A).

ELIGIBILITY CONDITIONS

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 his/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, he/she shall be considered under the Outside Delhi Region.

Qualifying Examination and Admission Criteria

(i) BBA Programme: 50% marks in 12th board examination and must also have passed English (Core/Elective/Functional) as a subject which will be counted among the best four subjects. The selection will be based on merit on the basis of the marks obtained in best of four subjects (including English) in 12th board exam. The best of four subjects shall not include any vocational subjects.

(ii) BA (Hons.) Economics: 50% marks in 12th board examination and must also have passed Mathematics (Core/Elective/Functional) as a subject which will be counted among the best four

subjects. The selection will be based on merit on the basis of the marks obtained in best of four subjects (including Mathematics) in 12th board exam. The best of four subjects shall not include any vocational subjects.

NOTE: Candidates who have appeared at the Annual Examination in the year 2017 and have been placed in compartment will not be eligible for admission for the academic year 2017 – 18.

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 concession in the minimum marks criterion as mentioned below:

- 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.
- 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.
- Defence Personnel (DP) Candidates claiming reservation under Defence sub-category shall be allowed a relaxation of 5% marks in the minimum marks criterion in the qualifying examination.
- Person with Disability (PwD): Candidates claiming reservation under “Person with Disability” (PD) sub-category shall be allowed a relaxation of 10% marks in the minimum marks criterion in the qualifying examination.

Age criterion

Applicant must be minimum 17 years and maximum 25 years of age on or before the 01.10.2017. Relaxation in minimum age up to one year only with the approval of Competent Authority is permissible (Such candidates should apply for relaxation only at the time of admission).

RESERVATION POLICY

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.

Sub-categories namely ‘Defence’ and ‘Person with Disability’ are available under each category (General, SC, ST, OBC-NCL).

d) Defence Personnel: 5% of the total seats in each category are reserved for candidates belonging to Defence sub-category in the following priority:

Priority I - Widows/wards of Defence Personnel/Para-Military Personnel killed in action.

Priority II - Wards of Defence personnel and ex-servicemen/ Para Military Personnel disabled in action and boarded out from service with disability attributed to military service.

Priority III - Widows/wards of Defence Personnel/Para-Military Personnel who died in peace time with death attributable to Military Service.

Priority IV - Wards of Defence Personnel / Para Military Personnel disabled in service and boarded out from service with disability attributed to military service.

Priority V - Wards of serving Defence Personnel and ex-servicemen Para-Military / police personnel who are in receipt of the following Gallantry Awards: 1. Param Vir Chakra 2. Ashok Chakra 3. SarvottamYudhSeva Medal 4. Mahavir Chakra 5. Kirti Chakra 6. UttamYudh Seva Medal 7. Vir Chakra 8. Shaurya Chakra 9. Yudh Seva Medal 10. Sena/ NauSena/ Vayu Sena Medal** 11. Mention-in-Despatches 12. President's Police Medal for Gallantry** 13. Police Medal for Gallantry**

Priority VI – Wards of Defence Ex-servicemen.

Priority VII – Wards of Serving Defence personnel. Note ** These medals are awarded for Gallantry as well as for distinguished service.

e) Person with Disability: 5% of the total seats in each category are reserved for candidates belonging to 'Person with Disability' sub-category

f) J&K 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:

- a) who has passed the requisite qualifying examination from a school / college / institute located within the NCT of Delhi;
- b) whose parents are registered in Delhi upto 11.06.2001 as Kashmiri Migrant; and
- c) who is residing in the N.C.T. of Delhi.

NOTE: In case of seat remaining vacant, Kashmiri Migrant settled outside Delhi will be considered.

Certificates Required for Reserved Seats at the Time of Document Verification

Candidates applying for any reserved seat (i.e. SC, ST, OBC-NCL, CW, PD, KM) must produce the original certificates (as applicable) as mentioned below at the time of document verification.

(i) Scheduled Caste (SC)/Scheduled Tribe (ST) /Other Backward Class (OBCNCL): 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 his/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 produce the caste/category certificate in his/her name at the time of counselling. 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, he/she has to bring SC / ST / OBC certificate issued by Govt. of NCT of Delhi and should have also passed his/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 June 30, 2016 from the authorities as mentioned above. However, if the certificate is issued prior to June 30, 2016, 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.

(ii) Defence Personnel: For admission to a seat reserved for Defence subcategory, 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 or from the Home Ministry in case of Para-Military forces.

b. Widows/ Wards of the officers and men of Armed forces including Para-Military personnel who died or 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.

In case of Para-Military forces appropriate documents/certificates issued by Competent Authority notified in this regard by the Para-Military forces headquarters must be produced. A statement to the effect that "the death/physical disability (percentage to be mentioned) is attributed to military service" is required to be included in the certificate.

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/gallantry award recipient.

h. Original Service Identity Card

- i. A certificate from the respective C.O. Unit in respect of serving personnel
(Priority VII).

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 Differently Abled Person (PD) sub-category, the candidate must produce the following certificates in original at the time of document verification for PD candidates:

a. A certificate of physical disability issued by a duly notified Medical Board of a District/Government Hospital set up for examining the physically challenged candidates under the provision of the Person with Disability (equal opportunities, protection of rights and full participation) Act 1995. The certificate should indicate the extent (i.e. percentage) of the physical handicap and should bear the Photograph of the candidate concerned. The certificate should be countersigned by one of the Doctors constituting the Board issuing the certificates.

b. A certificate duly recommended by Vocational Rehabilitation Centre for the Handicapped, 9-11 Vikas Marg, Karkardooma, Delhi 110092.

(iv) Kashmiri Migrants: The candidates seeking admission under Kashmiri Migrants seats must produce the following documents, in original, at the time of document verification:

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.

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 thereto (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

Application form is available at www.dtuadmissions.nic.in

All candidates are required to fill the online Application Form and make an online payment of Rs. 1000/- (one thousand only).

Candidates are required to fill separate application form for each programme and according pay the online fee.

Incomplete application, due to any reason, is liable for rejection by the University.

ADMISSION SCHEDULE AND IMPORTANT DATES

ACTIVITY	B.B.A.	B.A.(Hons.) Economics
Starting Date for Online Registration	1st th July, 2017	

Closing Date for Online Registration	24 th July, 2017
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Schedule for Announcement of Cut-off lists, Verification of Documents, Approval of Admission and Payment of Admission Fee for B.B.A. and B.A. (Hons.) Economics.

Cut-off	ACTIVITY	B.B.A.	B.A. (Hons.) Economics
First Cut- Off	Notification of First Cut – off	31 st July 2017	31 st July 2017
	Document verification and fee deposit	8 th August 2017 9 th August 2017	2 nd August 2017 3 rd August 2017
Second Cut- Off	Notification of Second Cut-off	10 th August 2017	10 th August 2017
	Document verification and fee deposit	11 th August 2017	16 th August 2017
Third Cut- Off	Notification of Third Cut-off	17 th August 2017	17 th August 2017
	Document verification and fee deposit	18 th August 2017	18 th August 2017

NOTE: No individual communication will be sent to the candidates. It is therefore in the interest of the candidates to visit www.dtu.ac.in regularly as per the admission schedule given above.

FEE STRUCTURES

Programe	First Year	Second Year	Third Year
BBA/BA(H) Economics	65,000	73,000	82,000

Withdrawal Policy: The withdrawal policy is as given below:

Upto 16 th August 2017	Refund of full fee (candidate will have to deposit a DD of Rs. 1000/- in favour of Registrar DTU as processing fee)
After 16 th August 2017	No Refund

The candidates are required to fill the online Application Form and make an online payment of Rs. 1000/- (Rs. 500/- for SC/ST and Person with Disability). **Separate application forms are required to be filled for each programme.**

For any queries contact at:

Email: dtueastcampusbba@gmail.com (For queries related to B.B.A programme)

dtueastcampusbba@gmail.com(For queries related to B.A(Hons.) Economics programme)

Phone: 011-27296203

CERTIFICATES AND FORMATS

The formats of some of the required certificates are printed below 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 in Respect of Defence Category

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

This is to certify that Master /MissSon/daughter 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)

Mr/Missson/daughter of the above named officer/JOO/OR is eligible for Admission in DTU, IIIT-D, IGDTUW or NSIT against the Defence quota under priority

.....His/her Ex-Serviceman Widow Identity 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 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

* Strike whichever is not applicable.

Certificate for Person with Disability

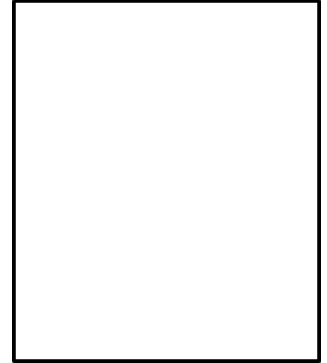
To be issued by Medical Board from Government Hospital

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)

Member

Principal Medical
Officer

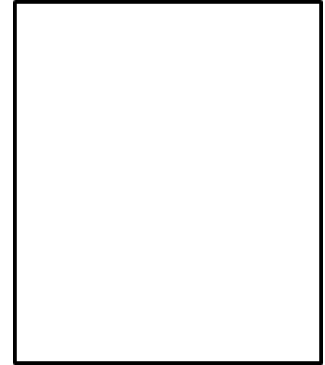
Date:

Seal of Office

NOTE:

1. The medical board must have one orthopedic 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
(To be submitted at the Time of Counselling/Admission)**



Certified that Shri / Km/ Smt. _____ son/daughter/wife of Shri/Smt.
_____ is physicallyhandicapped due to

and he/she is fit for undergoing the course(s) _____
_____ at East Delhi Campus, DTU.

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

Certificate for Availing Admission Against J&K Migrant Quota

J&K Migrant Quota

(To be submitted at the Time of Admission)

Certified that Shri/Km/Smt. _____ son/daughter/wife of 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 other document then this will be accepted by the university for claiming reservation against the Kashmiri Migrant Seat.

Form for Withdrawal of Admission

- 1) Course _____
2) Name of Candidate _____
3) Parent /Guardian's Name _____
4) Communication Address _____

5) Telephone _____ Mobile _____
6) Email Address _____
7) 12TH Board Roll No. _____ Region _____
8) Category / Sub-category _____

Bank Account Details

- Name of the Bank Account Holder _____
(in favor 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 Account No.	Bank	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. DTU will not be liable for any wrong transfer of amount on account of incorrect bank information provided by the student.

Documents Required at the Time of Admission

- i) Online created Registration Form duly signed by guardian/parent and candidate.
- ii) Two passport size photographs.
- iii) Marks sheet of the qualifying examination i.e. Class XII or equivalent.
- iv) Date of Birth Certificate as indicated in High School or equivalent examination i.e. Class X.
- v) Reserved category / sub-category Certificates.
- vi) Medical fitness certificate original

For any queries contact at:

BBA

Email: dtueastcampusbba@gmail.com

Phone: 011-27296203

BA(HONS.) Economics

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Phone: 011-27296203