



Office of International Affairs
DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi Vide Act 6 of 2009
Shahbad Daulatpur, Bawana Road, Delhi 110042
Tel: +91-11-27871018, Fax: +91-11-2787 1023

REPORTING INSTRUCTIONS

FOR NRI/ PIO/ FN/ CIGW STUDENTS FOR ADMISSION TO B. TECH. COURSES IN DTU THROUGH DASA 2018.

After **fourth** round of online allotment, provisionally selected applicants have to report to DTU for admission on July 23, 2018. All admissions would be subject to the verification of original certificates/ documents and satisfactory physical fitness as prescribed by the DTU during the time of admission. Not reporting at DTU on the specified date entails cancellation of the allotted seat.

Candidates who have been provisionally selected for admission in DTU after completion of **fourth** rounds of online allotments and have been issued Provisional Admission Letters by DASA are required to report at DTU as per the schedule given below. It may please be noted that no separate letters will be issued by the University for such candidates. It is in the interest of the candidates that they should regularly visit website www.dtu.ac.in / <https://intaffairs.dtu.ac.in/> for any specific updates. If provisionally selected candidate does not report for admission at DTU on the specified date with required original documents / testimonials / certificates and Fees, he / she shall forfeit his / her right of admission (Para-3.3. information brochure of DASA 2018) and no correspondence in this regard will be entertained after scheduled dates.

Provisionally selected candidates should bring one set of self attested photocopies and originals of all required documents for verification. If found eligible in all respect, candidates will be required to deposit the required fee at the time of admission.

1. SCHEDULE OF REPORTING:

Reporting Date - 23.07.2018 & Reporting Day – Monday

Following schedule shall be observed for the DASA counseling

Morning Shift		Afternoon Shift	
Branch	Time Slot	Branch	Time Slot
ECE	9:30 AM	ENE	1:30 PM
COE	10:00 AM	PCT	1:30 PM
ME	11:00 AM	IT	2:00 PM
EE	11:30 AM	BT	2:00 PM
PIE	12:00 PM	SE	2:30 PM
CE	12:00 PM	MAM	2:30 PM
		EP	3:00 PM
		MCM	3:00 PM

2. PLACE OF REPORTING:

Convocation Hall, Civil Engineering Department, **DELHI TECHNOLOGICAL UNIVERSITY, Shahbad Daultpur, Bawana Road, Delhi-110042.**

How to reach: Please visit: www.dtu.ac.in/web/About/visitus.php.

May also visit website of Govt of NCT Delhi and Delhi Tourism.

Dr. Roli Purwar

Asstt. Prof. and Assistant Director – Office of International Affairs.

Contact: +91-9711114165

E-mail: dasadtu18@dtu.ac.in

3. PROCEDURE OF COUNSELLING:

- 3.1. All students and their companion / parents are requested to make it convenient to sit in Convocation Hall, Civil Engineering Department.
- 3.2. A blank file containing guidelines etc. will be handed over to the student.
- 3.3. Student is required to place and tag all required documents (as per para 4) in strict order of list in the file.
- 3.4. Self attest all photocopies indicating name in CAPITAL ENGLISH letters and put date.
- 3.5. Tea and snacks will be served in the Convocation Hall, Civil Engineering Department.
- 3.6. Students and only one of the parent/ companion will be allowed in counseling arena one by one, on the basis of merit, where all original documents will be verified and admission letter will be issued.

4. DOCUMENTS TO BE SUBMITTED AT THE TIME OF REPORTING

Original transcripts/ certificates and their self-attested copies of following documents are required to be submitted at the time of reporting:

- 4.1 Provisional Admission Letter issued by the DASA, MNIT, ALLAHABAD -**in original.**
- 4.2. Details and proof of fee payment – In case of payment by SWIFT/ E-Payment transfer; the complete details should be attached with the printed application form.
- 4.3. The hard copy of online application form submitted at the time of online registration, duly signed by the candidate and parent/ guardian – **in original.**
- 4.4. Recent one passport size photograph (3.5 cm x 3.5 cm) to be affixed in space provided in the printed application form and five passport size photograph is to be attached with the application form, preferably same as the photo uploaded in the application portal.
- 4.5. Copy of candidate's Passport (Nationals of Nepal who do not have a passport, copy of Authenticated Citizenship Card has to be submitted*).

- 4.6. Copy of proof for date of birth (Secondary Education Board/University Certificate [Class X or equivalent] or any certificate issued by the Government authorities).
- 4.7. Anti-ragging –Affidavits (Annexure I & II)
- 4.8. Self-declaration and undertaking forms (Annexure III)
- 4.9. Self Attested Copies of Mark Sheets of 10th, 11th, and 12th, (or) Equivalent examination.
- 4.10. Copy of certificate from School authorities (in the format given in Appendix – II of DASA 2018 brochure on letter head of the school) as proof of completion of 11th and 12th Standard or equivalent.
- 4.11. School Leaving Certificate/ Migration Certificate.
- 4.12. Medical Fitness (Annexure - IV).
- 4.13. Prescribed fees as applicable (US\$ 4000/ US\$ 2000).
- 4.14. Certificate in Appendix III of DASA 2018 brochure in case of CIWG Candidates.
- 4.15. Copy of Passport of the Parents working in the Gulf in case of CIWG Candidates.
- 4.16. Copy of parents Visa in case of CIWG Candidates.
- 4.17. Copy of Parents work permit (if any) in case of CIWG Candidates.

Provisional admission given based on SAT 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 15.09.2018.

- I. The transcripts/ marks/ grade sheets of the qualifying examination should be self-attested.
- 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 evidences in any respect would be summarily rejected without any communication to the candidates.

5. BALANCE AMOUNT OF ANNUAL TUITION FEE TO BE DEPOSITED AT THE TIME OF REPORTING AT DELHI TECHNOLOGICAL UNIVERSITY:

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

- (a) DASA - NRI/FN/PIO (from other than SAARC countries) US \$ 4,300 (US \$ 300 towards non-refundable registration fee + US \$ 4,000 as tuition fee of per semester).

- (b) DASA - NRI/FN/PIO (from SAARC countries) US \$ 2300 (US \$ 300 towards non-refundable registration fee + US \$ 2,000 as tuition fee of per semester).
- (c) DASA - CIWG: 62,500/- + US \$ 300 (US \$ 300 towards non-refundable registration fee + 62,500/- as tuition fee of per semester).

5.1 Balance fee towards the net annual tuition fee for First year is to be deposited at the time of reporting at DTU where admissions have been confirmed.

- (a) DASA - NRI/FN/PIO (from other than SAARC countries) US \$4000 + 18,000/- as Student welfare fee + 25,000/- as Facilities & Services Charges + 5,000/- as Economically weaker section fund + 12,000 as examination fee+ 500/- as Premium amount for Medi-claim of student (per annum)
- (b) DASA - NRI/FN/PIO (from SAARC countries) US \$ 2000 + 18,000/- as Student welfare fee + 25,000/- as Facilities & Services Charges + 5,000/- as Economically weaker section fund +12,000 as examination fee+ 500/- as Premium amount for Medi-claim of student (per annum)
- (c) DASA - CIWG: 28,000/- +18,000/- as Student welfare fee + 25,000/- as Facilities & Services Charges + 5,000/- as economically weaker section fund + 12,000 as examination fee+ 500/- as Premium amount for Medi-claim of student (per annum).

6. MODE OF FEE PAYMENT

The tuition fee is to be paid through Bank Demand Draft drawn in favour of “Registrar, DTU – International Affairs” payable at New Delhi at the time of reporting.

Payment can also be made through bank transfer to SBI bank.

Name of the Beneficiary	REGISTRAR ,DTU –INTERNATIONAL AFFAIRS
Bank Name	State Bank of India
Bank Address	DCE Campus, Shahbad Daulatpur, Bawana Road, Delhi – 110042.
Bank Account No.	37143752513
MICR Code	110002438
Branch Code	10446
IFSC Code	SBIN0010446
Swift Code	SBININBB544
Type of Account	Current Account

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

7. TUITION FEE FOR SUBSEQUENT YEARS OF STUDY:

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

8. HOSTEL ACCOMMODATION AND OTHER EXPENSES:

Hostel accommodation shall be choose out of 2 (Two) options:

Tentative (likely to be revised) hostel and other expenses are follows (may vary at the time of reporting)

S. No	Details	A International Hostel (AC room with attached rest room on twin sharing basis)	B Ramanujan transit hostel (Non-AC Dormitory type-5 seater without attached rest room)
1.	One – time refundable fee	₹ 12,000/-	₹ 12,000/-
2.	One – time Medical fee	₹ 600/-	₹ 600/-
3.	Room rent, electricity, water, security & Attendant Charges	₹ 5,000/- Per month per bed with 30 Unit electricity. if student consume more than 30 units in a month then the student will pay extra money. The student shall the amount for 11 month @ 5,000/- (₹ 55,000/-) the student may also deposit the fee in 3 (three) installments.	₹ 18,700/- Per Annum
4.	Maintenance fee	₹ 3,100/-	₹ 3,100/-
5.	Monthly Mess Charges	₹ 2,100/- (Vegetarian) ₹ 2,200/- (Non-Vegetarian)	₹ 2,100/- (Vegetarian) ₹ 2,200/- (Non-Vegetarian)

Fees are required to be paid by the candidate directly to the University hostel office at the time of admission. Candidates are advised to visit the websites or contact concerned authorities for detailed information regarding hostel accommodation and other expenses.

9. REFUND OF FEES

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

10. INTERNAL SLIDING

An internal sliding will be conducted on July 25, 2018, Wednesday on the basis of inter-se-merit and choice for internal sliding indicated by the applicant at the time of admission for vacancies that exist in the DTU on completion of admission process. After the internal sliding is completed, DTU will notify the vacancy status to DASA Office at MNIT, Allahabad.

11. SPOT ROUND

Seats remaining vacant after the internal sliding in DTU will be displayed on the DASA 2018 website on August 2, 2018. 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 round. Applicants who have declined their allotments or withdrawn/cancelled their applications are eligible to re-register for Spot round after paying a re-registration Fee of US\$ 300 (US Dollars Three

hundred only). Applicants who have got admitted to the allotted Institute (DTU) 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 2018 website.

12. BRANCH CHANGE

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

13. MISCELLANEOUS INFORMATION

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

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

1.2. All candidates and parents are advised to make their own arrangements for stay in Delhi, as DTU will not be able to provide any accommodation during the admission.

1.3. 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.

14. 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 Authorised Medical Practitioner in their home country or India for general fitness. Alternatively, the candidates would be required to undergo a Medical Fitness Test at the time of reporting DTU. Please note that if the candidate is not medically fit, his/ her admission is likely to be rejected.

15. ACADEMIC REGULATIONS, PLACEMENT AND INTERNSHIP

Potential applicants should visit the website www.dtu.ac.in or directly approach the authorities of the DTU 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) s/o 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 behaviour 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 of..... year.

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 constitutes ragging.

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 he/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 clause 3 of the
Regulations.

b) My ward 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, my ward is liable for punishment according to clause 9.1 of
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 of..... year.

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:

.....(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.....son/daughter of
Shri.....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 Delhi Technological University, I shall:

1. Faithfully follow and abide by the ordinance, Statues and other notifications as issued by DTU 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.

Date_____

(Signature of student)

Name of the Student: _____

Branch_____

Signature of the parent/ guardian

Note for the student:

- x Please submit ONLY one signed copy of The UNDERTAKING at the AR (International Affairs) at the time of Registration.
- x Handover one signed copy of The UNDERTAKING to your Parent / Guardian for record.
- x 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 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 off whichever is not applicable