



# Office of International Affairs DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi Vide Act 6  
of 2009 Shahbad Daultapur, Bawana  
Road, Delhi 110042

## **REPORTING INSTRUCTIONS**

### **FOR NRI/ PIO/ FN/ CIGW STUDENTS FOR ADMISSION TO B. TECH. COURSES IN DTU THROUGH DASA FOR THE ACADEMIC SESSION 2024-2025.**

Candidates who have been provisionally selected for admission in DTU after completion of online allotments are required to report **PHYSICALLY** as per the schedule given below. It is in the interest of the candidates that they should regularly visit website [www.dtu.ac.in](http://www.dtu.ac.in) for any specific updates. **If provisionally selected candidate does not report for physical verification on the specified date and time slot with required original documents/testimonials/certificates and Fees, he/she shall forfeit his/her right of admission** (Para-3.3. information brochure of DASA 2024) and no correspondence in this regard will be entertained after scheduled dates. In case of emergency/genuine cases, candidates who are not able to pay fee before the counselling schedule, should take prior permission from Hon'ble VC, DTU through email: [ويا.dtu@dtu.ac.in](mailto:ويا.dtu@dtu.ac.in), [dean.ia@dtu.ac.in](mailto:dean.ia@dtu.ac.in).

Provisionally selected candidates should fill below mentioned Google form on or before **25.07.2024 (Mandatory)**.

**Google Form Link :: <https://forms.gle/GnwDCymYduJveysV7>**

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.

Provisionally selected candidates should bring one set of self-attested photocopies and originals of all required documents for verification and fee receipt of (i) Payment made to DASA 2024, (ii) Balance amount paid to DTU. If found eligible in all respect, candidates will be given admission to DTU.

## 1. SCHEDULE OF REPORTING:

**Reporting Date:** 26.07.2024

**Reporting Day:** Friday

**Reporting Time: 10.00 AM** (attendance will be taken from 10 am to 12 noon)

**Following schedule shall be observed for the DASA counselling\***

Morning Shift		Afternoon Shift	
Branch	Time Slot	Branch	Time Slot
Electronics & Communication Engineering (ECE)	10:30 AM	Information Technology (IT)	3:00 PM
Computer engineering (COE)	11.15 AM	Software Engineering (SE)	3:30 PM
Mechanical Engineering (ME)	12:30 PM	Mathematics & Computing (MC)	4:00 PM
Electrical Engineering (EE)	1:00 PM	Biotechnology (BT)	4:15 PM
Production & Industrial Engineering (PIE)	2:00 PM	Environmental Engineering (ENE)	4:30 PM
Civil Engineering (CE)	2:30 PM	Mechanical Engineering with specialization in Automotive Engineering (MAM)	4:45 PM
		Engineering Physics (EP)	5.00 PM
		Chemical Engineering (CHE)	5.15 PM

***\*Candidates are advised to report before their prescribed slot for completing all the formalities.***

## 2. PLACE OF REPORTING:

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

**How to reach:** Please visit: [www.dtu.ac.in/web/About/visitus.php](http://www.dtu.ac.in/web/About/visitus.php).

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

Prof. Pravir Kumar  
*Chairperson, DASA Admission 2024-25*

Dr. Richa Srivastava,  
*Deputy Chairperson, DASA Admission 2024-25*

E-mail: [oa.dtu@dtu.ac.in](mailto:oa.dtu@dtu.ac.in), [dean.ia@dtu.ac.in](mailto:dean.ia@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 with date.

3.5 Students will be allowed in counseling area one by one, on the basis of merit, where all original documents will be verified and provisional admission letter will be issued to the student.

### **4. DOCUMENTS TO BE SUBMITTED AT THE TIME OF REPORTING**

4.1 All original transcripts/ certificates need to be produced during the verification.

4.2 Provisional Admission Letter issued by the DASA, NIT, RAIPUR.

4.3 Details and proof of fee payment

(i) Payment made to DASA 2024,

(ii) Balance amount paid to DTU. In case of payment by SWIFT/ E-Payment transfer; the complete details should be attached with the printed application form.

4.4 The hard copy of online application form submitted at the time of online registration, duly signed by the candidate and parent/guardian.

4.5 Copy of proof for date of birth (Secondary Education Board/University Certificate [Class X or equivalent] or any certificate issued by the Government authorities).

4.6 Self-Attested Copies of Mark Sheets of 10th, 11th, and 12th, (or) Equivalent examination.

4.7 Anti-ragging –Affidavits (Annexure I & II).

4.8 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.

4.9 JEE Main -2024 final score card showing rank

4.10 Recent one passport size photograph (3.5 cm x 3.5 cm) to be affixed in space provided in the printed application form and 1 passport size photograph is to be attached with the application form, preferably same as the photo uploaded in the application portal.

4.11 Copy of candidate's Passport (Nationals of Nepal and Bhutan who do not have a passport, copy of Authenticated Citizenship Card has to be

submitted\*).

4.12 School Leaving Certificate/ Migration Certificate.

4.13 Medical Fitness (Annexure - IV).

Applicant applying under CIWG quota, has to produce all the following documents in addition:

1. Copy of the passport of the parent working in the gulf.
2. Copy of Parent's visa with a validity on any date in the year 2024.
3. Copy of Parent's Work Permit with a validity on any date in the year 2024.
4. Certificate from the company/organization as proof that parent is working in gulf country as per Appendix III of DASA UG Brochure 2024.

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. The candidates must share their JEE Mains Examination user ID and Password for online verification.

- I. If any supporting documents are in languages other than English or Hindi, authenticated translated copy of the documents in English or Hindi must be provided by the student.
- II. Incomplete/non-eligible applications and documentary evidences in any respect would be straight away rejected without any communication to the candidates.

## 5. Annual Tuition Fee:

**5.1 Registration fee and first Semester Tuition Fee which has been deposited with DASA-2024 as per the 3 (Three) Distinct categories is as under:**

S.No	Admission category	Registration Fees (1)	Tuition fee (for first semester only), payable to DASA 2024 (2)	Total amount to be paid along with application form (3)
1	DASA (CIWG)	US \$300	INR ₹ 62,500/- (or Equivalent amount in US Dollars)	(1) + (2)
2	DASA (Non-SAARC)	US \$300	US \$4000/-	US \$4300
3	DASA (SAARC)	US \$300	US \$2000/-	US \$2300

**5.2 Balance fee towards the net annual tuition fee for First year to be deposited  
at D T U before the physical verification:**

<b>S.No</b>	<b>Admission category</b>	<b>Fee</b>
<b>1</b>	<b>Tuition fee</b>	
A	DASA (CIWG)	<b>INR ₹ 92,500/-</b>
B	DASA (Non-SAARC)	US \$ 4000*
C	DASA (SAARC)	US \$ 2000*
<b>2</b>	<b>Non-Govt. Components for 1 (a), 1 (b) and 1 (c)</b>	
A	DASA (CIWG)	INR ₹81,700/-
B	DASA (Non-SAARC)	US \$ 1100
C	DASA (SAARC)	US \$ 1100
<b>3</b>	<b>Grand Total of 1 &amp; 2</b>	
A	DASA (CIWG)	INR ₹ <b>1,74,200/-</b>
B	DASA (Non-SAARC)	US \$ 4000 + US \$ 1100, Total (US \$ 5100)
C	DASA (SAARC)	US \$ 2000 + US \$ 1100, Total (US \$ 3100)

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

***All reporting students for counseling at DTU, are mandatorily required to make part of the total fee payment at Registrar -IA, DTU A/c latest by 25-July-2024 to smoothly reflect all the transactions in the DTU a/c for received fee verification (Mandatory)***

## **6. MODE OF FEE PAYMENT**

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

The bank details are given below:

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

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

## **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 schedule announced. The fee may vary as per the DTU norms and amendment.

## **8. HOSTEL ACCOMMODATION AND OTHER EXPENSES:**

Please contact Hostel Administration.

## **9. REFUND OF FEES**

**Fees is non refundable.**

## **10. INTERNAL SLIDING and SPOT ROUND**

As per DASA- 2024 guidelines and schedule

## **11. BRANCH CHANGE**

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

## **12. MISCELLANEOUS INFORMATION**

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

Academic session will start as per academic calendar. For more information please visit [www.dtu.ac.in](http://www.dtu.ac.in) and Academic Calendar as announced later on DTU website.

All selected foreign nationals (excluding OCI card holders) must obtain a valid student 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 nationals are required to register with FRRO.

### **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.

Alternatively, the candidates would be required to undergo a Medical Fitness Test at the time of reporting to DTU. Please note that if the candidate is not medically fit, his/her admission is likely to be rejected.

**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 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 -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 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 copies)**

**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.xKeep 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. The candidate is also free from any contagious diseases.

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