



DELHI TECHNOLOGICAL UNIVERSITY

ESTABLISHED BY GOVT. OF DELHI VIDE ACT 6 OF 2009

(FORMERLY DELHI COLLEGE OF ENGINEERING)

SHAHBAD DAULATPUR, BAWANA ROAD, DELHI-110042

Instructions for SPECIAL SPOT round of counselling for M.Sc. Admissions 2024-2025

The candidates are advised to read all the instructions carefully.

1. Reporting Date & Time: 23.08.2024 (10:00 AM)

2. Venue Details for Each M.Sc. Programme:

I.	M.Sc. Mathematics	Committee Room of Applied Mathematics Department, Academic Block-3, DTU
II.	M.Sc. Physics	Committee Room of Applied Physics Department, Science Block, DTU
III.	M.Sc. Chemistry	Committee Room of Applied Chemistry Department, Science Block, DTU
IV.	M.Sc. Biotechnology	Committee Room of Biotechnology Department, DTU

3. SPECIAL SPOT round of counselling is in OFFLINE Mode. All the registered and eligible candidates as per merit list who did not get seat or were absent in 1st, 2nd and SPOT round of Counselling are eligible to participate in the Special Spot round of Counselling scheduled to be held on 23-08-2024 at 10:00 AM.

4. Final Attendance will be called at 11.00 AM. No applicant will be allowed to mark his/her attendance after 11.00 AM and his/her name will be deleted from the list of eligible applicants. The allotment of seats will be done according to the Merit Serial Number of the applicants who have marked their attendance.

5. Applicants will come for admission along with the following documents in original along with ONE set of self-attested photo-copies of the original documents, two recent passport size photographs, printout of the registration form duly signed by the applicant for the purpose of verification at the time of admission. The selected applicants in the special spot round of admission shall pay the requisite fee through online (or) Demand Draft in favour of "Registrar, Delhi Technological University" payable at New Delhi and submit a copy of fee receipt back to the respective department.

Below mentioned certificates/ documents in original are required to be presented by the applicants (refer to page number 21 of M.Sc. Admission Brochure 2024-2025):

- a) Date of Birth proof /10th certificate.



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- b) All mark sheets and certificate of qualifying examination (Graduation).
- c) CUET Score Card.
- d) If Result for final semester is not declared, then applicant will be required to submit an Undertaking as per format placed at **Annexure-1**.
- e) SC/ST/OBC/Persons with disability Certificate(s) whichever applicable, on the basis of which reservation is claimed.
- f) Applicants applying for any reserved seat (i.e. EWS, SC, ST, OBC-NCL, SG, CW, KM) must produce the original certificates (as applicable) issued from an approved district authority, at the time of document verification.
- g) OBC (NCL) applicants are required to produce a caste certificate issued after March 31, 2024 from the authorities as mentioned in **Annexure 2**. However, if the certificate is issued prior to March 31, 2024, it must be accompanied with an additional certificate regarding the present non- creamy layer status of the applicant, issued by the same competent authority. This additional certificate must have reference of his / her already issued original caste certificate.
- h) Applicants applying for admission to seat reserved for Differently Abled Person (PwD) sub- category, the applicant must produce the certificates in original at the time of document verification as per **Annexure-3**.
- i) The benefit of reservation under EWS can be availed by persons who are not covered under the scheme of reservation for SCs, STs and OBCs upon production of an Income and Asset Certificate issued by a competent authority based upon the Income and Assets criteria issued after March 31, 2024. The details and prescribed format issued by the Competent Authority is detailed at **Annexure-4**.
- j) For admission to a seat reserved for Defence sub-category (CW), applicant must produce the relevant certificates (as applicable), in original, at the time of document verification as per format available at **Annexure-5**.
- k) The applicants seeking admission under SG category can submit an affidavit duly attested by competent authority as per **Annexure-6**.
- l) The applicants seeking admission under Kashmiri Migrants (KM) 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 as per **Annexure-7**.



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b. Proof of property in Kashmir of the parent of the applicant.

m) Demand Draft of Rs. 45,200/- drawn in favour of "Registrar, Delhi Technological University" payable at New Delhi as annual fee (or) the selected applicants shall pay annual fee through online.

6. Withdrawal of seat is not allowed for SPECIAL SPOT round and admission fee will not be refunded.

7. If an applicant is found ineligible at any stage before or after admission or during any stage of the programme, his/her candidature/admission will be cancelled without any notice and suitable action shall be initiated against him/her including forfeiture of the fee.

8. The applicant 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 applicant will not be entitled even to provisional admission.

9. It is the sole responsibility of the applicant to prove his / her eligibility for claiming reservations under any of the reserved categories. An applicant who is offered a seat under a reserved category/sub-category in any round of seat allotment and fails to produce the appropriate document in support of his/her allotted seat will be cancelled.

10. In addition to point 9, he/she shall be considered for allotment in the GENERAL (GN) category in subsequent rounds (if any) on submission of a written request by the applicant to the University in this regard, subject to eligibility, availability of vacant seats and his/ her merit. University reserves the right to accept or reject such requests.

11. Offline Counselling requires an applicant to visit the venue in person, get the documents verified, submit the fee and lock the seat. However, an applicant can send his authorized representative with all the required documents and fee to report for admission in case he/she is unable to report for admission in person. **The authorized representative must come with the authorization letter duly signed by the applicant.**

12. Applicants whose final year result is awaited, may fill an Undertaking as per the format given in the Brochure (**Annexure-I**). The applicants would be required to submit their final mark lists/degree by September 30, 2024.

13. Those applicants who have registered at DTU will **ONLY** be considered for any round of



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counselling. The allotment of seats is done strictly on the basis of merit list based on the CUET –(PG) score for M.Sc. program among registered students at DTU.

14. Applicants must note that the admission fee must be paid in single instalment failing which the admission offer will be withdrawn.
15. Admission is subject to the verification of the original documents. The original documents will be returned to the applicants after verification.
16. **Withdrawal/Refund policy: Withdrawal of seat is not allowed for SPECIAL SPOT round seat and admission fee will not be refunded**
17. Applicants are advised to visit the University website regularly for notification in this regard.
18. Department wise Merit List of applicants as per CUET Score is already uploaded on the UniversityWebsite.



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Vacant Seat Matrix for M.Sc. Programmes after SPOT round of counselling

Category	Department/ Branch	AM	AP	AC	BT
		Mathematics	Physics	Chemistry	Biotechnology
GN	Open	2	6	3	3
	PwD	0	0	0	0
	Defence (CW)	0	0	0	0
Total GN Seats		2	6	3	3
SC	SC	0	0	1	1
	SC-PwD	0	0	0	0
	Defence CW	0	0	0	0
Total SC Seats		0	0	1	1
ST	ST	0	0	0	1
	ST-PwD	0	0	0	0
	Defence CW	0	0	0	0
Total ST Seats		0	0	0	1
OBC	OBC	0	2	0	3
	OBC-PwD	0	0	0	0
	Defence CW	0	0	0	0
Total OBC Seats		0	2	0	3
EWS	EWS	0	1	2	0
	EWS-PwD	0	0	0	0
	Defence CW	0	0	0	0
Total EWS Seats		0	1	2	0
Total Seats		2	9	6	8

* Additional seats may become available due to withdrawals before special spot round.

* One seat over and above the total intake of all programmes is available for Kashmiri Migrant (please refer pg. no. 16 of the M.Sc. Admission Brochure 2024-25).

* One seat over and above the total intake of all programmes is available for Single Girl Child (please refer pg. no. 16 of the M.Sc. Admission Brochure 2024-25).

* In case of non-availability of candidates (reporting in Special Spot round) in any category/sub category then respective number of seats will be created in addition to existing vacant seats in General category as per Seat Conversion rule mentioned below:



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Seat Conversion rules:

- a. After exhausting the complete list of PwD and CW subcategories, if there are vacant seats, the vacant seats in these subcategories will be transferred to respective main category (GEN/SC/ST/OBC/EWS).
- b. After exhausting the complete list of SC, ST, OBC and EWS candidates, the conversion of vacant seats will be done only in the Special Spot Round as per the following procedure:
 - i. If the complete list of ST candidate exhausts, then the remaining vacant seats under this category will be filled from the list of SC category candidates or vice versa as per merit.
 - ii. If the complete list of EWS candidates is exhausted, then the remaining vacant seats under this category will be filled from the list of GN category candidates as per merit.
 - iii. If the complete list of OBC candidate exhausts then the remaining vacant seats under this category will be filled from the list of GN, category candidates as per merit.

Existing Seats	Seats converted into
(PwD) seat of GN/OBC/SC/ST Categories	GN/OBC/SC/ST Category (i.e. in respective categories)
SC Seat	ST Seat
ST Seat	SC Seat
EWS Seat	GN Seat
OBC Seat	GN Seat

- iv. If the complete list of SC/ST candidate exhausts, then the remaining vacant seats under this category will be filled by creating equal number of additional seats in GN, category as per merit.

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Chairperson, M.Sc. Admission 2024-2025