

DELHI TECHNOLOGICAL UNIVERSITY
(Formerly Delhi College of
Engineering)

Dated: 24/11/2022

BBA Admission (2022-23): Notice for Special Spot Round of Counselling

The status of vacant seats in BBA as on 23rd November, 2022 across all categories is given below:

Region/category	Number of Vacant Seats
Single girl child	1
Delhi	13
Outside Delhi	2

- Seats may increase owing to subsequent withdrawals

A special spot round will be held on 28.11.22 (Monday) to fill these vacant seats. All registered candidates of SC/ST/OBC-NCL/Defence/PwD/Single girl child, and ***above 80% (in best four)*** for general category/EWS for Delhi/outside Delhi region are requested to report to Auditorium, East Delhi Campus, Delhi Technological University, Vivek Vihar, Phase II, Delhi 110095 at 12:00 PM. Counseling will start at 1PM. No candidate shall be allowed to mark attendance after 1 PM.

The following may be noted:

- 1. Calling of the candidates for the Special Spot Round shall not be considered as an entitlement for admission. Greater number of candidates than seats available have been called to ensure that seats do not remain vacant. In case, a candidate is absent or misses his/her call for document verification, the seat will be offered to the next candidate in the merit list.**
- 2. It is mandatory to bring the demand draft for the first-year fee (details given below) to participate in the Special Spot Round.**
- 3. The allotment of seats will be done according to the merit of the candidates who mark their attendance and as per the seat matrix given in the Admission Brochure. Candidates are advised to be present at the venue in their counselling slots as per the schedule given above.**
- 4. Reserved category candidates who fail to produce the relevant income/category certificates will be considered under the general category.**

5. Candidates who cannot come physically can authorize their parent/relative/guardian/friends as their representative to participate in the counselling round on their behalf and complete admission formalities. No other relaxation will be given in the procedure of admission. Respective representatives will have to carry a valid ID proof and letter of undertaking from the candidate along with original & photocopy of required documents. Only the student or his/her one representative will be allowed inside the counselling venue to maintain social distancing norms.
6. Limited parking facility will be available at the venue. Candidates are advised to use public transport to reach the venue. The nearest stations of the Delhi Metro are Mansarovar Park on the Red Line and Karkardooma on the Blue/Pink Line.
7. **Candidates are advised to visit the website dtu.ac.in regularly for updates about the admission process.**

DOCUMENTS REQUIRED AT THE TIME OF COUNSELLING

The candidates must produce the following documents (**original as well as one-self attested photocopy**) in the order given below:

- (i) Demand draft of Rs 98,500 (Ninety Eight Thousand Five Hundred only) for the First Year Fee drawn in favour of the “**Registrar, DTU Admission, East Delhi Campus**” payable at **Delhi**.
- (ii) Print-out of the online application form
- (iii) Mark sheet and Certificate of Class XII
- (iv) Proof of CGPA Conversion (if applicable)
- (v) Class X certificate/marksheet for date of birth proof
- (vi) Reserved category (SC/ST/OBC-NCL/EWS/KM/SG)/sub-category (Defence/PwD) Certificates, if applicable

Noe: The formats of some of these certificates have been provided in the Admission Brochure. In case of OBC-NCL and EWS categories, the certificates should be issued after March 31, 2022. The candidate’s names on the reserved category certificates and Class XII marksheet should be exactly the same, otherwise an affidavit to this end will have to be produced.

- (vii) For candidates who have passed Class XII through Patrachar Vidyalaya, Delhi / National Institute of Open School Delhi (NIOS), the criterion for deciding the region shall be the location of their centre of examination. Such candidates must bring a copy of their admit card.
- (viii) Medical fitness certificate

WITHDRAWAL POLICY FOR REFUND OF ADMISSION FEES

S. No.	Percentage of refund of aggregate fee (Exclusive of Caution Money/Security Deposit)	Point of time when application for withdrawal of admission is received
1	100	15 days before the formally notified last date of admission
2	80	Not more than 15 days after the formally notified last date of admission
3	50	More than 15 days but less than 30 days after the formally notified last date of admission
4	Nil	More than 30 days after the formally notified last date of admission

The **last date of admission** for BBA for the 2022-23 session is **02.11.2022**.

Chairperson
BBA Admissions 2022-23

Precautions to be taken in view of Covid19 Pandemic

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

- 1) All candidates should wear masks properly covering their nose and mouth.
- 2) All candidates should have “Arogya Setu” App installed on their mobile and it should show healthy status at entry gate.
- 3) Thermo gun temperature check-up will be done at entrance gate for all candidates and university staff engaged in the counselling process.
- 4) If any candidate fails to meet the criteria of “Healthy status”, he/she will not be allowed to enter the Venue.
- 5) Entire room floors, walls, gates and doors will be sprayed with disinfectant.
- 6) Counselling functionaries will also wear masks.
- 7) Sanitizers will be available at door entry and inside the Venue.
- 8) Avoid crowding at entry and exit point.
- 9) 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.
- 10) Adequate arrangement of safe drinking water is made. However, candidates are advised to bring their own water bottles also.