



# **INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN**

Established by Govt. of Delhi vide Act 09 of 2012)

**Motto : EDUCATION | ENLIGHTENMENT | EMPOWERMENT**



## **INFORMATION BROCHURE**

**for Admission to  
Bachelor of Business Administration  
(BBA)**

**for Academic Year 2020**

## ADMISSION SCHEDULE

The dates for online registration and subsequent stages of admission process will be intimated on the CMAC website

[www.cmac.admissions.nic.in](http://www.cmac.admissions.nic.in)

Please check the site regularly for the information.

### ABOUT CMAC

Centralized Counselling for admission to BBA Programme-2020 is jointly conducted for three pioneering Universities of Govt. of NCT of Delhi, namely Delhi Technological University (DTU), Netaji Subhas University of Technology (NSUT) and Indira Gandhi Delhi Technical University for Women (IGDTUW). The common Counselling will be held through Common Management Admission Committee (CMAC) for the academic year 2020-21.

**Note: For admission to BBA program of IGDTUW only female candidates are eligible.**

**Dr. (Mrs.) Amita Dev**  
**Vice-Chancellor, IGDTUW**



## **Message**

**I welcome all of you to IGDTUW.**

Ever since its inception in 2013 the University has distinguished itself as the premier institution of higher education for women in India. IGDTUW in common Indian parlance is also a metaphor for excellence in female technical education. Located in the capital city of India, the University is a beacon of knowledge in the nation and has pioneered numerous novel initiatives of teaching-learning. Despite its young age, IGDTUW is recognized as an integral part of Delhi's cosmopolitan vibrant space. With 7 Departments, and a pool of almost 200 dedicated and talented teachers and staff members, the University is committed to offer exceptional educational opportunities across a wide range of courses and advanced curricula, avant-garde pedagogy, excellent infrastructure and comprehensive extracurricular activities. I feel proud to share that the Department of Management, which came into existence in the year 2019 with a BBA course, is starting an MBA degree program to facilitate and encourage women participation in the Business world with ease. The University, with its established position as a centre of excellence for female technical education, is energetically ready to create and provide ample opportunities for all round development to our management students.

The University is committed to educating the female leaders of future by building and sustaining an academic ambience that enables our students to realize their potential to the fullest. Our endeavour is to make IGDTUW accessible to students across the nation and our continuous efforts are toward reaching the masses and to those farthest from us. The campus provide a wholesome, secure, and barrier-free environment keeping in mind the individuality, convenience and safety of our students. I invite you to be a part of the University and partake in this vibrant and thrilling journey towards endless opportunities. I am assured that your being part of the student community of the University will enrich you, help you grow, make fair choices and to take up roles in life in a fulfilling manner not only for yourself but also for the humankind. I look forward to your having a pleasant, healthy and fruitful association with IGDTUW.

**(Dr. Amita Dev)**

## ABOUT INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN (IGDTUW)

Indira Gandhi Delhi Technical University for Women (IGDTUW) was established by the Govt. of Delhi in May 2013 vide Delhi State Legislature Act 9, 2012, as a non-affiliating teaching and research University at Delhi. The aim of the University is to facilitate and promote studies, Research, Technology, Innovation, Incubation and extension work in emerging areas of professional education among women, with focus on Engineering, Technology, Applied Sciences, Architecture and Management with the objective to achieve excellence in these and related fields. In last six years, the University has achieved a number of milestones and has been awarded the 2nd fastest growing University by India Today Group.

### *Vision*

To make India a knowledge society and a knowledge economy by empowering the women of our country, through education in Engineering, Science, Architecture and Technology. To become a leading technical University in the country known for its value based, quality technical education, supported with industry relevant research, with focus on environmental and social issues.

### *Mission*

To foster an environment for excellence in professional education and ensure active participation of women in the field of Engineering, Science and Architecture, while striking out a work-life balance.

- To start new professional courses for women in sun-rise disciplines and form alliances with industry to impart industry relevant education.
- To emancipate women through pursuit of knowledge enabling them to gain equal status in society through realization of their rights and responsibilities.
- To develop sustainable systems and state-of-the-art infrastructure
- To enable the Indian women to become the future leaders, managers, researchers and productive team players in the field of science, technology and management.

### *Programs and Infrastructure*

The University offers B. Tech. in [CSE, IT, ECE and MAE], B. Arch., M.Tech. in [CSE (AI), IT (ISM), ECE (VLSI), Robotics & Automation], M. Plan. (Urban Planning), BBA, MBA, MCA and Ph.D courses. The University is located in Center of Delhi at Kashmere Gate and has state-of-the-art infrastructure comprising of modern well equipped Labs, fully Wi-Fi enabled campus, Computer Center, fully Automated Library, Auditorium, Multipurpose Hall, Conference Room, Seminar Room, Hostels, Sports Facilities etc.

## Research and Collaborations

The faculties at IGDTUW are well versed in research and have filed many patents and have collaborated with several renowned Institutions like IITs, CSIR, UGC, DST etc. in various Research Projects and Technologies. Faculty and Students are actively involved in research and are working on various externally funded research projects. They have presented and published quality Research Papers in the leading National and International Journals/Conferences. Many eminent Faculty Members of IGDTUW were invited as Key-Note Speakers, Session-Chairpersons besides Reviewers for various leading Journals. IGDTUW has received a whopping grant of Rs.363 Lakhs from Department of Science and Technology for consolidation of University Research and Excellence.

IGDTUW has signed various MoUs with leading industry partners and departments e.g. Cyber Peace Foundation to encourage research in the field of Cyber Security, EATON India Foundation for providing placements internships and scholarships. Collaboration with Flour Daniel under CSIR activities for setting up of Turning Lab. MoUs have been signed with various Universities like National Ping Tung University, Taiwan and Maykop State Technological University, Russia for collaborative research initiatives, student exchange and faculty exchange programmes. IGDTUW has been an official collaborator with University of Manchester, University of Lancaster, and University of Birmingham on a prestigious project of Ministry of Earth Sciences and Centre of Ecology and Hydrology, UK. State-of-the-art thingQbator Innovation lab has been setup in collaboration with NASSCOM & CISCO with lab equipment worth Rs. 70 Lakhs to promote high-end research on Internet of Things.

## Placements and Student Activities

The placements of the students are excellent with top recruiters visiting the campus like Microsoft, Amazon, Adobe, Directi, Cisco, VISA, Intuit, Expedia, Hero Moto, Maruti Suzuki, Tata Power etc. and many more. In 2019-20, more than 80 companies have visited the campus and highest package of Rs.45 lakhs has been offered to the students.

The University students have continuously participated in various National and International events, competitions including Hackathons and won various Awards / Prizes.

The University has seven Technical membership societies like ACM chapter, IEEE, OSA etc., fourteen institute level societies and four clubs related to various Technical, Art and Culture and Environment activities. The University also motivates students to become Entrepreneur through DST recognized IGDTUW - Anveshan Foundation.

IGDTUW believes in holistic development of students and shows acute concern in inculcating social responsibilities. In line with Unnat Bharat Abhiyan, IGDTUW has adopted five villages to spread digital literacy, health and sanitation awareness, etc. Since last year University is working for Vigyan Jyoti Project of DST with the mandate to promote and create awareness on STEM Education among the girl students. This Project has fetched over-whelming response from Government Schools where students of Class 10<sup>th</sup> came for training during summer breaks and walked out confidently with a self-made Working Robots.

## DEPARTMENT OF MANAGEMENT

University has started Department of Management under the Faculty of Business Studies in 2019. The Department has the vision to be recognized globally as the destination for future leaders and become a centre of excellence in management education by creating a knowledge society and promoting the Centres of Excellence in the field of business education.

Also we offer management education based on principles, ethical and human values, directed towards the changing needs of the professionals, society, industry and Nation. We aim to provide the aspiring women of India a learning environment to meet the challenges of changing environment and encourage them for continuous innovation and learning. We equip the young minds with skill-based practical business management knowledge and analytical skills and develop entrepreneurial capabilities to facilitate them in emerging as Business Leaders.

The Department is currently running a BBA program and is launching a new two year full time MBA program starting from Academic Session 2020-21 in order to cater to the growing industry need for Management graduates, with technical background.



**ZOSH**

MARKETING SOCIETY OF  
BBA, IGDTUW PRESENTS

CASH PRIZES  
WILL BE  
AWARDED

PARTICIPATION  
CERTIFICATES  
FOR ALL

**AD-HOLIC**

BE THE VOICE OF YOUR BRAND

VENUE: MANAGEMENT BLOCK  
(ABOVE THE LIBRARY)

TIME: 1:00 PM ONWARDS

DATE: 22 NOVEMBER 2019

Topics will be given on the spot

CONTACT US:  
DEEPTI 7683077737  
DISHA 9868068486



## **IGDTUW - ANVESHAN FOUNDATION, A BUSINESS INCUBATION CENTRE OF IGDTUW**

IGDTUW – Anveshan Foundation is incorporated by Indira Gandhi Delhi Technical University for Women to promote and propagate entrepreneurial culture and ecosystem especially among women. Anveshan Foundation is funded by Directorate of Training and Technical Education (DTTE), Government of NCT of Delhi and also recognized by Department of Science and Technology (DST), Government of India. It facilitates all four phases of a complete incubation cycle. i.e. i) Pre-incubation, ii) Incubation, iii) Acceleration and iv) Post-incubation.

E-Cell and Innovation Cell are two essential parts in Pre-incubation where activities and facilities related to Motivation, Ideation, Innovation, MVP, PoC, PoV, Feasibility, Prior Art, Intellectual Property Right, Pitching Deck, Business Plan and Presentation skills are provided. Presently, there are total thirty student members in the E-Cell. In the last two years many activities and events have been organized by the E-Cell which include workshops, boot-camps, hackathons, industrial visits, inter college-university competitions, management development programs. CISCO has also established complete IoT and robotics lab ‘thingQbator’ for Innovation through its CSR funds in the year 2018. Total thirty projects in two cohorts have been completed under this initiative, which has given benefits to more than 100 female students. Total nine private limited companies are working as start-ups ‘Incubatees’ with IGDTUW Anveshan Foundation. Details of all these incubatees along with their products are available in the website of IGDTUW Anveshan Foundation [www.anveshanfoundation.org](http://www.anveshanfoundation.org). The Incubation Center provides facilities for Company Incorporation, fully furnished air-conditioned office space, complete ICT, seed money and free consultancies in technical, business and strategic front to its’ incubatees.

IGDTUW Anveshan Foundation has a pool of consultants, angel investors and corporate partnerships associated with it to augment the businesses of its incubatees which is an essential part of Acceleration Phase. Support in marketing, regular product development, supply chain, franchise models, international exposure and bargaining with Angel Investors are supported by IGDTUW Anveshan Foundation. Foundation has also signed many MoUs with reputed organizations to accelerate and diversify businesses of its Incubatees through various channels including exchange programs overseas and also with other colleges of Delhi University to develop entrepreneurial ecosystem of Delhi. After the incubation period, at the phase of post-incubation hand holding support continues from Anveshan Foundation in consultancy, laboratories & innovation support and portfolio management.

# Some Glimpses of the Events at IGDTUW





Expert Lectures



## Seminars and Conferences



## Activities of Groups and Societies



# BACHELOR OF BUSINESS ADMINISTRATION (BBA)

## Full Time 3-Year Degree Course

The BBA program at IGDTUW emphasizes on the development of analytical and critical thinking, business analysis and communication skills in the students and helps them gain knowledge of business practices and processes, understand the role of economics in the world marketplace and acquire an awareness of global business issues and management practices.

The BBA program of this University has gained popularity amongst the students in a very short period of time. The students are being prepared to face the industrial challenges to best fit the new business environment and the new challenges. Students are motivated to develop entrepreneurial abilities. BBA program promises a very bright future for the existing and prospective students.

**Course Level/Duration/System:** Undergraduate / Three years /6 Semesters;

### \*Semester-wise Course Structure of BBA Program

<i>First Semester</i>	<i>Second Semester</i>
BMS-101: Principles of Management	BMS-102: Organizational Behavior
BMS-103: Financial Accounting	BMS-104: Business Environment
BMS-105: Micro Economics	BMS-106: Macro Economics
AMC-101: Business Mathematics	BMS-108: Marketing Management
AMC-103: Business Communication – I	BMS-112: Management Accounting
AMC-105: Computer Applications in Management	AMC-102: Business Statistics
AMC-107: Environmental Management	AMC-104: Business Communication –II

<i>Third Semester</i>	<i>Fourth Semester</i>
BMS 201: Human Resource Management	BMS 202: Business Ethics and Corporate Social Responsibility
BMS 203: Financial Management	BMS 204: Business Laws
BMS 205: Indian Economy	AMC 202: Research Methodology
AMC 201: E-Commerce	AMC 204: Management Information System
AMC 203: Production and Operations Management	AMC 206: Cyber Security
GEC 201: Generic Open Elective	AMC 208: Disaster Management
	GEC 202: Generic Open Elective Course

**Note:** At the end of the Fourth Semester all the students shall have to undergo Summer Training for Eight Weeks.

<i>Fifth Semester</i>	<i>Sixth Semester</i>
BMS 301: Business Policy and Strategy	BMS 302: Project Management
BMS 303: Entrepreneurship Development	BMS 304: International Business Management
AMC 301: Operations Research	BMS 308 to 338: Discipline Specific Elective-III
BMS 307 to 329: Discipline Specific Elective-I	BMS 308 to 338: Discipline Specific Elective-IV
BMS 307 to 329: Discipline Specific Elective-II	BMS 306: Major Project Report and Viva-Voice
BMS 305: Summer Project Report and Viva-Voice	

In the sixth Semester all the students shall do the Major Project (Internship)

## Discipline Specific List of Departmental Elective Courses (DEC)

There are four main disciplines for Departmental Elective Courses. Student will choose a discipline in fifth semester. The same discipline shall be applicable to sixth semester and no change in discipline shall be allowed.

In each semester of final year, a student would be free to choose any two papers from the same discipline/group. The course offers four main disciplines/specializations viz.

- **Finance (DEC - I),**
- **Marketing (DEC - II) ,**
- **Human Resource (DEC - III) and**
- **Management of Global Business (DEC – IV)**

<b>Departmental Elective Courses for Fifth Semester</b>				
S.No.	DEC - I (Finance)	DEC – II (Marketing)	DEC - III (Human Resource)	DEC – IV (Management of Global Business)
1.	<b>BMS 307</b> International Financial Management	<b>BMS 313</b> Consumer Behaviour	<b>BMS 319</b> HRD: Systems & Strategies	<b>BMS 325</b> International Trade Policy & Strategy
2	<b>BMS 309</b> Management of Investment Banking & Financial Services	<b>BMS 315</b> Sales Management	<b>BMS 321</b> Training & Development	<b>BMS 327</b> Global Business Environment
3	<b>BMS 311</b> Investment Analysis & Portfolio Management	<b>BMS 317</b> Advertising & Brand Management	<b>BMS 323</b> Management of Industrial Relations	<b>BMS 329</b> Transnational & Cross Cultural Marketing

<b>Departmental Elective Courses for Sixth Semester</b>				
S.No.	DEC - I (Finance)	DEC – II (Marketing)	DEC - III (Human Resource)	DEC – IV (Management of Global Business)
1	<b>BMS 308</b> Project Appraisal	<b>BMS 316</b> Retail Management	<b>BMS 324</b> Performance & Compensation Management	<b>BMS 332</b> International Distribution & Supply Chain Management
2	<b>BMS 310</b> Business Analysis & Valuation	<b>BMS 318</b> Supply Chain Management	<b>BMS 326</b> Counselling & Negotiation Skills for Managers	<b>BMS 334</b> International Accounting & Reporting System
3	<b>BMS 312</b>	<b>BMS 320</b>	<b>BMS 328</b> Cross Cultural	<b>BMS 336</b>

	Financial Modelling & Derivatives	Marketing of Services	HRM	Multinational Business Finance
4	<b>BMS 314</b> Strategic Corporate Finance	<b>BMS 322</b> International Marketing	<b>BMS 330</b> Talent & Knowledge Management	<b>BMS 338</b> International Joint Ventures, Mergers & Acquisitions

### **Generic Open Elective Courses:**

The following courses shall be offered by the Management Department under the category of Generic Open Electives.

- **Basics of Income Tax**
- **Soft Skills and Personality Development**
- **Basic Business Analytics**
- **Digital Marketing Analytics**

\*The schemes of third semester onwards are subject to approval in the Academic Council.

# FACULTY MEMBERS

## In The Department Of Management



### **Dr. Shalini Arora, Associate Professor**

#### *Acting Head of the Department*

She did her Masters and Ph.D in Mathematics from IIT Delhi. Prior to joining IGDTUW She worked as Assistant Professor at the Operations Management Group, IIM Calcutta and Department of Mathematics at Lady Shri Ram College . She is a recipient of the ' Young Scientist Award' by the SERC division of DST. She has a teaching experience of more than 19 years. Her areas of research interest include Mathematical Programming, Allocation Problems viz., Transportation and Assignment Problems, Combinatorial optimization etc.



### **Dr. Dhanjay Yadav**

**Assistant Professor ( Management and Soft Skill)  
BBA Coordinator | Assistant Registrar- Academic Branch**

#### *Qualifications*

*PhD, MLSU Udaipur (BIMTECH,  
Gr. Noida), MBA, IET Lucknow  
B.Com (Hons.), Delhi University  
UGC-NET (Management)*

*Teaching experience : +10 years  
Industry experience : 4 years  
Research Area : Finance  
Research Publication : 5 Research  
Papers in National and International  
refereed journals.  
Faculty Coordinator : T & P Cell of  
Department of Management*

## Visiting Faculty Members in the Department of Management



**Dr. Sushil Dhiman**

**Qualification:**

PhD in Education  
(University of Delhi)

**Area of Specialisation**

Philosophy Ethics, Philosophy of  
Education



**Dr. Shalini Yadav**

**Qualification:** PhD in Management

**Area of Specialization:**

Marketing and Human Resource  
Management



**Ms. Shikha Gupta**

**Qualification:**

PhD (Pursuing ) from DTU M.com, PGDIM,  
B.A.(H) Economics

**Area of Specialisation**

Economics and International Trade



**Ms. Shilpi Gulati**

**Qualifications:**

B.A (Hons) Economics, Delhi University  
MA Economics from Jawaharlal  
Nehru University (JNU),  
Pursuing PhD from FMS

**Area of Specialization**

Economics



## Visiting Faculty Members in the Department of Management



**Mr. Luckshay Batra**

**Qualification:**

M.Sc. in Applied Mathematics,  
Pursuing PhD from DTU

**Area of Specialisation**

Applied Mathematics and Statistics



**Ms. Anjali Raghav**

**Qualification:**

M.Com, MBA(Fin), Pursuing Ph.D from  
DTU

**Area of Specialization:**

Accounting, Finance

# MAJOR RECRUITERS AT IGDTUW



## ADMISSION ELIGIBILITY

### Eligibility Conditions for BBA Program:

**The female candidates** who have scored at least 50% marks in 12<sup>th</sup> board examination from a recognised board and must also have passed English (Core/Elective/Functional) as a subject in the 12<sup>th</sup> Board Examination. Those who are appearing in the examination may also apply, provided that they submit the proof of eligibility by a specific date declared by the University.

### Admission Criteria

The merit list shall be drawn on the basis of marks in **best of four subjects (including English)** in XII Board examination or its equivalent examination. Vocational courses (as specified in the CBSE list) will not be counted in the best four subjects.

To resolve and determine inter se merit of candidates having same percentage in the best of four subjects (including English), following criterion will be used in the stated order of preference:

1. Candidates having higher score in English (core/elective/functional) will be given preference.
2. In case the score in English is same, then date of birth will be considered. Elder candidate will be given preference.

**NOTE:** Candidates who have appeared at the Annual Examination in the year 2020 and have been placed in compartment will not be eligible for admission for the year 2020.

### Age Criteria

For BBA Program in IGDTUW, there is no minimum age criterion but maximum age should not be more than 40 years on 30.09.2020.

### 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 relaxation in the minimum marks criterion as mentioned below:

- (i) **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.
- (ii) **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.
- (iii) **Defence (CW):** Candidates claiming reservation under Defence sub-category (CW) shall be allowed a relaxation of 5% marks in the minimum marks criterion in the qualifying examination.
- (iv) **Persons with Disabilities (PwD):** Candidates claiming reservation under “Persons with Disabilities” (PwD) sub-category shall be allowed a relaxation of 10% marks.

## INTAKE

The annual intake of this program is 75. The reservation of the seats for SC/ST/OBC/EWS and sub categories Defence/PwD are as per the norms. One seat is for Kashmiri Migrant over and above the total intake. However, there will be no relaxation in the minimum eligibility criteria for Kashmiri Migrant.

### Region, Category and Sub category Codes

Category	Code
General	GN
Scheduled Caste	SC
Scheduled Tribe	ST
Other Backward Classes	OB
Economically Weaker Section	EW

Sub-Category	Code
No Subcategory	GN
Differently Abled Persons (PWD)	PD
Defence Personnel	CW
Kashmiri Migrant	KM

Region	Code
Delhi	D
Outside Delhi	O

## Seat Matrix

Delhi Region (64)			
GNGND	23	26	64
GNCWD	2		
GNPDD	1		
SCGND	8	9	
SCCWD	1		
SCPDD	0		
STGND	4	5	
STCWD	1		
STPDD	0		
OBGND	15	17	
OBCWD	1		
OBPDD	1		
EWGND	6	7	
EWCWD	0		
EWPDD	1		
Outside Delhi (11)			
GNGNO	4	4	11
GNCWO	0		
GNPDO	0		
SCGNO	2	2	
SCCWO	0		
SCPDO	0		
STGNO	1	1	
STCWO	0		
STPDO	0		
OBGNO	3	3	
OBCWO	0		
OBPDO	0		
EWGNO	1	1	
EWCWO	0		
EWPDO	0		
<b>Total Seats</b>			
<b>Kashmiri Migrant (KM) *</b>			<b>1</b>

\*Delhi as well as Outside Delhi

# Reservation Policy

## 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 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, she shall be considered under the Outside Delhi Region.

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

**Priority I:** Widows/wards of Defence Personnel killed in action

**Priority II:** Wards of disabled in action and boarded out from service.

**Priority III:** Widows/wards of Defence Personnel who died in peace time with death attributable to Military Service

**Priority IV:** Wards of 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. Mahavir Chakra
4. Kirti Chakra
5. Vir Chakra
6. Shaurya Chakra
7. Sena/ NauSena/ Vayu Sena Medal

8. Mention-in-Despatches
9. President's Police Medal for Gallantry
10. Police medal for Gallantry

**Priority VI:** Wards of Ex-servicemen.

**Priority VII**

Wards of:

- i. Defence personnel disabled in action and boarded out from service
- ii. Defence personnel disabled in service and boarded with disability attributable to military service
- iii. Ex-servicemen and serving personnel who are in receipt of Gallantry awards.

**Priority VIII:** Wards of Serving personnel.

**Priority IX:** Wives of Serving personnel.

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

**f. Kashmiri Migrants (KM) Supernumerary:** One seat over and above the total intake in each course, is available under this category. First preference will be given to Kashmiri Migrant candidate:

- (i) who has passed the qualifying examination from a school/college/ institute located within the NCT of Delhi;
- (ii) whose parents are registered in Delhi up to 11.06.2001 as Kashmiri Migrant; and
- (iii) 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.

**g. Single Girl (SG) Child:** Not applicable for IGDTUW

**h. Economically Weaker Section (EWS):** Reservation of EWS Category as per the Office Order DHE.1 (119)/Esst./2018- 19/2549-76 dated 17/06/2019

**Note:**

- i. In case of category (a) and (b), the vacant seats are interchangeable.
- ii. In case, sufficient numbers of eligible candidates from category (c) are not available, the vacancies will be treated as unreserved.
- iii. In case, sufficient number of eligible candidate from the subcategories mentioned at (d) and (e) are not available, the vacancies will be treated as unreserved in the respective category.



- iv. Under CW sub-category, the seats will be filled based on the priority i.e. all eligible candidates of priority-I will be allotted seats based on their ranks until the ranks exhaust or seats exhaust under CW subcategory. Remaining vacant seats, if any, will be allotted to the priority-II in the similar way, and so on.
- v. The reservation under CW subcategory is available only to such candidates who fall under the listed priorities.
- vi. It is the sole responsibility of the candidate to prove her eligibility for claiming reservation under any of the reserved categories / subcategories. The candidates claiming reservation under SC / ST / OBC / KM categories, CW / PwD sub-categories will be required to produce the original certificate of the respective reserved category/ sub-category issued by the competent authority (as mentioned in this information brochure) at the time of document verification. If the reserved category / sub-category certificate is not found to be in order, no benefit of the reserved category/sub-category will be given and provisionally allotted seat to that candidate will stand automatically cancelled. Such candidates may be considered under General category / sub-category in respective state quota for subsequent rounds of counselling on submission of a request in this regard.

## **Application Process**

1. Interested candidates are required to fill the online application form available on [www.cmac.admissions.nic.in](http://www.cmac.admissions.nic.in)
2. The candidates are required to fill the online application form and make an online payment of Rs. 1,000/- (one thousand only) for General/OBC Category and Rs. 500 for SC/ST and PwD.
3. Incomplete application, due to any reason, is liable for rejection by the University.

## **Fee Structure**

The annual fee of the BBA programme will have to be deposited by the candidate at the time of admission. Candidates must note that the admission fee must be paid in single instalment failing which the admission offer will be withdrawn immediately.

If the admission fee is not paid within the stipulated date, then the offer of admission given to them will be withdrawn automatically and the seat will be offered to the next eligible candidate.

**The detailed fee structure is given below:**

Sl. No.	Particular	Fee in AY 2020-21	Fee in AY 2021-22	Fee in AY 2022-23
1	Tuition Fee	47500	52000	57500
<b>2</b>	<b>Non Govt. Component</b>			
2.1	Student Welfare	16500	18,500	20500
2.2	Facilities and Services Charges	5500	6000	6500

2.3	Economically Weaker Section (EWS) Fund	2000	2000	2000
2.4	Examination Fee	5000	5000	5000
2.5	Premium amount for mediclaim of student (per annum)	500	500	500
	<b>Grand Total</b>	<b>77000</b>	<b>84000</b>	<b>92000</b>

**Note:** - In addition to above fee structure, the following fee are also required to be paid at the time of admission: -

- i. Security Deposit (Refundable) : - Rs. 5,000/-
- ii. One Time Alumni Fee : - Rs. 2,000/-
- iii. Hostel and Mess fee, if applicable, will be paid separately.

### **Withdrawal of Admission**

The formally-notified last date for Admission to BBA Programme-2020 will be announced in the admission schedule on the websites ([www.cmac.admissions.nic.in](http://www.cmac.admissions.nic.in) and [www.igdtuw.ac.in](http://www.igdtuw.ac.in)). If a student chooses to withdraw her admission she shall follow the following five-tier system for the refund of Fees\*remitted by her.

S. NO	Percentage of Refund of Fees	Point of Time when Applicant submits application for withdrawal of Admission in the University
1	100%	15 days or more before the last date of Admission
2	90%	Less than 15 days before the last date of Admission
3	80%	15 days or less after the last date of Admission
4	50%	30 days or less but more than 15 days after the last date of Admission
5	0%	More than 30 days after the last date of Admission

\*In case of S.No. (1) in the table above, the University shall deduct an amount not more than 5% of the Fee paid by the student, subject to a maximum of Rs. 5000/- as processing charges from the refundable amount. Security deposit, which is not part of the fees chargeable, shall be refunded in full.

## **Documents to be uploaded at the time of online submission of the Application Form**

### **Documents to be Uploaded**

1. Photograph
2. Signature
3. Class X Certificate for Date of Birth (both sides)
4. Class XII Marksheet (both sides)
5. Medical Fitness Certificate (refer Annexure 2 in Brochure)
6. Category Certificate (EWS/SC/ST/OBC-NCL) (if applicable)
7. PD Medical Certificate (if applicable)
8. Defence Certificate (if applicable)

1-4: MANDATORY

1-2 in jpeg

### **Note:-**

The candidates must ensure that they fulfil the eligibility criteria of admission as per admission brochure. At any stage of Admission process or later, if it is found that candidate has suppressed any material information or will fully submitted false information/documents, her candidature will be cancelled with immediate effect and admission fee will not be refunded. Legal proceedings may be initiated against such candidates. Students are required to produced above mentioned documents ( original and a photocopy ) at their respective institutions, at the time of physical verification. Failure to comply with these conditions / documents will lead to cancellation of Admission.

## Documents to be produced at the time of physical verification

1. Print-out of the online application form duly signed by the candidate
2. Marks sheet of the qualifying examination i.e. Class XII or equivalent
3. Date of Birth Certificate as indicated in High School or equivalent examination i.e. Class X
4. Provisional certificate or Passing certificate from school duly stamped and signed by the Principal
5. Reserved category / sub-category Certificates, if applicable (The format for the same has been appended)
6. Medical certificate

### Note:

- The original documents are to be provided along with the self-attested photocopies of the same in the same order.
- The timing and venue for the document verification will be notified later.

## **Certificates required for reserved seats at the time of document verification**

Candidates applying for any reserved seat (i.e. SC, ST, OBC-NCL, CW, PwD, KM, SG, EWS) 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 (OBC-NCL):** 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 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 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, she has to bring SC/ ST/OBC certificate issued by Govt. of NCT of Delhi and should have also passed 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 March 31, 2020 from the authorities as mentioned above. However, if the certificate is issued prior to March 31, 2020, 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 her already issued original caste certificate.
4. Students claiming OBC reservation under Delhi region will be admitted in this category on the submission of a certificate to this effect from the Competent Authority of the Government of NCT of Delhi. Certificate issued by Govt. of India or any state

government will not be accepted under any circumstances. A certificate issued by a Competent Authority of Delhi to an individual on the basis of Caste Certificate of her parents from another state will be accepted for claiming a seat under OBC Category **IF AND ONLY IF** the caste is in the list of notified OBC list by Govt. of NCT of Delhi.

Refer to link:

[http://dceast.delhigovt.nic.in/wps/wcm/connect/071ace004fc0691e9e8eff2402db5dfd/OBC\\_LIST.pdf?MOD=AJPERES&lm od=1572787719](http://dceast.delhigovt.nic.in/wps/wcm/connect/071ace004fc0691e9e8eff2402db5dfd/OBC_LIST.pdf?MOD=AJPERES&lm od=1572787719)

**ii) Defence sub - category (CW):** For admission to a seat reserved for Defence sub-category, 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.
- b. Widows/ Wards/ Wives of the officers and men of Armed forces who died or were 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.
- 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.
- h. Original Service Identity Card.
- i. A certificate from the respective C.O. Unit in respect of serving personnel.

**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) Persons with Disabilities (PwD) sub-category:** For admission to seat reserved for persons with Disabilities (PwD) 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 the Competent Authority as per the provision of the Persons with Disabilities Act 2016 in the prescribed format as given under the Act.

b. The Candidate with benchmark disabilities shall produce the medical certificate issued by the Govt. Hospitals duly notified by the Govt. of NCT of Delhi/ Other State government and further duly verified by the Chief Medical Officer of the concerned Government Hospital.

c. A certificate duly recommended by Vocational Rehabilitation Centre for the handicapped, 9-11 Vikas Marg, Karkarduma, Delhi 110092.

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

a. A certificate from the competent authority for getting admission against Kashmiri migrant quota is to be produced by the candidates at the time of counseling/ admission. Such a certificate should be issued by the concerned Deputy Commissioner of Delhi or the Competent Authority outside Delhi.

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 there to (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

## Annexure – 1

The formats of some of the required certificates are printed below for the guidance 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 FOR AVAILING ADMISSION AGAINST DEFENCE QUOTA OFFICE OF THE ZILA/RAJYA SAINIK BOARD**

This is to certify that Miss ..... daughter of  
..... resident of  
..... the above named officer / JOO / OR  
pertains to the category marked below: - (Select one from below)

- (a) Killed in Action ..... during .....
- (b) Disabled in Action on ..... during .....
- (c) Died in peace time on .....with death attributable  
tomilitary service
- (d) Disabled in peace time with disability attributable military service.
- (e) Gallantry Award Winner (.....)
- (f) Ex-Serviceman.
- (g) Serving Soldier
- (Category \_\_\_\_\_ above)

Miss .....daughter of the above named  
officer/JOO/OR is eligible for Admission in IGDTUW against the Defence quota under priority  
.....His/her Ex-Serviceman Widow  
Identity Card No. is DLH-01.....

No...../

RSB

SECRETARY

(Round stamp of Office)

(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 Miss. \_\_\_\_\_

\_\_\_\_\_ daughter of Shri  
\_\_\_\_\_ whose signature is given

below. Based on the examination, I certify that she is in good mental and physical health and is free from any physical defects which may interfere with her studies including the active outdoor duties required of a professional.

Marks of Identification \_\_\_\_\_

Signature of the Candidate \_\_\_\_\_

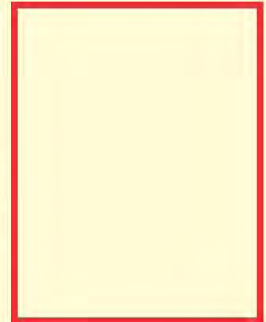
Place:

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)**



1. Name of the candidate: Ms. \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. Permanent Address: \_\_\_\_\_

4. Percentage loss of earning capacity (in words):  
\_\_\_\_\_

5. Whether the candidate is otherwise able to carry on the studies of  
BBA/B.A. (H)Economics programme: \_\_\_\_\_

6. Name of the disease-causing handicap: \_\_\_\_\_

7. Whether handicap is temporary or permanent: \_\_\_\_\_

8. Whether handicap is progressive or non-progressive: \_\_\_\_\_

9. The candidate is FIT / UNFIT to pursue further studies.

(\*Strike out whichever is not applicable)

Member  
(Orthopaedic Specialist)

Principal Medical Officer

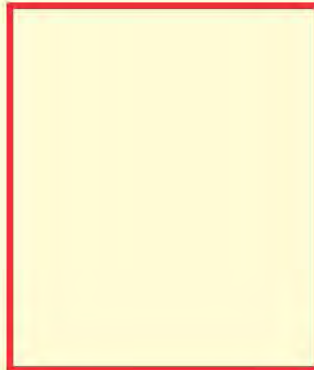
Date:

Seal of Office

**NOTE:**

1. The medical board must have one orthopaedic 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**

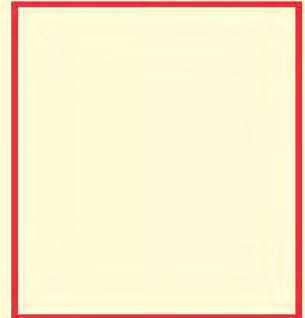


I certify that Km/Smt. \_\_\_\_\_  
\_\_\_\_\_ daughter/wife of Shri/Smt.  
\_\_\_\_\_ is physically handicapped due to  
\_\_\_\_\_  
\_\_\_\_\_ and she is fit for undergoing the course(s) \_\_\_\_\_  
\_\_\_\_\_ at IGDTUW.

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

**Annexure - 5**

**CERTIFICATE FOR AVAILING ADMISSION AGAINST J&K MIGRANT QUOTA**



Certified that Km/Smt. \_\_\_\_\_  
Daughter/Wife of Shri/ \_\_\_\_\_  
resident \_\_\_\_\_  
of \_\_\_\_\_ is  
registered as migrant from Jammu & Kashmir. The Registration number is  
dated \_\_\_\_\_ it is also certified that  
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.

Government of .....

(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS.

Certificate No.....

Date:.....

VALID FOR THE YEAR 2020-21

1. This is to certify that Smt./Kumari \_\_\_\_\_ daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post \_\_\_\_\_ Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory Pin Code whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income of her family is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_.

Her family does not own or possess any of the following assets:

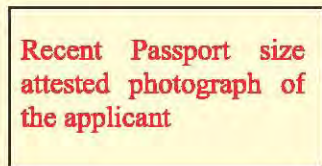
- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of office .....

Name .....

Designation .....



**Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2:** The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

**Note 3:** The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**Note 4:** The certificate should be issued after March 31, 2020.

## Form for Withdrawal of Admission

- 1) Course \_\_\_\_\_
- 2) Name of Candidate \_\_\_\_\_
- 3) Parent / Guardian's Name \_\_\_\_\_
- 4) Communication Address \_\_\_\_\_
- 5) Telephone \_\_\_\_\_
- 6) Mobile \_\_\_\_\_
- 7) Email Address \_\_\_\_\_
- 8) 12TH Board Roll No. \_\_\_\_\_ Region \_\_\_\_\_
- 9) Category / Sub-category \_\_\_\_\_

**Bank Account Details**

- Name of the Bank Account Holder (in favour of whom Bank Transfer is to be made)  
\_\_\_\_\_
- Relationship of the Bank Account Holder with the Candidate  
\_\_\_\_\_
- Bank Details of above person to be furnished in the given format:

Name of the Bank	Address of the Bank	Complete Bank Account No.	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 : \_\_\_\_\_

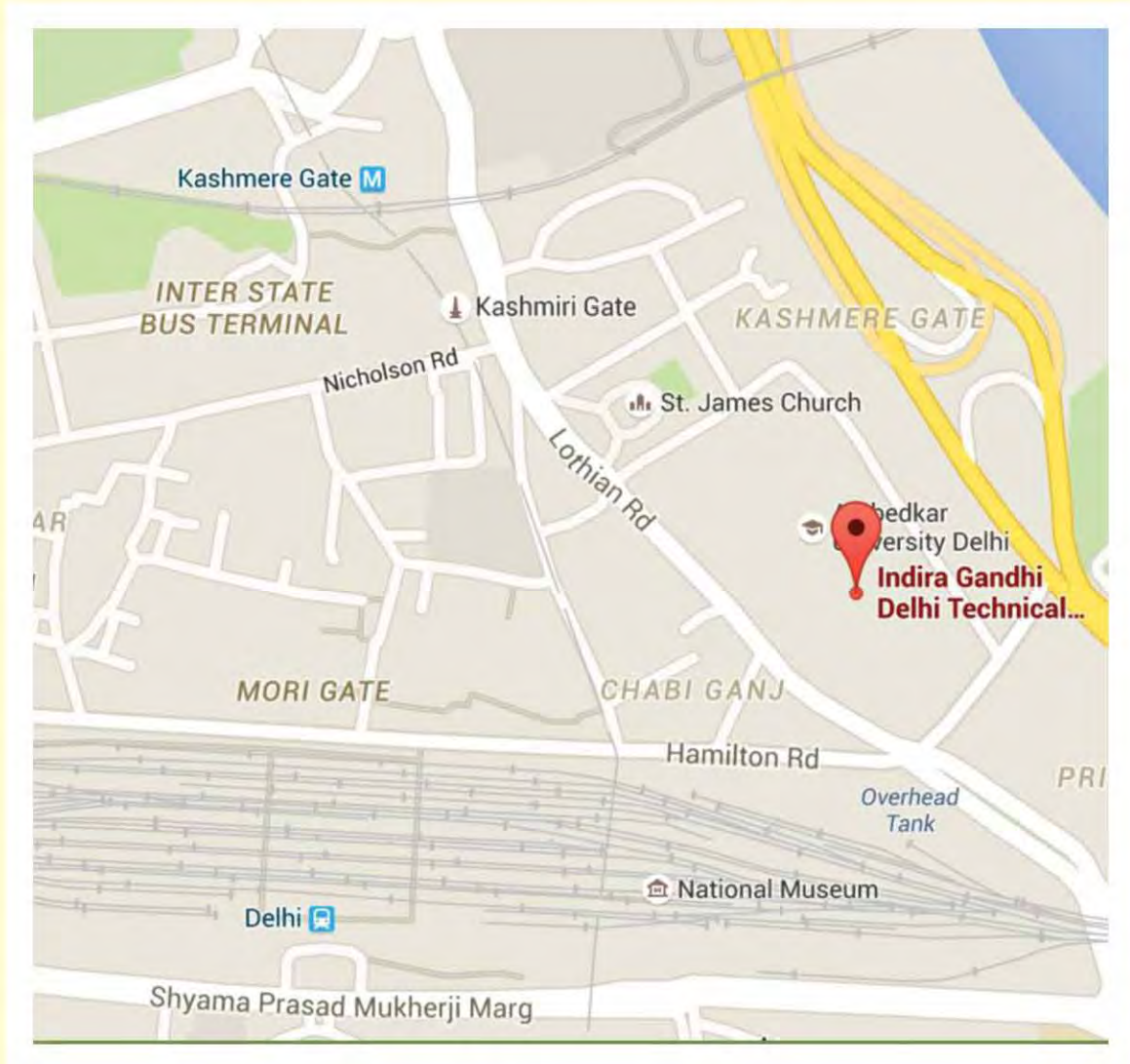
**Compulsory Encl.:**

1. Original documents issue 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. IGDTUW will not be liable for any wrong transfer of amount on account of incorrect bank information provided by the student.**

## HOW TO REACH

**Nearest Metro Station: Kashmere Gate on Red Line**



For queries contact us at:

**Department of Management**  
**Indira Gandhi Delhi Technical University for Women**  
Kashmere Gate, Delhi-110006  
[www.igdtuw.ac.in](http://www.igdtuw.ac.in)

E-mail: [bbaadmissions@igdtuw.ac.in](mailto:bbaadmissions@igdtuw.ac.in)  
(For queries related to BBA Programme)

# INFORMATION BROCHURE

Bachelor of Business Administration  
(BBA)

For Academic Year 2020-21



**INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN**

Madarsa Road, Opp. St James Church, Kashmere Gate, Delhi-110006

Website : [www.igdtuw.ac.in](http://www.igdtuw.ac.in)