



INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN

Kashmere Gate, Delhi – 110006

Department OF Architecture and Planning

Guidelines to Candidates appearing for Spot Round Counseling for admission to M.Plan.(Urban Planning)_Program, 2019-20

1. The merit list would be prepared on the following basis

First Preference : GATE qualified applicants

Second Preference: NON-GATE and result of qualifying exam available (merit based on percentage* in qualifying degree)

Third Preference: NON-GATE and result of qualifying exam awaited (merit based on percentage* till pre final semester of qualifying degree)

(*Percentage as submitted by the candidates in application form)

2. Admissions will be offered strictly after document verification at the time of counselling
3. **All interested eligible candidates are required to report in the Room no. 109, Ground Floor, Department of Architecture and Planning, IGDTUW on 16th of July 2019 before 12.00 PM along with the list of documents placed below, failing which they will not be allowed to appear in the counselling.**
4. If any candidate fails to produce any relevant document at the time of Spot counselling mentioned in the given list, she will have no claim on admission to M.Plan. (Urban Planning) Program 2019-20. The caste certificate and other supporting documents must be in the format as mentioned.
5. To be called for Spot Counseling does not guarantee admission. The admission will be done strictly as per guidelines given in the IGDTUW Admission Brochure 2019-20/norms of university.
6. The caste certificate and other supporting documents must be in the format as mentioned.
7. If the candidate does not report at the scheduled reporting time, she will not be entitled for admission in M.Plan. (Urban Planning) program.
8. **For candidates, who secure admission in spot round, no fee will be refunded on withdrawal of admission**

Documents required at the time of Spot Round Counseling for M.Plan.(Urban Planning) Program 2019-20:

1. Candidates are required to fill in the Check List as given in Annexure "A" & attach it on top of their documents.
2. Two copies of the Printout of PDF of application form generated at the time of applying (if **already applied through portal earlier**), duly signed by the candidate.
3. Duly filled Application form (Attached with these Guidelines) (**Only for fresh applicants who had not applied through portal earlier**)

4. Two copies of the receipt of application fee of Rs. 1000/- paid by the candidate (if already applied through portal earlier)
5. Application Fees in the form of **Demand Draft of Rs. 1,000/- in favour of "REGISTRAR, IGDTUW STUDENT FEE S/B ACCOUNT" payable at Delhi/New Delhi. (Only for fresh applicants who had not applied through portal earlier)**
6. Two passport size photographs.
7. Original and self attested copy of Identity proof (Aadhar Card/PAN Card/Driving Licence/Passport/Voter ID)
8. Fees in the form of **Demand Draft of Rs. 1,43,000/- in favour of "REGISTRAR, IGDTUW STUDENT FEE S/B ACCOUNT" payable at Delhi/New Delhi.**
9. Original and self-attested copy of class 10th certificate in support of Date of Birth.
10. Original and self attested copy of marksheet of 12th class
11. Original and self-attested copy of Mark sheet(s) and certificate of qualifying degree (B.Arch./ B.Plan or B.Tech. (Planning)/B.Tech or BE (Civil Engineering)/equivalent) in support of verification of marks and Region.
12. ***B.Arch. applicants must furnish proof of recognition of their B.Arch. degree from CoA (Council of Architecture)/ their registration certificate from CoA with valid CoA registration no.***
13. Original and self-attested copy of GATE Score card.
14. For a candidate, who has passed the qualifying examination through Open School / University, 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.
So, Proof of address of examination centre like admit card for examination having address of examination centre.
15. Proof of CGPA/SGPA conversion to Percentage (if applicable).
16. EWS Certificate (if applicable) issued by Competent Authority (Annexure "E").
17. Medical Fitness Certificate in original (Annexure D).
18. Original and self-attested copy for the category certificate (as applicable) (i.e. SC, ST, OBC-NCL, CW, PD, EWS)
 - (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 counseling. 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 2019 from the authorities as mentioned above. However, if the certificate is issued prior to March 31 2019, 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.

(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 and self-attested copy of:

- 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 or from the Home Ministry in case of Para-Military forces.
- b). Widows/ Wards of the officers and men of Armed forces including Para-Military personnel who died or 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.

In case of Para-Military forces appropriate documents/certificates issued by Competent Authority notified in this regard by the Para-Military forces headquarters must be produced. **A statement to the effect that “the death/physical disability (percentage to be mentioned) is attributed to military service” is required to be included in the certificate.**

- 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/gallantry award recipient.
- h). Original Service Identity Card
- i). A certificate from the respective C.O. Unit in respect of serving personnel (Priority VII).

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.

THE FINAL PRIORITY WILL BE SUBJECT TO THE SCRUTINY BY PANEL OF DEFENCE EXPERTS AT THE TIME OF DOCUMENT VERIFICATION.

(iii) **Differently Abled Persons (PD) sub-category:** For admission to seat reserved for Differently Abled Persons (PD) sub-category, the candidate must produce the following certificates in original and a self-attested copy:

- 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, Karkardooma, Delhi 110092.

(iv) A certificate from the Competent Authority for getting admission against Kashmiri Migrant quota. Such a certificate should be issued by the concerned Deputy Commissioner of Delhi or the Competent Authority outside Delhi. Photo Identity Card/Ration Card of the migrant.

Annexure- “A”

CHECKLIST (Documents Required at the Time of Admission)

No.	Tick	Particulars
1.		Printout of PDF of application form generated at the time of applying, if already applied through portal earlier or Duly filled Application form (in case of fresh applicant who had not applied earlier)
2.		Receipt of application fee of Rs. 1000/- (if already applied through portal earlier)
3.		Demand Draft of Rs. 1,000/- in favour of “REGISTRAR, IGDTUW STUDENT FEE S/B ACCOUNT” payable at Delhi/New Delhi. (Only for fresh applicants who had not applied through portal earlier)
4.		Two passport size photographs
5.		Original and Self attested copy of Identity Proof
6.		Demand Draft of Rs. 1,43,000/- in favour of “REGISTRAR, IGDTUW STUDENT FEE S/B ACCOUNT” payable at Delhi/New Delhi.
7.		Original and self-attested copy of class 10th certificate
8.		Original and self-attested copy of class 12 th marksheet
9.		Original and self-attested copy of Mark sheet(s) and degree certificate of qualifying degree
10.		Proof of CoA (Council of Architecture) registration / CoA Approved program (in case of B.Arch.)
11.		Original and self-attested copy of GATE Score card.
12.		Proof of CGPA /SGPA conversion to Percentage(if applicable).
9.		Original and self-attested copy for the category certificate (as applicable for SC/ST/OBC/KM- Annexure B/ CW-Annexure C/EWS- Annexure “E”)
10.		Medical fitness certificate in original (Annexure D)

Applicant’s Signatures

Member, Document Verification Team

Annexure-“B”

Certificate for availing Admission against Kashmiri Migrant Quota

**Kashmiri Migrant Quota
(To be submitted at the Time of Admission)**

Certified that Shri/km/Smt. _____
Son/daughter/wife Shri/_____ resident of
_____ is registered as migrant from
Jammu & Kashmir. The Registration number is _____
dated _____.

It is also certified that Shri/Km/Smt _____ is registered in
Delhi/..... as J & K Migrant on _____.

Name & Signature of
Deputy Commissioner/Competent Authority
(Office Stamp)

Place:.....

Date:.....

Note: No document other than this will be accepted by the University for claiming reservation against the Kashmiri Migrant Seat.

Annexure "C"

Certificate in Respect of Defence Category (CW)

CERTIFICATE FOR AVAILING ADMISSION AGAINST DEFENCE QUOTA OFFICE OF THE ZILA/RAJYA SAINIK BOARD

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

- a. Killed in Action on During
- b. Disabled in Action onand boarded out from service
on.....during.....
- c. Died in peace time onwith death attributable to military
service.
- d. Disabled in peace time and boarded out from service with disability attributable military
service.
- e. Gallantry Award Winner (.....)
- f. Ex-Serviceman.
- g. Serving Soldier

(Category _____ above)

Mr./Missson/daughter of the above named officer/JCO/OR is eligible
for Admission in IGDTUW against the Defence quota under priority His/Her Ex-Serviceman
Widow Identify Card No. is DLH-01.....

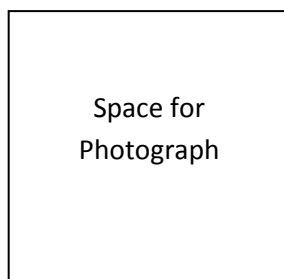
NO...../
(Round stamp of office)

RSB SECRETARY
(Zila/RajyaSainik Board)

Annexure "D"

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 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 whichever is not applicable

Annexure "E"

Format for EWS Category

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 _____

This is to certify that Shri/Smt./Kumari _____ son/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 his/her 'family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/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. Shri/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 _____

Recent Passport size attested photograph of the applicant

***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.

G. Srinivasan

Annexure “G”

Form –I

Disability Certificate

(In case of amputation or complete permanent paralysis of limbs and in cases of blindness)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size
Attested
Photograph
(Showing face only)
of the person with

Certificate No. _____ Date: _____

This is to certify that I have carefully examined Shri/Smt./Kum. _____
_____ son/wife/daughter of Shri _____

Date of birth (DD/MM/YY) _____ Age _____ years, Male/female

_____ Registration No. _____ permanent resident of House

No.- _____ Ward/Village/Street _____ Post Office

_____ District _____ State _____

Whose photograph is affixed above, and I am satisfied that:

1. He/she is a case of:

a. Locomotor disability

b. Blindness

(Please tick as applicable)

2. The diagnosis in his/her case is _____

3. He/ She has _____% (in figure) _____ percent (in words) permanent physical impairment/blindness in relation to his/her _____ (part of body) as per guidelines (to be specified).

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb
impression of the
person in whose
favour disability
certificate is
issued.

Annexure “H”

Form II

Disability Certificate

(In cases of multiple disabilities)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size
Attested Photograph
(Showing face only)
of the person with
disability

Certificate No. _____ Date: _____

This is to certify that I have carefully examined Shri/Smt./Kum. _____

_____ son/ wife/daughter of Shri _____ Date of Birth
(DD/MM/YY) _____ Age _____ years, male/female _____ Registration No.

_____ permanent resident of House No. _____

Ward/Village/Street _____ Post office _____ District

_____ State _____ whose photograph is affixed above, and
are satisfied that:

1. He/she is a Case of **Multiple Disability**: His/her extent of permanent impairment/disability has been evaluated as per guidelines as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

S.NO.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/ mental disability (in %)
1.	Locomotor disability	@		
2.	Low vision	#		
3.	Blindness	Both Eyes		
4.	Hearing impairment	£		
5.	Mental retardation	X		
6.	Mental-illness	X		

@- e.g. Left/Right/both arms/legs

- e.g. Single eye/both eyes

£- e.g. Left/Right/both ears

2. In the light of the above, his/her overall permanent physical impairment as per guidelines (to be specified), is as follows:

In figures: _____ percent

In words: _____ percent

3. The above condition is progressive/ non-Progressive/likely to improve/not likely to improve.

4. Reassessment of disability is

a. not necessary

b. Is recommended/after _____ years _____ months, and therefore this certificate shall be valid till (DD/MM/YY) _____.

5. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

6. Signature and seal of the Authority:

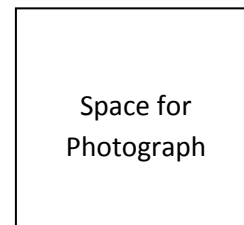
Name and Seal of Member	Name of Seal of Member	Name and seal of the Chairperson

Signature/ Thumb impression of the person in whose favour disability Certificate is issued.

Annexure "I"

Suitability Certificate for Availing Admission against Differently Abled Person (PD)

(To be submitted at the Time of counseling/Admission)



Certified that Shri / Km / Smt.* _____

Son/daughter/wife of Shri/Smt. _____ is physically

Handicapped due to _____ and he/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 “J”

Disability Certificate

(In cases other those mentioned in Forms I and II)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size
Attested Photograph
(Showing face only)
of the person with
disability

Certificate No. _____ Date: _____

This is to certify that I have carefully examined Shri/Smt./Kum. _____

_____ son/ wife/daughter of Shri _____ Date of Birth
(DD/MM/YY) _____ Age _____ years, male/female _____ Registration No.

_____ Permanent resident of House No.

_____ Ward/Village/Street _____ Post office

_____ District _____ State _____ whose
photograph is affixed above and am satisfied that he/she is a case of disability.

1. His/her extent of physical impairment/disability has been evaluated as per guidelines as per guidelines (to be specified) and is shown against the relevant disability in the table below:

S.NO.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/ mental disability (in %)
1.	Locomotor disability	@		
2.	Low vision	#		
3.	Blindness	Both Eyes		
4.	Hearing impairment	£		
5.	Mental retardation	X		
6.	Mental-illness	X		

(Please strike out the disabilities which are not applicable)

@- e.g. Left/Right/both arms/legs

- e.g. Single eye/both eyes

£- e.g. Left/Right/both ears

2. The above condition is progressive/ non-progressive/ likely to improve/ not likely to improve.

3. Reassessment of disability is:

a. Not necessary

b. Is recommended/after _____ years _____ months, and therefore
this certificate shall be valid till (DD/MM/YY) _____

4. The applicant has submitted the following document as proof of residence:

Nature of the Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned
(Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)

Signature/Thumb impression of the person in whose favour disability certificate is issued.
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Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District
Note: The principal rules were published in the Gazette of India notification number S.O. 908(E), dated the 31st December, 1996.



Indira Gandhi Delhi Technical University for Women

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

Kashmere Gate, Delhi -110006

Affix Your
Passport Size
Photograph here

Application Form for SPOT Admission in M.Plan. (Urban Planning) 2019-2020

- 1) Candidate's Name:
- 2) Father's Name:
- 3) Mother's Name:
- 4) Date of Birth (DD/MM/YYYY):
- 5) Gender:
- 6) Category(SC/ST/OBC-NCL/GEN):
- 7) Sub Category :
 - i) Differently Abled Persons (PD) (Yes/No):
If Yes, refer admission brochure
 - ii) Defence Category (CW) (Yes/No):
If Yes, Defence Priority (refer admission brochure):
- 9) EWS category (as per Government Notification) (refer Annexure "E") (Yes/No) :
- 8) Nationality:
- 9) Region (Delhi / Outside Delhi):
- 10) Kashmiri Migrant (Yes/No):
- 11) Qualifying Exam (Name of Degree along with specialization):

12) Educational Details:

Qualification	Name of Degree	Pass Status (Passed or Appearing) #	Course / Stream Name	Board / University	Passing Year	Marks (%) (in case of CGPA , please convert to %) *	Institute Name & Address with Pincode & State
10th or equivalent							
12th or equivalent							
Graduation (refer admission brochure for eligibility)							

*Please produce the proof of conversion as adopted by the University/ School/ College/Institute, from where applicant has pursued the qualifying degree, at the time of counseling

In case of "Appearing" please fill the cumulative % of marks obtained in Graduation till pre final semester/year and read the instructions for applicants whose final result of qualifying degree is awaited.

13) GATE Details: Are you GATE qualified (YES/NO)?:.....

If yes then fill up following details

- i) GATE Rank :
- ii) GATE Year:
- iii) GATE Paper:
- iv) GATE Score:
- v) GATE Roll No. :

14) Applicant's Contact Details for Correspondence :

- i) Flat/Residence No:
- ii) Locality:
- iii) City / Town / Village:
- iv) State:
- v) Pin Code:
- vi) E-mail address:
- vii) Mobile Number of Applicant:
- viii) Land line no. with STD code.:
- ix) Mobile No. of Parent :

15) Applicant's Permanent Address :

- i) Flat/Residence No:
- ii) Locality:
- iii) City / Town / Village:
- iv) State:
- v) Pin Code:
- viii) Land line no. with STD code:

16) Bank Demand Draft Details:

- (a) Details of Demand Draft of Rs. 1000/- (**Only for fresh applicants who had not Applied earlier through portal**)

Amount: DD Number:
DD Date: Issuing Bank and Branch:
Issued in favour of :

- (b) Details of Demand Draft of Rs 1,43, 000/-

Amount: DD Number:
DD Date: Issuing Bank and Branch:
Issued in favour of:

Signature of Candidate with Date

**INSTRUCTIONS FOR APPLICANTS WHOSE FINAL RESULT OF
QUALIFYING DEGREE IS AWAITED**

Candidates, whose final result is awaited, need to submit their final result in university on or before **30/09/19**, failing which their admission shall stand cancelled and the fees shall be forfeited by the university.

In case a candidate, whose final result of qualifying degree is awaited , fails to fulfill the eligibility criteria, for M.Plan.(urban planning) program, on declaration of final result of qualifying degree, then the admission of such candidate shall stand cancelled and the fees shall be forfeited.