

Instructions for Special Spot Round of counselling for admission in to MBA Program, 2022:

1. Minimum Eligibility:

A female candidate who has passed any Bachelor Degree examination with minimum 60% marks in aggregate or equivalent CGPA from a recognised university/institution is eligible to apply. However, a relaxation of 10% in marks to SC/ST/PWD candidates and 5% to Other Backward Class (OBC-NCL) / Defence Category (CW) shall be given in minimum eligibility criteria. Those who are appearing in final semester examination may also apply, provided that they submit the proof of eligibility by a specific date declared by the IGDTUW.

The student should hold a degree from any of the universities incorporated by an act of the central or state legislature in India, or other educational institutions established by an act of Parliament or declared to be deemed as a university under section 3 of UGC Act, 1956, or possess an equivalent qualification recognized by the Ministry of HRD, Government of India.

2. Procedure Timeline:

Closing date of online applications: 17-07-2022

Special Spot Round of Counseling: Date: 20-07-2022 (Wednesday)

All the participating candidates have to report by 10 am in the Seminar Hall, IGDTUW and mark their attendance compulsorily. The Special Spot Round will be conducted for admission to the MBA Program to fill the vacant seats as per the following criteria:

3. Seat Allotment Criteria

The merit list of the candidates appearing in Special Spot will be prepared as follows:

Priority – I: As per CAT Percentile

Priority – II: As per MAT Percentile

Priority – II: As per CMAT score

Priority – IV: As per percentage in Graduation

Priority – V: For candidates appearing in final year exam who has not any valid CAT/MAT/CMAT score, merit will be generated as per cumulative percentage in declared results of graduation.

4. Fee to be paid at the Time of Admission:

Every candidate participating in the Special Spot Round of Counselling shall pay Rs. 1000/- as the Registration fee through online mode or in the form of Demand Draft in favour of “Registrar, IGDTUW- Fee Account” payable at Kashmere Gate SBI Branch, Delhi- 110006.

Every student who gets the admission offer in the MBA program in the Special Spot Round of Counselling shall pay the course fee (AY 2022-23) Rs 1,22,000 (One Lakh Twenty Two Thousand Only) in the form of DD in favour of “Registrar, IGDTUW- Fee Account” payable at Kashmere Gate SBI Branch, Delhi- 110006. In case the candidate fails to fulfill minimum eligibility criteria, her admission shall be cancelled and no fee shall be refunded.

5. Withdrawal Policy

The fee paid will be **Non-Refundable** for special spot round except the security deposit of Rs 5000.

6. No. of Seats

Seats available will be declared at the time of counselling. Candidates are advised to apply and attend the counseling positively.

7. Documents Required at the Time of Counseling:

Following is the list of documents required for verification process:

- a. Print-out of the online application form duly signed by the candidate with three passport size photo.
- b. Degree and Marks sheet of the qualifying examination.

- c. Print out of valid CAT/MAT/CMAT score, if any.
- d. Date of Birth Certificate as indicated in High School or equivalent examination
 - i.e. Class X.
- e. Reserved category/sub-category certificates, if applicable. For OBC category and EWS category the certificate or NCL certificate must be issued after 31.03.2022.
- f. Proof of online payment/DD of Rs. 1000 as registration fee and Demand of Draft of Rs 1,22,000 as Academic Fee.
- g. Medical Certificate.
- h. Undertaking for Final Year Appearing Candidates. (Any Seat offered to a final year appearing candidate will be purely provisional and subject to fulfillment of minimum eligibility criteria, if such candidate is unable to meet minimum eligibility criteria by the date declared by the University, her admission shall be cancelled and no fee will be refunded).

Note: If the candidate fails to produce any required documents, her candidature is liable to be cancelled. In case the candidate fails to fulfill minimum eligibility criteria, her admission shall be cancelled and no fee will be refunded.

For other relevant details, please refer MBA Admission Brochure available on www.igdtuw.ac.in and write to mbaadmissions@igdtuw.ac.in.

Admission Officer
MBA Programme 2022.