



## Indira Gandhi Delhi Technical University For Women

(Formerly Indira Gandhi Institute of Technology)

Kashmere Gate, Delhi-110006

### Guidelines for applicants selected for Provisional Admission to Ph.D. Programme-2019

1. Selected applicants shall fill and submit the “**Application Form for Provisional Registration to Ph.D Programme-2019**” is attached at (**Annexure “A”**)
2. The applicants shall report to Room No 111 & 112 , Administrative Block, at 9:30 am on 30<sup>th</sup> July, 2019 along with the following documents :
3. All Original Documents for verification including Date of Birth Certificate (Class X certificate), UG and PG Degrees, UG and PG Marksheets, GATE SCORE CARD/NET Certificate.
4. Original and self attested copy of Caste/ Category certificate (for the reserved categories only) issued by one of the following authorities of competent jurisdiction: (**Annexure “B”**)
  - A. District Magistrate/ Additional District Magistrate/ Deputy Collector/ 1st Class Stipendiary Magistrate/ Commissioner City Magistrate (not below the rank of 1st class stipendiary Magistrate)/ Executive Magistrate/ Extra Assistant.
  - B. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
  - C. Revenue Officer not below the rank of Tehsildar.
  - D. Administrator/ Secretary to Administration/ Development Officer. (Lakshadweep and Minicoy Islands)
5. The original certificate and self-attested copy for the reserved category, if other than the General Category. For candidate belonging to OBC-Non Creamy Layer will be required to submit the Certificate issued on or later than 1<sup>st</sup> April 2019 along with (**Annexure “G”**)
6. A candidate seeking admission under the physically challenged (PD) category is required to bring original and photo copy of the certificate of Physical Disability issued by Chief Medical Officer of a district/ civil surgeon or any Government Hospital authorized to issue such certificates under the provisions of PWD Act 1995. (**Annexure “D”**)
7. Work Experience Certificate in original (For PT applicants if not already submitted).
8. NOC from current employer in original on the Letter Head of the Employer (for PT applicants if not already submitted). (**Annexure “C”**)
9. Self attested Photocopies of all certificates.
10. 3 passport size photographs.
11. Certificate of Financial Assistance (if applicable).
12. Fees in the form of **Demand Draft of Rs. 40,000 in favour of “REGISTRAR, IGDTUW STUDENT FEE S/B ACCOUNT” payable at Delhi/New Delhi**
13. In case of married applicants, Affidavit for change of name.
14. No TA/DA shall be paid to the Applicants.

#### Important Note:

- In case an Applicant fails to fulfil the eligibility criteria for admission to Ph.D. Programme as per the Admission Brochure, 2019 of IGDTUW or fails to produce any of the above applicable document, **she will not be admitted even if she is selected for Provisional Admission to Ph.D. Programme-2019.**
- Those applicants who are seeking provisional admission due to non-declaration of their final year/final semester result, will however have to provide proof of having passed all papers in all the previous examination along with final result by 30<sup>th</sup> September 2019 to the university otherwise their admission will be treated as null and void (cancelled) and the entire fee will be forfeited. Undertaking is attached at (Annexure “E”)



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## Annexure-A

### APPLICATION FORM FOR PROVISIONAL REGISTRATION TO

Ph.D. PROGRAMME-2019

#### FEE DETAILS

Demand Draft No..... Date of Issue:.....

Amount: Rs..... Issuing Bank:..... Branch:.....

(The Demand Draft should be "in favour of "REGISTRAR, IGDTUW STUDENT FEE S/B ACCOUNT" payable at Delhi/New Delhi

**Note:** Please read the complete form carefully before filling and attach all the documents as suggested in the checklist.

#### DETAILS ABOUT APPLICANT

1. Admission in .....(Department / Discipline) as .....

(FT/PT/IGDTUW-JRF)

2. Name of the Applicant.....

3. Application Form No.....

4. Father's Name:.....

5. Mother's Name:.....

6. Permanent Address:.....

.....PIN .....

Ph.No. with STD Code:.....Mobile No.....

Email.....

7. Address for Correspondence:

.....

.....PIN.....

Ph.No. with STD Code:.....Mobile No.....

Email.....

8. Date of Birth: (dd/mm/year)..... 7. Gender: (Male / Female).....

8. Category: (GEN/SC/ST/PH)..... 9. Nationality:.....

10. Details of National Level Examination Qualified: (if any)

GATE/CSIR/NET/UGC (if applicable)

Score/AIR.....Discipline.....Year.....

11. Source of Financial Assistance (If Any) .....

.....

Photograph of  
applicant with  
signature across  
photo

**12. Education Qualifications:**

Examination Passed	Degree/ Branch	Board/College/ University	Year	%Marks/ CGPA	Division
High School					
Intermediate					
Bachelor					
Master					
Any Other					

**13. Details of Employment: (if applicable) in chronological order ( starting with latest )**

Organization	From	To	Designation	Nature of Responsibilities

**14. Details of Research Publications: (if any)**

(a) No. of Research Publications in International/National Journals:.....

(b) No. of Conference Papers:.....

Author(s)	Title of Paper	Journal / Conference	Volume, No. Page(s)	Year

**DECLARATION**

I declare that the details furnished in the application and enclosures are correct. In case any entry in this form or in the enclosures is found to be false, I understand that my candidature shall stand cancelled at any later stage .

Place:.....

Full Signature of Applicant

Date: .....

Name:.....

\*\*\*\*\*

**FOR OFFICE USE ONLY**

Ms. ....DO.....Category.....is provisionally admitted to the Ph. D program-**2019** in .....Discipline as.....(FT/PT/IGDTUW-JRF) with Enrollment No .....

With ..... As proposed Supervisor.

**Admission Officer**

## Annexure-B

### FORMAT FOR CASTE CERTIFICATE

(to be submitted by Scheduled Castes/Scheduled Tribes candidates only)

Certified that Ms. \_\_\_\_\_,  
daughter of Shri \_\_\_\_\_,  
resident of \_\_\_\_\_, District \_\_\_\_\_, is a member of  
the Scheduled Castes/Tribes and belongs to \_\_\_\_\_  
caste/tribe which has been recognized as a Scheduled Caste/Tribe vide notification  
No. \_\_\_\_\_ dated \_\_\_\_\_ issued by  
Government of \_\_\_\_\_ (State).

Date

Seal

Signature of the Revenue Officer of the  
District concerned, not below the rank of Tehsildar.

## Annexure-C

### FORMAT FOR EMPLOYER'S NO OBJECTION CERTIFICATE

(to be issued on the Letter Head of the Employer)

This is to certify that Ms. \_\_\_\_\_  
D/o. \_\_\_\_\_ working as \_\_\_\_\_  
\_\_\_\_\_ in the department of \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_ is an employee of our  
department/organization. Her total work experience is \_\_\_\_\_ Years and \_\_\_\_\_  
Months. We have no objection to her joining in Ph.D (Part-Time) Degree course. She will  
be relieved from her duties as per the requirements of her Degree Programme

Signature  
(Head of Institution)

## Annexure-D

### CERTIFICATE FOR DIFFERENTLY ABLED PERSON (PD)

To be issued by Medical Board from Government Hospital

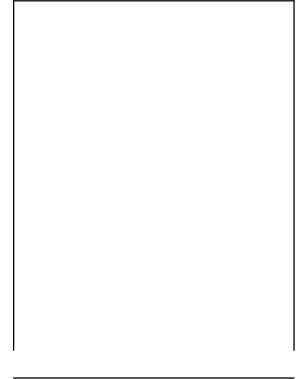
1. Name of the candidate: Ms. \_\_\_\_\_

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 and perform the duties of an engineer/architect satisfactorily: \_\_\_\_\_

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 the engineering studies.

10. (Strike out whichever is not applicable)

\_\_\_\_\_

Member

Member

Principal Medical Officer

(Orthopaedic Specialist)

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.



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## **Annexure- E**

### ***UNDERTAKING FOR RESULT AWAITED APPLICANTS***

I.....D/o.....DOB

..... do understand that my result for M.Tech/ME/M.Sc/MCA/PG degree or equivalent is awaited and I have been offered provisional registration as FT/PT/IGDTUW-TRF to the Ph.D Programme-2019 at IGDTUW in ..... Discipline with Application/Enrolment No. ....

I undertake to submit a copy of my result to the Ph.D. Coordinator and produce the original Mark sheet for verification latest by 30<sup>th</sup> Sept 2019 failing which my admission shall stand cancelled and I shall claim no right what so ever on the offered Ph.D. seat.

**Signature of the Applicant**

## Annexure "F"

### DOCUMENT CHECKLIST

(Tick ✓ the Enclosed Documents. Please enclose original or self attested copies as applicable.)

No.	Tick	Particulars
1		Demand Draft of Rs. 40,000 in favour of "REGISTRAR, IGDTUW STUDENT FEE S/B ACCOUNT" payable at Delhi/New
2		3 Passport Size Photographs
3		Print out of application form duly signed by candidate
4		Original & Self attested copy id proof Aadhar card, Original & Self attested copy of Passport/Driving License/Voter ID/ Pan Card
5		Date of Birth Certificate or the High School (class X) Certificate with Date of Birth.
6		SC/ST/PD certificate (if applicable). Format given below. <b>Annexure "B &amp; Annexure "D"</b>
7		The original certificate and self-attested copy for the reserved category, if other than the General Category. For candidate belonging to OBC-Non Creamy Layer will be required to submit the Certificate issued on or later than 1 <sup>st</sup> April 2019 as given in <b>Annexure "G"</b>
8		Copies of degrees, Marks/Grade sheets of all the examinations passed.
9		GATE SCORE CARD/ JRF/ NET CERTIFICATE
10		No Objection Certificate from the employer (For Part Time applicants). <b>Annexure "C"</b>
11		Certificate of Financial Assistance (if applicable).
12		Work Experience Certificate ( For Part Time Candidates)
13		Undertaking for Result Awaited. <b>Annexure "E" (if applicable)</b>
14		Affidavit (in case of change of name after marriage) (if applicable)
<b>Total</b>		<b>No. of Enclosures:.....</b>



## Annexure –G

### UNDERTAKING CUM DECLARATION TO BE GIVEN BY PARENT(S) OF CANDIDATES FOR OBC(NCL) CATEGORY

(An affidavit to be produced on Rs. 100/- stamp paper)

#### TO WHOMSOEVER IT MAY CONCERN

I, Mr./Ms..... (father/mother) of .....having Application No. ....resident of village/town/city\_\_\_\_\_ district \_\_\_\_\_ State hereby declare that my ward belongs to the \_\_\_\_\_ (community) which is recognized as a backward class by the Government of Delhi for the purpose of reservation in PG./Ph.D Admissions 2019 of IGDTUW Delhi. I hereby undertake and state that the OBC (NCL) certificate provided by my ward for claiming reservation under OBC (NCL) category fulfils the eligibility conditions for OBC(NCL) as per the admission norms of PG./PH.D admissions, 2019.

I declare that total family income of candidate (including income from all the sources) is fall under eligibility of NCL-OBC for the financial year 2018-19.My family details are given as under for further verification

S.No	Name	Occupation	Organisation	PAN No.
1.				
2.				
3.	List other source of income (if any)			

I hereby declare that the above information provided by me is true to the best of my knowledge.

If any discrepancy is found in the details, PG./Ph.D admission Committee has all rights to cancel admission of my ward and legal action may be taken as per norms.

Place : .....

Date : .....

*Name & Signature of Candidate*

*Name & Signature of Parent*



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**Provisional Admission Slip (Office copy)**

Ms/Mr.....DO/SO.....DOB..... Category.....is  
provisionally admitted to the Ph. D program in .....Discipline  
as.....(FT/PT/IGDTUW-JRF) with Enrollment No .....  
for Academic Session 2019-20 against the fee deposited vide DD  
No.....dated.....drawn on.....

**Signature of Student**

**Admission Officer**

.....



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**Provisional Admission Slip (Student's Copy)**

Ms/Mr.....DO/SO.....DOB..... Category.....is  
provisionally admitted to the Ph. D program in .....Discipline  
as.....(FT/PT/IGDTUW-JRF) with Enrollment No .....  
for Academic Session 2019-20 against the fee deposited vide DD  
No.....dated.....drawn on.....

**Signature of Student**

**Admission Officer**



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### Withdrawal Policy for Ph.D Program-2019

Students who are seeking provisional admission due to non-declaration of their final year/final semester result, will however have to provide proof of having passed all papers in all the previous examination along with final result by 30<sup>th</sup> September 2019 to the University otherwise their admission will be treated as null and void (cancelled) and the entire fee will be forfeited.

#### Withdrawal policy for Ph.D

If a student chooses to withdraw from the program of study in which she is enrolled, the university shall follow the following four-tier system for the refund of fees remitted by the student.

Sr. No	Percentage of refund of Aggregate fees*	Point of time when notice of withdrawal of admission is served to university
1	100%	15 day or more <b>before</b> the formally-notified last date of admission
2	90%	Less than 15 day <b>before</b> the formally-notified last date of admission
3	80%	15 days or less <b>after</b> the formally-notified last date of admission
4	50%	30 days or less, but more than 15 days <b>after</b> the formally-notified last date of admission
5	00%	More than 30 days <b>after</b> the formally-notified last date of admission

*\*(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)*

In case of (1) in the table above, the university concerned shall deduct an amount not more than 10% of the aggregate fees as processing charges from the refundable amount.



**FORM FOR WITHDRAWAL OF ADMISSION**

- 1). Programme & Institute \_\_\_\_\_
- 2). Name of Student \_\_\_\_\_
- 3). Parent /Guardian's Name \_\_\_\_\_
- 4). Address \_\_\_\_\_
- 5). Telephone \_\_\_\_\_
- 6). Mobile \_\_\_\_\_
- 7). Email address \_\_\_\_\_
- 8). Enrolment/Application Number \_\_\_\_\_

9.) Bank Details

- Name & Relationship of the concerned in favour of whom bank transfer is to be made  
\_\_\_\_\_
- Bank Detail of above concerned to be furnished in the given format:

<b>Name of the Bank</b>	<b>Address of the Bank</b>	<b>Complete Bank Account No.</b>	<b>IFSC CODE OF THE BANK</b>

**UNDERTAKING**

We understand and know the refund rules of the University & 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:

Date:

**Compulsory Encl.:**

1. Admission Slip issued at the time of Admission/Counselling in ORIGINAL
2. Cancelled cheque of CBS Bank branch, showing the detail of full bank A/c No.; IFSC code; beneficiary name etc. must be attached by the concerned student along with the Withdrawal Form

Refund amount will directly be transferred in the bank account submitted by the student through electronic mode (ECS/RTGS/ NEFT). Therefore, student may ensure to provide correct details under S. No. 8 & 9 and the required enclosures. University will not be liable for any wrong transfer of amount on account of incorrect bank information provided by the student.