

Subject: Offer of admission to the MBA Programme (Full-Time)
for the 1st Semester (Session 2009-2010 for General, OBC, PH Category)

Dear Candidate

Congratulations! You have been selected for admission to the 2 years MBA Full-Time– **Focus on Management System (DLM)/ Focus on Telecommunication System Management (DLT)** Programme of IIT Delhi for the session 2009-10 beginning on 27 July 2009. Please refer to the enclosed **Annexure** for the terms and conditions of admission. Please make the following fee payments:

SN	Type of fees	Amount (Rs)	Deadline	Remarks
1	First installment of Institute dues (I Semester 2009-10)	30935/- ("Pay through DD in favour of Registrar IIT Delhi " payable at New Delhi)	11 May 2009	"DD to be sent to the undersigned by post or submitted to Mr. Samir Bose by hand." (See the Annexure for details)
2	Management Systems Society	12,500/- ("Pay through DD in favour of Management Systems Society " payable at New Delhi)		

Contacts for any further clarification	Always keep in mind the important dates	
Prof. M.P.Gupta (Admissions Coordinator) Ph. 011-26591173	11 May 2009	Deadline for Fee deposit
Mr. K.P.Singh, Dy. Registrar (PGS) Ph. 011-26591737	24 July 2009	Orientation
Mr Samir Bose in the office of the Department Ph. 011-26591171	25 July 2009	Registration
Mr. Vimal Kumar Ph. 011-26597034	27 July 2009	Commencement of classes
	04 August 2009	Last date of late registration

Hostel accommodation will be made available on priority basis to the students coming from outside Delhi for which there will be additional fees of Rs.18,350/- per semester (Boys Hostel) and Rs.17,850/- per semester (Girls Hostel). Delhi based students have a lower priority for hostel accommodation. You can send the request for hostel accommodation separately, for which final allotment is made on 22 July 2009. Further details on this can be obtained from Mr.Samir Bose in office of the Department (Ph. 011-26591171) or the Assistant Registrar (SS) (Student Affairs) Mr.Nanak Chand (Ph.011-26591747).

Please bring with you required documents (as listed in the Annexure) at the time of registration.

Yours sincerely

(Surendra S. Yadav)

Encl: - Annexure giving details of the terms of admission
- Proforma of Medical fitness certificate

Annexure

1. Your admission is provisional subject to the items marked (✓)
 - i) Submission of attested copies of the qualifying degree certificate and marks sheet showing the required percentage of marks/ CGPA by **25.7.2009/31.10.2009**.
 - ii) Submission of proof from the University/Head of the Institution of having appeared/passed in the qualifying Degree Examination by **25.7.2009**.
 - iii) Submission of relieving certificate from Employer by **25.7.2009**.
2. To ensure your admission, you have to deposit the following fee on or before 11 May 2009
 - i. The first installment of Institute dues (First semester of 2009-10) amounting Rs 30,935 (Rupees thirty thousand nine hundred and thirty five) for general/OBC/PH category. The fee is to be deposited through bank draft drawn in favour of "Registrar, IIT Delhi" payable at New Delhi.
 - ii. A Draft of Rs.12,500/ in favour of 'Management Systems Society'. This is the membership fee for every student to become a member of the 'Management Systems Society' of the Department. The fee is one time payment and **non-refundable..**

The above two DDs must be submitted in the Department office to Mr. Samir Bose, 4th floor, Room No.409 Vishwakarma Bhavan, New Delhi-110016 latest by 11 May 2009, 4:00 PM.

Withdrawal from the Programme on or before **25.7.2009** will imply refund of fees after deducting Rs. 1,000/-. For any withdrawal after 25.7.2009 only Rs.2000/- security deposit will be refunded. You must obtain the receipt of the fee from Mr.Bose and produce them at the time of registration. The course registration is to be done online at the time of registration on 25 July 2009. You must write the Entry Number indicated in your offer letter while depositing the dues in all the relevant forms to be filled by you in future.

3. For allotment of Hostel accommodation, the Head of Department, Admissions Coordinator and Assistant Registrar (SS) (Student Affairs) will assist them in this regard. Following are the details of Hostel seat rent + Mess Dues payable by the students. on per semester basis:

SN	Item	For male	For female
1	Hostel seat rent (seat rent Rs. 6000/- plus Rs. 300/- for electricity/water charges) * DD of Rs. 6300/- to be drawn in favour of Registrar, IIT Delhi payable at New Delhi	Rs. 6300/-*	Rs. 6300/-*
2	Mess Security Deposit (Refundable)	Rs. 2000/-	Rs.2000/-
3	Mess Admission (one time payment) Non-Refundable	Rs. 1500/-	Rs. 1500/-
4	Mess Advance (one time payment adjustable against dues.)	Rs. 8500/-	Rs.8000/-
5	Membership of student cooperative Society (non-refundable)	Rs. 50/-	Rs. 50/-
TOTAL		Rs.18,350/-	Rs.17,850/-
DD of Rs. (for item 2 to 5) to be drawn in favour of Director, IIT D (respective) Hostel			

The above amount is payable over and above that indicated in para 2 above and to be paid after hostel has been allotted.

4. The admission is subject to your being found medically fit. For this purpose you will be required

to produce on the date of Central Registration a certificate to that effect from a registered medical practitioner in the prescribed format enclosed.

5. You will have to renew your registration every semester, which is normally done centrally in July and December every year. Failure to do so, your registration as Institute student will stand terminated.
6. You are required to give (at the time of registration) an undertaking in the prescribed form to the effect, inter alia, that you will not leave the programme midway or appear in any competitive examination etc. without prior permission of the Institute.
7. Candidates who are in the final year of their qualifying examination can be considered for admission only if they complete the requirement of their final examination including viva-voce by 25.7.2009. Candidates must inform Dy. Registrar (PGS), IIT Delhi in writing by 25.7.2009, if the requirements of their qualifying degree including viva-voce, if any, are not met by 25.7.2009. Failure to inform the PG section about non-completion shall result in forfeiture of entire fees deposited by them in addition to cancellation of their admissions.
8. You must report to Dogra Hall of the institute at 9.00 a.m. on **24 July 2009** for Orientation.
9. For **Central Registration** on **25 July 2009**, you should report to Dogra Hall of the Institute according to the time schedule notified for Department of Management Studies (DMS). If for any unavoidable circumstances, you cannot be personally present for registration on this date, you may, with the prior permission of Dean, PGS&R, authorize any other person in writing to register on your behalf on the date of registration. Failure to register on **25.7.2009** or by the last date of late registration i.e. **04.8.2009**, the offer of admission would automatically stand cancelled, even if you have already paid the Institute dues as indicated above.
10. You will be required to submit at the time of registration three copies of your recent passport size photograph and two copies of stamp size photograph for preparation of Academic and Identity Cards.
11. In case you have already been selected for admission in any other Deptt./Programme of this Institute you will resign from that Deptt./Programme before joining this Deptt./Programme.

You will be governed by the Rules and Regulations of the Institute in force from time to time.