

**Subject:** Offer of admission to the MBA Programme (Full-Time)  
for the 1<sup>st</sup> Semester (Session 2007-2008)

Dear <candidate>

Congratulations! You have been selected for admission to the 2 years MBA Full-Time– **Focus on Management System (DLM)** Programme of IIT Delhi for the session 2007-08 beginning on 30 July 2007. 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 2007-08)	30485/- ("Pay through DD in favour of <b>Registrar IIT Delhi</b> ")	1 <sup>st</sup> June 2007	"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	10,000/- ("Pay through DD in favour of <b>Management Systems Society</b> ")		

Failure to deposit the above fees on or before 1<sup>st</sup> June 2007, the offer of admission will automatically stand cancelled and the seat will be offered to the next candidate on the panel.

Contacts for any further clarification		Always keep in mind the important dates	
Dr.M.P.Gupta (Admissions Coordinator)	Ph. 011-26591173	1 <sup>st</sup> June 2007	Deadline for Fee deposit
Mr.K.P.Singh (Assistant Registrar-PGS)	Ph. 011-26591737	27 July 2007	Orientation
Mr Samir Bose in office of the Department	Ph. 011-26591171	28 July 2007	Registration
		30 July 2007	Commencement of classes
		06 August 2007	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.16,350/- per semester (Boys Hostel) and Rs.15,350/- per semester (Girls Hostel). You can send the request for hostel accommodation separately, for which final allotment is made on 20 July 2007. Further details on this can be obtained from Mr.Samir Bose in office of the Department (Ph. 011-26591171) or the Assistant Registrar (Student Affairs) Mr.Nanak Chand (Ph.011-26591747).

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

Sincerely

(Surendra S. Yadav)

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

CC.

1. Assistant Registrar (Accounts)
2. Assistant Registrar (PGS)

### Annexure

1. Your admission is provisional subject to the items marked (✓)
  - i) Production of attested copies of the qualifying degree certificate and marks sheet showing the required percentage of marks/ CGPA by 27.7.2007/31.10.2007.
  - ii) Production of proof from the University/Head of the Institution of having passed in the qualifying Degree Examination by 27.7.2007.
  - iii) Production of relieving certificate from Employer by 26.7.2007 in case of being employed.
2. To ensure your admission, you have to deposit the following fee on or before 1<sup>st</sup> June 2007:
  - i. The first installment of Institute dues (First semester of 2007-07) amounting Rs 30485/- (Rupees thirty thousand four hundred and eighty five) for general category. The fee is to be deposited through bank draft made in favour of "Registrar, IIT Delhi" drawn on SBI, IIT Hauz Khas, New Delhi (Bank Code 1077) or Canara Bank, New Delhi (Bank Code: 1745)
  - ii. A Draft of Rs.10000/ 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, 4<sup>th</sup> floor, Room No.409 Vishwakarma Bhavan, New Delhi-110016 latest by 1<sup>st</sup> June, 2007, 4:00 PM.

Withdrawal from the Programme on or after 1<sup>st</sup> June 2007 will imply refund of fees after deducting Rs. 1,000/-. 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 28 July 2007. 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. Students who are not Delhi based will be considered for allotment of Hostel accommodation subject to availability of seats in the Hostel. Head of Department, Admissions Coordinator and Assistant Registrar (Student Affairs) will assist them in this regard. Following are the details of Hostel seat rent + Mess Dues on per semester basis:

SN	Item	For male	For female
1	Hostel seat rent (seat rent @ Rs. 1000/- p.m. plus Rs. 300/- for electricity/water charges per semester)	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. 6500/-	Rs.5500/-
5	Membership of student cooperative Society (non-refundable)	Rs. 50/-	Rs. 50/-
<b>TOTAL</b>		Rs.16,350/-	Rs.15,350/-

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

4. The admission is subject to you 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 26.7.2007. Candidates must inform Assistant Registrar (PGS), IIT Delhi in writing by 26.7.2007, if the requirements of their qualifying degree including viva-voce, if any, are not met by 26.7.2007. 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 **27 July 2007** for **Orientation**.
9. For **Central Registration** on **28 July 2007**, you should report to Dogra Hall of the Institute according to the time schedule notified for 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 **28.7.2007** or by the last date of late registration i.e. **06.8.2007**, 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.
12. You will be governed by the Rules and Regulations of the Institute in force from time to time.