

BBA Admissions 2020-21

- **Instructions for Completion of Admission Formalities**

Candidates who have been provisionally allotted admission in BBA in DTU/NSUT/IGDTUW and have submitted an undertaking are required to produce/submit their remaining documents in **Administrative Office 2, East Delhi Campus, Delhi Technological University, Vivek Vihar, Phase 2, Delhi 110095** (on working days between 10 am to 5 pm) within the stipulated timeframe, failing which their admission will be cancelled.

- **Instructions for Withdrawal of Admission**

1. Candidates who have secured a seat in BBA in DTU/NSUT/IGDTUW and wish to withdraw their admission need to submit the following documents in **Administrative Office 2, East Delhi Campus, Delhi Technological University, Vivek Vihar, Phase 2, Delhi 110095**:
 - (i) Withdrawal form (given below)
 - (ii) Demand Draft of Rs 10,000 (Rupees Ten Thousand only) in favour of **Registrar, Delhi Technological University** payable at Delhi
 - (iii) Allotment letter
2. All withdrawals will be governed by the withdrawal policy mentioned on the website www.cmac.admissions.nic.in

Form for Withdrawal of Admission

1. Course _____
2. Name of Candidate _____
3. Parent /Guardian's Name _____
4. Communication Address _____
5. Telephone _____
6. Mobile _____
7. Email Address _____
8. 12TH Board Roll No. _____ Region _____
9. Category / Sub-category _____

Bank Account Details

- Name of the Bank Account Holder (in favour of whom Bank Transfer is to be made)

- Relationship of the Bank Account Holder with the Candidate _____
- Bank Detail of above person to be furnished in the given format:

Name of the Bank	Address of the Bank	Complete Bank Account No.	IFSC CODE of the Bank Branch

UNDERTAKING

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

Compulsory Encl.:

1. Original documents issued by the University/Institute to the candidate at the time of Admission/Counselling
2. Cancelled Cheque of CBS Bank branch, showing the details of bank A/c No., IFSC Code, beneficiary name, etc. must be attached by the concerned student along with this Withdrawal Form.

Refund amount will directly be transferred in the bank account, submitted by the student in this form, through electronic mode (ECS/ NEFT). Therefore, student must ensure to provide correct bank account details, cancelled Cheque & the required enclosures. DTU will not be liable for any wrong transfer of amount on account of incorrect bank information provided by the student.