

## **The Program**

### **MBA - INNOVATION, ENTREPRENEURSHIP AND VENTURE DEVELOPMENT**

The University School of Management and Entrepreneurship (USME), East Delhi Campus of DTU, which has entrepreneurship as a focus area, has as part of its mission, the delivery of a portfolio of professionally designed courses in entrepreneurship. With an aspiration to be recognized a world class practice based school, it would like to offer practicum mode learning programs in entrepreneurship which are experiential and outcome based in nature. It is in this context that the following course is being proposed by the department for consideration.

#### **Background:**

The AICTE in its start-up policy in 2016 announced the need and overall design for an experiential learning cum outcome based MBA program in entrepreneurship. It was to be focused on outcome based evaluation, with a curriculum divided over components such as knowledge (30%), attitude and behavioral element (30%) and skills (40%).

#### **Program Structure:**

Syllabus of two years MBA in Innovation, Entrepreneurship and Venture Development comprises of core and elective courses, out of classroom activities and workshop based skill certification, experiential learning modules, entrepreneurship idea development based Capstone Projects and Action Learning segments focused on implementation of start-up ideas. With the objective of connecting theory of innovation and entrepreneurship with practice and enabling students to acquire skills, this outcome oriented program is designed for delivery in four phases with up to two modules each. The program is focused on learning grounded in all stages of the new venture development process. It will require that students create their own venture in their chosen area within the first semester, and go through the stages of entrepreneurial activity, while learning about these through knowledge and experiential courses. They will simultaneously apply their entrepreneurial skills in real life situations, validate ideas, test market and build a successful venture. These outcomes will be achieved with guidance from mentors/faculty, experiential learning, workshops on hands-on aspects of forming and running a company, start-up finance, awareness of Government funding schemes. There will be evaluation of outcomes achieved by students in their proposed business and venture development plans, actual venture formation and proof of concept tests, etc.

The Program has five Modules, two Action Learning Segments and three Capstone Projects to enable students to learn to recognize, create and shape a business opportunity, develop leadership and build a start-up team, assess market feasibility for launching new start-ups and construct a business model.

This is given as below:

**Program Structure: Phases and Modules**

<b>Tracks/Phase</b>	<b>Year</b>	<b>Semester</b>	<b>Modules Capstone Projects and Action Learning Segments.</b>
<b>Foundation of Management &amp; Entrepreneurship Track</b>	1 <sup>st</sup> Year	1 <sup>st</sup> Semester	<ul style="list-style-type: none"> <li>• <b>Module-1: Introduction to Innovation &amp; Entrepreneurial Idea Generation &amp; Identifying Business Opportunities.</b></li> <li>• <b>Capstone Project-1:</b> Development of an Innovative Business Idea into a Proof-of-Concept.</li> <li>• <b>Module-II : Management Skills for Entrepreneurs and Managing for Value Creation.</b></li> <li>• <b>Capstone Project-II</b></li> <li>• Development of Business Idea into working Prototype</li> </ul>
<b>Start-up Experiential Learning Track</b>		2 <sup>nd</sup> Semester	<ul style="list-style-type: none"> <li>• <b>Module-III : Creating &amp; Sustaining Enterprise Model &amp; Organizational Effectiveness.</b></li> <li>• <b>Capstone Project-III :</b> Development of Minimum Viable Business Model of Innovation.</li> </ul>
			<ul style="list-style-type: none"> <li>• <b>Action Learning : Segment-1: Start-up/Incubation Residency Learning Program.</b></li> </ul>
<b>Entrepreneurship Intensity Track (Immersion into Incubation Facility and Resource Access)</b>	2 <sup>nd</sup> Year	3 <sup>rd</sup> Semester	<ul style="list-style-type: none"> <li>• <b>Module- IV : Advancing Entrepreneurial Skill &amp; Venture Planning</b></li> <li>• <b>Module-V: Creating and Growing New Venture and National &amp; Global Business Environment.</b></li> </ul>
<b>Start-up Establishment Track</b>		4 <sup>th</sup> Semester	<ul style="list-style-type: none"> <li>• <b>Action Learning Segment-II: Venture Establishment Phase at Incubators/Accelerators.</b></li> </ul>
<b>Final Exit</b>	<b>Completion of “MBA in Innovation, Entrepreneurship and Venture Development” Degree</b>		

**Induction Module :** The program would begin with a 5 days orientation session on “**Know, Recognize and manage your Entrepreneurial Talent**” that aims at self-assessment, reflection, feedback mechanism and possible outcomes when starting a venture etc. This component may include field exposure to startups. Students will get exposed to motivational sessions by successful startup founders, along with an exercise in expectation mapping of students from this course and expectation from students throughout this program. This will also include an experience through immersion into real time problem scenario with close interaction sessions with incubatees sharing their own challenges they have experienced at the various stages of enterprise development.

**The Foundation of Management and Entrepreneurship Track:** This comprises of mix of classroom and experiential learning modules (I, II and III). Teaching components offers in the form of core and elective courses blended with educational activities, capstone projects and Incubator Twinning program in which students while working in teams on real life venture related problems faced by incubatees, learn and develop creative problem solving skills, manage innovative ideas, and validate business opportunity potential. This will be done while working with mentors, expert and incubatees of the IIC based at USME, and managed and evaluated by the USME allocated faculty coordinators as per the directions of the department. Along the way, student also study and acquire skill on entrepreneurial approaches (concepts, process and scope) and management skills such as marketing of innovations, financial, strategy, business ethics and social responsibility, entrepreneurial management decision making.

**The Entrepreneurship Intensity Track :** This comprises of Module-IV and V, mostly designed to deliver during 3<sup>rd</sup> Semester of program. Through these modules, incumbent will acquire specialized skills and build-up risk taking and other competencies towards venture establishment. This will advance the actual stage of venture planning, testing and tapping of opportunities for students as they are pursuing a venture and expect to launch shortly as part of the Action Learning-II Segment.

**Three Capstone Projects:** Three capstone projects are designed as a part of first three modules (I, II and III) designed to be delivered during 1<sup>st</sup> and 2<sup>nd</sup> Semester. These capstone projects are Experiential Learning Segments where students apply their classroom learning throughout the semester into practice of innovation & Entrepreneurship. They will be required to create a business opportunity map, and create an entity related to their chosen area of entrepreneurial activity. The venture would have to be taken to the stage of commercialization by the last

semester, as part of their experiential learning and also outcome evaluation. Each capstone project will be an independent project/assignment to be accomplished under the guidance of mentor experts. A faculty guide from amongst the regular faculty at USME will also be assigned as Faculty Coordinator for the project for each student.

**Credit Requirement:** For award of the master degree (MBA), total of 102 credits is required to be completed over two years.

- **Classroom Credits – Total 44 (20+24) Credits :** Out of 104 credit requirement over four semesters, incumbent need to earn total of 44 credits from class room sessions which includes core courses (20) and Elective Courses (24) spread over 4 semesters. This MBA is flexible and allows the student to choose appropriate courses and get more time to work towards venture planning, to meet customers and validate innovations and test business model assumptions in the real market scenario. Furthermore, especially during 3<sup>rd</sup> semester, students have also option to earn elective credits, up to 8 credits, by opting courses offered online/MOOC or from any other MBA program on Campus that suits their entrepreneurial needs, such as in analytics, etc.
- **Outside Classroom Credits – Total 14 Credits:** Incumbents also can earn up to 14 credits from outside classroom programs by enrolling/participating in training and workshops programs/ achievement in competitions/presenting in seminars/exhibitions of subject of relevant to innovation and entrepreneurship, start-up skill building and venture development etc. This will based on approval of the Department, and may also include workshops being organized for students by USME, and some offered particularly for this MBA program, such as in entrepreneurial finance, workshops on Institutional funding environment and schemes for start-ups, Business Law, workshops with overseas collaborations, etc.
- **Capstone Projects (CP) Credits – Total 12 Credits:** Incumbents would earn up to 12 credits on successful completions of three capstone projects during 1<sup>st</sup> and 2<sup>nd</sup> Semesters. The three capstone projects will make students work on their idea to convert innovation, and develop a business model out of it. Faculty/Industry/Start-up experts will guide students to do independent projects or guide students to build advancement of one idea into Low Fidelity Wireframes and High Fidelity Wireframes based upon the domain students are working on.
- **Integrated educational learning activities, through Experiential Learning Component (EL):** This is a Non Credit Compulsory course which involves simulations,

case studies, Guest/leadership talk series sessions, etc., where attendance is mandatory. It comprises a series of learning interventions of experiential nature on topics suggested in the program structure or as otherwise deemed fit by the Faculty Mentor for specific cases of student enterprise.

- **Action Learning Segments (AL) Credits – Total 34 Credits (14+20):** Incumbent has to go through two action learning segments; one during 2<sup>nd</sup> Semester and second during 4<sup>th</sup> semester, with total 34 credits. The first learning segment is more focus on experiential learning through a Start-up Residency Program (SRP) in a start-up or in an incubation Unit, or work on their own start-up, under the guidance of a mentor assigned by the department. Whereas, the second action learning segment is focusing on establishing venture either in self or with support of incubation unit based on the business model developed as part of capstone projects.

#### Credit Distribution

Year	Semester	Credit Core (Class Room)	Credit Elective (Class Room)	Credit-Outside Classroom Learning/ Certification /Competitions	Credit Capstone	Credit Action Learning Segment	Total
1 <sup>st</sup> Year	1 <sup>st</sup> Sem.	8	8	4	4+4		28
	2 <sup>nd</sup> Sem.	4	4	2	4	14	28
2 <sup>nd</sup> Year	3 <sup>rd</sup> Sem.	8	12	4			24
	4 <sup>th</sup> Sem.			4		20	24
<b>Total</b>		<b>20</b>	<b>24</b>	<b>14</b>	<b>12</b>	<b>34</b>	<b>104</b>

## Detailed Semester Wise Credits

### 1. Semester I Module I – Innovation, Entrepreneurial Skill and Opportunity Identification

Semester	Module	Course Type	Course Title/Workshop
	I	INDUCTION	Workshop
<b>Module I (10 weeks)</b>			
1		<b>Core Course</b>	
		1	Theories and Models of Entrepreneurship
		2	Research Methods-Data, Models & Decisions
2		<b>Elective Credit (Class Room)</b>	
		1	Principles of Technology-Innovation-Management.
		2	Opportunities Mapping-Sector & Competitive Analysis of Start-up Ecosystem of Region & Nation. (Focus on Sector)
		Or	Or, Choice of any MOOC, or Course of Independent Study under industry/entrepreneur mentor/faculty approved by DEPARTMENT as of equivalent credit and desired content.
3		<b>Skill Certification Programs/Workshops/outside Classroom Learning</b>	
		1	Workshops/certification/awards in areas like: Ideation, Business Model Canvas, Design Innovation, Technological Innovation & Designing, Entrepreneurship, Data Analytic etc.
4		<b>Capstone Project</b>	Creative Problem Solving/Idea-Proof-of-Concept Submission (A candidate is expected to work at least sixteen hours in a week)
5		<b>Experiential Learning*</b>	Feasibility Analysis, Leadership, Teamwork, Decisionmaking, Ethics and socially conscious decisions, etc.

### 2.Semester I Module II – Management Skill for Entrepreneurs and Managing Value Creation

Semester	Module	Course Type	Course Title/Workshop
I	<b>Module II (10 WEEKS)</b>		
	1	<b>Core Course</b>	
		1	Innovation/Development and Managing Customer Value
		2	Entrepreneurial Finance : Concept & Management.
	2	<b>Elective Credit (Class Room)</b>	
		1	Managerial Economics and Environment in India for Entrepreneurs.
		2	Start up Law, Company Act and Sector Regulatory Environment (Focus on Sector)
		Or	Or, Choice of any MOOC, or Course of Independent Study under industry/entrepreneur mentor approved by DEPARTMENT as of equivalent credit and desired content.
3	<b>Skill Certification Programs/Workshops/outside Classroom Learning</b>		

		1	Workshops/certification/awards in areas like: 1. Start-up Ecosystem Management: Concept and Best Practices of Pre-incubation Services Facilities – Mandatory 2. Enterprise Development, Management, Negotiation, Marketing & Research, Lean Start-up Models etc. As guided by Faculty Coordinator
	4	<b>Capstone Project II</b>	Development of Innovation/Prototype & Submission. (A candidate is expected to work at least sixteen hours in a week)
	5	<b>Experiential Learning*</b>	Perspective Essentials to value creation: Demand and Forecast, Market Segmentation, Pricing Strategy, Budgeting, Social Responsible Managerial Decision Making. Positioning and Value Proposition to all stakeholders in Value chain
<b>Innovation/Prototype/Concept Evaluation week.</b>			
<b>After the Second Module of First Semester, a one week event will be held as above.</b>			
<b>The Capstone Project would lead to performance evaluation of Venture Development progress on outcomes related to above, and as designed by Faculty Coordinator.</b>			
<b>Two Week Semester Break</b>			

### 3.Semester II Module III – Creating Sustaining Enterprise Model and Organisational Effectiveness

Semester	Module	Course Type	Course Title/Workshop	
II	<b>Module III (10 WEEKS)</b>			
	1	<b>Core Course</b>		
		1	Entrepreneurial Leadership – Org Behaviour.	
		2	New Venture Establishment & Management	
	2	<b>Elective Credit (Class Room)</b>		
		1	Measuring and Managing Strategic Performance of Existing and New Ventures	
		2	Corporate and Social Entrepreneurship	
		<b>Or 1</b>	Or, Choice of any MOOC, or Course of Independent Study under industry/entrepreneur mentor approved by DEPARTMENT as of equivalent credit and desired content.	
	3	<b>Skill Certification Programs/Workshops/outside Classroom Learning</b>		
		1	Workshops/certification/awards in areas like: 1. Start-up Ecosystem Management II : Concept and Best Practices of Incubation & Acceleration Services Management for Start-ups 2. Learn Start-up, Venture Planning & Management, Operation Management, Performance Management etc.	
	4	<b>Capstone Project III</b>	Development of Business Model for the Innovation. Developing a Minimum Viable Product & Business Model to get into the Market. (A candidate is expected to work at least sixteen hours in a week)	
	5	<b>Experiential Learning</b>	Building and implementing competitive capabilities and developing high performance organizations	
	<b>Start up Business Model/Enterprise Model Evaluation</b>			
	<b>One week event for evaluation as determined by DEPARTMENT</b>			
<b>One Week Semester Break</b>				
<b>Action Learning Segment –I</b>				

	6	8 weeks	<p><b>Action Based Learning on</b> &lt;Market Research &amp; Customer Feedback&gt;&lt;Innovation and Business Model Validation&gt;&lt;Dummy Business &amp; Service Portfolio Build&gt;&lt;Fund &amp; Resource Generation Strategy&gt;&lt;Managing Resources in Start-up Environment&gt;</p> <p>** A student is expected to devote full working day every day of working week, as per organisational norms of internship start-up/company, during this phase, for action learning in above areas.</p>
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#### 4: Semester III Module IV – Advanced Start up Skill Competency Development

Semester	Module	Course Type	Course Title/Workshop
III	<b>Module IV (10 WEEKS)</b>		
	1	<b>Core Course</b>	
		1	Venture Financing: Funding, M&A, Valuation Techniques
		2	Venture Growth Strategies
	2	<b>Elective Credit</b>	
		1	Digital Marketing
			Talent and Team Management
			HR Management: Performance and Competence mapping
			Choice of any MOOC, or Course of Independent Study under industry/entrepreneur mentor approved by DEPARTMENT as of equivalent credit and desired content.
	3	<b>Skill Certification Programs/Workshops/outside Classroom Learning</b>	
	1	Workshops/certification/awards in areas like Venture funding,	
		Government support for star-ups, building value chains and value proposition and valuation, supply chain and vendor selection/management, developing sales channel.	
5	<b>Experiential Learning</b>	Building and implementing competitive capabilities and developing high performance organizations	

#### 5: Semester III Module V: Growing New Venture

Semester	Module	Course Type	Course Title/Workshop
III	<b>Module V (10 WEEKS)</b>		
	1	<b>Core Course</b>	
		1	High performance organisations
		2	Strategies for competition and quality
	2	<b>Elective Credit – 6 credit</b>	
		1	Government Strategies & Policies and International Economy
			Technology & Global Business Linkage Opportunities
	IPR Management		



		2	Choice of any MOOC, or Course of Independent Study under industry/entrepreneur mentor approved by DEPARTMENT as of equivalent credit and desired content.
	3	<b>Skill Certification/Workshops/outside Classroom Learning</b>	
		1	Workshops/certification/awards in areas like: Learn Start-up, Venture Planning & Management, Operation Management, Performance Management etc.
			Global Start-up Exchange Incubation Program
			Buying or Selling a business
	5	<b>Experiential Learning</b>	Building and implementing competitive capabilities and developing high performance organizations
<b>Enterprise/Business Evaluation</b>			
<b>One week Evaluation Event as determined by DEPARTMENT</b>			
<b>One week Semester Break</b>			

#### 6: Semester IV –Venture Establishment Phase

Semester	Module	Course Type	Course Title/Workshop
IV	<b>Action Learning Segment II: Venture Development (24 Weeks/ Six Months)</b>		
	1	<b>Skill Certification/Workshops/outside Classroom Learning</b>	
		1	Workshops/certification/awards in areas like: Learn Start-up, Venture Planning & Management, Operation Management, Performance Management etc.
	2	<b>Action Learning</b>	Raise funding, Evaluation Readiness, Customer Base development
			Partnerships and Stakeholder management, Value chain partnerships and development of supply and forward chains, Credit and operations scale up.
Work hours expected as in AL1			
<b>Enterprise/Business Evaluation</b>			
<b>Two week Evaluation Event as determined by DEPARTMENT</b>			

### **DTU Entrepreneurship Environment and Support**

DTU has a strong innovation and start-up ecosystem in campus with existence of an established incubation Centre (DTU Innovation and Incubation Foundation- DTUIIF and the USME's Innovation and Incubation Centre – IIC). The advanced labs with workspace for incubation, would be leveraged for the program, wherein few incubatees of DTU-IIF will be resident in the USME premises. The two Centres of Innovation and Incubation, and of Entrepreneurship Development, including business services of DTU-IIF, will be provided as resource to these students. Hard and soft resource of incubation unit and department, both, will be used to deliver the program. USME plans to provide workspace for students alongside the incubation cell, for their start-up related activities, capstone project ideas, and business services, contacts and networks for the purpose of venture development of the student. Further, the workshops and activities of the Entrepreneurship Cell at USME, as well as the network of its stakeholders from employees to experts and database of associated parties, would be available as a resource for the students of this Program.

**Exit options:** Course is designed to offer incumbent an opportunity to exit after successful completion of the first year. First year is generally focusing on Entrepreneurial motivation and venture foundation development and experiential learning making candidate to exit with an innovation and entrepreneurial abilities with management capability to manage incubation and start-up environments. 2<sup>nd</sup> year (3<sup>rd</sup> and 4<sup>th</sup> Semester) is focusing on advancement of entrepreneurial skill and validates the enterprising skill by setting up real ventures with incubation support as part of the 2<sup>nd</sup> Action Learning Segment.

**Award of Degree:** - Upon successful completion of 2 years, award as 'MBA in Entrepreneurship, Innovation and Venture Development'. USME/DTU may issue certificate to student who wish to discontinue the program after successful completion of 1<sup>st</sup> Year, titled "Certificate in Entrepreneurship, Innovation and Venture Development" based on successful completion of the academic requirements of the First Year of MBA Entrepreneurship, Innovation and Venture Development.

**Career and Employment Opportunity:** - The objective of this program is to prepare young minds towards self-employment and create employment opportunity for others through enterprise development. It is expected that, more job creators will come out and most of the graduates of this program will start and thrive with their own start-ups launched during the study period.

Moreover, graduates from this program also will find lots of opportunities to get placed in start-ups because of their close understanding and working experience in innovation and entrepreneurship throughout their study period. Furthermore, these graduates will be preferred candidates to get the assignment to coordinate and lead pre-incubation centers in academics such as Entrepreneurship Development Cells (EDC), IEDC, New Gen IEDC, Start-up Cell, Innovation Cell etc. with their experience and interest, further job opportunities to get absorbed with incubation units, acceleration unit, angel and VC firms etc. Even, these graduates will find preferential space to work with CSR arm, social enterprise arm and spin off arm of corporate, NGOs, social enterprises.

However, the USME or DTU will not facilitate their Placement with companies in this regard, and they would be encouraged to become entrepreneurs, and enhance the job creation. If they would wish to work in the incubator space, they would be given a lot of networking opportunity in this period, to create such opportunities for themselves in the spirit of the program.

## ELIGIBILITY, SEATS AND SELECTION PROCESS

### Eligibility Criteria

1. **A candidate who has passed a graduate degree program and has scored minimum 50% marks in aggregate or equivalent CGPA from a recognised university/institution are eligible to apply.**
  - a) Relaxation of 10% in marks to SC/ST/PWD candidates shall be given in eligibility criteria.
  - b) Those who are appearing in final semester examination may also apply, provided that they submit the proof of eligibility and graduation marks at the time of personal interview.
  - c) 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.

### **Note**

- At any stage of the program, if it is found that the candidate does not fulfill the eligibility criteria, his/ her admission shall be canceled.
- In case the conversion formula is not provided by the concerned Institute/University then equivalent percentage will be computed as per the DTU guidelines which are as follows:

$$\text{Percentage of Marks} = (10 * \text{CGPA})$$

### **Number of Seats**

The number of seats for admission in the program for the batch of 2022-24 is 40.

The reservation of the seats for SC/ST/OBC/EWS and sub-categories Defence/PWD is as per the DTU norms. **One supernumerary seat** is available for Kashmiri migrants as per university guidelines. However, there will be no relaxation in the minimum eligibility criteria for admission on this seat.

## Seat Matrix

The distribution of seats for the MBA (IEV) Programme is as follows

Category	Category Total
Gen	16
SC	6
ST	3
OBC	11
EWS	4
Total	40

## Reservation Policy

- a. **Scheduled Caste (SC):** 15% of the total seats are reserved for Scheduled Caste candidates.
- b. **Scheduled Tribe (ST):** 7.5% of the total seats are reserved for Scheduled Tribe candidates.
- c. **Other Backward Class (OBC- NCL):** 27% of the total seats are reserved for Other Backward Class (Non-Creamy Layer) candidates.

Sub-categories namely 'Defence' and 'Person with Disability' are available under each category (General, SC, ST, OBC-NCL).

- d. **Defence Personnel:** 5% of the total seats (Horizontal) in each category are reserved for candidates belonging to Defence sub-category in the following priority

**Priority I** - Widows/Wards of Defence Personnel killed in action.

**Priority II** –Wards of disabled in action and boarded out from service.

**Priority III** - Widows/wards of Defence Personnel who died in peace time with death attributable to military service.

**Priority IV** - Wards of disabled in service and boarded out from service with disability attributed to military service.

**Priority V** - Wards of serving defence personnel and ex-servicemen who are in receipt of the following Gallantry Awards: 1. Param Vir Chakra 2. Ashok Chakra 3. Mahavir Chakra 4. Kirti Chakra 5. Vir Chakra 6. Shaurya Chakra 7. Sena/ NauSena/ Vayu Sena Medal 8. Mention-in-Despatches. Presidents Police Medal for Gallantry. 10. Police Medal for Gallantry

**Priority VI** – Wards of Ex-servicemen.

**Priority VII** –Wives of

- i. Defence personnel disabled in action and boarded out from service

ii. Defence personnel disabled in service and boarded with disability attributable to military service

iii. Ex-servicemen and serving personnel who are in receipt of Gallantry awards.

**Priority VIII** – Wards of serving personnel.

**Priority IX** - Wives of serving personnel.

**e. Person with Disability:** 5% of the total seats (Horizontally) in each category are reserved for candidates belonging to 'Person with Disability' sub-category.

**f. J&K Migrants (Supernumerary):** 01 (One) seat over and above the total intake is available under this category.

**g. Economically Weaker Section (EWS):** Reservation of EWS category as per the office order DHE.1 (119)/Estt./2018-19/2549-76 dated 17/06/2019

**Note**

- i. In case of category (a) and (b), the vacant seats are interchangeable.
- ii. In case, sufficient numbers of eligible candidates from category (c) are not available, the vacancies will be treated as unreserved.
- iii. Seats under sub-category (e) are interchangeable within the sub category if sufficient number of candidates is not available in a particular group.
- iv. In case, sufficient number of eligible candidate from the sub categories mentioned at (d) and (e) are not available, the vacancies will be treated as unreserved in the respective category.
- v. Under CW sub-category, the seats will be filled based on the priority i.e. all eligible candidates of priority-I will be allotted seats based on their ranks until the ranks exhaust or seats exhaust under CW sub category. Remaining vacant seats, if any, will be allotted to the priority-II in the similar way, and so on.
- vi. The reservation under CW sub category is available only to such candidates who fall under the listed priorities.
- vii. It is the sole responsibility of the candidate to prove his/her eligibility for claiming reservation under any of the reserved categories / sub categories. The candidates claiming reservation under SC / ST / OBC/ EWS/ KM categories, CW / PD sub-categories will be required to produce the original certificate of the respective reserved category/ sub-category issued by the competent authority (as mentioned in this information brochure) at the time of document verification. If the reserved category / sub-category certificate is not found to be in order, no benefit of the reserved category/ sub-category will be given and provisionally allotted seat to that candidate will stand automatically cancelled. Such candidates may be considered under General category/ sub-category in respective state quota for subsequent rounds of counselling on submission of a request in this regard.

## **Selection Procedure**

Merit list for final admission shall be prepared on the basis of combined scores of the following components with weightages as given below:

- **Graduation marks (40% weightage)**
- **Case Study (20%)**
- **Personal Interview (30%)**
- **Gender Diversity (5%)**
- **Academic Diversity (5%).**

*Note:* Candidate has to secure at least 40 percent marks of interview component to be considered eligible for admission. The University may invite fresh applications against vacant seats, if any, by following an alternative admission criterion, to be announced with a fresh call for admission to remaining seats.

### **Note**

1. In case of tie in the final merit list, the following criteria shall be use
  - a. The candidate with higher graduation score will be ranked higher
2. In case of tie in graduation score the candidate shall be ranked according to the Personal Interview score shall be taken; if tie persists, age in days will be used for selection.

The University may invite fresh applications against vacant seats, if any, by following an alternative admission criterion, to be announced with a fresh call for admission to remaining seats

## FEE STRUCTURE

The selected candidates will be required to pay programme fee **online** at the link to be activated in login id of candidate as soon as the documents of the candidates are verified. The provisional admission letter shall be issued subsequently. It may be noted that the admission of the candidate is complete only after the payment of online admission fee within the prescribed time limit. If a candidate fails to pay fees within prescribed time, then his/ her provisional allotment of seat shall be cancelled.

S. No.	Particulars	Fee in AY 2022-23(Rs.)	Fee in AY 2024-23 (Rs.)
1	Tuition Fee	1,40,000	1,47,300
2	Non-Government Component		
2.1	Student welfare Fee (Co- Curricular activities, extra-curricular activities, Annual gathering, Students welfare, Institutional development, Outsourcing, Conference, Seminar, Workshop, Innovative projects, Skill development activities and miscellaneous expenditure on unspecified items)	20,000	20,000
2.2	Facilities & services charges (Research initiatives, training programmes, Awards, automation facilities, entrepreneurship activities and any misc. expenditure on unspecified items)	30,000	36,000
2.3	Economically weaker section fund	7,000	10,000
2.4	Examination fee (Examination infrastructure strengthening, expenditure on examination activities, confidential printing etc.)	15,000	15,000
2.5	Premium amount for mediclaim of student(per-annum)	700	700
	<b>Total</b>	<b>2,12,700</b>	<b>2,29,000</b>

### Withdrawal Policy

The university follows the following policy for the remittance and refund of fee, if a student chooses to withdraw from programme of study in which he/she is enrolled

S. NO	Parentage of Refund of aggregate fee *	Point of Time when Notice of withdrawal of admission is served to Higher Education Institution (HEI)
1	100%	15 days before the formally notified last date of admission.**



2	80%	Not more than 15 days after the formally notified last date of admission.
3	50%	More than 15 days but less than 30 days after formally notified last date of admission.
4	00%	More than 30 days after formally notified last date of admission.

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

#### **DOCUMENTS REQUIRED AT THE TIME OF ADMISSION**

Following is the list of documents required for verification at the time of PI process and counselling:

1. Print-out of the online application form duly signed by the candidate
2. Degree and Marks sheet of the qualifying examination
3. Date of Birth Certificate as indicated in High School or equivalent examination  
i.e. Class X
4. Reserved category / sub-category Certificates, if applicable

#### **CERTIFICATES REQUIRED FOR RESERVED SEATS AT THE TIME OF DOCUMENT VERIFICATION**

Candidates applying for any reserved seat (i.e. SC, ST, OBC-NCL, EWS, CW, PD, KM) must produce the original certificates (as applicable) as mentioned below at the time of document verification.

**(i) Scheduled Caste (SC)/Scheduled Tribe (ST) /Other Backward Class (OBCNCL)/Economically Weaker Section (EWS):** For admission to a seat reserved for Scheduled Caste/Scheduled Tribe/Other Backward Class (NCL)/ Economically Weaker Section (EWS), candidate must produce a certificate, in original, issued from an approved district authority stating the Scheduled Caste/ Scheduled Tribe/ Other Backward Class (NCL)/ Economically Weaker Section (EWS), to which the candidate belongs. A list of approved authorities is given below:

- a. District Magistrate / Additional Magistrate / Deputy Commissioner / Collector / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / City Magistrate (not below the rank of 1st Class Stipendiary Magistrate), Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
- b. Revenue Officer not below the rank of Tehsildar.
- c. Sub-Divisional Officer of the area where the candidates and/or his/her family normally resides
- d. Administrator/Secretary to Administration/Development Officer (Laccadive & Minicoy Islands).

**NOTE:**

1. The candidate seeking admission under reserved categories has to mandatorily produce the caste/category certificate in his/her name at the time of counselling. The certificate in the name of either of the parents (mother/father) or any other family member is not acceptable and the candidate will not be entitled even for provisional admission.

2. OBC (NCL) candidates are required to produce a caste certificate issued after August, 2019 from the authorities as mentioned above. However, if the certificate is issued prior to August, 2019, it must be accompanied with an additional certificate regarding the present non-creamy layer status of the candidate, issued by the same competent authority. This additional certificate must have reference of his / her already issued original caste certificate.

**(ii) Person with Disability sub-category:** For admission to seat reserved for Differently Abled Person (PD) sub-category, the candidate must produce the following certificates in original at the time of document verification for PD candidates:

a. A certificate of physical disability issued by a duly notified Medical Board of a District/Government Hospital set up for examining the physically challenged candidates under the provision of the Person with Disability (equal opportunities, protection of rights and full participation) Act 1995. The certificate should indicate the extent (i.e. percentage) of the physical handicap and should bear the Photograph of the candidate concerned. The certificate should be countersigned by one of the Doctors constituting the Board issuing the certificates.

b. A certificate duly recommended by Vocational Rehabilitation Centre for the Handicapped, 9-11 Vikas Marg, Karkardooma, Delhi 110092.

**(iii) Kashmiri Migrants:** The candidates seeking admission under Kashmiri Migrants seats must produce the following documents, in original, at the time of document verification:

a. Certificate of registration as Kashmiri Migrants issued by the Relief Commissioner, Jammu or Divisional Commissioner, Delhi to establish the status of the applicant as registered migrants.

c. Degree and Mark-sheet of the qualifying examination.

d. Secondary School Examination or an examination recognized as equivalent thereto (showing the Date of Birth).

e. Proof of property in Kashmir of the parent of the candidate.

f. Proof of current residence such as Ration Card, Photo Identity Card issued by the Election Commissioner, Driving License, etc.

## **HOW TO APPLY**

**Online Application form can be accessed at**

**<http://www.dtu.ac.in>**

All candidates are required to fill the online Application Form and make an online payment of Rs. 1500/- (One thousand only).

For SC/ST/PwD candidates application fee is Rs. 750/-

Incomplete application, due to any reason, is liable for rejection by the University.

# CERTIFICATES AND FORMATS

## Certificate for Person with Disability

To be issued by Medical Board from Government Hospital

Name of the candidate: Mr./Ms.\* \_\_\_\_\_

Father's Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_

Percentage loss of earning capacity (in words):

\_\_\_\_\_

Whether the candidate is otherwise able to carry on the studies and perform the duties of an engineer/architect satisfactorily: \_\_\_\_\_

Name of the disease-causing handicap: \_\_\_\_\_

Whether handicap is temporary or permanent: \_\_\_\_\_

Whether handicap is progressive or non-progressive: \_\_\_\_\_

The candidate is FIT / UNFIT to pursue further studies.

(\*Strike out whichever is not applicable)

Member  
(Orthopaedic Specialist)

Member

Principal Medical  
Officer

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.

### **Authorities Who Can Issue Caste/Tribe Certificate**

SC/ST/OBC/EWS candidates should submit certificate issued by any of the following authorities:

District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/City Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner/Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate/Revenue Officer not below the rank of Tehsildar/Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides/Administrator/Secretary to Administrator/Development Officer (Lakshadweep Island).

(Certificate issued by any other authority will not be accepted.)

## Prescribed Format for OBC Certificate

### Form of Certificate to Be Produced By Other Backward Classes

This is to certify that Shri / Smt. / Kum. \_\_\_\_\_

Son/ Daughter of Shri / Smt \_\_\_\_\_ of

Village/Town \_\_\_\_\_ District/Division \_\_\_\_\_ in the State belongs to the \_\_\_\_\_ Community which is recognized as a backward class under:

(i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.

(ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.

(iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.

(iv) Resolution No. 12011/96/94-BCC dated 9/03/96.

(v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96. (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.

(vii) Resolution No. 12011/99/94-BCC dated 11/12/97.

(viii) Resolution No. 12011/68/98-BCC dated 27/10/99.

(ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.

(x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.

(xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.

(xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.

(xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.

(xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.

(xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

Shri / Smt. / Kum. \_\_\_\_\_ and / or his family ordinarily reside(s) in the \_\_\_\_\_ District / Division of

\_\_\_\_\_ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government

of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004.

Dated: \_\_\_\_\_

District Magistrate / Deputy Commissioner / Competent Authority

**Seal**

**NOTE:**

**The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.**

**The Authorities Competent to Issue Caste Certificates are Indicated Below:**

District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).

Chief Presidency Magistrate / Additional Chief Presidency Magistrate/Presidency Magistrate. Revenue Officer not below the rank of Tehsildar' andSub-Divisional Officer of the area where the candidate and / or his family resides.

Declaration/undertaking - for OBC Candidates only

I, \_\_\_\_\_ Son/daughter of Shri.

\_\_\_\_\_ Resident of village/town/city \_\_\_\_\_ district \_\_\_\_\_

State \_\_\_\_\_ hereby declare that I belong to the \_\_\_\_\_ community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93- Estt. (SCT), dated 8/9/1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum No.36033/3/2004 Estt.(Res.) dated 9/3/2004.

Signature of the Candidate

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Annexure-I

Government of .....

(Name & Address of the authority issuing the certificate)

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

VALID FOR THE YEAR \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her 'family'\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\* :

- I. 5 acres of agricultural land and above;
  - II. Residential flat of 1000 sq. ft. and above;
  - III. Residential plot of 100 sq. yards and above in notified municipalities;
  - IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office \_\_\_\_\_  
 Name \_\_\_\_\_  
 Designation \_\_\_\_\_

Recent Passport size  
 attested photograph of  
 the applicant

\*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

*G. Srinivasan*



**For queries contact us at:**

**University School of Management & Entrepreneurship**

Delhi Technological University

East Delhi Campus

Vivek Vihar, Phase-II, Delhi-110095

**E-mail: [mba.iev.usme@dtu.ac.in](mailto:mba.iev.usme@dtu.ac.in)**