

Manual 15
Particulars of facilities available to citizens for obtaining information
 [Section 4(1)(b)(xv)]

S.No.	Facility available	Nature of information available	Working hours
1.	Website www.igit.ac.in www.igit.ac.in	<ul style="list-style-type: none"> Statutory Bodies (Board of Management, Planning Board, Academic Council, Finance Committee) Academics Administration Programmes offered Examination procedure & Results Admissions/ Counseling Facilities like Seminar Hall, Conference Hall, Auditorium, Hostel facilities (Girls), Playground, Common room, dispensary, Library Academic Calendar Timetable Norms and Ordinances (All Statutes, Ordinances and Regulations approved by the statutory authorities) Syllabus Placement Students Life Laboratories Admission Policy and Information Bulletin for Students along with Forms 	Round the clock
2.	Admission Help Line	<ul style="list-style-type: none"> Admission help line is the most important part of the university. It provides help regarding admission procedure, results, qualifying examination, and every activity that occur during admissions. Details of each programme offered by the University Dates of CET, Last date of each programme, Date of CET result declaration. Eligibility criteria of various programmes offered. 	*Monday to Friday (10 a.m. to 5 p.m.)

		<ul style="list-style-type: none"> • Seat distribution – General (Delhi/Outside Delhi), SC, ST, Defence, Physically handicapped categories. • Fee structure • Minority seats and Foreign Students. • Lateral Entry • About the University recognition. • All examination queries • CET results. • Issue of Admit Card & postal status • Details of procedures followed by University in various entrance examination related problems. • All academic queries • Counselling schedules • Last year details of counselling • Placements offered by the University. • Admission procedure (counselling) followed by the University for Delhi and Outside Delhi region candidates. • Date & timings of counselling • Venue for counselling • Seat matrix • Document to be taken at the time of counselling 	
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*** Admission help line will become active after release of admission brochure. The Phone no. will be announced on website at appropriate time.**