

## **Instruction to 1<sup>st</sup> year UG Students**

Registration process for 1<sup>st</sup> year UG students, viz., B.Tech. (Hons.), Dual Degree, B.Arch.(Hons.), Five Year Integrated M.Sc Program, for Autumn 2014-15 session will be conducted as detailed below:

### **1. Sequence of Events:**

1. All students who are to be admitted to Indian Institute of Technology, Kharagpur must bring the documents mentioned in **Annexure – 1** below and produce them at the respective desk during registration and academic verification
2. It is desirable that the following process is completed by the student if possible, prior to reporting to the Institute on date of registration,:

Updating Student Profile and uploading the necessary documents on ERP and taking a print out of the student profile.

[Vide clause 4 “Update and print student profile” instruction on the hyper linked page at [erp.iitkgp.ernet.in](http://erp.iitkgp.ernet.in): **2.1 Instruction to all 1st year students for autumn 2014-2015 for updating student profile, fee payment and registration in ERP.**]

2. Students should report to Netaji Auditorium on 17<sup>th</sup> July 2014 and take their seats by 9 AM for welcome address and introduction lecture. Parents would be requested to take their seats at S N Bose Auditorium, Raman Auditorium during the period.
3. On completion of the welcome address and introduction students would be taken by bus to Vikramshila Complex.
4. Parents would thereafter move to Netaji Auditorium for interaction session with the Deans and Heads of Departments, Wardens and other officials.
5. Students who have a print out of the student profile shall be seated at Kalidas Auditorium. They will be directed thereafter to designated rooms V1, V2, V3 and V4 at Vikramshila Complex for academic verification. They should present the signed student profile, photo copies of all other required documents

The students should retain the original of all the documents with them, in their possession, even after verification is complete should the academic section need to examine them again at a later date.

6. Students who have not updated their profile, due to time constraints, shall proceed to Computer and Informatics Centre, to update their student profile and take print out.  
They shall thereafter, return back to Kalidas Auditorium with a printed and signed copy of the student profile.

The said students will be directed to designated rooms V1, V2, V3 and V4 at Vikramshila Complex for academic verification. They should present the signed student profile, photo copies of all other required documents

The students should retain the original of all the documents with them, in their possession, even after verification is complete should the academic section need to examine them again at a later date.

7. After verification by the Academic section is complete, the **student's login to ERP will be with the assigned roll number as his/her login id** with the same password.

8. Upon successful verification, the student is automatically registered for all the subjects of the 1<sup>st</sup> semester. The student must then login to ERP with his/her assigned roll number and print a copy of the Registration Card using the link:

***Academic › UG › Student Academic Activities (UG).***

The print out must be signed and handed over to his/her Faculty Advisor by July 23<sup>rd</sup> 2014 for digital authentication.

9. **The balance of admission fee (as given in annexure – 2, table 1) shall be payable on or after academic verification on 17<sup>th</sup> July 2014 and payment has to be done latest by 6<sup>th</sup> August 2014 through on line payment only.**

**Students/parents should carefully read clause 5 about fee payment instruction on the hyper linked page at [erp.iitkgp.ernet.in](http://erp.iitkgp.ernet.in) :**

**[“2.1 Instruction to all 1st year students for autumn 2014-2015 for updating student profile, fee payment and registration in ERP”](#)**

**before proceeding to pay the balance of admission fee**

They should log in to the ERP system using their roll no as id, use their original password and then proceed to pay on line using the link:

***Academic › Fees › Pay Balance Admission Fee (New Admission)***

The students should submit fee acknowledgement slip to the student wing at the Accounts Section positively by 7<sup>th</sup> August to complete their registration process.

- 10. The student must abide by the timelines mentioned in Table – 2 in Annexure – 2 below**

## **2. Academic or Subject Registration**

- 1) Upon successful verification of all documents, the student is automatically registered for all subjects of the 1<sup>st</sup> semester on ERP.
- 2) The student must print the Registration Card by logging into ERP with his assigned final roll number and clicking the link:

***Academic › UG › Student Academic Activities (UG).***

- 3) The Class Time Table for the student will also be available on ERP under  
**Academic › Time Table › My Time Table (Student).**

- 4) **It is mandatory to print the Registration Card and submit it to the faculty advisor on or before 23<sup>rd</sup> July 2014. Faculty advisors will digitally sign the Registration cards only after receiving the hard copy print out from the student.**

For any other clarification call the appropriate Academic Section:

Assistant Registrar (UG), Ph: 03222282054 Email: [arug@adm.iitkgp.ernet.in](mailto:arug@adm.iitkgp.ernet.in)

For any online application software related problem please call 03222 281017/18/19

## **Annexure - 1**

Registration process for 1<sup>st</sup> year UG students, viz., B.Tech. (Hons.), Dual Degree, B.Arch.(Hons.), Five Year Integrated M.Sc Program, for Autumn 2014-15 will be held on 17<sup>th</sup> July, 2014.

**All 1<sup>st</sup> Year UG students who are to be admitted to Indian Institute of Technology, Kharagpur must bring the following documents, with photo copies, as mentioned below and produce them at the respective desk during registration and academic verification :**

1. Print out of the final course allotment letter from JOCSAP
2. Original Admit Card of JEE (Advanced) 2014
3. Duly filled Application Form (Annexure I) – refer to “Online Choice filling and Seat Allocation Part A
4. Duly filled Medical Examination Report (Annexure 2) – refer to “Online Choice filling and Seat Allocation: - Part A
5. Class X (High School) Board Certificate/Any other certificate as proof of dates of birth (1 attested photocopy + Original)
6. Mark sheet and certificate of passing the qualifying examination – (1 attested photocopy + Original)
7. Valid Certificate of category in the prescribed format (OBC (NCL)/SC/ST/PwD/DS) issued by competent authority – (One attested photo copy + Original)
8. **Foreign nationals are to bring** attested photocopy of the page in their passport that contains the name, photo and nationality
9. Duly completed Undertaking Form (Annexure 3)

**PLEASE RETAIN IN YOUR POSSESSION IN THE HOSTEL ALL ORIGINAL CERTIFICATES FOR SUBSEQUENT VERIFICATION BY THE ACADEMIC SECTION AT A LATER DATE (IN THE MONTH OF AUGUST/SEPTEMBER) WHICH WILL BE NOTIFIED AT APPROPRIATE TIME.**

**Table - 1****The balance of admission fees payable at the time of registration are as follows:**

Sl. No.	Particulars of fees	Amount (Rs.)
1.	One Time Fees	Rs. 3,100.00
2.	Caution Money ( One Time)	Rs. 6,000.00
3.	Medical Insurance(Annually)	Rs. 731.00
4.	Other Charges (Each Semester)	Rs. 3,800.00
5.	Students' Brotherhood Fund (Annually)	Rs. 100.00
6.	Tuition Fee (Each Semester)	Rs. 45,000.00
7.	Hostel Overhead Fee (Each Semester)	Rs. 8,250.00
8.	Mess Advance (Each Semester)	Rs. 11,000.00
Total admission fee		Rs. 77,981.00

100% tuition fee was waived SC/ST students

An amount of Rs.60,000/- (Rs.20,000/- SC/ST/PwD) which was paid at the time of accepting your allotted seat is adjustable against the total payable fees of Rs.77,981/- (Rs.32,981/- for SC/ST).

**Hence the balance of admission fee to be paid after academic verification is:**

- Rs.17,981 by GE/OBC/PwD applicants and
- Rs.12,981 by SC/ST candidates

**Table 2: Time lines**

Sl No.	Event	Time line
1	Reporting to Netaji Auditorium IIT Kharagpur for 1 <sup>st</sup> year UG programs, B. Tech, Dual degree B. Tech., 5 year Integrated M. Sc. through JEE	17 <sup>th</sup> July 2014 at 9 AM
2	Students shall move to Vikramshila Complex for updating student profile and obtaining printout/ academic verification – buses will be available for moving from Netaji Auditorium to Vikramshila Complex.	After the welcome address and introductory lecture
3	Classes begin for 1 <sup>st</sup> year UG programs, B. Tech, Dual degree B. Tech., 5 year Integrated M. Sc. through JEE	18 <sup>th</sup> July 2014
4	Last date for submission of hard copy of subject registration card to faculty advisors for 1 <sup>st</sup> year UG programs, B. Tech, Dual degree B. Tech., 5 year Integrated M. Sc. through JEE	On or before 23 <sup>rd</sup> July 2014
5	Payment of balance of admission fee after academic verification on 17 <sup>th</sup> July 2014	To be paid on line, after academic verification. Last date of payment is 6 <sup>th</sup> August 2014. Students are to submit fee acknowledgement slip to <u>student wing of Accounts' Section</u> positively by 7 <sup>th</sup> August 2014 to complete their registration process.



## Indian Institute of Technology Kharagpur

### Undertaking from the Student and Guardian

I, Mr./Ms. .... Roll No. ....  
 Programme..... Department ....., student of Indian Institute of  
 Technology Kharagpur do hereby undertake on this day ..... month..... year ..... ,  
 the following :

1. I shall abide by the admissible rules and regulations of IIT Kharagpur and follow the code of conduct for students. I acknowledge that the Institute has the authority of taking disciplinary action on me for non-compliance of the same.
2. That I have read and understood the directives of the Hon'ble Supreme Court of India on anti-ragging (available at <http://www.iitkgp.ac.in/dosa/>).
3. That I understand the meaning of Ragging and know that the ragging in any form is a punishable offence and the same is banned by the Court of Law. I understand that, in case I am involved in ragging, the case will be reported to the police and the law will take its own course and I will be summarily expelled from the Institute.
4. That I have not been found or charged for my involvement in any kind of ragging in the past. However, I undertake to face disciplinary action/legal proceedings including expulsion from the Institute if the above statement is found to be untrue or the facts are concealed, at any stage in future.
5. That I shall not resort to ragging in any form at any place and shall abide by the rules/laws prescribed by the Courts, Government of India and Institute authorities for the purpose from time to time.
6. I understand that as per rules and resolution of the Institute, I will not be permitted to possess or use any motorized vehicle inside the Institute campus, unless I am permitted to do so by a written authorization from the Dean (Students' Affairs).
7. I also declare that I am not suffering from any serious / contagious ailment including psychology related symptoms.
8. I also understand that the medical examination report submitted by me during counseling is only for provisional offer of admission and this provisional admission may be cancelled if the Medical Fitness Test conducted by the Institute finds me to be medically unfit.

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 Signature of the candidate with date

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 Signature of the guardian with date