Steps of Admission

Wish a hearty congratulation to the selected candidates of Indian Institute of Technology Kharagpur. The admission to the institute would progress through the following steps after the introductory meeting.

1. **Updating of Student Profile in ERP (Instructions sheet already provided)**
2. **Taking Printout of Profile and Pay-in-Slip**
3. **Payment of Fees at Bank Counters in Vikramshila Complex**
4. **Verification of Payment at Finance & Accounts Section Desk of Registration Counter**
5. **Verification of Document at Academic Section Desk of Registration Counter**
6. **Subject Registration**

1. **Updating of Student Profile in ERP**
   Every student taking admission to Indian Institute of Technology Kharagpur must have to upload the profile related information and other required details in ERP system. Profile related data is necessary for generating the smart card for identity proof as well as give you the access to library. Scanned copy of filled up medical form duly signed by registered medical practitioner has to be uploaded in ERP system also. In addition to that students taking admission for B.Tech/B.Arch/Dual Degree through JEE or PREP has to upload the Extra Academic Activity (EAA) course related data for allocation EAA course. **You can get your allocated hall of residence and roll number, tentative time table (for UG only) from ERP**. The map of IIT Kharagpur campus and road map from Kharagpur Railway Station to IIT Campus can be downloaded from institute website link *http://iitkgp.ac.in/map/index.php*

2. **Taking Printout of Profile and Pay-in-Slip**
   After updating the profile and other information asked in ERP, printout of same and pay in slip can be generated from ERP system.

   The detailed guideline for creation of login into ERP system, updating profile and other information, generation of profile printout, EAA form printout (if applicable), pay in slip is given in the instruction document titled "*Admission Procedure of Students through ERP System*".

   The students are advised to complete Step 1 and Step 2 before reaching Kharagpur for faster processing of admission activity. However provision would be arranged at Computer and Informatics Center (CIC, Takshashila Complex) for the candidates who have not updated their profile. The candidates who have already completed these two steps can directly go for Step 3 at Vikramshila Complex on the day of registration after introductory speech.

3. **Payment of Fees at Bank Counters in Vikramshila Complex**
   The fees can be paid at the bank counter (**Vikramshila Complex**) with the pay in slip generated from ERP through Cash/DD (in favor of "Indian Institute of Technology Kharagpur", payable at

Kharagpur, West Bengal) only. No other mode of payment will be accepted and payment made without pay in slip will not be entertained.

The fees can also be paid from any other SBI branches in India using the pay in slip generated from ERP. In that case a bank intercity charge has to be paid by the student. **The students who have already paid the fees can proceed to Step 4 directly on the day of registration.**

4. **Verification of Payment at Finance & Accounts Section Desk of Registration Counter**
   The payment of fees will be verified by Finance & Accounts Section at F&A desk of registration counter (**Vikramshila Complex**). Please produce the ERP generated pay in slip duly stamped by bank.

5. **Verification of Document at Academic Section Desk of Registration Counter**
   The documents will be verified by the Academic Section Desk of Registration Counter (**Vikramshila Complex, Room No V1 / V2 / V3 / V4**). **Upon successful verification of documents in ERP by Academic Section personnel, the ERP login id would be converted to the roll number but password and security question-answer remains same**.

6. **Subject Registration**
   Subject registration is mandatory for all UG and PG candidates. Without the subject registration, the student's name would not appear in the teacher's roll list and the grade for that subject will not be entered in the record. However **for B.Tech/B.Arch/Dual Degree through JEE or PREP students, subject registration would be done automatically** with the verification of documents as there are fixed set of subject in first year. This step is not applicable for the undergraduate students. **Postgraduate and 2-year MSc. candidates have to opt for the elective subject and submit the subject registration explicitly**.

   Please be in touch with ERP system all the time for any further update related to academic and other activities.

   For any problem faced related to ERP system, please contact (e-mail: anupamkh@iitkgp.ac.in; Telephone No. 03222-281017/281018/281019) or post your complaint in Complaint/Suggestion Box. The ERP Division of the Institute is located in the 1st floor of the Department of Industrial Engineering & Management.