Instruction to 1st year UG Students

Indian Institute of Technology Kharagpur
Dedicated to the service of the Nation

The Indian Institute of Technology Kharagpur (IIT Kharagpur) is a public engineering institution established by the government of India in 1951. It is the first of the IITs to be established, and is recognized as an Institute of National Importance by the Government of India.

Motto
The motto of IIT Kharagpur is "Yoga Karmashu Kaushalam". This literally translates to "Excellence in action is Yoga", essentially implying that doing your work well is (true) yoga. This can be traced to Sri Krishna’s discourse with Arjuna in the Bhagavad Gita. The quote, in the larger context of the Gita, urges man to acquire equanimity because a mind of equanimity allows a man to shed distracting thoughts of the effects of his deeds and concentrate on the task before him. Equanimity is the source of perfection in Karmic endeavors that leads to Salvation.

Mission
The Institute aligns all its activities to serve national interest and seeks

- To provide broad-based education, helping students hone their professional skills and acquire the best-in-class capabilities in their respective disciplines
- To draw the best expertise in science, technology, management and law so as to equip students with the skills to visualize, synthesize and execute projects in these fields
- To imbibe a spirit of entrepreneurship and innovation in its students
- To undertake sponsored research and provide consultancy services in industrial education and socially relevant areas

Vision
Our Vision is

- To be a centre of excellence in education and research, producing global leaders in science, technology and management
- To be a hub of knowledge creation that prioritises the frontier areas of national and global importance
- To improve the life of every citizen of the country

Undergraduate and Postgraduate & doctoral education
IIT Kharagpur offers both undergraduate and postgraduate programmes. They include Bachelor of Technology (BTech. Hons), Bachelor of Architecture (BArch), Dual Degree, 5-year integrated Master of Science, 2-year Master of Science, Master of Technology (MTech), Master of City Planning (MCP), Master of Business Administration (MBA), Master of Human Resource Management (MHRM), Master in Medical Science and Technology (MMST), LL.B in Intellectual Property Law, LLM, Executive MBA and Postgraduate Diploma in Business Analytics. The institute also offers the MS and Doctor of Philosophy degree (PhD) as part of its doctoral education programme.

How to reach IIT KGP
Kharagpur is known world over for two landmarks. One, the longest railway platform, and the other, the Indian Institute of Technology, more commonly known as IIT. Situated about 120 km west of Kolkata, Kharagpur is well connected to Kolkata by Road and Rail transport. Kharagpur can be reached in about 2 hours by train or 3 hours by car from Howrah railway station of Kolkata. Kharagpur is also connected by direct train services to most major cities of the country. The Institute is about 10 minutes drive (5 km) from the Kharagpur railway station. Private taxi, auto-rickshaw or cycle-rickshaw can be hired to reach the Institute.
Health & Wellness
IIT Kharagpur keeps the health & wellness need of the campus community as its top priority, and constantly strives to improve and upgrade the existing facilities and the services. Extra Academic Activity (EAA) is an important component of UG curriculum at IIT Kharagpur with NSS, NCC, NSO under its fold.

Counselling Centre
The holistic well being of our student community, encompassing both physical and mental health, is of the highest priority to the Institute. In pursuance of our commitment towards ensuring that, we have set up the Students' Counselling Centre, to provide any required assistance to students who may be experiencing emotional or psychological conditions that pose a hindrance to their regular activities on campus.

The Counselling Centre offers a broad range of services including psychological assessment, individual therapy, group therapy, and medication and management to promote mental health, life skills, emotional resilience and overall well being of the student community.

Full-time clinical psychologists and a visiting psychiatrist are available for consultation at the Centre. The Centre has also initiated an outreach programme to create a team of sensitized wing representatives from each Hall of Residence who can reach out to students in need.

The Centre addresses problems associated with stress, time management, motivational issues, relationship difficulties, impulse control issues, and learning difficulties. It also helps students experiencing significant depression, anxiety, mood swings, or other thought disorders.
Apart from individual sessions, the Centre plans to conduct group sessions to address life skills such as assertiveness, problem solving, anger management, self awareness, and interpersonal relationships.

The Counselling Centre also functions as a coordinating point for crisis intervention.

**Hospital**

Indian Institute of Technology, Kharagpur is committed to provide quality healthcare services to its faculty, employees, and students using modern and cost effective techniques and technologies, and through a dedicated and humane approach. In accordance with the above policy, B C Roy Technology Hospital, owned and managed by Indian Institute of Technology, Kharagpur, provides Primary Health Care comprising of curative, preventive and health promotion services.

At present, B C Roy Technology Hospital is located centrally within the IIT Kharagpur campus. The facility has 32 beds, including a 2 Bedded ICU, Cabins and Isolation Ward. Through its Out Patient Department (OPD), Indoor Wards and Emergency Unit, B C Roy Technology Hospital provides 24x7 uninterrupted health care services to the campus community. On an average approximately 7000 patients attend the OPD at B C Roy Technology Hospital every month. The hospital has a round the clock pharmacy inside it. It is also equipped with a Video-conferencing facility for telemedicine.

Biomedical waste from B C Roy Technology Hospital is regularly and properly disposed of by an arrangement with the services of West Bengal State Government Environment Department.
Inside Campus

Find the below Campus map. All the important locations like Students Hostels, Departments/Schools/Centres, Guest Houses, Student Activity Centers, Banks & ATMs, Restaurants & Food Centres etc. are indexed in the map.
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<td>19-29</td>
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**Instruction to 1st year UG Students**

Registration process for 1st year UG students, viz., B.Tech. (Hons.), B.Arch.(Hons.), Dual Degree and Five Year Integrated M.Sc Program, for Autumn 2018-19 session will be conducted as detailed below:

1. **Sequence of Events:** The following flow diagram outlines the various stages of the Registration Process:

![Flow Diagram](image)

**Figure-1 Sequence of events for student Registration.**
2. **On the day of Reporting and Registration: 23rd July 2018**

i. All students who are to be admitted to Indian Institute of Technology, Kharagpur must bring the original documents mentioned in **Page 11** below and produce them at the respective desk during registration and academic verification.

ii. 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. (See Annexure -IV for details)**

iii. Students should report to IIT Kharagpur one day before the Admission Date and occupy the rooms allotted to them in respective Halls of residence.

iv. On the day of Admission, students should report to Netaji Auditorium and take their seats by 8:30 AM for welcome address and introduction lecture. Parents would be requested to take their seats at Bhatnagar Auditorium (Room No. F-116) & Raman Auditorium (Room No. F-142) during the period.

v. On completion of the welcome address and introduction, students would be taken for registration.

vi. Parents would thereafter move to Netaji Auditorium for interaction session with the Deans and Heads of Departments, Wardens and other officials.

vii. Students who have a print out of the student profile shall be seated at Kalidas Auditorium. They will be directed thereafter to designated rooms 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.**

viii. 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 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.**

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.(See Online Registration Process on Page 19 for details)

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

   The print out must be signed and handed over to his/her Faculty Advisor for digital authentication.
x. Fee structure of the new admission UG student is as mentioned in **Table-1 below**. The balance of admission fee shall be payable on or after academic verification with respective timeline as mentioned in details in **Page 12**.

All the payment has to be done **through SBIMOPS on line payment only**.

Students/Parents should carefully read the fee payment instruction on the hyper linked page at [erp.iitkgp.ac.in](http://erp.iitkgp.ac.in) 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. (See **Online Registration Process on Page 19** for details)

xi. The student must abide by the timelines mentioned in below

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Event</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Reporting to Netaji Auditorium IIT Kharagpur for 1st year UG programs, B. Tech, B. Arch., Dual degree and 5 year Integrated M. Sc. through JEE for the welcome address and introductory lecture</td>
<td>23rd July 2018, 8.30 AM</td>
</tr>
<tr>
<td>2</td>
<td>Students move for updating student profile and obtaining printout/academic verification – buses will be available for moving from Netaji Auditorium to Vikramshila Complex.</td>
<td>After the welcome address and Introductory Lecture</td>
</tr>
<tr>
<td>3</td>
<td><strong>Induction programme for 1st year UG students (compulsory non-credit course)</strong></td>
<td>24th July 2018 to 29th July 2018 (Tentatively)</td>
</tr>
<tr>
<td>4</td>
<td>Classes begin for 1st year UG programs, B. Tech, B. Arch., Dual degree and 5 year Integrated M. Sc. through JEE</td>
<td>30th July 2018 (Tentatively)</td>
</tr>
<tr>
<td>5</td>
<td>Last date for submission of hard copy of subject registration card to Faculty Advisors for 1st year UG programs, B. Tech, B.Arch., Dual degree and 5 year Integrated M. Sc. through JEE</td>
<td>On or before 30th July 2018</td>
</tr>
<tr>
<td>6</td>
<td>Payment of balance of admission fee after academic verification on 20th July 2018</td>
<td>Fee payment link through ERP shall open from 18th July 2018. <strong>However the GE and OB students, who wish to avail of Tuition Fee Waiver, shall pay after 31st August 2018.</strong> Last date for fee payment is 10th September 2018</td>
</tr>
</tbody>
</table>
3. **Academic or Subject Registration**

   i. Upon successful verification of all documents, the student is automatically registered for all subjects of the 1st semester on ERP.

   ii. The student must print the Registration Card by logging into ERP with his assigned roll number.

   iii. Attendance in the Induction programme (compulsory non-credit course) is mandatory. The time table for Induction programme will be available on ERP.

   iv. The Class Time Table for the student is also being available on ERP.

   v. It is mandatory to **print the Registration Card** and **submit it to the faculty advisor**. 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: arugadm.iitkgp.ac.in
For any online application software related problem please call 03222 281017/18/19

The student can view his/her hall allocation from their profile generated through ERP. For any problem regarding hostel allotment students may send a mail to the Coordinating Warden, Allotment at subhasish@matsc.iitkgp.ernet.in.

Students are strongly advised to open internet enabled bank account at any bank on campus. This would help them pay semester fees and other fees on line.

The banks would open counters at both the Halls of Residence on the day of reporting and at registration venue on the day of registration to facilitate the account opening. If the student is a minor, their parents are advised to bring original and copy of **Voter ID/Adhaar Card/Passport/ Copy of front page of Bank Passbook with the latest transaction page/Copy of latest Municipal Tax Payment Certificate/Latest Electricity Bill** as proof of Residence and proof of Identity so that they can open fully functional internet enabled account at the local as joint account holders with their wards.

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**Annexure - I**
4. Documents to be produced and submitted at the time of Reporting to IIT Kharagpur

Registration process for 1st year UG students, viz., B.Tech. (Hons.), B.Arch.(Hons.), Dual Degree and Five Year Integrated M.Sc Program, for Autumn 2018-19 will be held on 23th July 2018.

All 1st 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 JoSAA 2018
2. Original Admit Card of JEE (Advanced) 2018
3. Class X (High School) Board Certificate/Any other certificate as proof of dates of birth
4. Mark sheet and certificate of passing the qualifying examination
5. Copy of Category Certificate (OBC-NCL/SC/ST) if applicable
6. Copy of Person with Disabilities (PwD) Certificate if applicable
7. Copy of Passport (for Foreign National) or OCI certificate or PIO card holder, if applicable
8. Copy of DS Certificate if applicable
9. Duly completed Undertaking Form (As in Annexure –III)
5. Fee structure and fees to be paid by different category of students admitted through JEE Advanced

Table-1: Fee Payable for New Admission (UG student) through JEE

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Particulars of fees</th>
<th>Amount Payable [in INR]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SC/ST/ PwD</td>
<td>GE/OB (Annual Family Income &lt;1 L)**</td>
</tr>
<tr>
<td>1</td>
<td>One Time Fees</td>
<td>3100</td>
</tr>
<tr>
<td>2</td>
<td>Caution Money (One Time)</td>
<td>6000</td>
</tr>
<tr>
<td>3</td>
<td>Medical Insurance (Annually)</td>
<td>2200</td>
</tr>
<tr>
<td>4</td>
<td>Other Charges (Each Semester)</td>
<td>4200</td>
</tr>
<tr>
<td>5</td>
<td>Students’ Brotherhood Fund (Annually)</td>
<td>200</td>
</tr>
<tr>
<td>6</td>
<td>Tuition Fee (Each Semester)*</td>
<td>0</td>
</tr>
<tr>
<td>7</td>
<td>Hostel Establishment Charges (Each Semester)</td>
<td>13750</td>
</tr>
<tr>
<td>8</td>
<td>Hostel Overhead Charges (Each Semester)</td>
<td>660</td>
</tr>
<tr>
<td>8</td>
<td>Mess Advance (Each Semester)</td>
<td>12000</td>
</tr>
<tr>
<td>9</td>
<td>Hall budget</td>
<td>1000</td>
</tr>
<tr>
<td></td>
<td>Total fee (at the time of Admission)</td>
<td>42910</td>
</tr>
</tbody>
</table>

* Annual fees for foreign students
US$ 2000.00 + other charges in Indian Rupees (for students from SAARC countries)
US$ 4000.00 + other charges in Indian Rupees (for students from other than SAARC countries) [with effect from 2015-16]
Fee for PIO/OCI Card holders are as per GE category of Indian National

** Tuition Fee Waivers for GE/OB categories as per Table-1 will be applied after verification of Income Documents in support of Guardian’s Annual Income.

Table-2: Tuition Fee Payable for various categories of UG student (admitted through JEE)

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Category</th>
<th>Annual Family Income Limit in INR</th>
<th>Waiver [in %]</th>
<th>Tuition Fee (Annually) [Amount in INR]</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SC</td>
<td>No bar</td>
<td>100%</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>ST</td>
<td>No bar</td>
<td>100%</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>PWD</td>
<td>No bar</td>
<td>100%</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>GE/OB</td>
<td>&lt; 1 Lakhs</td>
<td>100%</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&lt; 5 Lakhs</td>
<td>66.67% (133333 Waived Annually)</td>
<td>66667</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&gt;=5 Lakhs</td>
<td>No fee waiver</td>
<td>200000</td>
</tr>
</tbody>
</table>

[GE and OB students, who wish to apply for Tuition Fee Waiver, shall pay after 31st August 2018]

- Last date for fee payment is 10th September 2018

It may however be noted that any excess fee payment shall be adjusted in subsequent semesters.

Instructions to First Year UG Students, 2018-2019
6. **Tuition fee waiver for GE and OBC students**

As mentioned in table-2 Sl No. 4 interested students of GE/OBC category can avail the waiver of tuition fee by declaring the family annual income through ERP.

The documents are required (as mention in section 2.1 below) to be uploaded in ERP. After the verification, the applicable fee will reflect in the student’s ERP login. Students can see the status of the verification of the submitted document through their ERP login.

For the admission year 2018-19 the important dates are as below:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Last date for application through ERP and uploading of document:</td>
<td><strong>13th August 2018</strong></td>
</tr>
<tr>
<td>2</td>
<td>Verification of family income document by Academic Section (UG)</td>
<td><strong>31st August 2018</strong></td>
</tr>
<tr>
<td>3</td>
<td>Last date of Fee payment</td>
<td><strong>10th September 2018</strong></td>
</tr>
</tbody>
</table>

To avail the same in the subsequent academic year’s student must declare the annual family income of the respective financial year and upload the document in ERP. The last date of the declaration will be announced every academic year.

**2.1 Family Income Documents to be submitted for Tuition fee and waiver for GE and OBC students**

The link for uploading family income document for the academic session 2018-19 will available in ERP login. All students who are interested to avail tuition fee waiver/ MCM and any other scholarship related to family income should keep their family income documents ready for uploading in ERP for verification.

The deadline for uploading the family income documents is 31st August 2018.

**For Tuition fee waiver:**

All students who would like to avail tuition fee waiver (except SC/ST/PD) must upload family income document for Financial Year 2017-18.

The tuition fee will be recalculated based on verification of the income document uploaded through student’s ERP login.

In the event of not verifying the income document the student will be charged full tuition fee for Autumn and Spring Semester 2018-19.

**For MCM/Endowment MCM Scholarships:**

Those students whose family income document are already verified for tuition fee waiver for 2018-19 sessions need not upload again for Scholarship.

All other students (except SC/ST/PD) who wants to avail Institute MCM or Endowment Scholarships must upload their family income documents in ERP and get it verified by Academic Section for Financial Year 2017-18 in the ERP.
For all other outside Scholarships related to Family Income:

Those students whose family income document are already verified for tuition fee waiver for 2018-19 sessions need not upload again for Scholarship.

All other students (including SC/ST/PD) who want to avail scholarships through Central/State Govt. schemes or Private agencies where Income is criteria must upload their family income documents in ERP and get it verified by Academic Section for Financial Year 2017-18 in the ERP.

Family income documents to be submitted (for all students seeking Tuition Fee Waiver or Means based Scholarship):

Student must upload a family income document as per Annexure - I along with an affidavit as per Annexure – II.

The Issuing authority of Family Income Document must be a local District Authority like S.D.O./B.D.O./Tahasildar/Mondal Revenue Officer (MRO).

Alternatively, Form-16 / ITR / Annual Pension Certificate of Both Parents can also be uploaded as family income document.

Along with the family income document INCOME AFFIDAVIT as per Annexure –II should also be uploaded

All income documents should be issued for the Financial Year 2017-18.

Note: Income document should be uploaded by the student and verified by Academic Section every year to avail Fee waiver or any other income based scholarship or waiver.
FAMILY INCOME CERTIFICATE FOR FINANCIAL YEAR-2017-18

This is to certify that Mr./Ms. .................................................................
(Father/Mother/Guardian)

Father/Mother/ Guardian of ................................................................. is a resident
(Student name and Roll No.)

of Vill/Town ................................................................. P.O. ............................................... P.S.
................................................................. Mouja/Taluk ............................................... District
................................................................. his/her family annual income from all sources is Rs.
................................................................. (Rupees......................................................).

<table>
<thead>
<tr>
<th>Relation</th>
<th>Profession</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Father’s Income</td>
<td>: ..........</td>
<td>: Rs. .............</td>
</tr>
<tr>
<td>b) Mother’s Income</td>
<td>: ..........</td>
<td>: Rs. .............</td>
</tr>
<tr>
<td>c) Guardian’s Income</td>
<td>: ..........</td>
<td>: Rs. .............</td>
</tr>
<tr>
<td>e) Other sources</td>
<td>: ..........</td>
<td>: Rs. .............</td>
</tr>
</tbody>
</table>

Gross Total Income = Rs.__________________

This Certificate is issued for the financial year 2017-18.

Date :

.................................................................
Signature with Seal

Land No./Mobile No.

Email :

The Income Certificate should be issued by the local District Authorities like S.D.O./B.D.O./Mondal Revenue Officer (M.R.O.)/TAHASILDER.
Annexure - II

FORMAT OF INCOME AFFIDAVIT

(To be submitted on Non-Judicial Stamp paper of Rs.20/- and sworn in before a First Class Magistrate/Notary Public)

I, Shri/Smt. _______________________________________________ a resident of _______________________________________________________ solemnly declare that:

1. My son/daughter Shri/Miss ____________________________________________ is currently studying at the Indian Institute of Technology, Kharagpur, in 4-year B.Tech.(Hons.) / 5-Year Dual Degree / 5-Year B.Arch.(H) / 5-Year M.Sc. Courses in the Branch of _________________________.

2. He/She is an applicant for the award of Merit-cum-Means Scholarship / Free Studentship for the Academic Year _______________________.

3. I declare that my spouse is employed/not employed and that the Annual Income of my family in the Financial Year ___________________ i.e. during the period from 1st April, ___________ to 31st March, _______________ was as mentioned hereunder (Supported by document):

   (A) From my own profession as indicated:

   i) Income from Business/Medical practice
      Legal Practice/Engineering Consultancy etc. Rs.______________ p.a.

   ii) Income from Agriculture
       Rs.______________ p.a.

   iii) Income from Landed Properties
       Rs.______________ p.a.

   iv) Income from Investment in Bank/Post Office etc. Rs.______________ p.a.

   v) Income from Share Certificates/Debentures
      Rs.______________ p.a.

   vi) Income from any other sources(i.e. Retirement Benefits for VRS/VSS etc., if any
       Rs.______________ p.a.

   (B) Income of my wife/spouse’s (if any) Rs.______________ p.a.
(if employed, Business/Pensioner then Salary / Income / Pension Certificate as applicable as per wife’s / spouse’s occupational status, to be enclosed with attested copies of Income Tax Documents, if applicable as stated in the Annexure – II “List of documents to be submitted’

(C) Income in the name of my son /ward (if any).

GROSS TOTAL INCOME (A+B+C) : Rs.______________ p.a.

Further I declare that the information given above are true. I understand that the Merit-cum-Means Scholarship/Free Studentship/ if awarded to my son/daughter, is liable to be withheld or discontinued at the discretion of the authorities of the Indian Institute of Technology, Kharagpur, without assigning any reason. If subsequently (after award of MCM Scholarship to my ward) it is found that he/she has been granted any other Scholarship/Stipend /Financial Assistance etc. by any Govt./Non-govt. organisations for the same period, I shall bound to refund the whole amount of Scholarship/Free studentship/ Stipend/ Financial Assistance etc to the scholarship awarding authority immediately. I shall also be personally held responsible for the refund of the Scholarship/ Free studentship amount (paid to my son/daughter by the Institute) in the event of any information in this declaration and also in the enclosed scholarship application form, being proved incorrect later on.

____________________________________
(Signature of Father/Mother/Guardian)

Sworn before me this _____________ day of __________ 201_____ and signed.

(SEAL)

________________________________________
Signature of First Class Magistrate /Notary Public
Indian Institute of Technology Kharagpur

Annexure – III

Undertaking from the Students

I, Mr./Ms. ........................................................................................................................., Roll No.: ..............................................................................................................
Programme: .................................................................................................................. Dept. .........................................................................................................................
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.itksgp.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 proceeding 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 the 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 motorised vehicle inside the Institute campus, unless I am permitted to do so by a written authorisation from the Dean (Students’ Affairs).
7. I also declare that I am not suffering from any serious/contagious ailment including psychology related symptoms.

Code of Conduct and Discipline:

1. Students shall conduct themselves within and outside the precincts of the Institute in a manner befitting the students of an institution of national importance.
2. Students shall show due respect to the teachers of the Institute, the Wardens of the Halls of Residence, the Sports Officers of the Gymkhana and the Officers of the National Cadet Corps; proper courtesy and consideration shall be extended to the employees of the Institute and of the Halls of Residence. They shall also pay due attention and courtesy to visitors.
3. Students are required to develop a friendly relationship with fellow students. In particular, they are expected to show kindness and consideration to the new students admitted to the Institute every year. Law bans ragging in any form to anybody - acts of ragging will be considered as gross indiscipline and will be severely dealt with.
4. The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures.
   - Ragging
   - Furnishing false statement of any kind in the form of application for admission or for award of scholarship etc.
   - Displaying lack of courtesy and decorum; resorting to indecent behaviour anywhere within or outside the campus.
   - Willfully damaging or stealthily removing any property/belongings of the Institute, Hall or fellow students.
   - Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
   - Adoption of unfair means in the examinations.
   - Organizing or participating in any group activity in company with others in or outside the campus without prior permission of the Dean of Students’ Affairs.
   - Mutilation or unauthorized possession of library books.
   - Resorting to noisy and unreasonable behaviour, disturbing studies of fellow students.
   - Misuse of Internet/e-mail facilities or tempering/hacking with servers anywhere in the Halls of Residence/Departments etc.
   - Not intimating his/her absence to the Warden of the Hall before availing any leave.

Signature of Student

I hereby fully endorse the undertaking made by my child/ward.
Walk through of the online process from signup to final subject registration.

A. Creating your ERP login Profile:

![Image of ERP login profile]

Please enter following credentials for signing in. If you don’t have any account click on Sign Up. Forgot your password or answer of security question? Click on Forgot Password.

- Stakeholder code/login id
- Password

Important

Parents/Guardians

Parents/guardians of UG students can look at the performance of their wards semester wise by using the link:

https://erp.iitkgp.ernet.in/StudentPerformance/performanceview_guardian.jsp

Parents/guardians need to fill in the roll no correctly and the date of birth of the student using the calendar that appears when they click on date of birth field.

Students

- UG Subject Registration: Guideline | Manual
- Final Year Application for Degree, Provisional Certificate, Grade Card: UG | PGSR
- New Admission: Instruction for updating student profile and registration
- Payment: Instruction for semester fees payment
- Click Here to Get First Year Timetable
- Switch Over | Branch Change | QEDM | Minor
B. The Sign up Screen appears:

Pick ‘New Admissions’ under stake holder type.
C. Fill the simple form and Submit to create your IIT KGP ERP login id. Please remember the answers to the security Questions as they are needed for sign-in on ERP.
D. On successful submission a message containing your login id is displayed:

`Your have successfully signed up. Your login id is JEE12345678. Please click on Sign In to open ERP with your login id, password and security question-answers.`

Submit

E. You are ready to sign-in into the system with the system generated login-id
F. The ERP screen opens up, displaying the Academic Module.

G. Clicking on Academic Module opens the Admission and the Time Table Menus
H. Click on Update Student Profile. The following form appears. It contains your Rollno, Hall of Residence and Section. Fill in all the details correctly and click update.
I. On successful updation a ‘SUCCESSFULLY UPDATED’ message appears on the screen and the print section displays the information you entered. Click on Print Profile to print your profile. You can also save it as a PDF file for your reference.

### Profile Update Section

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>TEST JEE CANDIDATE</td>
</tr>
<tr>
<td>DOB</td>
<td>09-01-1977</td>
</tr>
<tr>
<td>Gender</td>
<td>M</td>
</tr>
</tbody>
</table>

### Print Section

**Registration No:**

- Roll No: 201813149787
- Name: ABH1CEF
- Date of Birth: 09-01-1977

**Blood Group:**

- AB+ |

**Institue Name:**

- IIT Kharagpur

**Type of Hostel:**

- IIT-KR

**Emergency Contact Information:**

- Name: ABH1CEF
- Relationship: Father
- Mobile: 9907452132
- Email: abhik1917@gmail.com

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### EXTRA ACADEMIC ACTIVITY (EAA)

**The National Sports Organization (NSO) creates an atmosphere of sports consciousness and healthy physical build-up among the educated youth. It is imperative for a student selected under N.G.O. to reserve relevant training and represent the Institute in sport events. Students are submitted to the N.G.O. by virtue of their talent and abilities in various events.**

**The National Cadet Corps (NCC) is a Tri-Services voluntary organisation comprising the Army, Navy and Air Force, engaged in grooming the youth.**

**The National Service Scheme (NSS) aims at creating social awareness among students and providing a sense of belonging through service to the needy.**

---

J. The Printed Profile appears as shown below. Ensure to sign the hard copy before you submit it to the Registration desk.

![Printed Profile Image]

---

### Instructions to First Year UG Students, 2018-2019

1. Ensure to sign the hard copy before you submit it to the Registration desk.
<table>
<thead>
<tr>
<th><strong>Basic Information:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registration No</strong></td>
<td>JEE12345678</td>
</tr>
<tr>
<td><strong>Role</strong></td>
<td>15CS10028</td>
</tr>
<tr>
<td><strong>Name (as per last qualifying degree)</strong></td>
<td>TEST JEE</td>
</tr>
<tr>
<td><strong>Dept</strong></td>
<td>CS</td>
</tr>
<tr>
<td><strong>DOB (DD-MM-YYYY)</strong></td>
<td>01-01-1997</td>
</tr>
<tr>
<td><strong>Blood Group</strong></td>
<td>AB+</td>
</tr>
<tr>
<td><strong>Gender</strong></td>
<td>M</td>
</tr>
<tr>
<td><strong>Are you a person with disability?</strong></td>
<td>N</td>
</tr>
<tr>
<td><strong>Type of disability</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Percentage of disability</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>Category</strong></td>
<td>GE</td>
</tr>
<tr>
<td><strong>Nationality</strong></td>
<td>INDIAN</td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td><a href="mailto:testjoe@testjoe.com">testjoe@testjoe.com</a></td>
</tr>
<tr>
<td><strong>Mobile No</strong></td>
<td>9123456789</td>
</tr>
<tr>
<td><strong>Guardian Name</strong></td>
<td>ABCDEF</td>
</tr>
<tr>
<td><strong>Hall</strong></td>
<td>LBS</td>
</tr>
<tr>
<td><strong>Section</strong></td>
<td>4</td>
</tr>
<tr>
<td><strong>Old Roll No</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Medical Form</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>10+2 Marks</strong></td>
<td>98</td>
</tr>
<tr>
<td><strong>Guardian’s Name</strong></td>
<td>ABCDEF</td>
</tr>
<tr>
<td><strong>Parent’s Annual Income</strong></td>
<td>100000</td>
</tr>
<tr>
<td><strong>Guardian’s Profession</strong></td>
<td>TEACHING</td>
</tr>
<tr>
<td><strong>Guardian’s Email Id</strong></td>
<td><a href="mailto:xyz@abc.com">xyz@abc.com</a></td>
</tr>
<tr>
<td><strong>Hindi Name</strong></td>
<td>टेस्ट जी</td>
</tr>
</tbody>
</table>

**Emergency Contact Information:**
- **Contact No.** : 9987654321
- **Name** : ABCDEF
- **Relationship** : MOTHER
- **Emer. Cont. Address** : FLT NO 201, VIDYA APTS, WEST MAMBALAM T'NAGAR, CHENNAI-600020

**Communication Address**
- **Addr.** : FLT NO 201
- **Vil/City** : VIDYA APTS
- **Police Station** : WEST MAMBALAM
- **District** : T'NAGAR
- **State** : TAMIL NADU
- **Pin No.** : 600020

**Permanent Address**
- **Addr.** : FLT NO 201
- **Vil/City** : VIDYA APTS
- **Police Station** : WEST MAMBALAM
- **District** : T'NAGAR
- **State** : TAMIL NADU
- **Pin No.** : 600020

**Signature:**

(TECH JEE CANDIDATE)

**Date:** Fri May 08 16:40:54 IST 2015
K. Viewing Your Time Table: Clicking on First Year Time Table enables you to view the class time table of your section.

<table>
<thead>
<tr>
<th>Time</th>
<th>Subject Name</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30 AM - 10:25 AM</td>
<td>LS1001</td>
<td>F116</td>
</tr>
<tr>
<td>10:30 AM - 11:25 AM</td>
<td>ME10001</td>
<td>F116</td>
</tr>
<tr>
<td>11:30 AM - 12:25 PM</td>
<td>E11001</td>
<td>F116</td>
</tr>
<tr>
<td>12:30 PM - 1:25 PM</td>
<td>E12001</td>
<td>F116</td>
</tr>
<tr>
<td>2:30 PM - 3:25 PM</td>
<td>EE10001</td>
<td>F116</td>
</tr>
</tbody>
</table>

L. Upon Successful Verification of all your documents, you can sign-in to ERP through your rollno with the same password and security questions as earlier. The screen after successful login appears as follows:
M. Click on Students to go to Your Academic Information to view/print your Registration card, Curricula details, Fee payment details, Profile, etc.:

Click here to view/print your Registration card, Curricula details, Fee payment details, Profile, etc.

N. Click on Time-table to go to My Time Table(Student) to view your time table

Click here to view your time table.
**O. Click on My Time Table to view Time Table**

<table>
<thead>
<tr>
<th>Time</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30 AM</td>
<td>CY11001 in Chemistry Dept.</td>
</tr>
<tr>
<td>10:30 AM</td>
<td>MA10001 in Chemistry Dept.</td>
</tr>
<tr>
<td>11:30 AM</td>
<td>MA10002 in Mechanical Eng.</td>
</tr>
<tr>
<td>1:00 PM</td>
<td>EE11001 in Electrical Eng.</td>
</tr>
<tr>
<td>2:00 PM</td>
<td>CS11001 in Computer Science</td>
</tr>
<tr>
<td>3:30 PM</td>
<td>MA11001 in Mechanical Eng.</td>
</tr>
<tr>
<td>4:30 PM</td>
<td>MA11002 in Mechanical Eng.</td>
</tr>
</tbody>
</table>

**P. Click on View to display your Subject Registration Card and Print it. Sign the Registration Card and Submit the same to your faculty Advisor who will then digitally sign your Registration card on ERP.**

---

**Details of the subjects for which the student has registered**

<table>
<thead>
<tr>
<th>Subno</th>
<th>Subject Name</th>
<th>Subject Type</th>
<th>Subject Taken As</th>
<th>LTP</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA10001</td>
<td>MATHEMATICS-I</td>
<td>Depth</td>
<td>Normal</td>
<td>3-0</td>
<td>4</td>
</tr>
<tr>
<td>HS13001</td>
<td>ENGLISH FOR COMMUNICATION</td>
<td>Depth</td>
<td>Normal</td>
<td>3-0</td>
<td>4</td>
</tr>
<tr>
<td>ME19001</td>
<td>INTRODUCTION TO MANUFACTURING PROCESSES</td>
<td>Depth</td>
<td>Normal</td>
<td>0-3</td>
<td>2</td>
</tr>
<tr>
<td>CY19001</td>
<td>CHEMISTRY LAB</td>
<td>Depth</td>
<td>Normal</td>
<td>0-3</td>
<td>2</td>
</tr>
<tr>
<td>EE10001</td>
<td>ELECTRICAL TECHNOLOGY</td>
<td>Depth</td>
<td>Normal</td>
<td>0-3</td>
<td>2</td>
</tr>
<tr>
<td>EE11001</td>
<td>ELECTRICAL TECHNOLOGY</td>
<td>Depth</td>
<td>Normal</td>
<td>1-0</td>
<td>4</td>
</tr>
<tr>
<td>CY11001</td>
<td>CHEMISTRY</td>
<td>Depth</td>
<td>Normal</td>
<td>1-0</td>
<td>4</td>
</tr>
<tr>
<td>EA10002</td>
<td>EXTRA ACADEMIC ACTIVITY-II</td>
<td>Depth</td>
<td>Normal</td>
<td>0-0</td>
<td>0</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT TAKEN:** 22

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*Student’s Signature*  *Signature of the Faculty Advisor/Co-ordinator*  *Signature of the Head Of The Department*