

INSTRUCTION TO CANDIDATES SELECTED FOR ADMISSION TO INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

1. General:

You are required to report to the Hall of Residence allotted to you on July 20, 2011. Your Hall of Residence, Roll Number and the Section along with its Time Table will be notified on the Institute Website (<http://www.iitkgp.ac.in>) a few days in advance. The registration of 1st year students will be on July 21, 2011. You must bring the following documents:

1. **Offer letter in original**
2. **Age Proof Certificate (1 attested copy + Original)**
3. **Class X marks sheet (1 attested copy + Original)**
4. **Class XII marks sheet (1 attested copy + Original)**
5. **Duly completed Undertaking (annexure II), Medical certificates (annexure III)**
(Original certificates to be retained by the students which will be required during verification in a later date)

2. Accommodation

All students, who are offered admission, will be provided with accommodation in the Halls of Residence. For the current academic session there is a shortage of accommodation and candidates who are offered admission will be provided with accommodation on a double/triple sharing basis. Candidates who wish to make alternative arrangements for accommodation must apply for permission to reside outside, in an area in close vicinity of the Institute. There will be provision for both vegetarian and non-vegetarian food in all Halls of Residence. No married / family accommodation will be provided.

3. Important Note on Ragging

Ragging in any form, inside or outside the campus, is banned at IIT Kharagpur. Any student found indulging in ragging/ harassing a fellow student will be summarily expelled from the institute.

Students admitted to IIT Kharagpur should note that if any incident of ragging comes to the notice of the authority, the concerned student shall be given the opportunity to explain and if the explanation provided is found unsatisfactory, the authority will have the right to expel the student from the Institute. Detailed information related to institute policy on ragging is available at www.iitkgp.ac.in/dosa/ragg.php.

4. Institute Transport

Institute transport will be available from 6:00 hrs. on July 20 to 9:00 hrs. on July 21, 2011 at the Kharagpur Railway Station for receiving newly admitted students. Each student is required to put a label on each item on his/her baggage indicating his/her name. Students will be taken to respective Halls of Residence and provided an accommodation on production of the Admission Offer Letter.

Guardians/parents accompanying the students are advised to return on the same day because overnight accommodation in the Guest House is extremely limited.

5. Registration

Registration for Autumn Semester (First year classes) will commence on July 21, 2011. You are requested to be present in Netaji Auditorium at 9:00 AM on July 21, 2011 for the welcome address by Institute Authorities. Since ERP system of the Institute will be used for Registration, you should fill up your personal information **online** in the Institute ERP System.

Filling Up Following Data Online Prior to joining the Institute

- (i) Information related to generation of electronics identification card (smart card), which will give you access to library, laboratory, attendance, hospital etc.
- (ii) IIT provides e-mail to each and every student. Please give your choice for login ID for E-mail.
- (iii) Your medical history and medical report with supporting documents as instructed may be uploaded in the online system after scanning the documents. **The medical documents have to be submitted at the time of registration.**

(iv) After your registration process is completed on the day of joining please go to your respective departments for instruction. However it is mandatory to meet your faculty advisor in the department for signing the registration card.

To login into the Institute ERP System please follow the instructions in the enclosed document “*Admissions Procedure of Students through ERP System*”

6. Fees:

The fees payable at the time of registration are as follows:

Sl. No.	Particular of fees	Amount (Rs.)
1.	Refundable caution deposit	6,000/-
2.	One time payment	3,100/-
3.	Semester Fee	
	Tuition fee*	25,000/-
	Other charges	3,650/-
4.	Hostel Charges	
	Mess Advance	9,000/-
	Hostel Overhead charges	7250/-
5.	Students' Welfare Policy	650/-
6.	Students' Brotherhood Fund	100/-
Total :		54,750/-

* 100% tuition fee waiver for SC/ST students.

An amount of Rs.40,000/- (Rs.20,000/- for SC/ST) which was paid at the time of accepting your allotted seat is adjustable against the total payable fees of Rs.54,750/- (Rs.29,750/- for SC/ST). Hence the **net amount of Rs. 14,750/- for GE/OBC and Rs. 9,750/- for SC/ST candidates is to be paid by a single Demand Draft drawn in favour of “IIT Kharagpur” on any nationalized bank payable at Kharagpur, West Bengal.**

7. Guardian's / Student's Undertaking

The Parents/Guardians and the Students will be required to furnish an undertaking in the enclosed forms (Annexure-II)

8. Student Profile

Student profile will be generated from the ERP site after logging in and obtaining print out of the same. You will submit signed copy of the students profile at the time of registration along with other documents mentioned above. Academic Registration process will not be completed without the student profile.

9. Attendance and Discipline

- During the period of studies, all students will be bound by the rules and regulations of the Institute in matters of attendance in classes, conduct and discipline, etc. Details can be found in www.iitkgp.ac.in/dosa/rules.php.
- If a student desires to leave the Institute or discontinue his/her studies at any time, he/she must obtain prior permission of the Warden of the Hall of Residence and Dean (Under Graduate Studies) by furnishing a clearance certificate from the Warden, the Library, the Technology Students' Gymkhana, the Officer Commanding of the NCC Unit concerned and the Head of the Department. If he/she leaves the Institute without obtaining prior permission from Competent authority, his/her total caution money is liable to be forfeited.
- While a student is on the roll of the Institute, he/she should not leave the Institute campus (even for a day) without taking permission from the Warden of the Hall of Residence and the Head of the Department.