Guidelines and Instructions for newly admitted (through JEE Advanced- 2023) students
Dedicated to the service of the Nation

The Indian Institute of Technology Kharagpur (IIT KGP) is a public 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 KGP is "Yogah Karmasu Kaushalam", essentially implying that doing your work well is 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 a person to concentrate on the task before her/him.

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 (UG) and postgraduate (PG) programs. They include Bachelor of Technology (B.Tech. (Hons)), Bachelor of Architecture (B.Arch.), Dual Degree,
Bachelor of Science (BS), 2-year Master of Science (M. Sc.), Master of Technology (M.Tech.), Master of City Planning (MCP), Master of Business Administration (MBA), Master of Human Resource Management (MHRM), Master in Medical Science and Technology (MMST), LLB in Intellectual Property Law, LLM, Executive MBA and Postgraduate Diploma in Business Analytics. The institute also offers the MS and Doctor of Philosophy degree (Ph.D.) as part of its PG research program.

How to reach IIT KGP

Kharagpur is known world over for two landmarks, one of the longest railway platforms, and 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, To-To or cycle-rickshaw can be rented to reach the Institute.
Health & Wellness:
IIT KGP 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 KGP with NSS, NCC, NSO, HF & NCA 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 (SCC), 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 program to create a team of sensitized wing representatives from each Hall of Residence (Hall) 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:**

IIT KGP 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 (BCRTH), owned and managed by IIT KGP, provides primary health care comprising of curative, preventive and health promotion services.

At present, BCRTH is located centrally within the IIT KGP 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, BCRTH provides 24x7 uninterrupted health care services to the campus community. On an average approximately 7000 patients attend the OPD at BCRTH 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 BCRTH is regularly and properly disposed off by an arrangement with the services of West Bengal State Government Environment Department.
Inside Campus

Find below the campus map. All the important locations like Students’ Hostels (Halls), Departments/Schools/Centres, Guest Houses, Students’ Activity Centers, Banks & ATMs, Restaurants & Food Centres etc. are indexed in the map.
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<td></td>
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<td></td>
</tr>
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<td></td>
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<td></td>
<td>• Minor in a Discipline</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Micro – Specialization</td>
<td></td>
</tr>
</tbody>
</table>

**Reporting of 1st Year UG students admitted through JEE Advanced 2023:**

01st August, 2023 to 03rd August, 2023

**Admission to 1st Year UG students admitted through JEE Advanced 2023:**

04th August, 2023
Instruction to 1st year UG Students

Registration process for 1st year UG students, viz., B. Tech. (Hons.), B. Arch. (Hons.), 5-Year Dual Degree (B. Tech. & M. Tech.), and 4-Tear BS Program, for Autumn 2023-24 session will be conducted as detailed below:

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

![Sequence of events for student registration](image)

1. **Offered Admission @ IIT Kharagpur and Booked your seat**
2. **Create your ERP Profile through the sign up process @ https://erp.iitkgp.ac.in/ before coming to the campus.**
3. **Sign in to ERP and create your Personal Profile, provide all the information sought.**
4. **Report at the Institute a day before the admission date. Attend the Welcome Address by Director IIT Kharagpur on the day of admission.**
5. **Report at your designated admission counter and complete your admission process. After completion of your registration, visit your department and meet your faculty advisor.**
6. **After Successful registration, you are automatically registered for all subjects of the semester. Sign in to ERP with your Roll no and the same password (and security questions) to check the Registration.**
7. **Attend the classes as per timetable available in your ERP and Pay the balance of Registration Fee, if any, before the deadline and upload the necessary documents (See Page 11).**
8. **An Institute Email ID will be provided to each student.**
9. **Contact your Faculty Advisor over Email or phone.**
10. **Attend the Induction Programme (date will be informed later).**
2. **Registration process:**

i. All students who are to be admitted to IIT KGP must upload the scan copies of original documents mentioned on Page 11 below after the Physical Registration process.

ii. It is desirable that the following process is completed by the student if possible, prior to the date of registration:

   **Updating Student Profile and taking a print out of the student profile (see Annexure -IV for details)**

iii. Students and parents should attend the Welcome Address and Introduction Lecture. Students will attend the welcome address in person while parents may be present online. Venue, Time, & necessary Link for the same will be shared prior to the schedule.

iv. After the welcome address is over, the student should report to the designated registration desk and produce their original documents for verification. Once registration is completed, the student should report to their Faculty Advisors.

v. After the online registration is complete, the login ID as well as the password of a student will be his/her Roll Number (see Online Registration Process on Page 19 for details).

vi. Upon successful registration, 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 mailed to his/her faculty advisor for digital authentication.

vii. Fee structure of the newly admitted UG student is as mentioned in **Table below**. The balance of admission fee shall be payable on or after registration with respective timeline as mentioned on **Page 13**.

viii. All the payments have to be done online **through SBI-MOPS 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 login to the ERP system using their roll no. as ID and original password and then proceed to pay online. (see **Online Registration Process on Page 19** for details)

ix. 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>Uploading the necessary documents on ERP</td>
<td><strong>After the Physical Registration process</strong></td>
</tr>
<tr>
<td>2</td>
<td>Physical registration</td>
<td><strong>4th August, 2023</strong></td>
</tr>
<tr>
<td>Sl No.</td>
<td>Event</td>
<td>Date and Time</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------------------------------------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>3</td>
<td>Completion of Online registration in ERP</td>
<td>4th August, 2023</td>
</tr>
<tr>
<td>3</td>
<td>Induction Program</td>
<td>4th-6th August, 2023</td>
</tr>
<tr>
<td>4</td>
<td>Classes begin for 1st year UG programs, B. Tech., B. Arch., Dual Degree (B Tech and M Tech) and 4-year BS through JEE Advanced 2023</td>
<td>07th August, 2023</td>
</tr>
</tbody>
</table>
| 5     | Payment of balance of admission fee.                                  | Fee payment link through ERP shall open from **To be decided**  
**However, the GE and OBC students, who wish to avail Tuition Fee Waiver, shall upload their family income document in ERP by 31st October, 2023.**  
Last date for fee payment is **To be decided.** |

3. **Academic or Subject Registration**

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

ii. The students are assigned a Roll No. and an Email ID which the students will be using for all reference.

iii. Attendance in the Induction program (compulsory non-credit course) is mandatory. The time table for Induction program (From 04th to 06th August, 2023) will be available on ERP.

iv. The Class Time Table for the student will also be available on ERP.

v. Faculty advisors will digitally sign the Registration card after completion of the Registration process.

For any other clarification, **please contact the appropriate official in the Academic Section:**

Deputy Registrar (Academic), Ph: 03222282054 Email: arug@adm.iitkgp.ac.in

For any online application software related problem please call 03222 281017/18/19
The students 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 debarati@gssst.iitkgp.ac.in.

**Students are strongly advised to open internet enabled bank account. This would help them pay semester fees and other fees online.**

4. **Documents to be produced at the time of Registration:**

Registration process for 1st year UG students, viz., B.Tech. (Hons.), B.Arch.(Hons.), Five Year Dual Degree (B Tech and M Tech) and 4 Year BS Program, for Autumn 2023-24 will be held on 4th August, 2023.

All 1st Year UG students who are to be admitted to IIT Kharagpur must upload the following documents in their ERP login after completion of the Physical Registration Process. Also the student need to produce the original documents along with a self-attested copy of the documents during the time of registration:

1. Print out of the final course allotment letter from JoSAA 2023
2. Admit Card of JEE (Advanced)- 2023
3. Self-attested copy of the ERP profile
4. Class X (High School) Board Certificate/Birth certificate issued by competent authority as proof of date of birth
5. Marks sheet and certificate of passing the qualifying examination
6. Caste/Category Certificate (OBC-NCL/SC/ST) and/or EWS certificate, if applicable
7. Person with Disabilities (PwD) Certificate, if applicable
8. Passport (for Foreign National) or OCI certificate or PIO card holder, if applicable
9. Duly completed Undertaking Form in original signed by the student and guardian (As in Annexure –III)
5. Fee structure and fees to be paid by different category of students admitted through JEE Advanced

<table>
<thead>
<tr>
<th>Description</th>
<th>Type of Fee</th>
<th>Amount in Indian Rupees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee*</td>
<td></td>
<td>100000</td>
</tr>
<tr>
<td><strong>Total Tuition fee</strong></td>
<td></td>
<td><strong>100000</strong></td>
</tr>
<tr>
<td>Institute Caution Money</td>
<td>Refundable</td>
<td>1000</td>
</tr>
<tr>
<td>Library Caution Money</td>
<td></td>
<td>1000</td>
</tr>
<tr>
<td>Hostel Caution Money</td>
<td></td>
<td>4000</td>
</tr>
<tr>
<td><strong>TOTAL of Refundable Fee</strong></td>
<td></td>
<td><strong>6000</strong></td>
</tr>
<tr>
<td>Alumni Subscription</td>
<td></td>
<td>2000</td>
</tr>
<tr>
<td>Medical Examination</td>
<td></td>
<td>200</td>
</tr>
<tr>
<td>Students’ Welfare Fund</td>
<td>Onetime Fee</td>
<td>300</td>
</tr>
<tr>
<td>Modernization Fee</td>
<td></td>
<td>700</td>
</tr>
<tr>
<td>Statutory Fee</td>
<td></td>
<td>1500</td>
</tr>
<tr>
<td>Hostel Admission fee</td>
<td></td>
<td>1000</td>
</tr>
<tr>
<td><strong>TOTAL of Onetime Fee</strong></td>
<td></td>
<td><strong>5700</strong></td>
</tr>
<tr>
<td>TFS</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>Registration</td>
<td></td>
<td>400</td>
</tr>
<tr>
<td>Examination</td>
<td></td>
<td>500</td>
</tr>
<tr>
<td>Student Amenities</td>
<td>Semester Fee</td>
<td>800</td>
</tr>
<tr>
<td>Internet Connectivity</td>
<td></td>
<td>600</td>
</tr>
<tr>
<td>Gymkhana</td>
<td></td>
<td>600</td>
</tr>
<tr>
<td>Medical Registration</td>
<td></td>
<td>200</td>
</tr>
<tr>
<td>Laboratory</td>
<td></td>
<td>800</td>
</tr>
<tr>
<td>Hostel Seat Rent</td>
<td></td>
<td>750</td>
</tr>
<tr>
<td>Elect. &amp; Water Charge</td>
<td></td>
<td>1000</td>
</tr>
<tr>
<td>Hall Establishment Charge</td>
<td>Each Semester</td>
<td>18300</td>
</tr>
<tr>
<td>Hostel Overhead Charge</td>
<td>Each Semester</td>
<td>880</td>
</tr>
<tr>
<td>Hall Budget</td>
<td></td>
<td>1000</td>
</tr>
<tr>
<td>Mess Charge</td>
<td></td>
<td>14500</td>
</tr>
<tr>
<td><strong>STUDENTS’ BROTHERHOOD FUND</strong></td>
<td></td>
<td><strong>200</strong></td>
</tr>
<tr>
<td><strong>INSURANCE PREMIUM</strong></td>
<td></td>
<td><strong>2500</strong></td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td></td>
<td><strong>1,54,830</strong></td>
</tr>
</tbody>
</table>

*Tuition Fee (per semester):

a. Tuition Fee (UR/EWS/OB-NCL Family income limit > Rs. 5.0 Lakh p.a) : Rs. 100000.00

b. Tuition Fee (UR/EWS/OB-NCL Family income limit <= Rs. 5.0 Lakh p.a): Rs. 33335.00

c. Tuition Fee (UR/EWS/OB-NCL Family income limit <Rs.1.0 Lakh p.a.) : NIL

d. Tuition Fee (SC/ST/PwD) : NIL

Tuition fee waivers for GE/OB categories as per above table will be applied after verification of income documents in support of Guardian’s Annual Income. GE and OBC students, who wish to avail Tuition fee waiver may submit their family income document and accordingly the excess amount paid will be either reimbursed or adjusted in the subsequent semester after the documents are verified.

**Last date for fee payment is 31st October, 2023.**
Fees for Foreign Students:

1. Other than SAARC countries: Tuition Fee Rs. 6.0 lakh per annum + other charges as applicable
2. SAARC countries: Tuition fee Rs. 2.0 lakh per annum + other charges as applicable

NB: The fee structure shown here is tentative. Candidates are advised to contact and get confirmation at the time of admission.

6. A) Tuition fee waiver for GE and OBC students

As mentioned above interested students of GE/OBC category can avail the waiver of tuition fee by declaring the family annual income through ERP.

The family income documents are required to be uploaded on 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 2023-24 the important dates are as below:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>4th Aug 2023</th>
<th>31st Oct 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Last date for application through ERP</td>
<td>4th Aug 2023</td>
<td>31st Oct 2023</td>
</tr>
<tr>
<td>2</td>
<td>Verification of family income document by academic section (UG)</td>
<td>4th Aug 2023</td>
<td>31st Oct 2023</td>
</tr>
<tr>
<td>3</td>
<td>Last date of fee payment</td>
<td>To be decided</td>
<td>To be decided</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 on ERP. The last date of the declaration will be announced every academic year.

B) Family Income Documents to be submitted for Tuition fee waiver and for various income related benefits

The link for uploading family income document for the academic session 2023-24 will be available in ERP login. All students who are interested to avail tuition fee waiver/MCM and any other scholarship linked to family income should upload their family income documents as per the mentioned guidelines on ERP for verification.

Students 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/Mandal Revenue Officer (MRO). All income documents should be issued for the Financial Year 2022-23.

In all documents, the financial year 2022-23 should be clearly mentioned.
Alternatively, Form-16 / ITR / Annual Pension Certificate of Both Parents can also be uploaded as family income document with INCOME AFFIDAVIT as per Annexure –II.

The tuition fee will be recalculated based on verification of the income document uploaded through student’s ERP login. If the fee is paid before the verification of the document, the excess fee paid will be adjusted with the subsequent semester fee.

In the event of not verifying the income document the student will be charged full tuition fee.
FAMILY INCOME CERTIFICATE FOR FINANCIAL YEAR-2022-23

This is to certify that Mr. /Ms. (Father/Mother/Guardian)……………………………………………….. Father/Mother/ Guardian of (Student name and Roll No.) ……………………………………………..is a resident of Village / Town………………………………………….. P.O. …………………………………………………… P.S. ……………………………………. Mouja/Taluk……………………………. District ………………………………….. his/her family annual income from all sources is  Rs. ……………………. (Rupees…………………………………..……………….).

Income from:

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

Gross Total Income    =    Rs. __________________

This Certificate is issued for the financial year 2022-23.

Date:

........................................................................

Signature with Seal

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.
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) / 4-Year BS courses in the Branch of ________________________________________ .

2. He / She is an applicant for the award of Merit-cum-Means Scholarships / Free Studentships/ Tuition Fee waiver/ Interest Subvention 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 is true. I understand that the Merit-cum-Means Scholarship/Free Studentship/ Tuition Fee waiver/ Interest Subvention 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. organizations 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 _________ 202_____ and signed.

(SEAL)

Signature of First Class Magistrate /Notary Public
Annexure – III

Indian Institute of Technology Kharagpur

Undertaking from the Students

I, Mr./Ms……………………………………………………………………….., Roll No.: ……………………………

Program:…………………………… 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.

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 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.

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 should 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 in discipline and will be severely
be 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 behavior 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 unseemly behavior, 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.

Signature of Mother / Father and or Guardian

18
Walk through of the online process from signup to final subject registration.

A. Creating your ERP login Profile:
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.
```

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

- Click on Academic
- Click here to update your profile and upload the required documents
- Click here to get the section-wise time-table
H. Click on Update Student Profile. The following form appears. It contains your Roll No, 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.
J. The Printed Profile appears as shown below. Ensure to sign the hard copy before you submit it to the Registration desk.

K. Viewing Your Time Table: Clicking on First Year Time Table enables you to view the class time table of your section.
L. Upon Successful Verification of all your documents, you can sign-in to ERP through your roll no with the same password and security questions as earlier. The screen after successful login appears as follows:

<table>
<thead>
<tr>
<th>ERP System, IIT KGP</th>
<th>Home</th>
<th>Complaints</th>
<th>Retrieve Details</th>
<th>Welcome Aditya Palmeja (15PG0001)</th>
<th>Switch Login</th>
<th>Logout</th>
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These are the main menus. Click on the ‘+’ sign to expand

M. Click on Students to go to Your Academic Information 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.
O. Click on *My Time Table* to view Time Table

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*Your Time Table for AUTUMN 2015-2016*
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.
9. Scholarships

The institute provides various Scholarships funded by Institute and Alumni and Assistantships to the students based on their performance and family income. The complete list of scholarships along with various rules and regulation pertaining to the scholarships is available in the institute website under UG regulation.

10. Change of Branch (At the end of First Year) & Switchovers:

Change of the branch is a privilege and not a right. Only those students admitted to B.Tech.(Hons.) / Dual Degree / 4-Year BS Programs through JEE (Advanced) are eligible to be considered for a change of branch after the Second Semester, i.e. the Spring Semester of the academic year in which the student got admitted.

Students may enlist up to TEN (10) choices of branch, in order of preference, to which they wish to change over.

Change of branch shall be made strictly on the basis of inter se merit of the applicants. For this purpose, the CGPA obtained at the end of the Second Semester, i.e. the Spring Semester of the academic year in which the student got admitted shall be considered. Ties will be broken by the JEE Advanced rank of the applicants.

i. Students admitted to 4-Year B.Tech. (Hons.) and 4-Year BS. programs are eligible for consideration for a change of branch to any Engineering or a Science discipline.

ii. Students admitted to a 5-Year Dual Degree Program are eligible for a change to another 5-Year Dual Degree Program only.

(a) In making the change of branch, those applicants shall be first considered who have secured a rank within top 1% (one percent), rounded to the nearest integer, amongst all the first year students in terms of the CGPA scored at the end of the Second (Spring) Semester. Change of branch requested for by such applicants shall be made without any constraint on the number of seats.

(b) The remaining applicants may be allowed a change of branch, strictly in order of inter se merit, subject to the limitation that the actual number of students in the Third Semester, i.e., the Autumn Semester, in the branch to which the transfer is to be made, does not exceed 110% of the sanctioned yearly intake for that branch.

Switch Over to Interdisciplinary Dual Degree

Students admitted to the 4-year B. Tech. (Hons.) / 5-year Dual Degree Program
through JEE (Advanced) are eligible for Switch Over to the Dual Degree Programs of Engineering Entrepreneurship/Financial Engineering/ Petroleum Engineering at the end of 2nd Year (4th semester) and Artificial Intelligence and Machine Learning at the end of 3rd Year (6th semester).

Such students must have completed all the prescribed course work up to 4th Semesters in first attempt with a minimum CGPA of 6.00.

❖ **B.Tech.(Hons.) to Dual Degree & 4yr BS to MS Switch Over**

Third year B.Tech.(Hons.) students will have the option to switch over from 4-year B.Tech.(Hons.) to an existing 5-year Dual Degree course (one-way only and not the reverse) in the same department, including a choice of specialization, offered at 2-year M.Tech. level in the Department maintaining proportionate distribution of seats.

The student must have completed all the curricular requirements upto sixth semester and must not have any backlog subjects with a minimum CGPA of 6.00.

Students of 4 yr BS programme who would like to earn an MS degree will be given an option to do so at the end of 6th Semester of the 4-yr BS programme. Accordingly, 7th and 8th semesters would be planned to get MS degree at the end of 10th semester.

❖ **Options for Dual Degree Specialization**

Third year Dual Degree students of Agricultural and Food Engineering, Civil Engineering, Electrical Engineering, Electronics & Electrical Communication Engineering and Mechanical Engineering must exercise their choice of particular M. Tech. specialization.

❖ **Additional credits**

From the THIRD semester onwards (including 2-year M.Sc. students, SENATE: 329.H.I.C.5) the curriculum offers scope for a student to opt for Additional subjects apart from the regular curriculum requirement.

11. **Micro-Credits, Minor and Micro-Specialization:**

❖ **Micro-Credits**

Micro-Credit courses are one credit courses having duration of 3-14 days offered during the semester or during evening or free slots available during weekdays or even weekends that are not declared holidays in some special cases when students are available.

The subject will be counted for total credit requirement for completion of degree in special cases subject to recommendation of the Head and approval of the Dean with due reasons recorded.

The subject and grade will be mentioned in transcript / grade card and will be used to
compute CGPA for additional subjects and will be shown as ACGPA.

**Minor in a Discipline**

A department would offer a **MINOR** in a discipline in which it offers a major. The department would enlist a set of subjects from its curriculum and prescribe a requirement for minor taking six subjects or more (18-24 contact-hours plus 3-9 hours of laboratory) from this set. The subjects would be a combination of mostly core and some electives.

Only those students, who have a CGPA of 7.5 or above, without any Backlog, will be permitted to register for a Minor in the beginning of the 5th semester. An SGPA or CGPA in excess of 8.0 has to be maintained in the subsequent semesters without any Backlog in order to keep the Minor registration active. Should both the SGPA and CGPA fall below 8.0 at any point after registering for the minor; the Minor registration will cease to be active.

A student registered for Minor in a discipline must register and pass in all subjects that constitute the requirement for a minor and score a minimum grade point average of 6.00 to be awarded a Minor in that discipline.

A student may cover these six subjects as either a depth subject, elective subject or a breadth subject or as additional credits. However, he/she has to take at least three subjects as additional credits to earn a minor.

**Micro – Specialization**

The Institute offers Micro-Specializations to UG students from the Spring Semester of the current Academic Session (2014-2015). The salient features are as follows:

Each Micro-Specialization has a defined structure in terms of three sequential components:

- Component-I – One Foundation Course (2-4 credits) that constitutes a Mandatory Requirement and also a Pre-Requisite for subsequent Components.
- Component-II- One/Two subjects (3-4 credits each) from a Specified list of subjects.
- Component-III- Project/Design/Term Paper (4 credits) OR one subject (4 credits) from a Specified list.

A Student would be required to complete 3-4 subjects (10-14 credits) from the specified list in order to earn a Micro-Specialization.

The subjects can be taken through the Breadth/Open Elective component of the
curriculum or as Additional Subjects. If specified in the Micro-Specialization curriculum, the subject can also be taken as Micro-Credit/s.

A student has to register for a Micro-Specialization. The Registration can be done in the beginning of any Semester beyond first year.

In order to register for a Micro-Specialization, the student must have completed all curricular requirements up to the previous semester and have a CGPA ≥ 7.0.

Thereafter the student must maintain a CGPA or SGPA ≥ 7.5 without any Backlog in the subsequent semesters to keep the Micro-Specialization registration active.

GPA for the subjects contributing to the Micro-Specialization will be separately calculated. A minimum GPA of 6.00 is essential to earn the Micro-Specialization.

A detailed rules and regulation of the Under Graduate Courses is available in the website. For more information, kindly refer the UG Regulation.

NOTE: All academic rules and regulations including Branch Change, Switchover and Minor & Micro Specializations are subject to changes as per the decision of the Competent Authority