Guidelines and Instructions for newly admitted students (through JEE Advanced- 2024)
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
(B.Tech + M.Tech & BS + MS), 4-Year BS, Integrated Teacher Education Programme (ITEP)
B.Sc-B.Ed (Secondary), 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, namely the longest railway platform,
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>30</td>
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**Reporting of 1st Year UG students admitted through JEE Advanced 2024:**
27th July, 2024 to 28th July, 2024

**Admission to 1st Year UG students admitted through JEE Advanced 2024:**
29th July, 2024
**Instruction to 1st year UG Students**

Registration process for 1st year UG students, viz., B. Tech. (Hons.), B. Arch. (Hons.), and 4-Year BS Program, for Autumn 2024-25 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)

   - **Offered Admission @ IIT Kharagpur and Booked your seat**
   - **Create your ERP Profile through the sign up process @ https://erp.iitkgp.ac.in/ before coming to the campus.**
   - **Sign in to ERP and create your Personal Profile, provide all the information sought.**
   - **Report at the Institute a day before the admission date.**
   - **Report at your designated admission counter and complete your admission process.**
   - **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.**
   - **Attend the Induction Programme.**
   - **An Institute Email ID will be provided to each student.**
   - **Contact your Faculty Advisor over Email or phone.**
   - **Attend the Induction Programme.**
   - **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).**

Figure-1 Sequence of events for student registration
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 32 below before 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, uploading the scan copies of original documents mentioned on Page 32 below and taking a print out of the student profile (see Annexure -IV for details)**

iii. On the day of admission, the student should report to the designated registration desk and produce their original documents (mentioned on Page 11) for verification. Once registration is completed, the faculty advisor will be able to digitally sign the registration card.

iv. 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).

v. 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.

vi. 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 12.

vii. 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)

viii. 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>Before the Physical Registration process</td>
</tr>
<tr>
<td>2</td>
<td>Physical registration</td>
<td>29th July, 2024</td>
</tr>
<tr>
<td>3</td>
<td>Completion of Online registration in ERP</td>
<td>29th July, 2024</td>
</tr>
</tbody>
</table>
### Time line of the events

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Event</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Induction Program</td>
<td>30&lt;sup&gt;th&lt;/sup&gt; July to 2&lt;sup&gt;nd&lt;/sup&gt; August, 2024</td>
</tr>
<tr>
<td>5</td>
<td>Classes begin for 1&lt;sup&gt;st&lt;/sup&gt; year UG programs, B. Tech., B. Arch. and 4-Year BS through JEE Advanced 2024</td>
<td>05&lt;sup&gt;th&lt;/sup&gt; August, 2024</td>
</tr>
<tr>
<td>6</td>
<td>Payment of balance of admission fee.</td>
<td>Fee payment link through ERP shall open from <strong>To be decided</strong>&lt;br&gt;However, the GE and OBC students, who wish to avail Tuition Fee Waiver, shall upload their family income document in ERP by <strong>31&lt;sup&gt;st&lt;/sup&gt; October, 2024</strong>. Last date for fee payment is <strong>To be decided</strong>.</td>
</tr>
</tbody>
</table>

### 3. Academic or Subject Registration

i. Upon successful registration, the student is automatically registered for all subjects of the 1<sup>st</sup> 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 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, you may contact the following:
Admission & Registration Unit, Ph: +91-3222-282060/+91-3222-282077 Email: acadug@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.) and 4-Year BS Program, for Autumn 2024-25 will be held on 29th July, 2024.

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

1. Print out of the final course allotment letter from **JoSAA 2024**
2. Admit Card of JEE (Advanced)- 2024
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**)
10. Medical Fitness Certificate
## 5. Fee structure and fees to be paid by different category of students admitted through JEE Advanced (Tentative):

<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></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 One-time Fee</strong></td>
<td></td>
<td><strong>5700</strong></td>
</tr>
<tr>
<td>TFS</td>
<td>Semester Fee</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></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 Contingency Fee</td>
<td></td>
<td>800</td>
</tr>
<tr>
<td>Hostel Seat Rent</td>
<td></td>
<td>750</td>
</tr>
<tr>
<td>Elect. &amp; Water Charges</td>
<td></td>
<td>1000</td>
</tr>
<tr>
<td>Hall Establishment Charge</td>
<td>Each Semester</td>
<td>20130</td>
</tr>
<tr>
<td>Hostel Overhead Charge</td>
<td>Each Semester</td>
<td>970</td>
</tr>
<tr>
<td>Hall Budget</td>
<td>Each Semester</td>
<td>1000</td>
</tr>
<tr>
<td>Mess Charge</td>
<td>Each Semester</td>
<td>14500</td>
</tr>
<tr>
<td>Students’ Brotherhood Fund</td>
<td>Once in a Year</td>
<td>200</td>
</tr>
<tr>
<td>Insurance Premium</td>
<td>Once in a Year</td>
<td>2500</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td></td>
<td><strong>1,56,750</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 between Rs. 1.0 Lakh to 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 **TO BE DECIDED**.

**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 2024-25 the important dates are as below:

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Last date for application through ERP</td>
</tr>
<tr>
<td>2</td>
<td>Verification of family income document by Academic Section</td>
</tr>
<tr>
<td>3</td>
<td>Last date of fee payment</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 2024-25 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 2023-24.

In all income documents, the financial year 2023-24 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.
Annexure – I

FAMILY INCOME CERTIFICATE FOR FINANCIAL YEAR 2023-24

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…………………………………………………).

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

Gross Total Income = Rs.__________________

This Certificate is issued for the financial year 2023-24.

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 etc.
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 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.

Contd…P/2.
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 _________ 20_____ and signed.

(SEAL)

__________________________
Signature of First Class Magistrate /Notary Public
7.

Annexure – III

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:

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.

That I have read and understood the directives of the Hon’ble Supreme Court of India on anti-ragging.

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.

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.

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.

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).

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
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 tampering / 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
7. 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.

Submit

E. You are ready to sign-in into the system with the system generated login-id

Indian Institute of Technology Kharagpur
Enterprise Resource Planning

Sign In  Sign Up  Forgot Password

Please enter following credentials for signing in. If you dont have any account click on Sign Up. Forgot your password/answer of security question? Click on Forgot Password.

Type your ERP login id

Enter your password

Answer the security question

Click here to Sign-in to ERP
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 Roll No, Hall of Residence and Section. Fill in all the details correctly and click update
I. On successful update 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:

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**

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

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

|------|----------------|------------------|-------------------|-------------------|-----------------|----------------|----------------|----------------|
| Mon  | CY11001  
In Chemistry Dept. | | | | | EE11001  
F342 | | | Cy11001  
F342 |
| Tue  | MA10001(T)  
NC314, N3124,  
N343 | | EE11001  
F342 | | HS11001  
F342 | | | |
| Wed  | MA10001  
EE LAB, F344 | | | | | | | |
| Thur | HS11001  
LANGUAGE LAB | | | | MA10002  
F342 | | | Cy11001  
F342 |
| Fri  | MA10001  
In Mechanical Dept. | | | | MA10002  
F342 | HS13001  
F342 | | Cy11001  
F342 |
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.

INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Provisional Registration Card

* NOTE: STRIKE THROUGH indicates de-registered

Semester: I(I-2015-2016-AUTUMN)
Date of Registration: 14-JUL-2015

Rollno: 15CS10620  Course/Specialisation: COMPUTER SCIENCE AND ENGG. (B.Tech 4Y)
Name: TEST JEE CANDIDATE

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>Crd</th>
<th>Faculty</th>
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<td>MA10001</td>
<td>MATHEMATICS-I</td>
<td>Depth Normal</td>
<td>3-1-0</td>
<td>4</td>
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<td>DERAPRIYA BISWAS, VINAY KUMAR KANJ, ASISH SANGIULY, BURANJIT GAURI, G P RAJA SEKHAR, T PRAKASH SEKHAR, KOELI GHOSH, SANJEEVAL KELKANPURI, RAMA KRISHNA NANDURI</td>
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<td>Depth Normal</td>
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<td>ANJALI ROY, PRIYODARSHI PATNAIK, SEEMA SINGH</td>
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<td>ME15001</td>
<td>INTRODUCTION TO MANUFACTURING PROCESSES</td>
<td>Depth Normal</td>
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<td></td>
<td>PARTHA SAHA, ASIMA ROY CHOWDHURY, VIKRANT RACHERLA, AJAY MULLIBHAI SIDPARA, ABHINAV PAUL, SUSHANTA KUMAR PANDA, SURYAKANTH KANTAL</td>
</tr>
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<td>CY19001</td>
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<td>Depth Normal</td>
<td>0-0-3</td>
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<td></td>
<td>AMITA (PATHAKI) MAHANTY, SANJIB KUMAR PATEL, RARANJIT SATAK, RANJEET SINGH, KUMAR BIPIN, AMIT BISAK, SUNIL KUMAR SARVASTAVA, NILMONI SARKAR, MANISH BHATTACHARYA, TARASANKAR PAL, SANJAY BANDYOPADHYAY, MADHUBAN CHANDRA DAS, DIPAKRANJAN MAL, AKHINDRA NAG, MINTU HALDER, RAKKUMAR ANANTAKRISHNAN, MODHU SUDAN MAJ, JAYANTA KUMAR RAY, ANOOP AYAPPAN</td>
</tr>
<tr>
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<td>Depth Normal</td>
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<td>MURALI MOHAN BOSUKONDA, ANIRBAN MUKHERJEE, SRINDAS MAJ, SABYASACHI SENGUPTA, SARAT KUMAR DAS, JAYANTA PAL, N K KISHORE, PRABODH BAIJ, AKRUBINDU ROURY, GOPA DHAS RAY, ALOK KANTI DEB, CHANDAN CHAKRABORTY, ARUN GHOSH</td>
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<td>EE11001</td>
<td>ELECTRICAL TECHNOLOGY</td>
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<td>ALOK KANTI DEB, ANIRBAN MUKHERJEE, CHANDAN CHAKRABORTY, SABYASACHI SENGUPTA, JAYANTA PAL, N K KISHORE, PRABODH BAIJ</td>
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<tr>
<td>CY11001</td>
<td>CHEMISTRY</td>
<td>Depth Normal</td>
<td>3-1-0</td>
<td>4</td>
<td></td>
<td>SANJIB KUMAR PATEL, C DEEPA RAJ, JAYANTA KUMAR RAY, ANOOP AYAPPAN, DIBAKAR DHAR, SABYASACHI MISHRA, DIPAKRANJAN MAL, GANESAN MANI, KUMAR BIPIN</td>
</tr>
</tbody>
</table>

TOTAL CREDIT TAKEN: 22

Student’s Signature:  
Signature of the Faculty Advisor/Course Co-ordinator:  
Signature of the Head of The Department:
9. Scholarships

The institute provides various Scholarships funded by Institute and Alumni and Assistantships to the students based on their performance and family income.

10. Major curriculum reforms for UG students starting from the academic year 2024-25

In line with the spirit of the National Educational Policy (NEP 2020), IIT Kharagpur is introducing several path-breaking reforms in its UG programmes, starting from the academic year 2024-25.

1. From the academic year 2024-25, all UG students will initially be admitted only into 4-year B.Tech. and B.S programmes. However, students will get an opportunity to opt for 5-year dual degree programmes after completing the 2nd or 3rd year of their study. Depending upon their interest and suitability, the students can either choose a 5-year dual degree programme in his/her parent department, or alternatively, opt for an Interdisciplinary Dual Degree Programme (IDDP) offered by several schools and centres of the Institute. This will also create interesting range of possibilities – for instance, a student with B.S. (Hons.) in Economics can do an M.Tech. in Artificial Intelligence and Machine Learning, or a B.Tech. (Hons.) in Civil Engineering can graduate with a M.Tech. in Financial Engineering, etc. These changes will help students to make an informed choice about their preferred Dual Degree specialization after having spent a few semesters at IIT Kharagpur, instead of being forced to make an uninformed choice at the time of (or even before) joining the institute.

2. The branch change option at the end of the first year for UG students admitted through JEE (Advanced) is abolished.

3. The UG students taking admission in 2024 will have the option of earning simultaneously a “Double Major” along with the B.Tech. (Hons.) or B.S (Hons.) degree in their respective admitting departments. The “Double Major” programme will be offered by several departments. Depending upon their interest and aptitude, the students can register for “Double Major” after 1st year. Depending upon availability and eligibility, students can opt for Double Major in stream that is different from the parent department. For example, a student pursuing B.Tech. (Hons.) in Mechanical
Engineering may opt for a “Double Major” in “Economics”, or a student pursuing B.S (Hons.) in Physics may opt for a “Double Major” in “Electronics and Electrical Communications Engineering” or “Artificial Intelligence and Machine Learning”.

4. **IIT Kharagpur will also be introducing the Semester Away Program (SAP) for undergraduate students from the academic year 2024-25.** Under SAP, a UG student can spend one semester either in another reputed national or international institute or industry or research laboratory, and earn full credits equivalent to the semester credits. If required, the UG students can also combine their mandatory summer internship of 8-weeks along with the semester long SAP programme, giving them an opportunity to spend almost 8 months in another reputed organization/industry anywhere in the world.

5. **In addition, the institute also offers students the possibility of earning a “Minor” or a “Micro-Specialization” in a number of disciplines of their interest.** Considering the rapid developments in “Artificial Intelligence and Machine Learning (AI/ML)” and its huge potential for the nation, studying at least one AI/ML elective will be made mandatory for all the students along with several other electives being offered in areas such as Linguistics, Happiness and Well-Being, Indian Knowledge Systems, Performing Arts etc. The institute also encourages the UG students to attend national and international conferences of repute and make presentations of the research work that they do at IIT Kharagpur by supporting them financially and promoting the creativity of the students through establishment of several Innovation Labs, Do-It-Yourself centres, Tinkering Labs, Tech Clubs etc.
All students who are to be admitted to IIT KGP must upload the scan copies of original documents mentioned below before the Physical Registration process on ERP:

1. Class X Certificate/ Birth Certificate
2. Class XII Marks Sheet
3. Class X Marks Sheet
4. Caste/Category certificate(SC/ST/EWS/OBC-NCL/DS/OCI/PIO)/ PwD Certificate, if applicable
5. Guardian's Declaration and Student's Undertaking Form
6. Guardian’s Photo identity proof
7. Medical Certificate and Declaration Submission
8. Upload other Files (which are supposed to be submitted as per your offer letter, but the corresponding file uploading option is not available)