Instruction to 1st year UG Students

भारतीय प्रौद्योगिकी संस्थान खड़गपुर
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

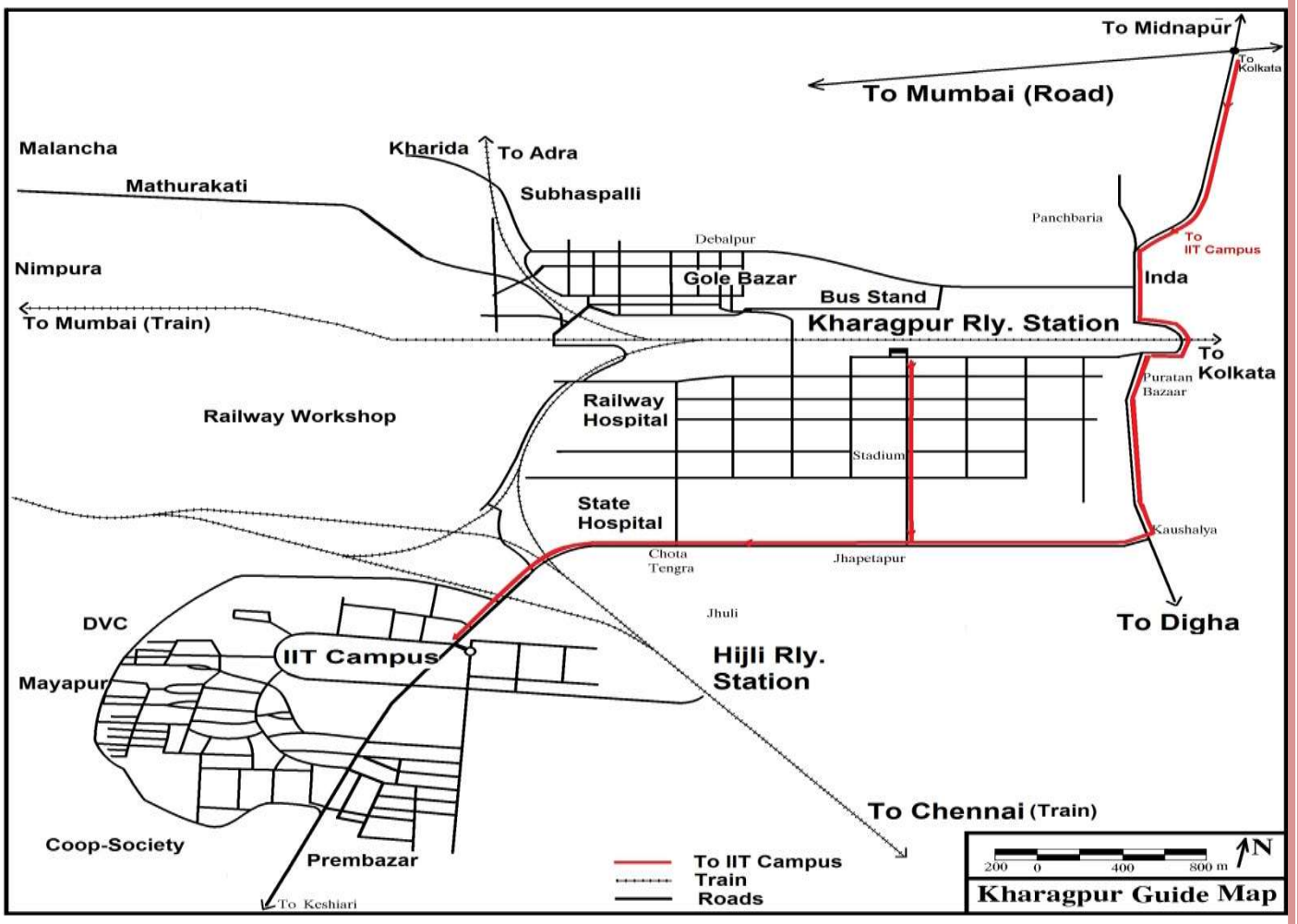
- To be a centre of excellence in education and research, producing global leaders in science, technology and management
- To be a hub of knowledge creation that prioritises the frontier areas of national and global importance
- To improve the life of every citizen of the country

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

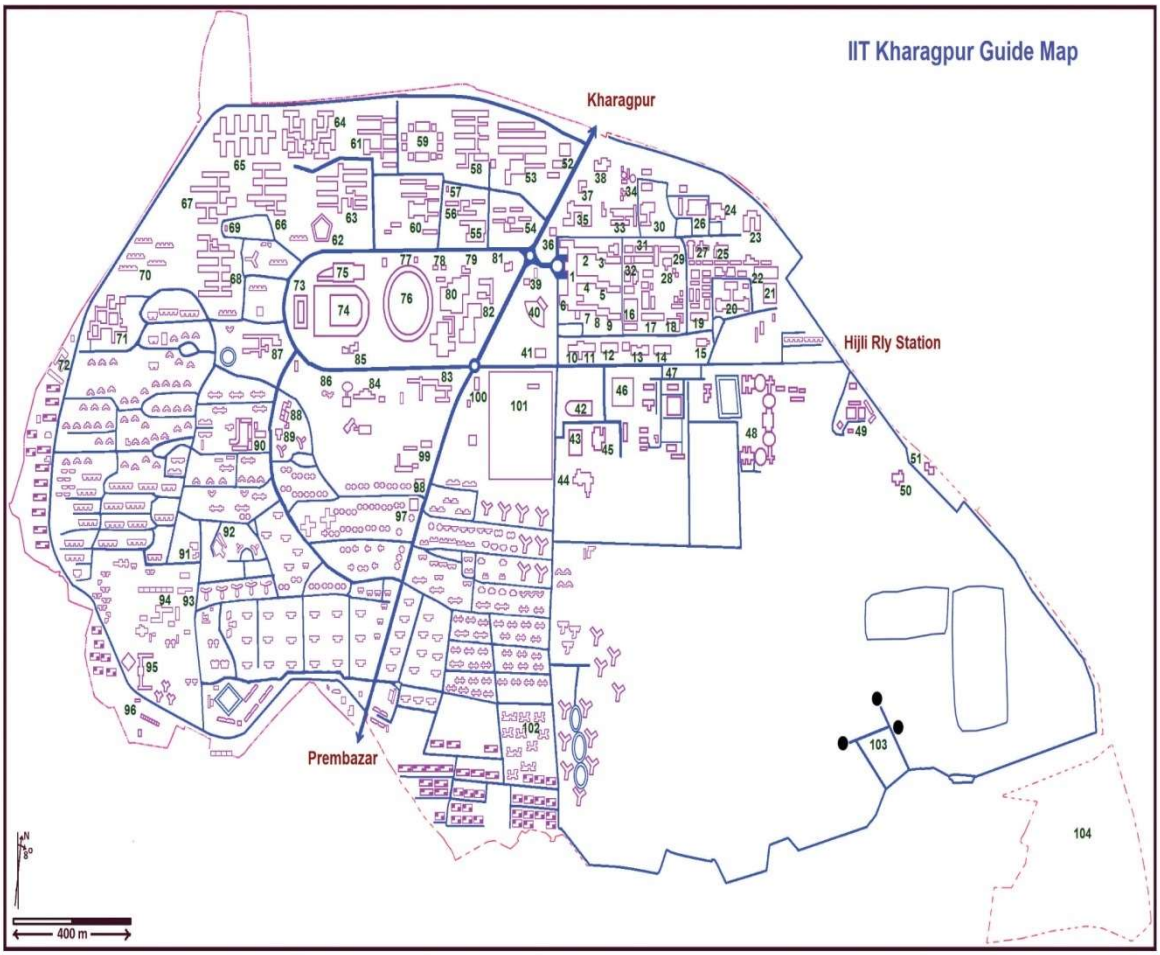
Indian Institute of Technology, Kharagpur is committed to provide quality healthcare services to its faculty, employees, and students using modern and cost effective techniques and technologies, and through a dedicated and humane approach. In accordance with the above policy, B C Roy Technology Hospital, 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.



1 Administrative Offices	10 RCG Infra. Design	20 Hijli Shaheed Bhavan	28 KC Space Tech.	37 Post Office	45 JCB Lab Complex	52 RMSEE	62 H J B Hall
1 Main Building	10 School of Water Res.	20 Nehru Museum	29 Metallurgical Eng.	38 State Bank	46 Computer and Info.	52 STEP	63 J C B Hall
1 Syndicate Bank	11 Arch. & Planning	20 Reliability Engg.	30 Steel Tech. Centre	39 Rly Booking	46 Education Tech.	53 R P Hall	64 MMM Hall
2 Mathematics	12 Biotechnology	20 Theoritical Studies	31 ATDC	40 Tagore OAT	46 Information Tech.	54 B C Roy Hall	65 L B S Hall
3 Electrical Engg.	13 Cryogenic Eng.	21 Hanger	31 CORAL	41 Computer Sc. Eng.	46 G S Sanyal School	55 A M Hall	66 Patel Hall
4 Physics	14 Industrial Eng.	22 Workshops	31 CWISS	42 Gargi Auditorium	46 Takshila	56 Gokhale Hall	67 Nehru Hall
5 Chemistry	15 ERP	23 Science Block	32 Telecom Centre	42 Kalidas Auditorium	47 Agri. & Food Eng.	57 Billoo's	68 Azad Hall
6 Netaji Auditorium	16 Civil Engg.	24 Materials Science	33 Mining Eng.	42 Maitree Auditorium	48 Nalanda Complex	58 R K Hall	69 Krishna Travels
7 Rubber Technology	17 Mechanical Eng.	25 Ocean Eng. / Naval	34 Water Works Sec.	42 Vikramshila	49 Central Stores	59 M S Hall	70 Z H Hall
8 Humanities & Social Sc.	18 Vinod Gupta School	26 Aerospace Eng.	35 Electronics & ECE	43 SMST	50 Cen. Rly. Research	60 V S Hall	71 B R A Hall
9 Geology/Geophysics	19 Chemical Engg	27 CRF	36 Central Library	44 RG Law School	51 Rural Develop.	61 L L R Hall	72 NCC

73	Swimming Pool
74	Lake
75	Gymkhana
75	Axis Bank ATM
76	Jnan Ghosh Stadium
77	Vegeis
78	CCD
78	Heritage
78	Saraj Travels
79	HMC Office
80	R L B Hall
81	Police Out Post
82	IG-SN-MT Halls
83	S Nivedita Hall
84	Tech. Guest House
85	Technology Club
86	Director's Bunglow
87	Hospital
88	Kazi Nazrul Manch
89	Staff Club
90	SBI ATM
90	Tech. Market
90	PNB
91	Hijli Tel. Exchange
92	D A V Model School
93	St. Agnes Shool
94	Hijli High School
95	Kendriya Vidyalaya
96	Petrol Pump
97	Dreamland
98	Sahara
99	V Guest House
100	SBI ATM
100	Tikka
101	Tata Sports Complex
102	VSRC
103	Helipads
104	BCR Medical Inst.

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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 :

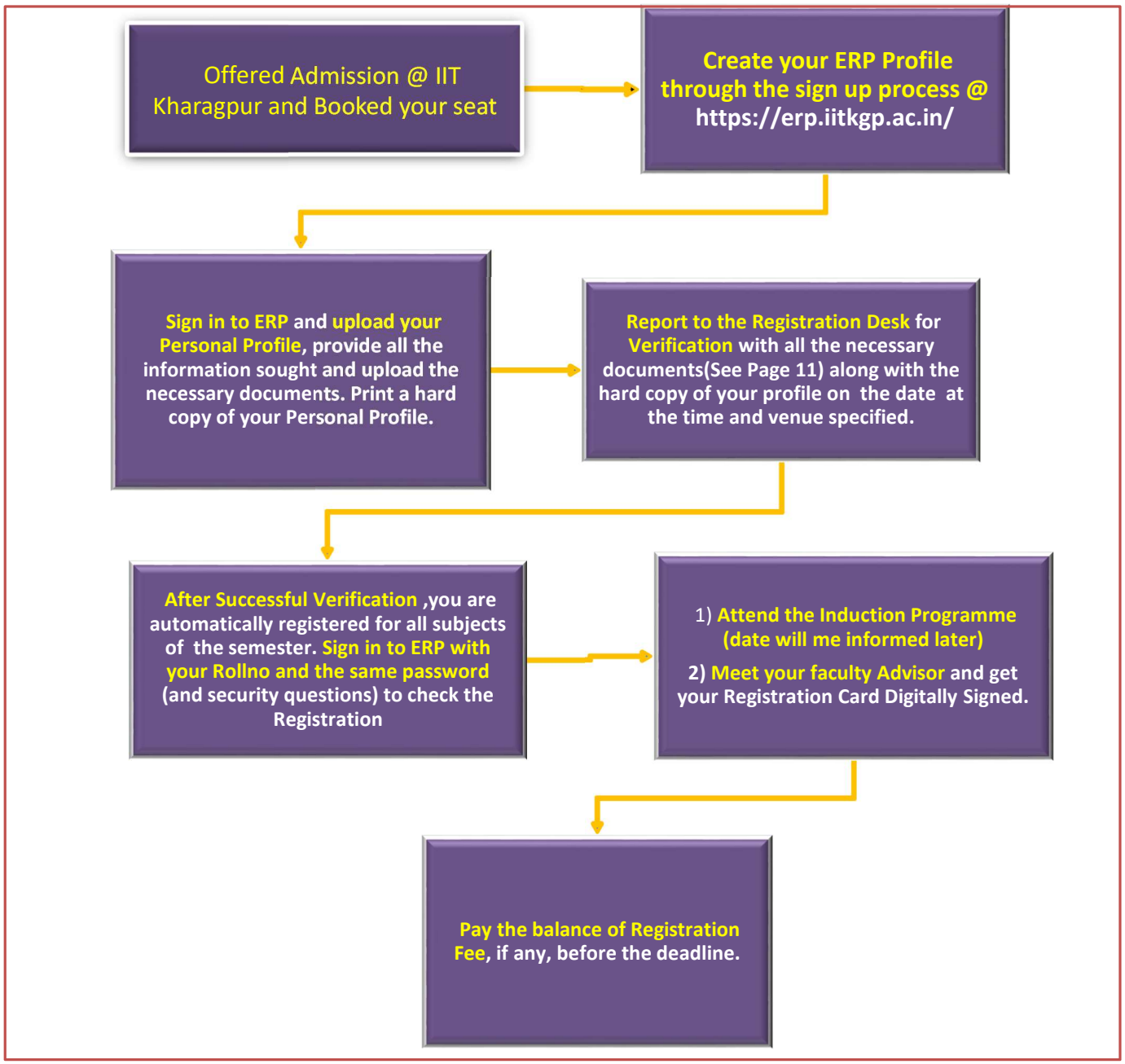


Figure-1 Sequence of events for student Registration.

2. On the day of Reporting and Registration: 22nd July 2019 (tentative)

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 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** 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

Event Time line		
Sl No.	**Event**	**Date and Time**
1	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	22nd July 2019, 8.30 AM (tentative)
2	Students move for updating student profile and obtaining printout/academic verification – buses will be available for moving from Netaji Auditorium to Vikramshila Complex.	After the welcome address and Introductory Lecture
3	**Induction programme for 1st year UG students (compulsory non-credit course)**	23rd July 2019 to 28th July 2019 (Tentatively)
4	Classes begin for 1st year UG programs, B. Tech, B. Arch., Dual degree and 5 year Integrated M. Sc. through JEE	29th July 2019 (Tentatively)
5	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	On or before 30th July 2019
6	Payment of balance of admission fee after academic verification on 20th July 2019 (tentative)	Fee payment link through ERP shall open from 18th July 2019 (tentative) **However the GE and OB students, who wish to avail of Tuition Fee Waiver, shall upload their family income document in ERP by 31st August *2019*.** Last date for fee payment is **10th September 2019**

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: arug@adm.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 sahney@vgsom.iitkgp.ac.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

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 2019-20 will be held on 23th July 2018 (tentative).

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) and/or EWS certificate 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

Description	Type of Fee	Amount in Rupees
Institute	Refundable	1000
Library		1000
Hostel		4000
TOTAL of Refundable Fee		**6000**
Alumni Subscription	One time Fee	2000
Medical Examination		200
Students' Welfare Fund		300
Modernisation Fee		700
Statutory Fee		1500
Hostel Admission fee		1000
TOTAL of Onetime Fee		**5700**
Tuition Fee *	Semester Fee	100000
Registration		400
Examination		500
Student Amenities		800
Internet Connectivity		600
Gymkhana		600
Technology Film Society		100
Medical Registration		200
Laboratory		800
Hostel Seat Rent		750
Electricity & Water Charges		1000
Total of Semester Fee		**105750**
Mess advance	Hall Fee to be paid in each Semester	12000
Hall Establishment Charge		15125
Hostel Overhead Charge		730
Hall Budget		1000
Total of Hall Fees		**28855**
STUDENTS' BROTHERHOOD FUND	Once in a Year	**200**
INSURANCE PREMIUM	Once in a Year	**2500**
GRAND TOTAL		**149005**

***Tuition Fee :**

a. Tuition Fee (UR/EWS/OB-NCL income limit >Rs. 5.0 Lakh p.a) : Rs. 100000.00
b. Tuition Fee (UR/EWS/OB-NCL income limit <= Rs. 5.0 Lakh p.a) : Rs. 33335.00
c. Tuition Fee (UR/EWS/OB-NCL 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 OB students, who wish to apply for Tuition Fee Waiver, shall pay after 31st August 2019.

Last date for fee payment is 10th September 2019
It may however be noted that any excess fee payment shall be adjusted in subsequent semesters.

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. 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 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 2019-20 the important dates are as below:

1	Last date for application through ERP and uploading of document:	**31st August 2019**
2	Verification of family income document by Academic Section (UG)	**1st September 2019**
3	Last date of Fee payment	**10th September 2019**

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

7. 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 2019-20 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 upload their family income documents as per the mentioned guidelines in ERP for verification.

All students who would like to avail tuition fee waiver (except SC/ST/PD) must upload family income document of the Financial Year 2018-19. The deadline for uploading the family income documents is 31st August 2019.

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). All income documents should be issued for the Financial Year 2018-19.

In all documents the Financial year 2018-19 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 fees will be adjusted for the subsequent semester.

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-2018-19

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 :

	Relation	Profession	Amount
a)	Father's Income	: ……	: Rs. ……
b)	Mother's Income	: ……	: Rs. ……
c)	Guardian's Income	: ……	: Rs. ……
e)	Other sources: ……		: Rs. ……

Gross Total Income = Rs.

This Certificate is issued for the financial year 2018-19.

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.

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.**

Contd…P/2.

Further I declare that the information given above is 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

Annexure – III

Indian Institute of Technology Kharagpur

Undertaking from the Students

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

Programmme:..... 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.iitkgp.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 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 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.
   - Wilfully 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 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.

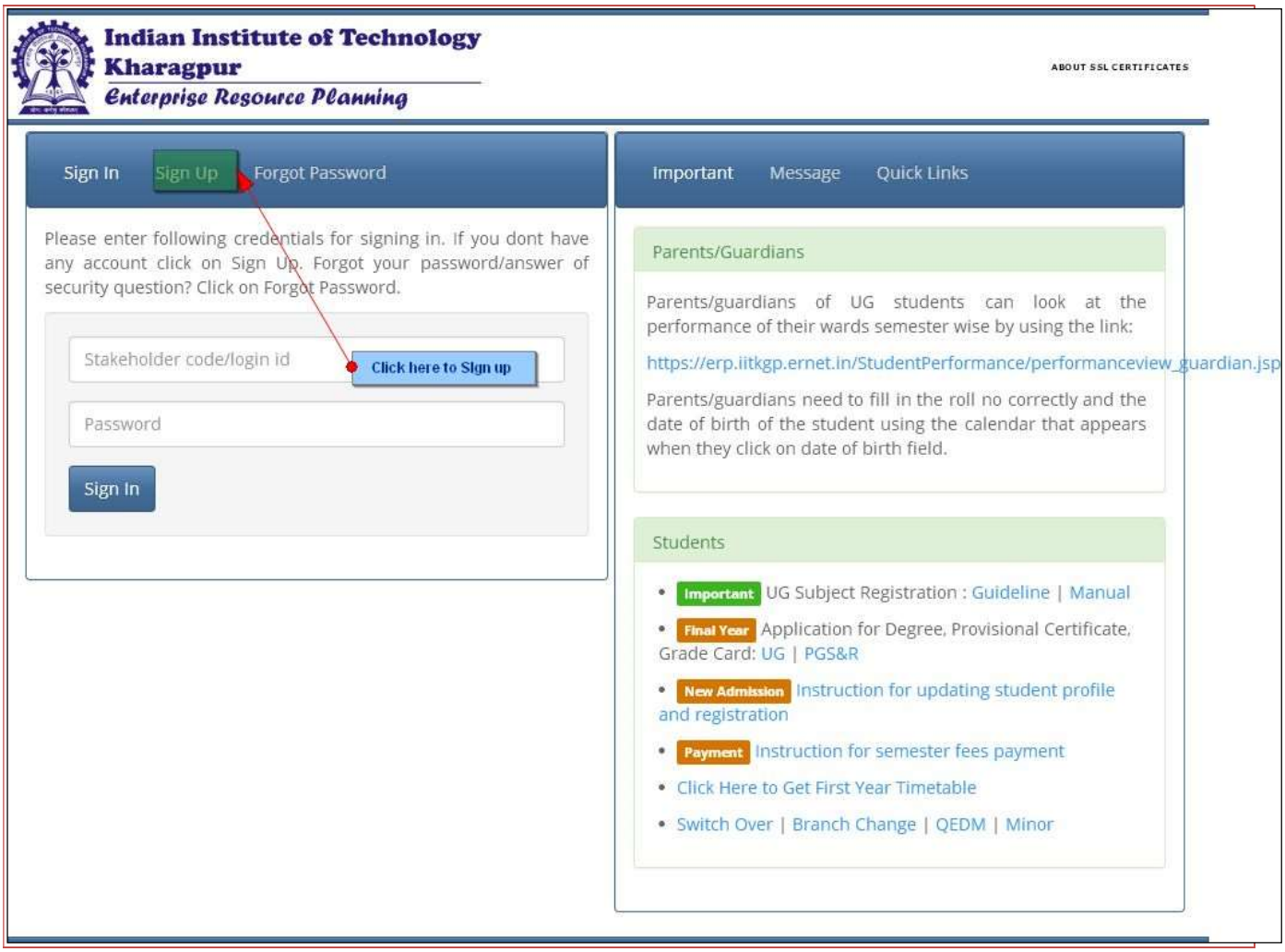
Signature of Student

I hereby fully endorse the undertaking made by my child / ward.

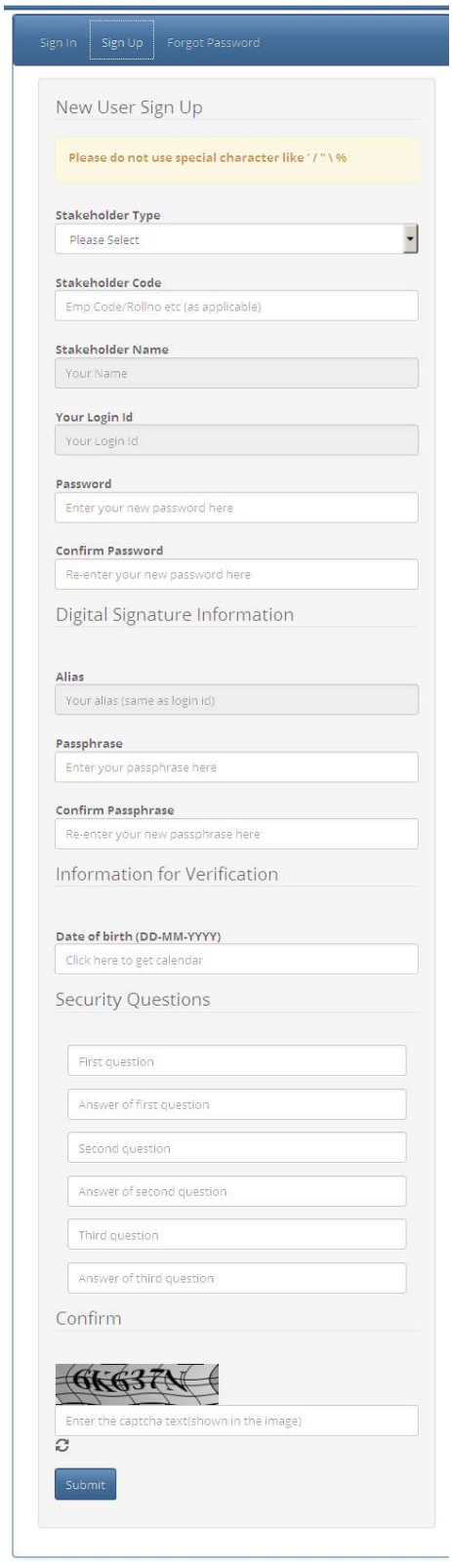
Signature of Mother / Father and or Guardian

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

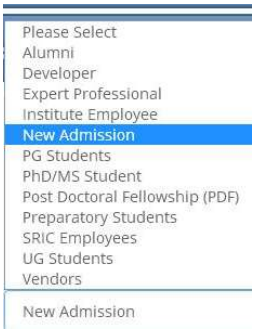
A. Creating your ERP login Profile:



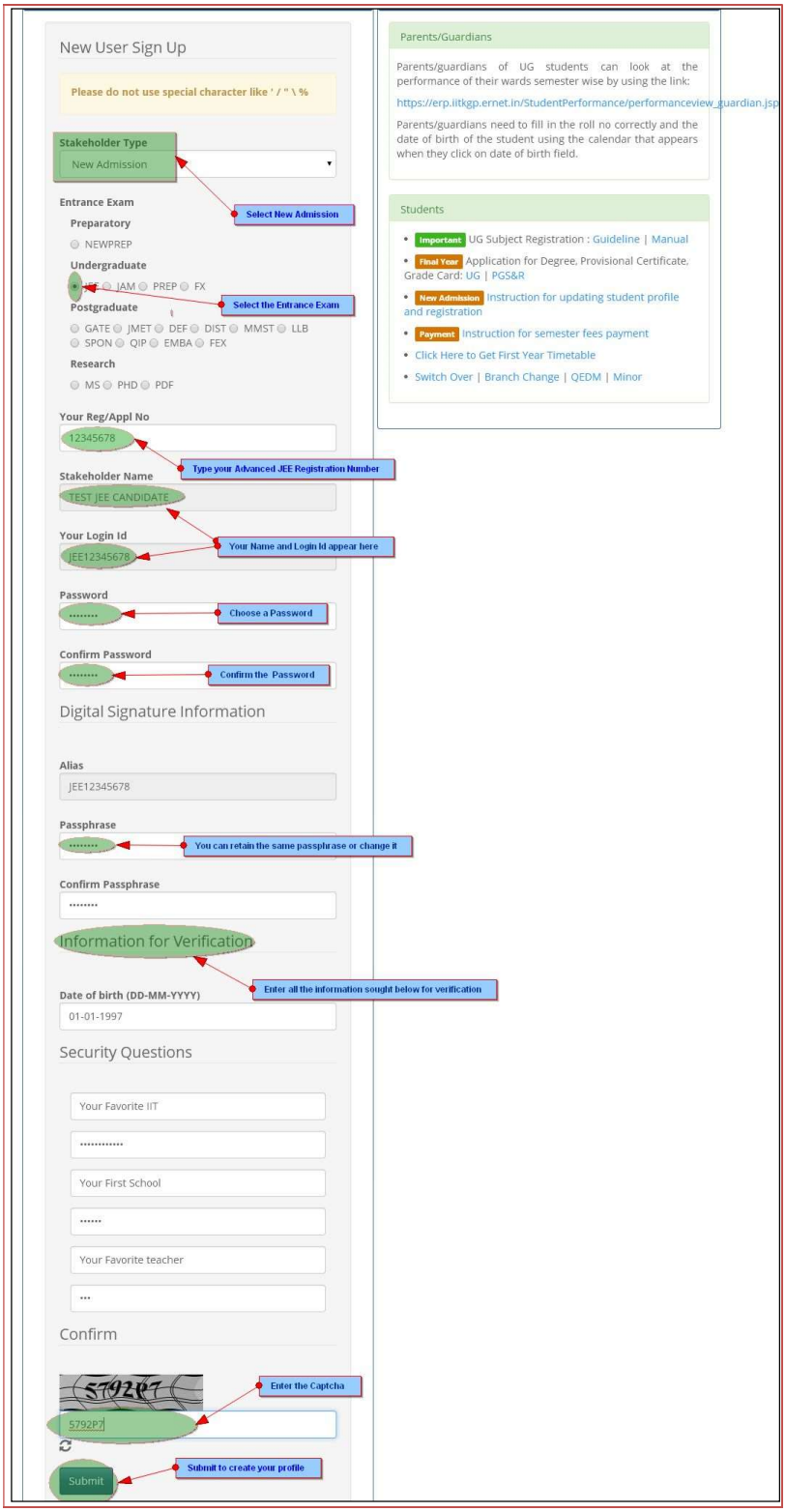
B. The Sign up Screen appears:



Pick 'New Admissions' under stake holder type.

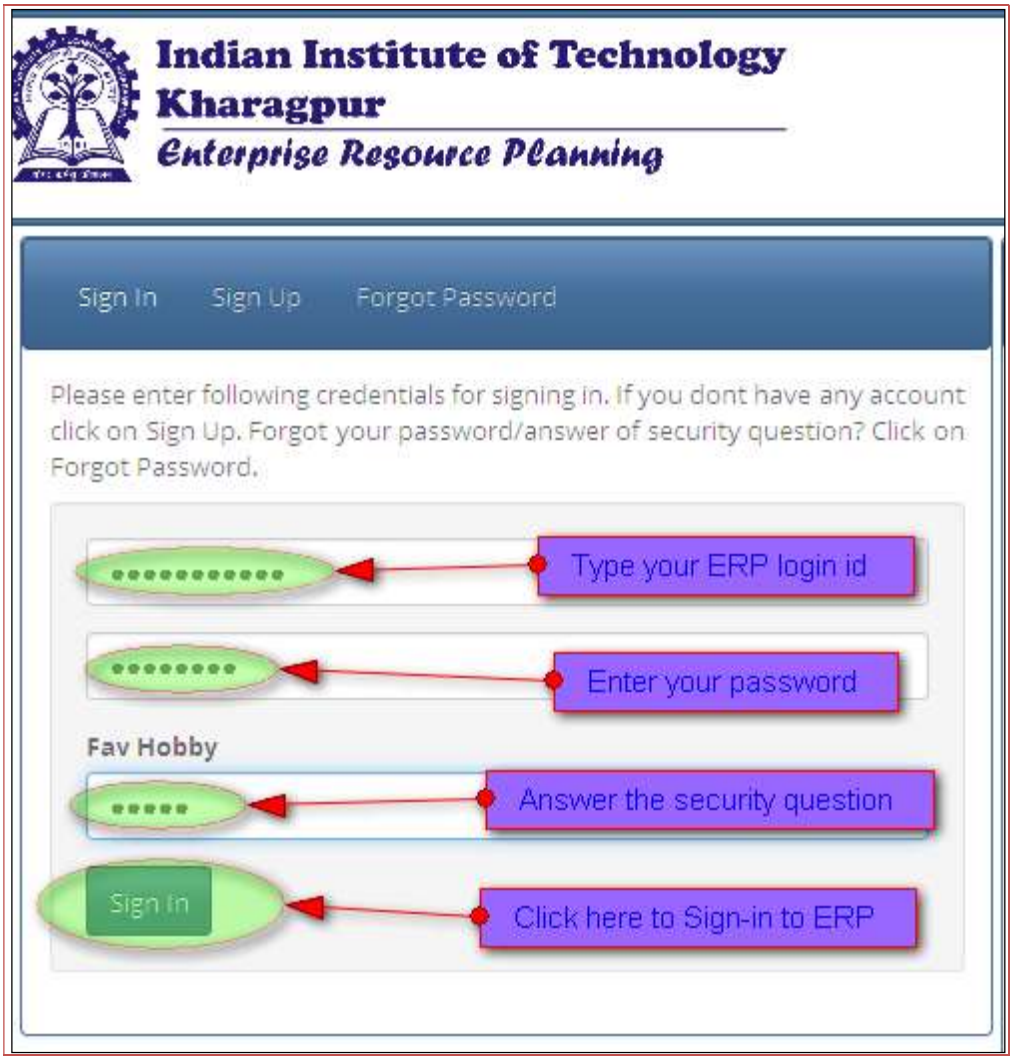


C. Fill the simple form and Submit to create your IIT KGP ERP login id. Please remember the answers to the security Questions as they are needed for sign-in on ERP

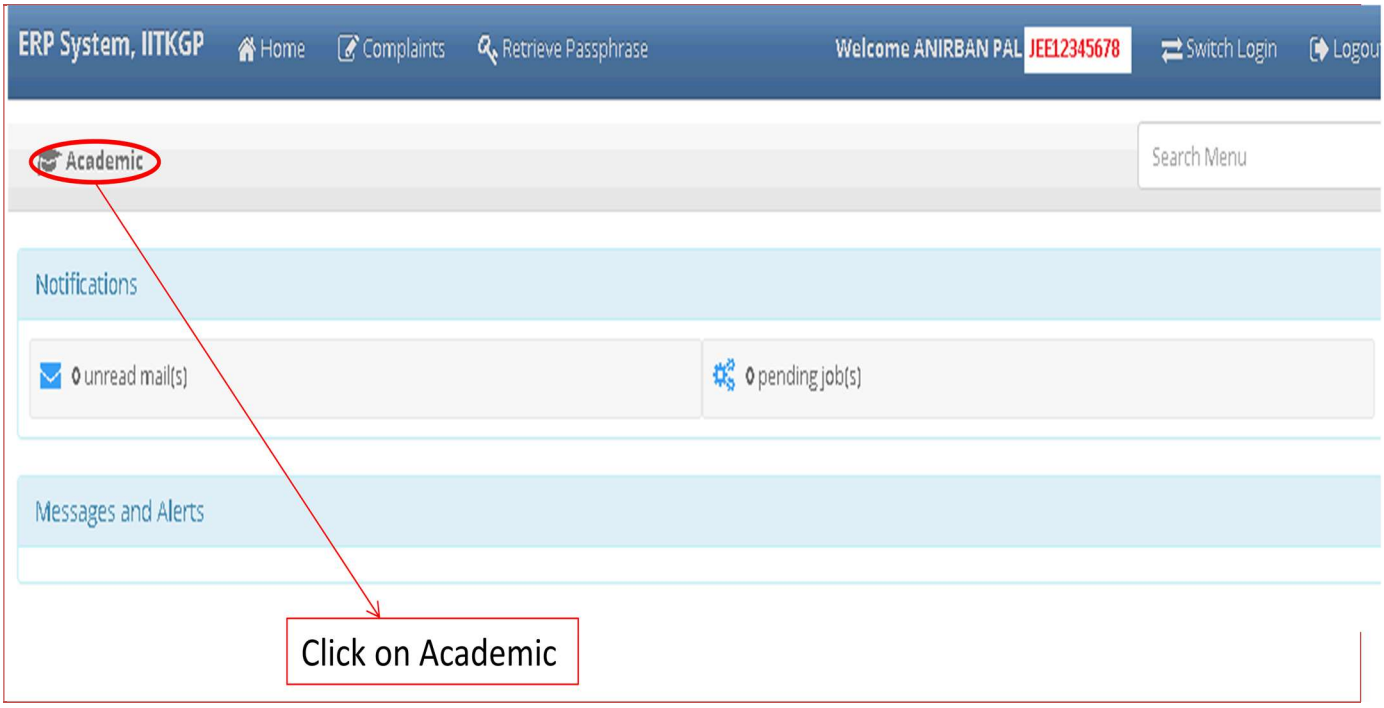

New User Sign Up
Please do not use special character like ' / " \ %
Stakeholder Type
New Admission
Select New Admission
Entrance Exam
Preparatory
NEWPREP
Undergraduate
JEE JAM PREP FX
Select the Entrance Exam
Postgraduate
GATE JMET DEF DIST MMST LLB
SPON QIP EMBA FEX
Research
MS PHD PDF
Your Reg/Appl No
12345678
Type your Advanced JEE Registration Number
Stakeholder Name
TEST JEE CANDIDATE
Your Login Id
JEE12345678
Your Name and Login Id appear here
Password
Choose a Password
Confirm Password
Confirm the Password
Digital Signature Information
Alias
JEE12345678
Passphrase
You can retain the same passphrase or change it
Confirm Passphrase
Information for Verification
Enter all the information sought below for verification
Date of birth (DD-MM-YYYY)
01-01-1997
Security Questions
Your Favorite IIT
Your First School
Your Favorite teacher
Confirm
Enter the Captcha
Submit
Submit to create your profile
Parents/Guardians
Parents/guardians of UG students can look at the performance of their wards semester wise by using the link:
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
Important UG Subject Registration : Guideline | Manual
Final Year Application for Degree, Provisional Certificate, Grade Card: UG | PGS&R
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

D. On successful submission a message containing your login id is displayed.:

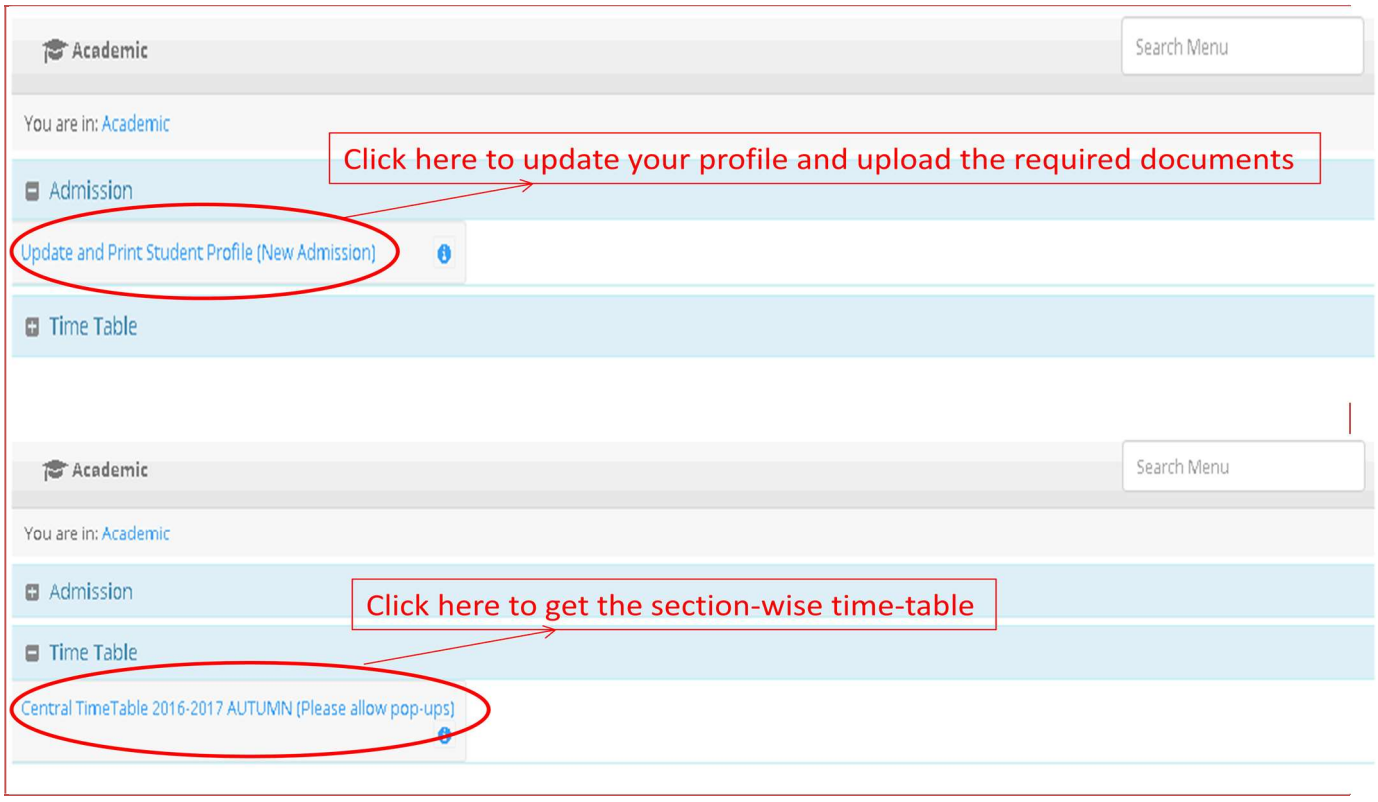
E. You are ready to sign-in into the system with the system generated login-id



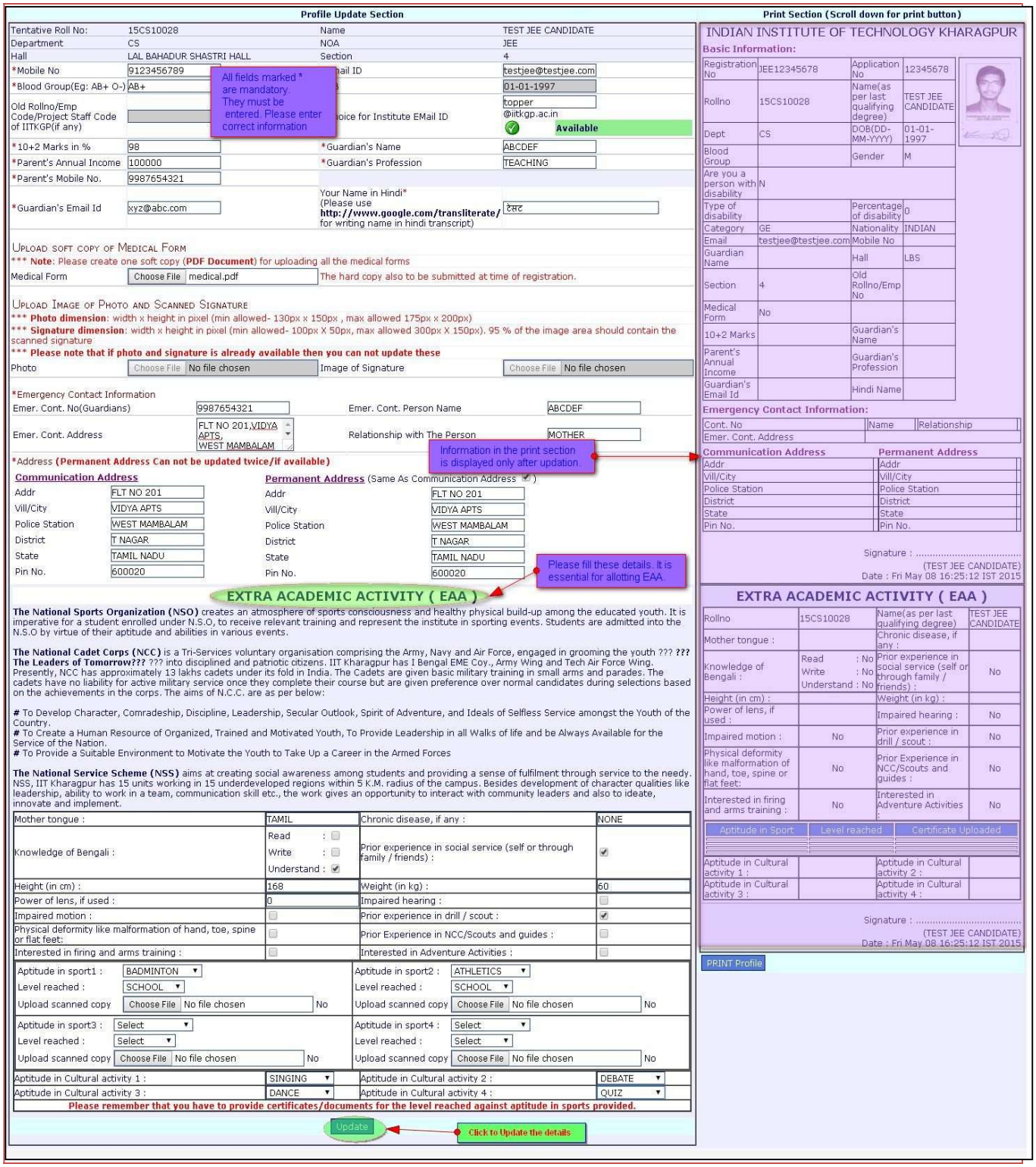
F. The ERP screen opens up, displaying the Academic Module.



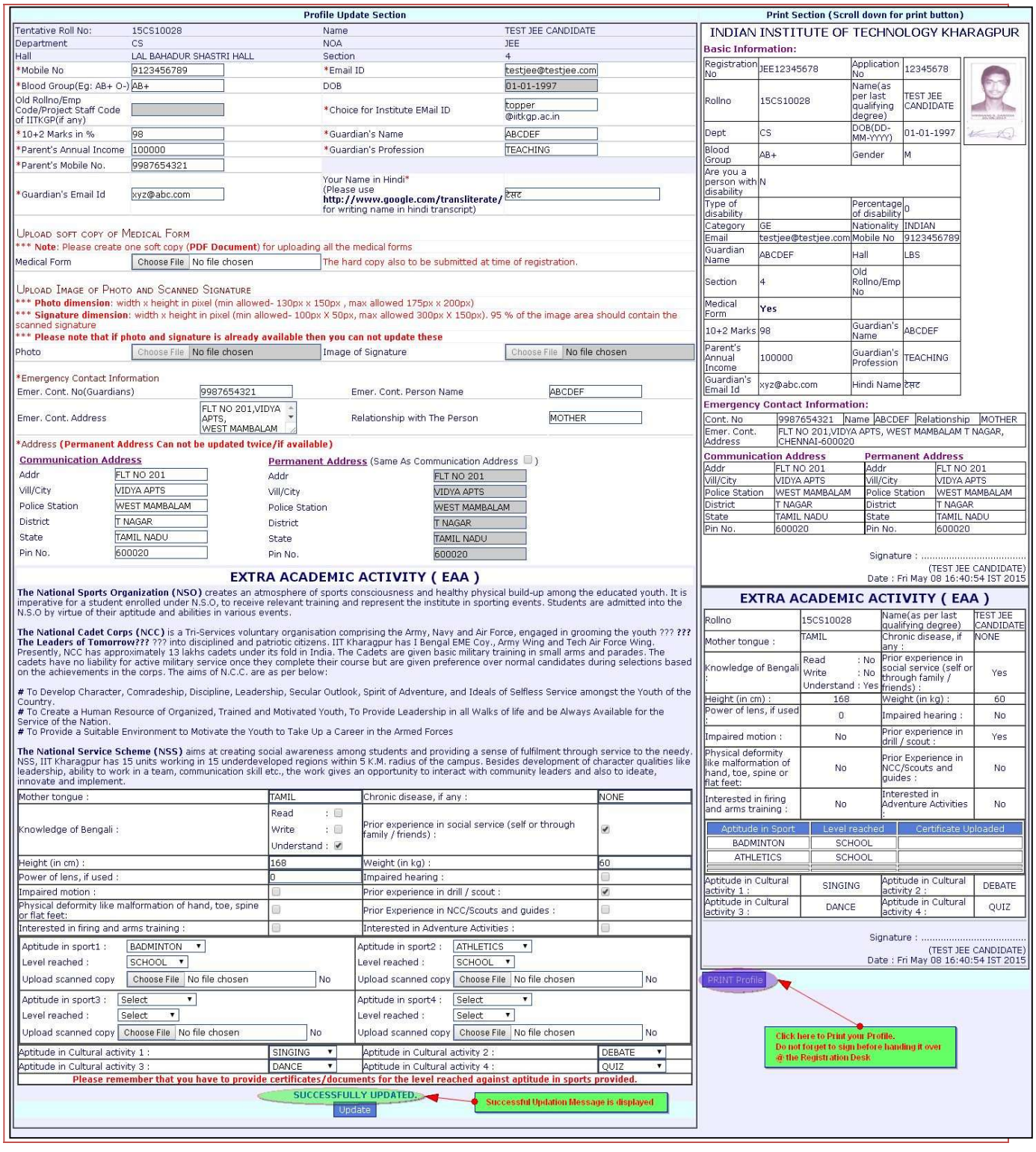
G. Clicking on Academic Module opens the Admission and the Time Table Menus



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



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

INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Basic Information:

Registration No	JEE12345678	Application No	12345678
Rollno	15CS10028	Name(as per last qualifying degree)	TEST JEE CANDIDATE
Dept	CS	DOB(DD-MM-YYYY)	01-01-1997
Blood Group	AB+	Gender	M
Are you a person with disability	N		
Type of disability		Percentage of disability	0
Category	GE	Nationality	INDIAN
Email	testjee@testjee.com	Mobile No	9123456789
Guardian Name	ABCDEF	Hall	LBS
Section	4	Old Rollno/Emp No	
Medical Form	Yes		
10+2 Marks	98	Guardian's Name	ABCDEF
Parent's Annual Income	100000	Guardian's Profession	TEACHING
Guardian's Email Id	xyz@abc.com	Hindi Name	टेसट

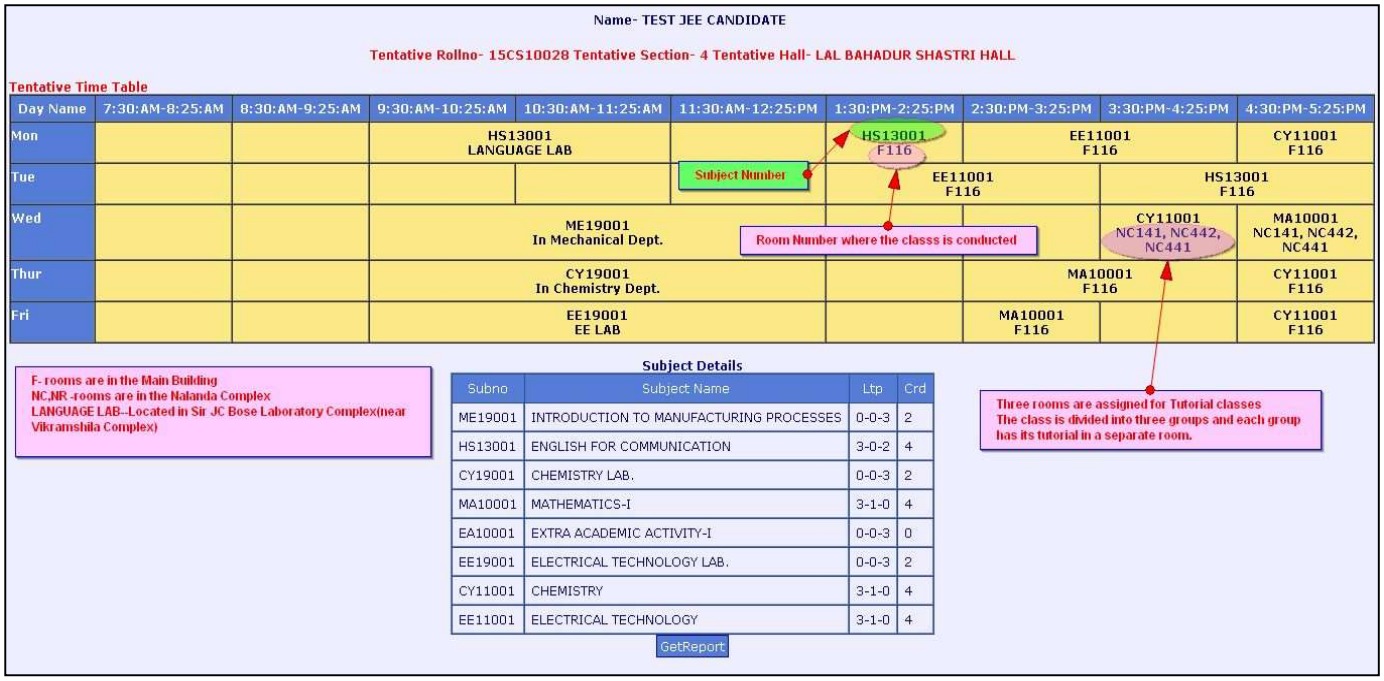
Emergency Contact Information:

Cont. No	9987654321	Name	ABCDEF	Relationship	MOTHER
Emer. Cont. Address	FLT NO 201,VIDYA APTS, WEST MAMBALAM T NAGAR, CHENNAI-600020				

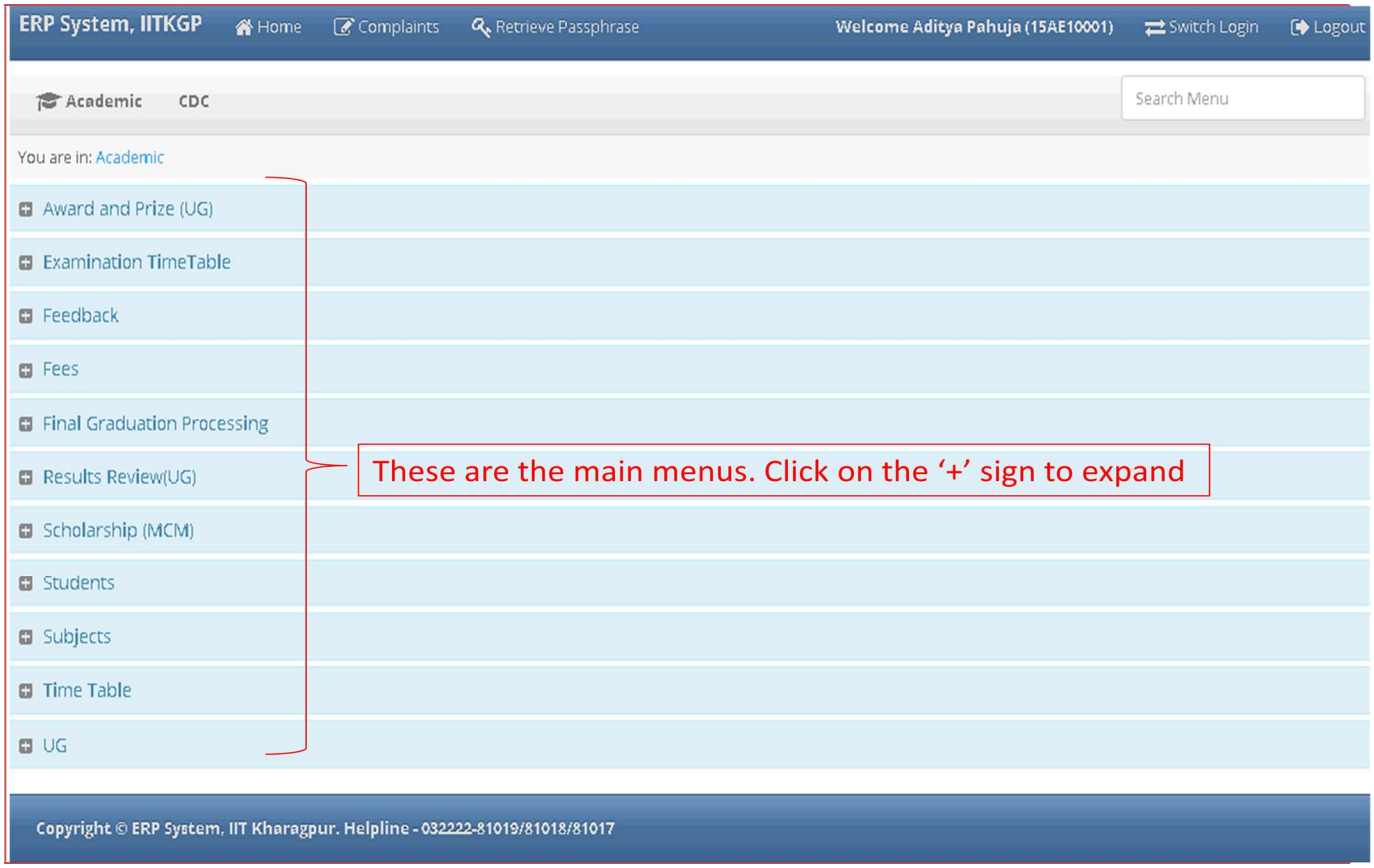
Communication Address		**Permanent Address**	
Addr	FLT NO 201	Addr	FLT NO 201
Vill/City	VIDYA APTS	Vill/City	VIDYA APTS
Police Station	WEST MAMBALAM	Police Station	WEST MAMBALAM
District	T NAGAR	District	T NAGAR
State	TAMIL NADU	State	TAMIL NADU
Pin No.	600020	Pin No.	600020

Signature : .....
(TEST JEE CANDIDATE)
Date : Fri May 08 16:40:54 IST 2015

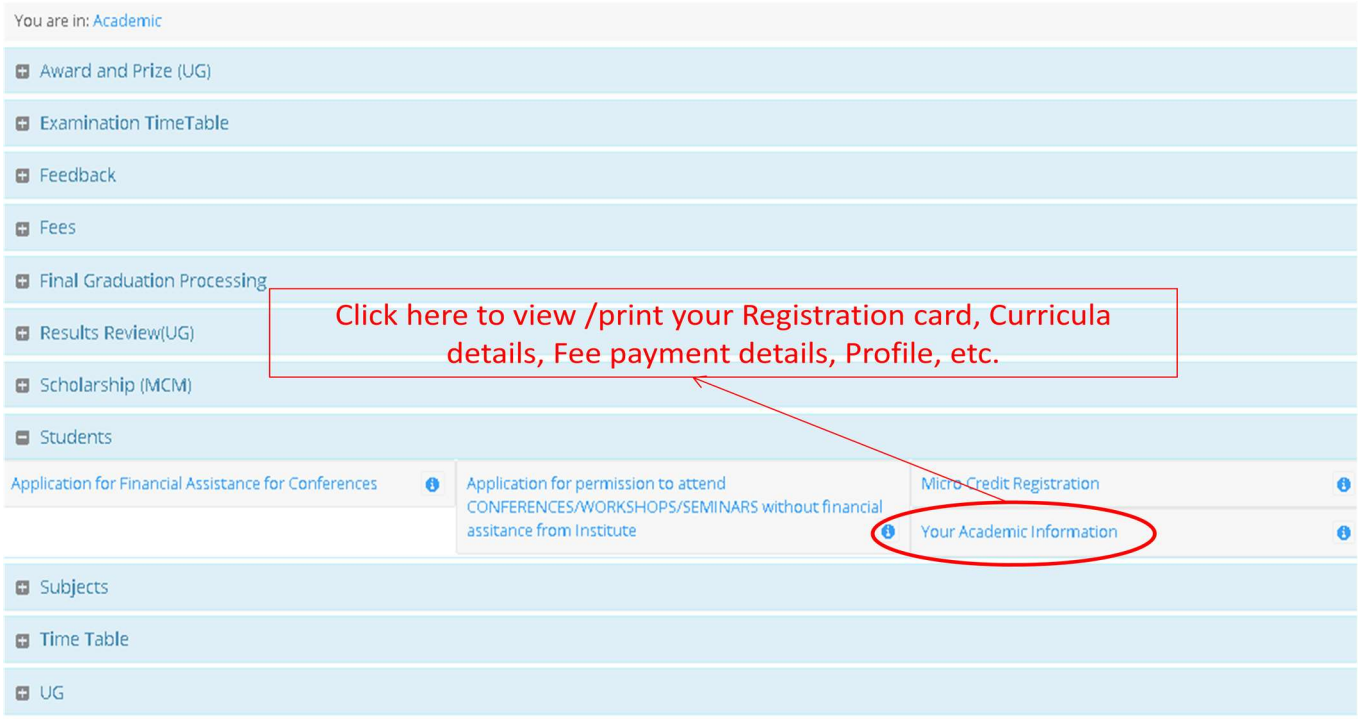
K. Viewing Your Time Table: Clicking on First Year Time Table enables you to view the class time table of your section.



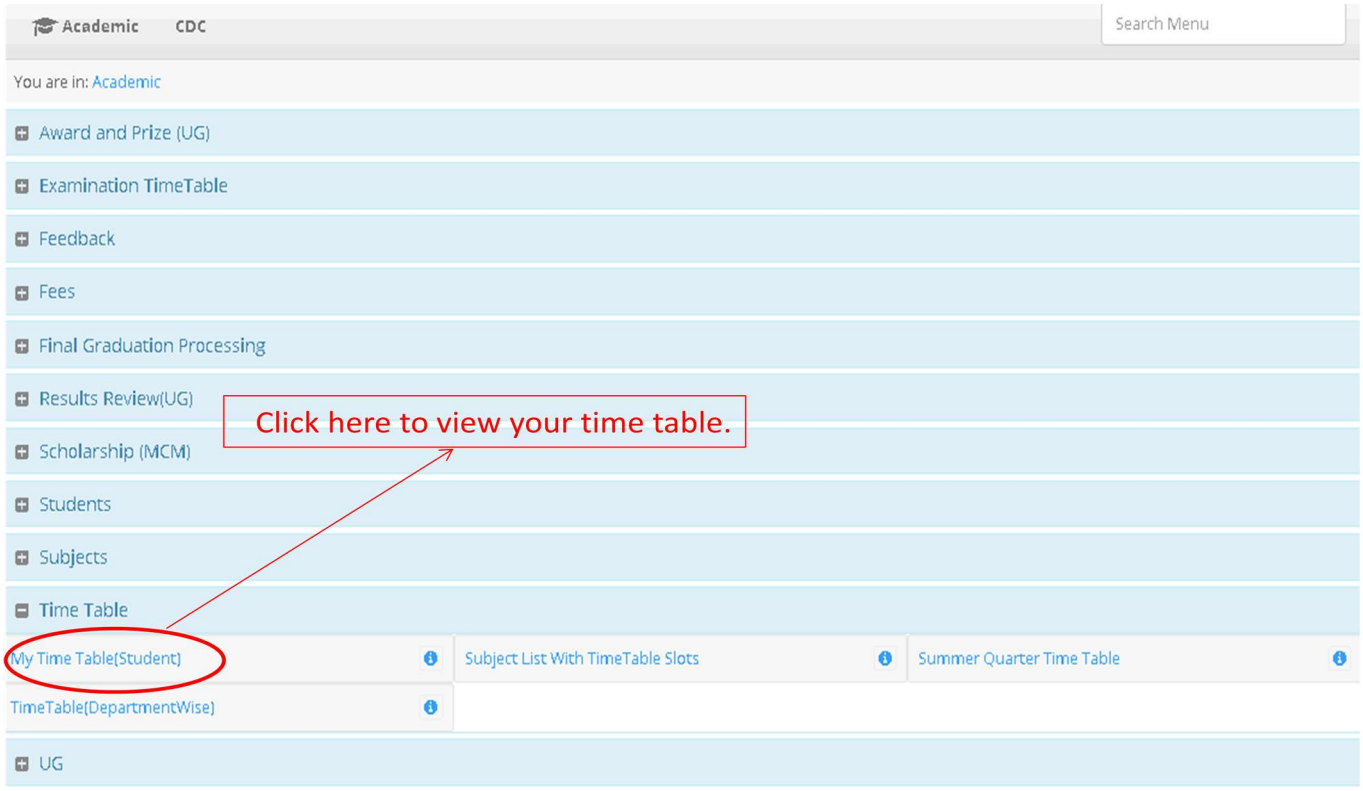
L. Upon Successful Verification of all your documents, you can sign-in to ERP through your rollno with the same password and security questions as earlier. The screen after successful login appears as follows:



M. Click on Students to go to Your Academic Information to view/print your Registration card, Curricula details, Fee payment details, Profile, etc.:



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

Your TimeTable for AUTUMN 2015-2016

Day Name	7:30:AM-8:25:AM	8:30:AM-9:25:AM	9:30:AM-10:25:AM	10:30:AM-11:25:AM	11:30:AM-12:25:PM	1:30:PM-2:25:PM	2:30:PM-3:25:PM	3:30:PM-4:25:PM	4:30:PM-5:25:PM
Mon			CY19001 In Chemistry Dept.				EE11001 F142		CY11001 F142
Tue		MA10001(T) NC344, NR124, NC343				EE11001 F142		HS13001 F142	
Wed			EE19001 EE LAB, F244						CY11001(T) NC341, NR123, NC342
Thur		HS13001 LANGUAGE LAB					MA10002 F142		CY11001 F142
Fri			ME19001 In Mechanical Dept.				MA10002 F142	HS13001 F142	CY11001 F142

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.

PRINT

INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Provisional Registration Card

* NOTE : STRIKE THROUGH indicates de-registered

Semester : 1(2015-2016-AUTUMN)

Date of Registration : 14-JUL-2015

Rollno 15CS10028 **Course/Specialisation** COMPUTER SCIENCE AND ENGG.. (B.Tech 4Y)

Name TEST JEE CANDIDATE

Details of the subjects for which the student has registered

Subno	Subject Name	Subject Type	Subject Taken As	LTP	Crd	Faculty
MA10001	MATHEMATICS-I	Depth	Normal	3-1-0	4	DEBAPRIYA BISWAS , VINAY KUMAR JAIN , ASISH GANGULY , RUPANWITA GAYEN , G P RAJA SEKHAR , T RAJA SEKHAR , KOELI GHOSHAL , GNANESHWAR NELAKANTI , RAMAKRISHNA NANDURI
HS13001	ENGLISH FOR COMMUNICATION	Depth	Normal	3-0-2	4	ANJALI ROY , PRIYADARSHI PATNAIK , SEEMA SINGH
ME19001	INTRODUCTION TO MANUFACTURING PROCESSES	Depth	Normal	0-0-3	2	PARTHA SAHA , ASIMAVA ROY CHOWDHURY , VIKRANTH RACHERLA , AJAY MULJIBHAI SIDPARA , JINU PAUL , SUSHANTA KUMAR PANDA , SURJYA KANTA PAL
CY19001	CHEMISTRY LAB.	Depth	Normal	0-0-3	2	AMITA (PATHAK) MAHANTY , SANJIB KUMAR PATRA , RAJARSHI SAMANTA , GANESAN MANI , KUMAR BIRADHA , AMIT BASAK , SUNEEL KUMAR SRIVASTAVA , NILMONI SARKAR , MANISH BHATTACHARJEE , TARASANKAR PAL , SANJOY BANDYOPADHYAY , MADHAB CHANDRA DAS , DIPAKRANJAN MAL , AHINDRA NAG , MINTU HALDER , RAJAKUMAR ANANTHAKRISHNAN , MODHU SUDAN MAJI , JAYANTA KUMAR RAY , ANOOP AYYAPPAN
EE19001	ELECTRICAL TECHNOLOGY LAB.	Depth	Normal	0-0-3	2	MURALI MOHAN BOSUKONDA , ANIRBAN MUKHERJEE , SRINIVASU MAKA , SABYASACHI SENGUPTA , SARIT KUMAR DAS , JAYANTA PAL , N K KISHORE , PRABODH BAJPAI , AUROBINDA ROUTRAY , GOSHAIDAS RAY , ALOK KANTI DEB , CHANDAN CHAKRABORTY , ARUN GHOSH
EE11001	ELECTRICAL TECHNOLOGY	Depth	Normal	3-1-0	4	ALOK KANTI DEB , ANIRBAN MUKHERJEE , CHANDAN CHAKRABORTY , SABYASACHI SENGUPTA , JAYANTA PAL , N K KISHORE , PRABODH BAJPAI
CY11001	CHEMISTRY	Depth	Normal	3-1-0	4	SANJIB KUMAR PATRA , C RETNA RAJ , JAYANTA KUMAR RAY , ANOOP AYYAPPAN , DIBAKAR DHARA , SABYASHACHI MISHRA , DIPAKRANJAN MAL , GANESAN MANI , KUMAR BIRADHA
EA10002	EXTRA ACADEMIC ACTIVITY-II	Depth	Normal	0-0-3	0	
TOTAL CREDIT TAKEN					22	

....

Student's Signature *Signature of the Faculty Advisor/Course Co-ordinator* *Signature of the Head of The Department*

8. Scholarships

	Merit Cum Means Scholarship	Students whose parental income is not more than Rs. 6 lakhs /-per annum are eligible for Merit cum means scholarship. The scholarship includes exemption from payment of Institute tuition fee and 1000 Rs per month for 12 month.
	SC/ST Assistantship	**SC/ST** students whose parental income is not more than Rs. 50,920/-per annum (as per the guidelines issued by the Government of India) are entitled to get free seat in the hostel, free basic menu **and Rs. 250/- per month as pocket allowance.**
Endowment Scholarship		
1	**B.P. PODDAR SCHOLARSHIP**	One scholarship of Rs.1,000.00 per month (payable for 10 months in a session) is awarded to the best student of the final year class of B.Tech.(Hons.)/ Dual Degree/ B.Arch.(Hons.) courses taken together securing the highest CGPA at the end of the VI or VIII semester, as the case may be.
2	**TECHNOLOGY ALUMNI ASSOCIATION (CALCUTTA CHAPTER) SCHOLARSHIP**	One scholarship of Rs.500.00 per month (payable for 10 months in a session) is awarded to the academically best student of the first year class of all B.Tech.(Hons.)/Dual Degree / B.Arch.(Hons.) / Integrated M.Sc. courses taken together.
3	**TECHNOLOGY ALUMNI ASSOCIATION (KHARAGPUR CHAPTER) SCHOLARSHIP**	One scholarship of Rs.1,000.00 per month (payable for 10 months in a session) is awarded to the academically best student of third year class of all B.Tech.(Hons.)/Dual Degree / B.Arch.(Hons.) / Integrated M.Sc. courses taken together.
4	**PURI MEMORIAL SCHOLARSHIP**	One scholarship of the value of Rs.1,000.00 per month (payable for 10 months in a session) is awarded to a student of first year class of B.Tech.(Hons.)/Dual Degree course in all branches of Engineering for four years, renewable on year to year basis on the condition that the awardee must have passed in all the subjects up to the preceding semester in one attempt and the CGPA score must not be below 6.00. Amongst the applicants, the student whose parent/guardian annual income is the lowest will be awarded the scholarship.
5	**ABS SCHOLARSHIP**	One scholarship of Rs.1,000.00 per month (payable for 10 months in a session) is awarded to the student of the final year class of B.Tech.(Hons.)/Dual Degree course in Ocean Engineering & Naval Architecture, adjudged to have displayed best all-round performance.

6	**KUMUD MONOROMA SCHOLARSHIP**	One scholarship of Rs.1,000.00 per month (payable for 10 months in a session) is awarded to the student of third year class of B.Tech.(Hons.)/Dual Degree course in Mechanical Engineering, adjudged to be the best in terms of academic performance.
7	**HEM CHANDRA RAUT SCHOLARSHIP**	One scholarship of the value of Rs.500.00 per month (payable for 10 months in a session) is awarded to a student of final year class of B.Tech.(Hons.)/Dual Degree course in Ocean Engineering & Naval Architecture, who secured the highest CGPA at the end of the preceding VI Semester amongst the other students of his/her batch.
8	**GOUR CHANDRA SAHA MEMORIAL SCHOLARSHIP**	One scholarship of the value of Rs.1,000.00 per month (payable for a period of all 12 months of a session) is awarded once in every fifth year to a student of first year class of all B.Tech.(Hons.)/Dual Degree course whose parental/guardian's annual income is the lowest. The recipient of the scholarship in the first year will continue to receive the scholarship for the remaining part of his/her studies for the course, provided he/she does not repeat any subject at any level and maintains at least the minimum CGPA of 6.00 every year. Clearing a subject at the supplementary examination/summer quarter will not disqualify the student, in any way from receiving the scholarship.
	Ritesh Ranjan Memorial Scholarship **SENATE: 326.H.I.C.12**	Three MCM scholarships of Rs 20,000/- per month payable for 10 months, from July to April, each year for undergraduate students of Mechanical Engineering Department admitted through JEE (Advanced). 2) Merit Criterion: Applicants with highest CGPA up to the previous semester (with minimum CGPA of 8.5) and fulfilling all other criteria 3) Mean Criterion: Current family income should not exceed INR 15 Lakh per year as assessed by the institute following standard practices. 5) A student, once awarded, will continue to receive the scholarship for 3 years (2nd, 3rd and 4th year of his/her UG studies) as long as he/she satisfies the eligibility and selection criteria.

9	**MRS. MINOTI BAGCHI SCHOLARSHIP**	One scholarship of the value of Rs.1,000.00 per month (payable for 10 months in a session) is awarded every fifth year or sixth year, as vacancy occurs depending upon the duration of the course to which the present awardee belongs, to a student who is physically challenged. The first preference for the scholarship would be given to a girl student. Student of B.Tech.(Hons.)/Dual Degree/ B.Arch.(Hons.) / Integrated M.Sc. courses, selected for the scholarship in the first year will continue to receive the scholarship for 10 months every year during the entire duration of the course to which admitted, subject to the condition that she/he does not fail in any subject at any level and maintains at least the minimum CGPA of 6.00 every year. Clearing a subject in a Supplementary Examination/Summer Quarter following the session concerned will not disqualify the student from receiving the scholarship.
10	**GURU KRIPA EDUCATIONAL LOAN SCHOLARSHIP**	Two scholarships of the value of Rs.750.00 per month each (payable for ten months of the session) shall be awarded to two students of the first year class of any of the courses for B.Tech.(Hons.)/Dual Degree, where the annual income of the parent/guardian to whom the scholarship is awarded is the lowest amongst all applicants. The tenure of the scholarships shall be four years, renewable on year-to-year basis on the condition that the awardee will not repeat any subject of any level in a subsequent semester and obtain at the end of any semester, at least the minimum CGPA of 6.00.
11	**K.K. AGRAWAL MEMORIAL SCHOLARSHIP**	One scholarship of Rs.400.00 per month (payable for 10 months in a session) is awarded to the academically best student of final year class of B.Tech.(Hons.)/Dual Degree courses in Agricultural and Food Engineering.
12	**VINOD GUPTA LEADERSHIP SCHOLARSHIP**	One scholarship of Rs.400.00 per month (payable for 10 months in a session) is awarded to the student of third year class of B.Tech.(Hons.)/Dual Degree in Agricultural and Food Engineering, who is adjudged to have demonstrated superior leadership qualities in Departments, Halls of Residence and campus activities during his studies in the first and the second year.
13	**AMERICAN BUSINESS LIST HUMANITIES SCHOLARSHIP**	One scholarship of Rs.400.00 per month (payable for 10 months in a session) is awarded to the final year class of B.Tech.(Hons.)/Dual Degree/B.Arch.(Hons.) student who obtains the highest GPA (Grade Point Average) in all Humanities subjects taking the best two, commonly in the curricula of all branches of the B.Tech. (Hons.)/Dual Degree/B.Arch.(Hons.) courses.

14	**INDIAN WOMEN'S ASSOCIATION, BONN SCHOLARSHIP**	One scholarship of the value of Rs.1,500.00 per month (payable for 10 months in a session) is awarded to a first year undergraduate student of B.Tech. (Hons.)/Dual Degree/B.Arch.(Hons.)/ Integrated M.Sc. courses (admitted through JEE Advanced) on the basis of merit-cum-means in consideration of guardian's annual income.
15	**DEVI MAHAMAYA MALLICK MEMORIAL SCHOLARSHIP**	One scholarship of Rs.1,200.00 per month (payable for 10 months in a session) is awarded to a student of the first year class of Integrated M.Sc. courses in Physics/Industrial Chemistry/ Mathematics & Computing/Applied Geology/ Exploration Geophysics (admitted through JEE Advanced), where the eligibility criterion will be the All India Rank secured by the student in the JEE Advanced. In case the topper based on the AIR opts out then the award shall be given to the next eligible student.
16	**DR. ARUNABHA CHATTERJEE MEMORIAL SCHOLARSHIP**	One scholarship of the value of Rs.4,380.00 per month (payable for 10 months in a session) shall be awarded in the final year class to a student (admitted through JEE Advanced) of 5-year Integrated M.Sc. course in Physics, who secures the highest CGPA at the end of the fourth year (VIII semester) of his/her studies.
17	**HINDUSTAN PETROLEUM CORPORATION (HPCL) START-UP SCHOLARSHIP**	Five Scholarships (UR-3, SC-1, ST-1) of the value of Rs.1,000.00 per month each (payable for 10 months in a session) shall be awarded to the students of first year class of B.Tech.(Hons.)/Dual Degree courses in Engineering on the basis of the JEE Advanced Rank or performance at the end of preparatory course of the institute as the case may be, keeping in view the annual income of the parent/guardian.

18	**GORA LAL SYNGAL MEMORIAL SCHOLARSHIP**	Every year one scholarship o the value of Rs.2100.00 per month (payable for 10 months in session) shall be awarded.

Sl. No.	Remarks / Criteria
1st Scholarship	Renewal for four years based on 1st Scholarship
2nd Scholarship	Renewal for four years based on 1st Scholarship
3rd Scholarship	Renewal for four years based on 1st Scholarship
4th Scholarship	Best student of first year class of B.Tech.(Hons.) / Dual Degr course in Comp. Sc. and E & ECE Deptt on the basis of the J rank (AIR).Renewal for four years
5th Scholarship	2nd Best student of first year class of B.Tech.(Hons.) / Dual Degree course in Comp. Sc. and E & ECE Deptt on the basis of the JEE rank (AIR).Renewal for four years
6th Scholarship	Highest CGPA holder in B. Tech.(H) after 2nd Semester of Comp. Sc. and E & ECE Deptt.
7th Scholarship	Highest CGPA holder in B. Tech.(H) after 4th Semester of Comp. Sc. and E & ECE Deptt.
8th Scholarship	Highest CGPA holder after 6th Semester among B. Tech.(H) Degree students of Comp. Sc. and E & ECE Deptt.
9th Scholarship	Highest CGPA holder after 6th Semester among M. Tech. (Dual) Degree students of Comp. Sc. and E & ECE Deptt.
10th Scholarship	Highest CGPA holder after 4th Semester among M. Tech. (Dual) Degree students of Comp. Sc. and E & ECE Deptt.
11th Scholarship	Highest CGPA holder after 2nd Semester amongst the Dual Degree students of Comp. Sc. and E & ECE Deptt.
12th Scholarship	2nd Highest CGPA holder after 2nd Semester amongst the B. Tech.(H)/Dual Degree students of CS/ECE/EE/IE.
13th Scholarship	Highest CGPA holder after 4th semester amongst B.Tech(H)/Dual Degree students of CS/ECE/EE/IE.
14th Scholarship	Highest CGPA holder after 6th semester amongst B.Tech(H)/Dual Degree students of CS/ECE/EE/IE.
15th Scholarship	2nd Highest CGPA holder after 6th semester amongst B.Tech(H)/Dual Degree students of Comp. Sc. and E & ECE Deptt, Instrumentation Engg. and Electrical Engg.
16th Scholarship	2nd Highest CGPA holder after 4th semester amongst B.Tech(H)/Dual Degree students of CS/ECE/EE/IE w.e.f. session 2015-16.
17th Scholarship	3rd Highest CGPA holder after 2nd semester amongst B.Tech(H)/Dual Degree students of CS/ECE/EE/IE w.e.f. session 2016-17.
18th Scholarship	3rd Highest CGPA holder after 4th semester amongst B.Tech(H)/Dual Degree students of CS/ECE/EE/IE w.e.f. session 2017-18.
19th Scholarship	3rd Highest CGPA holder after 6th semester amongst B.Tech(H)/Dual Degree students of CS/ECE/EE/IE w.e.f. session 2018-19.
20th Scholarship	2nd year student, based on his/her 1st year performance, for 10 months (from July to April) as per the scholarship norms of Late Gora Lal Syngal Memorial Scholarship to a 4-year B.Tech.(Hons.) in any engineering discipline having highest CGPA upto 2nd semester wef 2019-20

19	**PROVA BASU MEMORIAL SCHOLARSHIP**	One scholarship for Rs.12,000.00 per annum shall be awarded to a student of third year class of B.Tech.(Hons.)/Dual Degree in Electrical Engineering/ Instrumentation Engineering/Energy Engineering having CGPA of at least 6.50 at the end of fourth semester preceding. The means will be the primary criterion of selection. The scholarship will be awarded to the eligible applicant whose parental/guardian's income stands lowest up to a maximum of 150% of the existing norm for MCM scholarship.
20	**MRINAL CHANDRA BASU MEMORIAL SCHOLARSHIP**	One scholarship for Rs.12,000.00 per annum shall be awarded to a student of fourth year class of B.Tech.(Hons.) /Dual Degree in Electrical/ Instrumentation/ Energy Engineering having CGPA of at least 6.50 at the end of sixth semester preceding. The recipient of Prova Basu Memorial scholarship shall automatically get the Mrinal Chandra Basu Memorial scholarship in the fourth year if he/she fulfils the merit criteria. If not, the standing Institute Endowment Scholarship Committee will award the scholarship to another eligible student. The eligibility criteria will be the same as the Prova Basu Memorial scholarship.
21	**M.K. SIRCAR MEMORIAL SCHOLARSHIP**	Two scholarships of Rs.1,000.00 per month (payable for 10 months in a session) shall be awarded to two students of second year class of B.Tech.(Hons.)/Dual Degree/B.Arch.(Hons.)/ Integrated M.Sc. courses in any discipline having a CGPA of at least 6.5 at the end of Second Semester. The means will be the primary criterion of selection. The scholarship shall be awarded to the eligible applicant whose parental/guardians income stands lowest up to a maximum of 150% of the existing norm for MCM Scholarships. A student drawing any other scholarship will not be eligible for the said scholarship.

22	**ARJUN DAS DATTA MEMORIAL MCM ENDOWMENT SCHOLARSHIP**	Five scholarships per year of Rs.2,500/- payable per month for 12 months of the Academic Session be given as per usual norms observing the guidelines enhancing the ceiling of parental income by 25% and above the ceiling prescribed for MCM scholarship of the Institute. The scholarship be payable to the students enrolled in the Undergraduate Courses (admitted through JEE Advanced) for a period of 4/5 years, and the student should not be receiving any other scholarship/ assistantship, from the Institute or other sources. The documents asked for verification of parental income in the usual Institute MCM Scholarships be followed. The guidelines mentioned for the award of endowment scholarship be observed with the condition that the scholarship recipient gives the following declaration. (a) I will stay away from taking or giving bribes in execution of my profession. (b) Wherever I can, I will help persons who deserve and need help.
23	**RAJENDRANATH DAS MEMORIAL AWARD**	The value of each award is Rs.25,000.00. In the commencement year six Engineering & Science students of first year admitted through JEE will be eligible for this award depending on their merit and need. The need will be judged on the basis of parent's annual income, as per the existing Senate norms for endowment scholarships. Merit will be decided by the CGPA obtained at the end of second semester. In case of a tie, priority will be given in the following order: parent's annual income, engineering discipline, person with disability, female student. In the 2nd year, six second year students will receive the awards depending on their need and merit which will be decided by the CGPA at the end of fourth semester and parent's annual income. In addition, another six first year student will receive the award raising the number to 12. In a similar manner, the awards offered will be 18 in the 3rd year and 24 awards in the 4th year. Only one student per discipline (to be interpreted as B.Tech.(Hons.) disciplines and Integrated M. Sc. disciplines) per year will be eligible to receive an award in each of the 1st, 2nd , 3rd and 4th year programmes.

24	**DR. J. C. GHOSH MEMORIAL SCHOLARSHIP**	The amount of the Scholarship is Rs.5000.00 per month will be awarded to a girl student who joins IIT Kharagpur with highest AIR in JEE for her entire study period of four/five years depending upon the programme to be effective from the admission year 2007 subject to parental income not exceeding Rs.6.00 lakh per annum (as per the existing norms of endowment scholarship at IIT Kharagpur).
25	**MADAN SUNDAR SAHU MEMORIAL SCHOLARSHIP**	The amount of the scholarship is 2100.00 per month. The scholarship will be given to a 2nd year student of 4 year B.Tech.(Hons.) / Dual Degree course based on CGPA at the end of 2nd semester and subject to his annual family income not exceeding 6.00 Lakh per annum.
26	**MINISTRY OF STEEL SCHOLARSHIP**	The amount of the Scholarship is Rs.4,000.00 per month for 20 students for 4 year B. Tech (Hons.) / 5 year Dual Degree course. The Scholarship will be given to 5 students of a batch of 4 year B. Tech (Hons.) / 5 year Dual Degree course in Metallurgical & Materials Engineering for the entire period of 4 years. The assessment will be made on the basis of JEE Rank of the students at the admission to the Institute. Every year it will be renewed based on student's clearing all subjects with a CGPA above 6.0. The Scholarship recipients must give an undertaking to the effect that they will pursue their career in Ferrous Metallurgy and will not change their branch after 1st year. This condition is mandatory for the scholarship.
27	**SWAPAN GUPTA MEMORIAL SCHOLARSHIP**	The Civil Engineering Department will institute 3 awards, for topper (highest CGPA holder) of the 1st, 2nd and 3rd year undergraduate classes of 4-year B. Tech. (Hons.) and 5-year Dual Degree students. The highest CGPA holder at the end of the 1st year of studies will receive a scholarship of Rs.1000.00 per month for 10 months during the following academic year. Similarly the highest CGPA holder at the end of the 2nd year of studies will receive a scholarship of Rs.1100.00 per month for 10 months during the following academic year and the highest CGPA holder at the end of the 3rd year of studies will receive a scholarship of Rs.1100.00 per month for 10 months during the following academic year. It was stipulated that the awardees should not fail in any subject in a regular semester other than due to medical reasons. 1st year Civil Engineering students who change their branch of studies to another department will not be eligible.

28	**BATCH OF '85 SCHOLARSHIP (2nd year)**	Two Scholarships worth Rs.100,000/- (Rupees one Lac only) each per year will be given to two students of 2nd year of all Undergraduate disciplines (4-year B.Tech (Hons.), 5-year Dual Degree, 5-year Integrated M.Sc and 5-year B.Arch.(Hons.) (who have not failed at any level, maintained at least CGPA of 6.00 every year and do not have any disciplinary punishment) based on the CGPA of 1st year and income of whose parents do not exceed Rs.10 Lacs per annum. SENATE – 324.H.I.C.1
	BATCH OF '85 SCHOLARSHIP (3rd year)	Two Scholarships worth Rs.100,000/- (Rupees one Lac only) each per year will be given to two students of 3rd year of all Undergraduate disciplines (4-year B.Tech (Hons.), 5-year Dual Degree, 5-year Integrated M.Sc. and 5-year B.Arch. (Hons.) (who have not failed at any level, maintained at least CGPA of 6.00 every year and do not have any disciplinary punishment) based on their CGPA of 2nd year and income of whose parents do not exceed Rs.10 Lacs per annum. SENATE – 324.H.I.C.2
29	**RAJESHWARI SAHU MEMORIAL SCHOLARSHIP**	Three nos. Scholarship, value of each scholarship is Rs. 1000/- per month for 12 months from the Academic Session 2011-2012 to the B. Tech (Hons.) Students of Second, Third and Fourth years depending on their academic performance based on CGPA clearing of prescribed credit requirement up to the preceding year irrespective of Departments, be approved. Upper limit of parental income up to Rs. 6 lakhs for any endowment scholarship approved.
30	**PARTHA ROY CHOUDHURY MEMORIAL SCHOLARSHIP**	One Scholarship, value of Scholarship is Rs.1,000/- per month for 12 months based on highest CGPA of a student admitted through JEE, at the end of 3rd year (6th Semester) amongst 4-year B.Tech.(Hons) and 5-year Dual Degree students in Instrumentation Engineering, effective and payable from 2012-13.

31	**MB SCHOLARSHIP**	One Scholarship, Value of scholarship is Rs.3,000/- per month for 12 months to be given to the student who is adjudged to be the best all rounder (in semester examinations, activities in the Department, Hall of Residence and participation in Gymkhana games & sports) at the end of 2nd year (4th semester) to all students entering through JEE for B.Tech.(Hons) / B.Arch.(Hons.) courses. The distribution of weightage of different activities for determining the eligibility for the award is as follows : i) Academic Record - 40% ii) Department Activities - 10% iii) Activities in the Halls of Residences - 20% iv) Performance under TSG - 30%
32	**SUSHMA MUKHIJA MEMORIAL SCHOLARSHIP**	Rs. 1,00,000/- each scholarship per annum after 6th semester (i.e. 3rd year) for the Department of Aerospace Engineering, Civil Engineering, Chemical Engineering, Electronics and Electrical Communication Engineeing, Electrical Engineering and Mechanical Engineering as per criteria v) Academic Record – 40% vi) Departmental Activities – 20% vii) Activities in Halls of Residence viii) Performance in the Tech. Students Gymkhana and ix) Economic need as per Institute income.
	SHYAMAL GHOSH AND SUNANDA GHOSH ENDOWMENT SCHOLARSHIP **SENATE – 319.H.I.C.4**	An amount of Indian Rupees 3000.00 per month (payable for 10 months in a session – July to April) to be awarded to the best student of each year for the class of 1st to 4th year of B.Tech.(Hons.)/Dual Degree courses of Mechanical Engineering Department having his/her annual family income not exceeding 10.00 lakh. For a 1st year student, the scholarship will be awarded based on his/her JEE (Advanced) rank. For 2nd year to 4th year students, the scholarship will be awarded based on CGPA up to the previous semester.

9. Change of Branch (At the end of First Year)

Change of the branch is a privilege and not a right. Only those students admitted to **B.Tech.(Hons.) / Dual Degree / Integrated M.Sc. Programs** through JEE(Advanced) are eligible to be considered for a change of branch after the Second (Spring) Semester . 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 (Spring) Semester shall be considered. Ties will be broken by the JEE Advanced rank of the applicants.

(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 (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.

10. 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.**

Such students must have completed all the prescribed course work for the first two Semesters in first attempt with a **minimum CGPA of 6.00**.

An option for Interdisciplinary Dual Degree Programs does not prevent a student to opt for Change of Branch. In such case Change of Branch allotted to a student would prevail over the option of Interdisciplinary Dual Degree Program.

11. B.Tech.(Hons.) to Dual Degree 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 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.**

12. 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.

13. Additional credits

From the THIRD semester onwards (including 2yr MSc 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.

14. 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 Dean (UGS) 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***.

15. 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.

16. 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 upto 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.