



**Guidelines and Instructions for newly admitted**  
**(through JEE Advanced- 2022) students**

भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
Indian Institute of Technology  
Kharagpur



## ***Dedicated to the service of the Nation***

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

### **Motto**

The motto of IIT KGP is "Yogah Karmasu Kaushalam", essentially implying that doing your work well is yoga. This can be traced to Sri Krishna's discourse with Arjuna in the Bhagavad Gita. The quote, in the larger context of the Gita, urges a person to concentrate on the task before her/him.

### **Mission**

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

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

### **Vision**

Our vision is

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

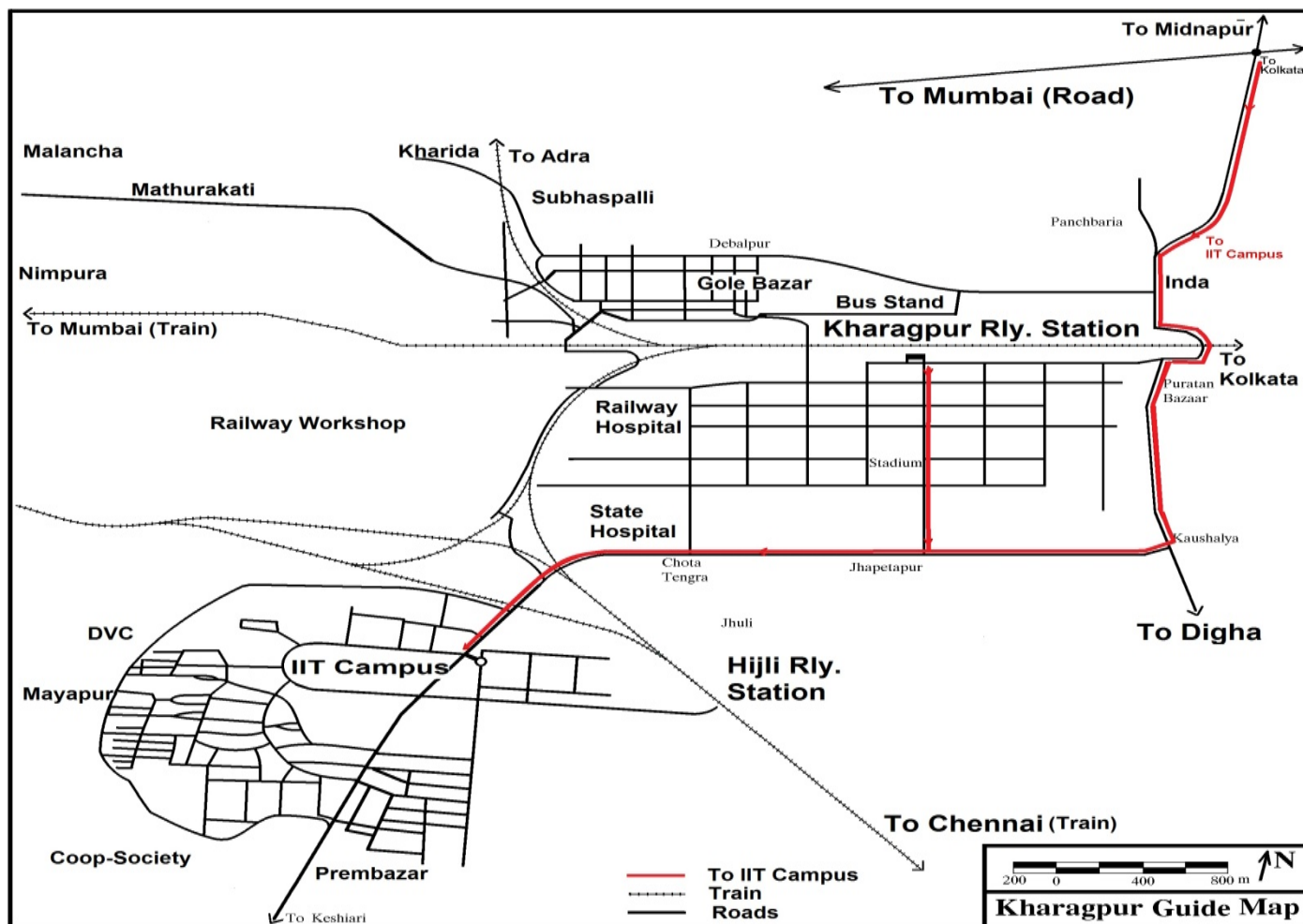
### **Undergraduate and Postgraduate & Doctoral Education:**

IIT Kharagpur offers both undergraduate (UG) and postgraduate (PG) programs. They include Bachelor of Technology (B.Tech. (Hons)), Bachelor of Architecture (B.Arch.), Dual Degree,

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

### **How to reach IIT KGP**

Kharagpur is known world over for two landmarks, one of the longest railway platforms, and the Indian Institute of Technology, more commonly known as IIT. Situated about 120 km west of Kolkata, Kharagpur is well connected to Kolkata by Road and Rail transport. Kharagpur can be reached in about 2 hours by train or 3 hours by car from Howrah Railway Station of Kolkata. Kharagpur is also connected by direct train services to most major cities of the country. The Institute is about 10 minutes' drive (5 km) from the Kharagpur Railway Station. Private taxi, auto-rickshaw, To-To or cycle-rickshaw can be rented to reach the Institute.



### Health & Wellness:

IIT KGP keeps the health & wellness need of the campus community as its top priority, and constantly strives to improve and upgrade the existing facilities and the services. Extra Academic Activity (EAA) is an important component of UG curriculum at IIT KGP with NSS, NCC, NSO 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.

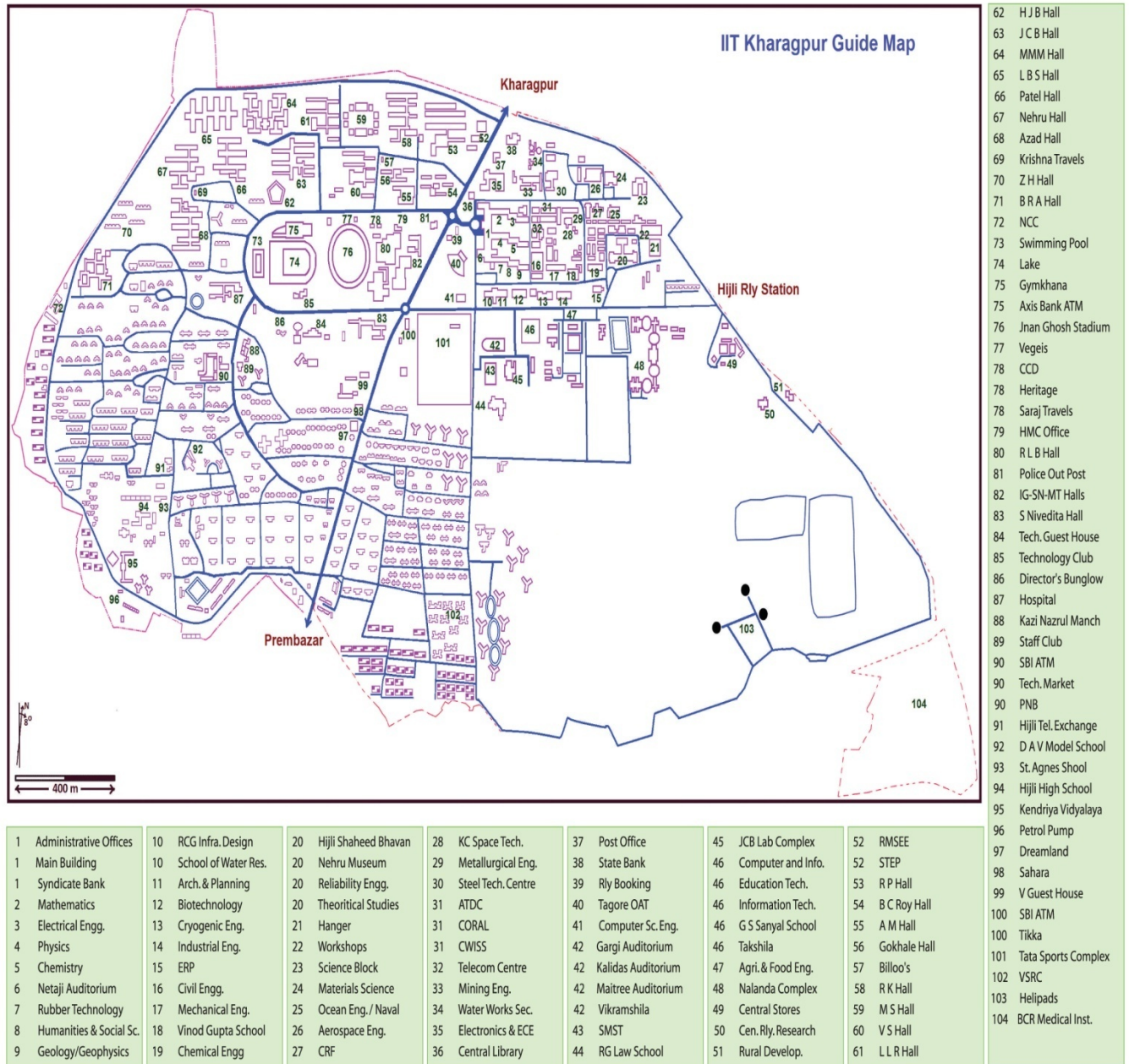
At present, BCRTH is located centrally within the IIT KGP campus. The facility has 32 beds, including a 2-bedded ICU, cabins and isolation ward. Through its Out Patient Department (OPD), indoor wards and emergency unit, BCRTH provides 24x7 uninterrupted health care services to the campus community. On 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.



# Contents

No.	Content	Page No.
1.	<b>Sequence of Events</b>	<b>8</b>
2.	<b>Registration Process</b>	<b>9</b>
3.	<b>Academic or Subject Registration</b>	<b>10</b>
4.	<b>Documents to be uploaded/produced and submitted during registration</b>	<b>11</b>
5.	<b>Fee structure and fees to be paid by different category of students admitted through JEE Advanced</b>	<b>12</b>
6.	<ul style="list-style-type: none"> <li>• A) Tuition fee waiver for GE and OBC students</li> <li>• B) Family Income Documents to be submitted for Tuition fee waiver and for various income related benefits</li> </ul>	<b>13-17</b>
7.	<b>Annexure- III (Undertaking to be signed by student and Guardian)</b>	<b>18</b>
8.	<b>Walk through of the online process from signup to final subject Registration</b>	<b>19-30</b>
9	<b>Scholarships</b>	<b>31</b>
10.	<ul style="list-style-type: none"> <li>• Change of Branch (At the end of First Year)</li> <li>• Switch Over to Interdisciplinary Dual Degree</li> <li>• B.Tech.(Hons.) to Dual Degree &amp; 4yr BS to MS Switch Over</li> <li>• Options for Dual Degree Specialization</li> <li>• Additional credits</li> </ul>	<b>31-32</b>
11	<ul style="list-style-type: none"> <li>• Micro-Credits</li> <li>• Minor in a Discipline</li> <li>• Micro – Specialization</li> </ul>	<b>32-34</b>

## Instruction to 1<sup>st</sup> year UG Students

Registration process for 1<sup>st</sup> year UG students, viz., B. Tech. (Hons.), B. Arch. (Hons.), 5-Year Dual Degree (B. Tech. & M. Tech.), and 4-year BS Program, for Autumn 2022-23 session will be conducted as detailed below:

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

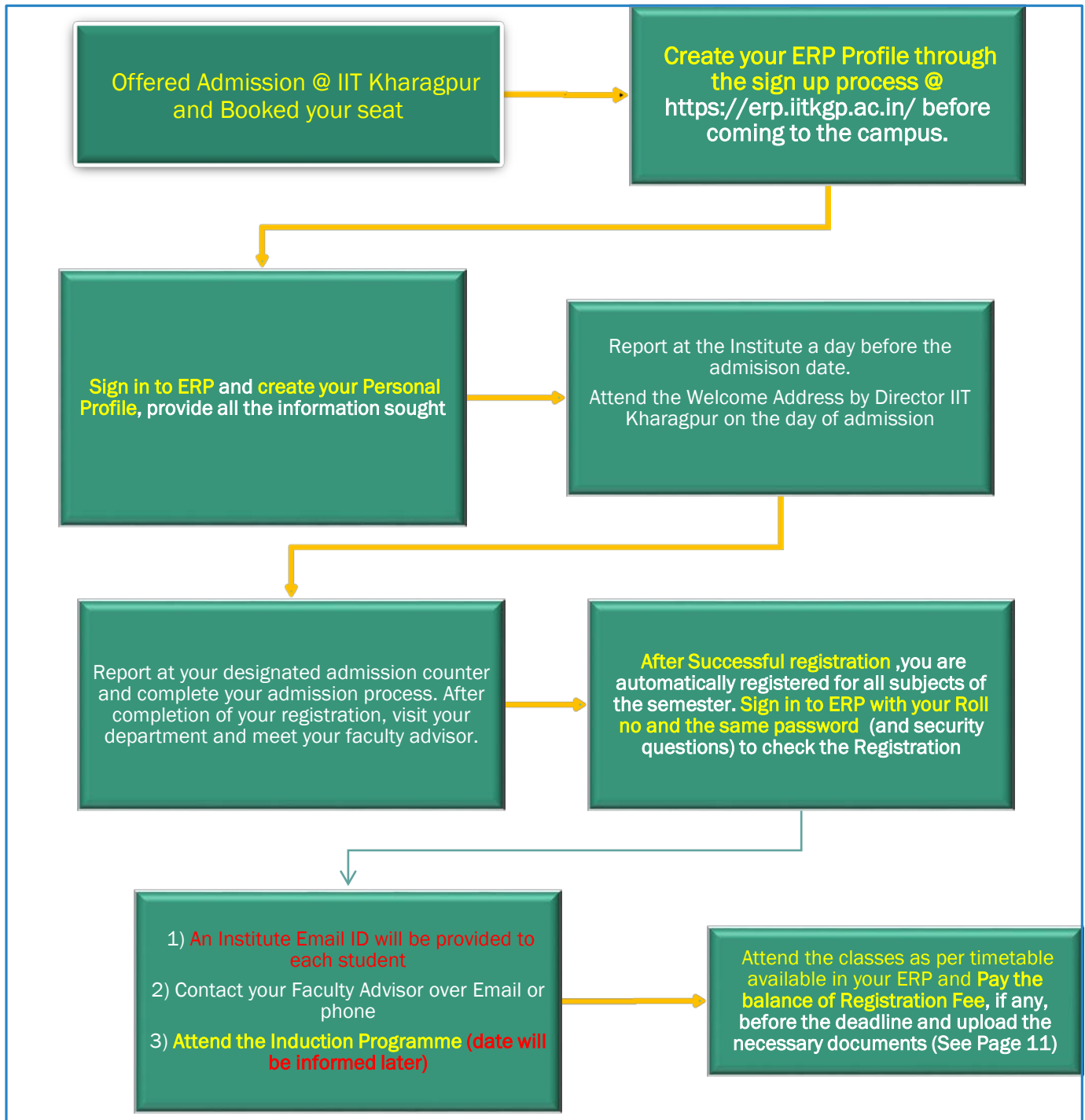


Figure-1 Sequence of events for student registration



## 2. Registration process:

- i. All students who are to be admitted to IIT KGP must upload the scan copies of original documents mentioned on **Page 11** below after the Physical Registration process.
- ii. It is desirable that the following process is completed by the student if possible, prior to the date of registration:  
**Updating Student Profile and taking a print out of the student profile (see Annexure -IV for details)**
- iii. Students and parents should attend the Welcome Address and Introduction Lecture. Students will attend the welcome address in person while parents may be present online. Venue, Time, & necessary Link for the same will be shared prior to the schedule.
- iv. After the welcome address is over, the student should report to the designated registration desk and produce their original documents for verification. Once registration is completed, the student should report to their Faculty Advisors.
- v. After the online registration is complete, the login ID as well as the password of a student will be his/her Roll Number (see Online Registration Process on Page 19 for details).
- vi. Upon successful registration, the student is automatically registered for all the subjects of the 1st semester. The student must then login to ERP with his/her assigned roll number and print a copy of the Registration Card.  
The print out must be signed and mailed to his/her faculty advisor for digital authentication.
- vii. Fee structure of the newly admitted UG student is as mentioned in **Table below**. The balance of admission fee shall be payable on or after registration with respective timeline as mentioned **on Page 13**.
- viii. All the payments have to be done online **through SBI-MOPS only**.  
Students/Parents should carefully read the fee payment instruction on the hyper linked page at [erp.iitkgp.ac.in](http://erp.iitkgp.ac.in) before proceeding to pay the balance of admission fee.  
They should login to the ERP system using their roll no. as ID and original password and then proceed to pay online. (see **Online Registration Process on Page 19** for details)
- ix. The student must abide by the timelines mentioned in below

<b>Time line of the events</b>		
<b>Sl No.</b>	<b>Event</b>	<b>Date and Time</b>
1	Uploading the necessary documents on ERP	<a href="#"><u>After the Physical Registration process</u></a>
2	Physical registration	<a href="#"><u>4<sup>th</sup> Nov 2022</u></a>

<b>Time line of the events</b>		
<b>Sl No.</b>	<b>Event</b>	<b>Date and Time</b>
3	Completion of Online registration in ERP	<u>&lt;to be decided&gt;</u>
3	Welcome Address followed by Induction	<u>4<sup>th</sup> Nov 2022</u>
4	Classes begin for 1 <sup>st</sup> year UG programs, B. Tech., B. Arch., Dual degree (B Tech and M Tech) and 4-year BS through JEE Advanced	<u>&lt;to be decided&gt;</u>
5	Payment of balance of admission fee.	<p>Fee payment link through ERP shall open from <u>&lt;to be decided&gt;</u></p> <p><b>However the GE and OBC students, who wish to avail Tuition Fee Waiver, shall upload their family income document in ERP by &lt;to be decided later&gt;.</b></p> <p>Last date for fee payment is <b>&lt;to be decided later&gt;.</b></p>

### 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. <to be decided>
- iv. The Class Time Table for the student will also be available on ERP.
- v. It is mandatory to take a **printout of the Registration Card** and **submit the scanned copy to the faculty advisor**. Faculty advisors will digitally sign the Registration card only **after receiving the signed soft copy or print out from the student**.

For any other clarification, please contact the appropriate official in the academic section:

Deputy Registrar (UG), Ph: 03222282054 Email: [arug@adm.iitkgp.ac.in](mailto:arug@adm.iitkgp.ac.in)

For any online application software related problem please call 03222 281017/18/19

The students can view his/her hall allocation from their profile generated through ERP. For any problem regarding hostel allotment students may send a mail to the Coordinating Warden (Allotment) at [debarati@gssst.iitkgp.ac.in](mailto: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 1<sup>st</sup> year UG students, viz., B.Tech. (Hons.), B.Arch.(Hons.), Five Year Dual Degree (B Tech and M Tech) and 4 Year BS Program, for Autumn 2022-23 will be held on 4<sup>th</sup> Nov 2022.**

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

1. Print out of the final course allotment letter from **JoSAA 2022**
2. Admit Card of JEE (Advanced) 2022
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
5. Category Certificate (OBC-NCL/SC/ST) and/or EWS certificate, if applicable
6. Person with Disabilities (PwD) certificate, if applicable
7. Passport (for Foreign National) or OCI certificate or PIO card holder, if applicable
8. Defense Service Certificate, if applicable
9. Duly completed Undertaking Form in original signed by the student and guardian (As in **Annexure -III**)

## 5. Fee structure and fees to be paid by different category of students admitted through JEE Advanced

Description	Type of Fee	Amount in Indian Rupees	
Tuition Fee*		100000	
<b>Total Tuition fee*</b>		<b>100000</b>	
Institute	Refundable	1000	
Library		1000	
Hostel		4000	
<b>TOTAL of Refundable Fee</b>		<b>6000</b>	
Alumni Subscription	Onetime Fee	2000	
Medical Examination		200	
Students' Welfare Fund		300	
Modernization Fee		700	
Statutory Fee		1500	
Hostel Admission fee		1000	
<b>TOTAL of Onetime Fee</b>		<b>5700</b>	
TFS	Semester Fee	100	
Registration		400	
Examination		500	
Student Amenities		800	
Internet Connectivity		600	
Gymkhana		600	
Medical Registration		200	
Laboratory		800	
Hostel Seat Rent		750	
Elect. & Water Charge		1000	
Hall Establishment Charge		Each Semester	16640
Hostel Overhead Charge		Each Semester	800
Hall Budget		1000	
Mess Charge		14000	
<b>STUDENTS' BROTHERHOOD FUND</b>	Once in a Year	<b>200</b>	
<b>INSURANCE PREMIUM</b>	Once in a Year	<b>2500</b>	
<b>GRAND TOTAL</b>		<b>1,52,590</b>	

### \*Tuition Fee (per semester):

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

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

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

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

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

**Last date for fee payment is <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 2022-23 the important dates are as below:

1	Last date for application through ERP and uploading of document:	<u>&lt;to be decided&gt;</u>
2	Verification of family income document by academic section (UG)	<u>&lt;to be decided&gt;</u>
3	Last date of fee payment	<u>&lt;to be decided&gt;</u>

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 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 2022-23 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 2021-22.**

**In all documents, the financial year 2021-22 should be clearly mentioned.**

Alternatively, Form-16 / ITR / Annual Pension Certificate of Both Parents can also be uploaded as family income document with INCOME AFFIDAVIT as per Annexure –II .

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

In the event of not verifying the income document the student will be charged full tuition fee.

**FAMILY INCOME CERTIFICATE FOR FINANCIAL YEAR-2021-22**

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:**

	<b><u>Relation</u></b>	<b><u>Profession</u></b>	<b><u>Amount</u></b>
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 2021-22.**

**Date:**

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

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

**FORMAT OF INCOME AFFIDAVIT**

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

I, Shri/Smt. \_\_\_\_\_ a resident of \_\_\_\_\_ solemnly declare that:

1. My son/daughter Shri/Miss \_\_\_\_\_ is currently studying at the Indian Institute of Technology, Kharagpur, in 4-year B. Tech.(Hons.) / 5-Year Dual Degree / 5-Year B.Arch.(H) / 4-Year BS courses in the Branch of \_\_\_\_\_ .
2. He / She is an applicant for the award of Merit-cum-Means Scholarships / Free Studentships/ Tuition Fee waiver/ Interest Subvention for the Academic Year \_\_\_\_\_ .
3. I declare that my spouse is employed/not employed and that the Annual Income of my family in the Financial Year \_\_\_\_\_ i.e. during the period from 1<sup>st</sup> April, \_\_\_\_\_ to 31<sup>st</sup> 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.**

: 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 \_\_\_\_\_ 202\_\_\_\_\_ and signed.

(SEAL)

\_\_\_\_\_  
Signature of First Class Magistrate /Notary Public



Indian Institute of Technology Kharagpur

<b>Undertaking from the Students</b>
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I, Mr./Ms....., Roll No.: .....

Program:..... Dept..... Student

of Indian Institute of Technology Kharagpur do hereby undertake on this day..... month  
..... year ....., the following:

1. I shall abide by the admissible rules and regulations of IIT Kharagpur and follow the code of conduct for students. I acknowledge that the institute has the authority of taking disciplinary action on me for non-compliance of the same.
2. That I have read and understood the directives of the Hon'ble Supreme Court of India on anti-ragging (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 motorized vehicle inside the Institute campus, unless I am permitted to do so by a written authorization from the Dean (Students' Affairs).
7. I also declare that I am not suffering from any serious / contagious ailment including psychology related symptoms.

**Code of Conduct and Discipline:**

1. Students shall conduct themselves within and outside the precincts of the Institute in a manner befitting the students of an institution of national importance.
2. Students shall show due respect to the teachers of the Institute, the Wardens of the Halls of Residence, the Sports Officers of the Gymkhana and the Officers of the National Cadet Corps; proper courtesy and consideration should be extended to the employees of the Institute and of the Halls of Residence. They shall also pay due attention and courtesy to visitors.
3. Students are required to develop a friendly relationship with fellow students. In particular, they are expected to show kindness and consideration to the new students admitted to the Institute every year.

Law bans ragging in any form to anybody - acts of ragging will be considered as gross in discipline and will be severely dealt with.

4. The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:
  - Ragging.
  - Furnishing false statement of any kind in the form of application for admission or for award of scholarship etc.
  - Displaying lack of courtesy and decorum; resorting to indecent behavior anywhere within or outside the campus.
  - Willfully damaging or stealthily removing any property/belongings of the Institute, Hall or fellow students.
  - Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
  - Adoption of unfair means in the examinations.
  - Organizing or participating in any group activity in company with others in or outside the campus without prior permission of the Dean of Students' Affairs.
  - Mutilation or unauthorized possession of library books.
  - Resorting to noisy and unseemly behavior, disturbing studies of fellow students.
  - Misuse of internet/e-mail facilities or tempering / hacking with servers anywhere in the Halls of Residence/Departments etc.
  - Not intimating his/her absence to the Warden of the Hall before availing any leave.

Signature of Student

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

Signature of Mother / Father and or Guardian



8.

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

### A. Creating your ERP login Profile:

**Indian Institute of Technology Kharagpur**  
Enterprise Resource Planning

ABOUT SSL CERTIFICATES

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.

Stakeholder code/login id **Click here to Sign up**

Password

Sign In

Important Message Quick Links

**Parents/Guardians**

Parents/guardians of UG students can look at the performance of their wards semester wise by using the link:  
[https://erp.iitkgp.ernet.in/StudentPerformance/performanceview\\_guardian.jsp](https://erp.iitkgp.ernet.in/StudentPerformance/performanceview_guardian.jsp)

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

**Students**

- 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](#)

## B. The Sign up Screen appears:

The screenshot shows the 'New User Sign Up' form. At the top, there are links for 'Sign In', 'Sign Up', and 'Forgot Password'. Below the title, a yellow warning box states: 'Please do not use special character like ' / ' \ %'. The form fields are as follows:

- Stakeholder Type:** A dropdown menu with 'Please Select' selected. A tooltip is open, showing a list of options: 'Please Select', 'Alumni', 'Developer', 'Expert Professional', 'Institute Employee', 'New Admission' (highlighted in blue), 'PG Students', 'PhD/MS Student', 'Post Doctoral Fellowship (PDF)', 'Preparatory Students', 'SRIC Employees', 'UG Students', and 'Vendors'.
- Stakeholder Code:** Text input field with placeholder 'Emp Code/Rollno etc (as applicable)'.

---
- Stakeholder Name:** Text input field with placeholder 'Your Name'.

---
- Your Login id:** Text input field with placeholder 'Your Login id'.

---
- Password:** Text input field with placeholder 'Enter your new password here'.

---
- Confirm Password:** Text input field with placeholder 'Re-enter your new password here'.

---
- Digital Signature Information:**
  - Alias:** Text input field with placeholder 'Your alias (same as login id)'.

---
  - Passphrase:** Text input field with placeholder 'Enter your passphrase here'.

---
  - Confirm Passphrase:** Text input field with placeholder 'Re-enter your new passphrase here'.

---
- Information for Verification:**
  - Date of birth (DD-MM-YYYY):** Text input field with placeholder 'Click here to get calendar'.

---
- Security Questions:**
  - First question: Text input field.

---
  - Answer of first question: Text input field.

---
  - Second question: Text input field.

---
  - Answer of second question: Text input field.

---
  - Third question: Text input field.

---
  - Answer of third question: Text input field.

---
- Confirm:**
  - Captcha: Image showing '6K637N' with a text input field below it and placeholder 'Enter the captcha text(shown in the image)'.

---
  - Submit: Blue button.

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  
 JAM  PREP  FX

Select the Entrance Exam

Postgraduate  
 GATE  JMET  DEF  DIST  MMST  LLB  
 SPON  QIP  EMBA  FEX

Research  
 MS  PHD  PDF

**Your Reg/Appi No**  
12345678

**Stakeholder Name**  
TEST JEE CANDIDATE

**Your Login Id**  
JEE12345678

**Password**  
.....

**Confirm Password**  
.....

**Digital Signature Information**

**Alias**  
JEE12345678

**Passphrase**  
.....

**Confirm Passphrase**  
.....

**Information for Verification**

**Date of birth (DD-MM-YYYY)**  
01-01-1997

**Security Questions**

Your Favorite IIT  
.....

Your First School  
.....

Your Favorite teacher  
...

**Confirm**

579207

579207

Submit

**Parents/Guardians**

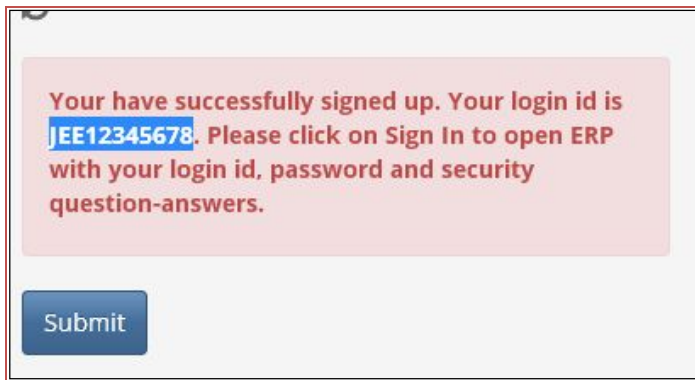
Parents/guardians of UG students can look at the performance of their wards semester wise by using the link: [https://erp.iitkgp.ernet.in/StudentPerformance/performanceview\\_guardian.jsp](https://erp.iitkgp.ernet.in/StudentPerformance/performanceview_guardian.jsp)

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

**Students**

- **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](#)

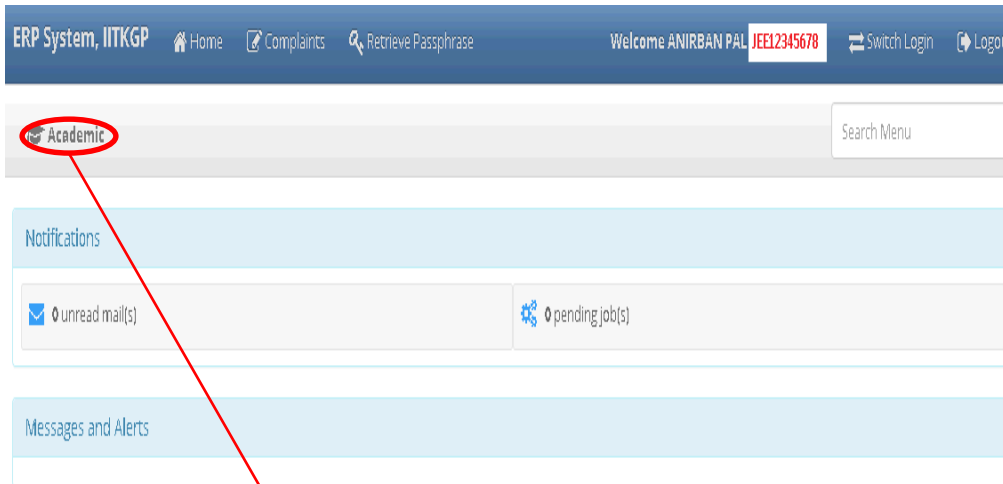
**D. On successful submission a message containing your login id is displayed.:**



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

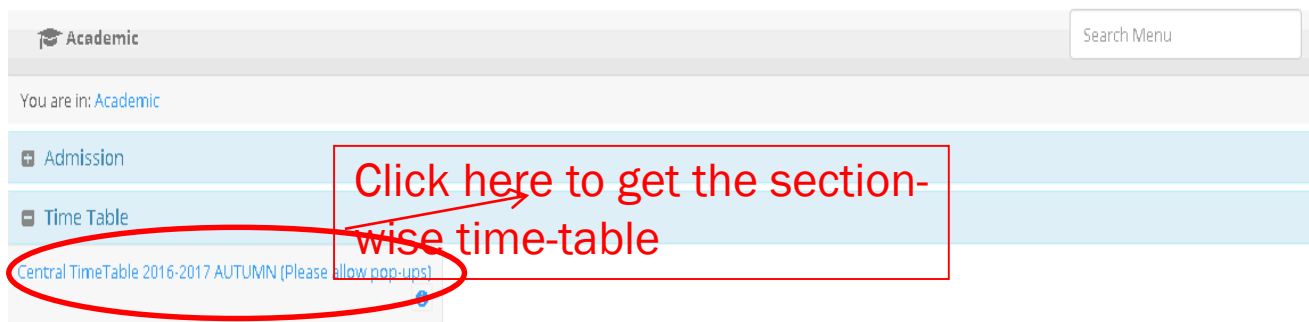
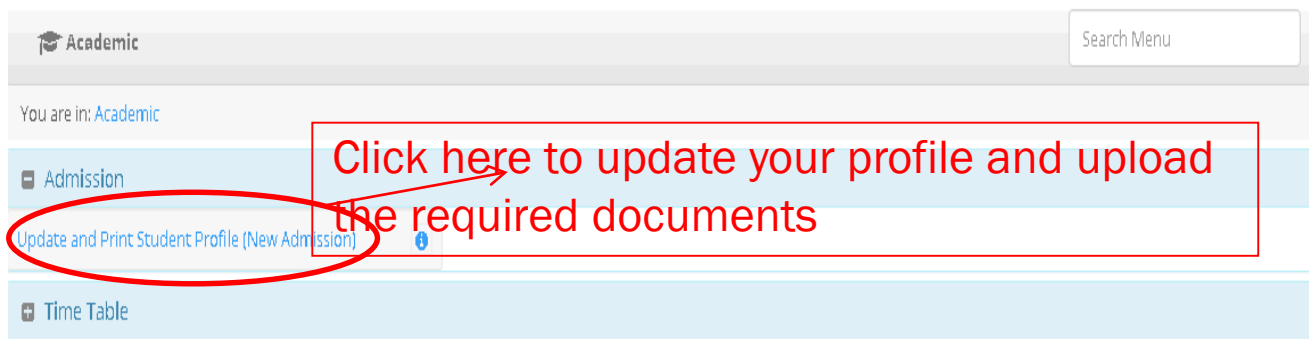


**F. The ERP screen opens up, displaying the Academic Module.**



Click on Academic

**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**

### Profile Update Section

Tentative Roll No: 15CS10020      Name: TEST JEE CANDIDATE  
 Department: CS      NOA: JEE  
 Hall: LAL BAHADUR SHASTRI HALL      Section: 4  
 \*Mobile No: 9123456789      Email ID: testjee@testjee.com  
 \*Blood Group(Eg: AB+ O-): AB+      Old RollNo/Emp Code/Project Staff Code of IITKGP(if any):  
 \*10+2 Marks in %: 98      \*Guardian's Name: ABCDEF  
 \*Parent's Annual Income: 100000      \*Guardian's Profession: TEACHING  
 \*Parent's Mobile No: 9987654321      Your Name in Hindi\* (Please use http://www.google.com/transliterate/ for writing name in hindi transcript):  
 \*Guardian's Email Id: xyz@abc.com

Upload soft copy of MEDICAL FORM  
 \*\*\* Note: Please create one soft copy (PDF Document) for uploading all the medical forms  
 Medical Form:  medical.pdf      The hard copy also to be submitted at time of registration.

Upload IMAGE OF PHOTO AND SCANNED SIGNATURE  
 \*\*\* Photo dimension: width x height in pixel (min allowed- 130px x 150px, max allowed 175px x 200px)  
 \*\*\* Signature dimension: width x height in pixel (min allowed- 100px X 150px), 95 % of the image area should contain the scanned signature  
 \*\*\* Please note that if photo and signature is already available then you can not update these  
 Photo:  No file chosen      Image of Signature:  No file chosen

\*Emergency Contact Information  
 Emer. Cont. No(Guardians): 9987654321      Emer. Cont. Person Name: ABCDEF  
 Emer. Cont. Address: FLT NO 201,VIDYA APTS, WEST MAMBALAM      Relationship with The Person: MOTHER

\*Address (Permanent Address Can not be updated twice/If available)  
 Information in the print section is displayed only after updation

Communication Address      Permanent Address (Same As Communication 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  
 Please fill these details. It is essential for allotting EAA.

**EXTRA ACADEMIC ACTIVITY ( EAA )**

**The National Sports Organization (NSO)** creates an atmosphere of sports consciousness and healthy physical build-up among the educated youth. It is imperative for a student enrolled under N.S.O. to receive relevant training and represent the institute in sporting events. Students are admitted into the N.S.O by virtue of their aptitude and abilities in various events.

**The National Cadet Corps (NCC)** is a Tri-Services voluntary organisation comprising the Army, Navy and Air Force, engaged in grooming the youth ??? ???  
**The Leaders of Tomorrow!!!** ??? into disciplined and patriotic citizens. IIT Kharagpur has 1 Bengali EME Coy., Army Wing and Tech Air Force Wing. Presently, NCC has approximately 13 lakhs cadets under its fold in India. The Cadets are given basic military training in small arms and parades. The cadets have no liability for active military service once they complete their course but are given preference over normal candidates during selections based on the achievements in the corps. The aims of N.C.C. are as per below:  
 # To Develop Character, Comradeship, Discipline, Leadership, Secular Outlook, Spirit of Adventure, and Ideals of Selfless Service amongst the Youth of the Country.  
 # To Create a Human Resource of Organized, Trained and Motivated Youth, To Provide Leadership in all Walks of life and be Always Available for the Service of the Nation.  
 # To Provide a Suitable Environment to Motivate the Youth to Take Up a Career in the Armed Forces

**The National Service Scheme (NSS)** aims at creating social awareness among students and providing a sense of fulfillment through service to the needy. NSS, IIT Kharagpur has 15 units working in 15 underdeveloped regions within 5 K.M. radius of the campus. Besides development of character qualities like leadership, ability to work in a team, communication skill etc., the work gives an opportunity to interact with community leaders and also to ideate, innovate and implement.

Mother tongue :	TAMIL	Chronic disease, if any :	NONE
Knowledge of Bengali :	Read : <input type="checkbox"/>	Prior experience in social service (self or through family / friends) :	<input checked="" type="checkbox"/>
	Write : <input type="checkbox"/>		<input type="checkbox"/>
	Understand : <input checked="" type="checkbox"/>		<input type="checkbox"/>
Height (in cm) :	168	Weight (in kg) :	60
Power of lens, if used :	0	Impaired hearing :	<input type="checkbox"/>
Impaired motion :	<input type="checkbox"/>	Prior experience in drill / scout :	<input checked="" type="checkbox"/>
Physical deformity like malformation of hand, toe, spine or flat feet :	<input type="checkbox"/>	Prior Experience in NCC/Scouts and guides :	<input type="checkbox"/>
Interested in firing and arms training :	<input type="checkbox"/>	Interested in Adventure Activities :	<input type="checkbox"/>

Aptitude in sport1 : BADMINTON      Aptitude in sport2 : ATHLETICS  
 Level reached : SCHOOL      Level reached : SCHOOL  
 Upload scanned copy:  No file chosen      No      Upload scanned copy:  No file chosen      No

Aptitude in sport3 : Select      Aptitude in sport4 : Select  
 Level reached : Select      Level reached : Select  
 Upload scanned copy:  No file chosen      No      Upload scanned copy:  No file chosen      No

Aptitude in Cultural activity 1 : SINGING      Aptitude in Cultural activity 2 : DEBATE  
 Aptitude in Cultural activity 3 : DANCE      Aptitude in Cultural activity 4 : QUIZ

Please remember that you have to provide certificates/documents for the level reached against aptitude in sports provided.

### Print Section (Scroll down for print button)

**INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR**

Basic Information:

Registration No:	JEE12345678	Application No:	12345679	
Rollno:	15CS10028	Name(as per last qualifying degree):	TEST JEE CANDIDATE	
Dept:	CS	DOB(DD-MM-YYYY):	01-01-1997	
Blood Group:		Gender:	M	

Are you a person with disability:  Yes  No  
 Type of disability:       Percentage of disability:   
 Category: GE      Nationality: INDIAN  
 Email: testjee@testjee.com      Mobile No:   
 Guardian Name:       Hall: LBS  
 Section: 4      Old RollNo/Emp No:   
 Medical Form: No      Guardian's Name:   
 10+2 Marks:       Guardian's Profession:   
 Parent's Annual Income:       Guardian's Email Id:   
 Guardian's Email Id:       Hindi Name:

Emergency Contact Information:

Cont. No	Name	Relationship
9987654321	ABCDEF	MOTHER

Communication Address      Permanent Address

Vill/City	Vill/City
Police Station	Police Station
District	District
State	State
Pin No.	Pin No.

Signature: \_\_\_\_\_  
 Date: Fri May 08 16:25:12 IST 2015

**EXTRA ACADEMIC ACTIVITY ( EAA )**

Rollno	Name(as per last qualifying degree)	TEST JEE CANDIDATE	
15CS10028	TEST JEE CANDIDATE		
Mother tongue :	TAMIL	Chronic disease, if any :	
Knowledge of Bengali :	Read : No	Prior experience in social service (self or through family / friends) :	
	Write : No		<input checked="" type="checkbox"/>
	Understand : No		<input type="checkbox"/>
Height (in cm) :	168	Weight (in kg) :	
Power of lens, if used :	0	Impaired hearing :	
Impaired motion :	<input type="checkbox"/>	Prior experience in drill / scout :	
Physical deformity like malformation of hand, toe, spine or flat feet :	<input type="checkbox"/>	Prior Experience in NCC/Scouts and guides :	
Interested in firing and arms training :	<input type="checkbox"/>	Interested in Adventure Activities :	


Aptitude in Sport      Level reached      Certificate Uploaded

Aptitude in Cultural activity 1 :	SINGING	Aptitude in Cultural activity 2 :	DEBATE
Aptitude in Cultural activity 3 :	DANCE	Aptitude in Cultural activity 4 :	QUIZ

Signature: \_\_\_\_\_  
 Date: Fri May 08 16:25:12 IST 2015

**and click update**

**I. On successful updation a 'SUCCESSFULLY UPDATED' message appears on the screen and the print section displays the information you entered. Click on Print Profile to print your profile. You can also save it as a PDF file for your reference**

Profile Update Section				Print Section (Scroll down for print button)				
Tentative Roll No:	15CS10028	Name	TEST JEE CANDIDATE	INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR				
Department	CS	NOA	JEE	Basic Information:				
Hall	LAL BAHADUR SHASTRI HALL	Section	4	Registration No	JEE12345678	Application No	12345678	
*Mobile No	9123456789	*Email ID	testjee@testjee.com	Rollno	15CS10028	Name(as per last qualifying degree)	TEST JEE CANDIDATE	
*Blood Group(Eg: AB+ O-)	AB+	DOB	01-01-1997	Dept	CS	DOB(DD-MM-YYYY)	01-01-1997	
Old Rollno/Emp Code/Project Staff Code of IITKGP (if any)		*Choice for Institute Email ID	topper	Blood Group	AB+	Gender	M	
*10+2 Marks in %	98	*Guardian's Name	ABCDEF	Are you a person with disability	N	Type of disability		
*Parent's Annual Income	100000	*Guardian's Profession	TEACHING	Percentage of disability	0	Category	GE	
*Parent's Mobile No.	9987654321	Your Name in Hindi* (Please use http://www.google.com/transliterate/ for writing name in hindi transcript)	हर	Email	testjee@testjee.com	Nationality	INDIAN	
*Guardian's Email Id	xyz@abc.com	Medical Form	Yes	Guardian Name	ABCDEF	Mobile No	9123456789	
Upload soft copy of Medical Form				Section	4	Old Rollno/Emp No		
*** Note: Please create one soft copy (PDF Document) for uploading all the medical forms				10+2 Marks	98	Guardian's Name	ABCDEF	
Medical Form <input type="button" value="Choose File"/> <input type="button" value="No file chosen"/> The hard copy also to be submitted at time of registration.				Parent's Annual Income	100000	Guardian's Profession	TEACHING	
Upload IMAGE OF PHOTO AND SCANNED SIGNATURE				Guardian's Email Id	xyz@abc.com	Hindi Name	हर	
*** Photo dimension: width x height in pixel (min allowed- 130px x 150px , max allowed 175px x 200px)				Emergency Contact Information:				
*** Signature dimension: width x height in pixel (min allowed- 100px X 50px, max allowed 300px X 150px). 95 % of the image area should contain the scanned signature				Emer. Cont. No(Guardians)	9987654321	Emer. Cont. Person Name	ABCDEF	
*** Please note that if photo and signature is already available then you can not update these				Emer. Cont. Address	FLT NO 201,VIDYA APTS, WEST MAMBALAM	Relationship with The Person	MOTHER	
Photo	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>	Image of Signature	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>	*Address (Permanent Address Can not be updated twice/if available)				
Communication Address				Permanent Address (Same As Communication Address <input type="checkbox"/> )				
Addr	FLT NO 201	Addr	FLT NO 201	Communication Address				
Vill/City	VIDYA APTS	Vill/City	VIDYA APTS	Addr	FLT NO 201	Vill/City	VIDYA APTS	
Police Station	WEST MAMBALAM	Police Station	WEST MAMBALAM	Vill/City	VIDYA APTS	Police Station	WEST MAMBALAM	
District	T NAGAR	District	T NAGAR	Police Station	WEST MAMBALAM	District	T NAGAR	
State	TAMIL NADU	State	TAMIL NADU	District	T NAGAR	State	TAMIL NADU	
Pin No.	600020	Pin No.	600020	State	TAMIL NADU	Pin No.	600020	
<b>EXTRA ACADEMIC ACTIVITY ( EAA )</b>								
The National Sports Organization (NSO) creates an atmosphere of sports consciousness and healthy physical build-up among the educated youth. It is imperative for a student enrolled under N.S.O. to receive relevant training and represent the institute in sporting events. Students are admitted into the N.S.O by virtue of their aptitude and abilities in various events.								
The National Cadet Corps (NCC) is a Tri-Services voluntary organisation comprising the Army, Navy and Air Force, engaged in grooming the youth ??? ??? The Leaders of Tomorrow??? into disciplined and patriotic citizens. IIT Kharagpur has 1 Bengal EME Coy., Army Wing and Tech Air Force Wing. Presently, NCC has approximately 13 lakhs cadets under its fold in India. The Cadets are given basic military training in small arms and parades. The cadets have no liability for active military service once they complete their course but are given preference over normal candidates during selections based on the achievements in the corps. The aims of N.C.C. are as per below:								
* To Develop Character, Comradeship, Discipline, Leadership, Secular Outlook, Spirit of Adventure, and Ideals of Selfless Service amongst the Youth of the Country.								
* To Create a Human Resource of Organized, Trained and Motivated Youth, To Provide Leadership in all Walks of life and be Always Available for the Service of the Nation.								
* To Provide a Suitable Environment to Motivate the Youth to Take Up a Career in the Armed Forces								
The National Service Scheme (NSS) aims at creating social awareness among students and providing a sense of fulfilment through service to the needy. NSS, IIT Kharagpur has 15 units working in 15 underdeveloped regions within 5 K.M. radius of the campus. Besides development of character qualities like leadership, ability to work in a team, communication skill etc., the work gives an opportunity to interact with community leaders and also to ideate, innovate and implement.								
Mother tongue :	TAMIL	Chronic disease, if any :	NONE	EXTRA ACADEMIC ACTIVITY ( EAA )				
Read : <input type="checkbox"/>		Prior experience in social service (self or through family / friends) :	<input checked="" type="checkbox"/>	Rollno	15CS10028	Name(as per last qualifying degree)	TEST JEE CANDIDATE	
Write : <input type="checkbox"/>		Prior experience in social service (self or through family / friends) :	<input checked="" type="checkbox"/>	Mother tongue :	TAMIL	Chronic disease, if any :	NONE	
Understand : <input checked="" type="checkbox"/>		Prior experience in social service (self or through family / friends) :	<input checked="" type="checkbox"/>	Knowledge of Bengali :	Read : No Write : No Understand : Yes	Prior experience in social service (self or through family / friends) :	Yes	
Height (in cm) :	168	Weight (in kg) :	60	Height (in cm) :	168	Weight (in kg) :	60	
Power of lens, if used :	0	Impaired hearing :	<input type="checkbox"/>	Power of lens, if used :	0	Impaired hearing :	No	
Impaired motion :	<input type="checkbox"/>	Prior experience in drill / scout :	<input checked="" type="checkbox"/>	Impaired motion :	No	Prior experience in drill / scout :	Yes	
Physical deformity like malformation of hand, toe, spine or flat feet:	<input type="checkbox"/>	Prior Experience in NCC/Scouts and guides :	<input type="checkbox"/>	Physical deformity like malformation of hand, toe, spine or flat feet:	No	Prior Experience in NCC/Scouts and guides :	No	
Interested in firing and arms training :	<input type="checkbox"/>	Interested in Adventure Activities :	<input type="checkbox"/>	Interested in firing and arms training :	No	Interested in Adventure Activities :	No	
Aptitude in sport1 :	BADMINTON	Aptitude in sport2 :	ATHLETICS	Aptitude in Cultural Activity ( EAA )				
Level reached :	SCHOOL	Level reached :	SCHOOL	Aptitude in Cultural activity 1 :	SINGING	Aptitude in Cultural activity 2 :	DEBATE	
Upload scanned copy <input type="button" value="Choose File"/> <input type="button" value="No file chosen"/> No		Upload scanned copy <input type="button" value="Choose File"/> <input type="button" value="No file chosen"/> No		Aptitude in Cultural activity 3 :	DANCE	Aptitude in Cultural activity 4 :	QUIZ	
Aptitude in sport3 :	Select	Aptitude in sport4 :	Select	Signature : ..... (TEST JEE CANDIDATE) Date : Fri May 08 16:40:54 IST 2015				
Level reached :	Select	Level reached :	Select	PRINT Profile				
Upload scanned copy <input type="button" value="Choose File"/> <input type="button" value="No file chosen"/> No		Upload scanned copy <input type="button" value="Choose File"/> <input type="button" value="No file chosen"/> No		Click here to Print your Profile. Do not forget to sign before handing it over @ the Registration Desk.				
Aptitude in Cultural activity 1 :	SINGING	Aptitude in Cultural activity 2 :	DEBATE	<b>SUCCESSFULLY UPDATED.</b>				
Aptitude in Cultural activity 3 :	DANCE	Aptitude in Cultural activity 4 :	QUIZ	Update Successful Updation Message is displayed				
Please remember that you have to provide certificates/documents for the level reached against aptitude in sports provided.								



**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	टेस्ट

**Emergency Contact Information:**

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

<b>Communication Address</b>	<b>Permanent Address</b>
Addr	Addr
Vill/City	Vill/City
Police Station	Police Station
District	District
State	State
Pin No.	Pin No.

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.**

Name- TEST JEE CANDIDATE  
Tentative Rollno- 15CS10028 Tentative Section- 4 Tentative Hall- LAL BAHADUR SHASTRI HALL

**Tentative Time Table**

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			HS13001 LANGUAGE LAB			HS13001 F116		EE11001 F116	CY11001 F116
Tue					Subject Number		EE11001 F116	HS13001 F116	
Wed			ME19001 In Mechanical Dept.					CY11001 NC141, NC442, NC441	MA10001 NC141, NC442, NC441
Thur			CY19001 In Chemistry Dept.					MA10001 F116	CY11001 F116
Fri			EE19001 EE LAB				MA10001 F116		CY11001 F116

F-rooms are in the Main Building  
NCNR -rooms are in the Nalanda Complex  
LANGUAGE LAB- Located in Sir JC Bose Laboratory Complex(near Vikramshila Complex)

Subno	Subject Name	Ltp	Crd
ME19001	INTRODUCTION TO MANUFACTURING PROCESSES	0-0-3	2
HS13001	ENGLISH FOR COMMUNICATION	3-0-2	4
CY19001	CHEMISTRY LAB.	0-0-3	2
MA10001	MATHEMATICS-I	3-1-0	4
EA10001	EXTRA ACADEMIC ACTIVITY-I	0-0-3	0
EE19001	ELECTRICAL TECHNOLOGY LAB.	0-0-3	2
CY11001	CHEMISTRY	3-1-0	4
EE11001	ELECTRICAL TECHNOLOGY	3-1-0	4

Three rooms are assigned for Tutorial classes  
The class is divided into three groups and each group has its tutorial in a separate room.

[GetReport](#)

- 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:**

The screenshot displays the ERP System, IITKGP dashboard. The top navigation bar includes links for Home, Complaints, Retrieve Passphrase, and user information (Welcome Aditya Pahuja (15AE10001) with Switch Login and Logout options). The main menu is titled 'Academic' and 'CDC', with a search bar. Below the menu, it indicates 'You are in: Academic'. The menu items are: Award and Prize (UG), Examination TimeTable, Feedback, Fees, Final Graduation Processing, Results Review(UG), Scholarship (MCM), Students, Subjects, Time Table, and UG. A red callout box points to the '+' icons on the left of each menu item, stating: 'These are the main menus. Click on the '+ sign to expand'. The footer contains the copyright information: 'Copyright © ERP System, IIT Kharagpur. Helpline - 032222-81019/81018/81017'.

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

You are in: [Academic](#)

[Award and Prize \(UG\)](#)

[Examination TimeTable](#)

[Feedback](#)

[Fees](#)

[Final Graduation Processing](#)

[Results Review\(UG\)](#)

[Scholarship \(MCM\)](#)

[Students](#)

[Application for Financial Assistance for Conferences](#)

[Application for permission to attend CONFERENCES/WORKSHOPS/SEMINARS without financial assistance from Institute](#)

[Micro Credit Registration](#)

[Your Academic Information](#)

[Subjects](#)

[Time Table](#)

[UG](#)

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

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

[Academic](#) [CDC](#)

Search Menu

You are in: [Academic](#)

[Award and Prize \(UG\)](#)

[Examination TimeTable](#)

[Feedback](#)

[Fees](#)

[Final Graduation Processing](#)

[Results Review\(UG\)](#)

[Scholarship \(MCM\)](#)

[Students](#)

[Subjects](#)

[Time Table](#)

[My Time Table\(Student\)](#)

[Subject List With TimeTable Slots](#)

[Summer Quarter Time Table](#)

[TimeTable\(DepartmentWise\)](#)

[UG](#)

Click here 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 E142		CY11001 E142
Tue		MA10001(T) NC344, NR124, NC343				EE11001 E142		HS13001 E142	
Wed			EE19001 EE LAB, E244						CY11001(T) NC344, NR123, NC342
Thur		HS13001 LANGUAGE LAB					MA10002 E142		CY11001 E142
Fri			ME19001 In Mechanical Dept.				MA10002 E142	HS13001 E142	CY11001 E142

**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 MAKI , SABYASACHI SENGUPTA , SARIT KUMAR DAS , JAYANTA PAL , N K KISHORE , PRABODH BAJPAI , AUROBINDA ROURAY , GOSHIDAS 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	
<b>TOTAL CREDIT TAKEN</b>					<b>22</b>	

.....  
 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. The complete list of scholarships along with various rules and regulation pertaining to the scholarships is available in the institute website under UG regulation.

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

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

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

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

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

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

- (a) In making the **change of branch**, those applicants shall be first considered who have secured a rank within **top 1%** (one percent), rounded to the nearest integer, amongst all the first year students in terms of the CGPA scored at the end of the Second (Spring) Semester. Change of branch requested for by such applicants shall be made **without any constraint on the number of seats**.
- (b) The remaining applicants may be allowed a change of branch, strictly in order of *inter se* merit, subject to the limitation that the actual number of students in the Third Semester, i.e., the Autumn Semester, in the branch to which the transfer is to be made, does not exceed **110% of the sanctioned yearly intake** for that branch.

### ❖ Switch Over to Interdisciplinary Dual Degree

Students admitted to the **4-year B. Tech. (Hons.) / 5-year Dual Degree** Program

through JEE (Advanced) are eligible for Switch Over to the Dual Degree Programs of **Engineering Entrepreneurship/Financial Engineering/ Petroleum Engineering at the end of 2<sup>nd</sup> Year (4<sup>th</sup> semester) and Artificial Intelligence and Machine Learning at the end of 3<sup>rd</sup> Year (6<sup>th</sup> semester).**

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

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

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

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

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

#### ❖ **Options for Dual Degree Specialization**

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

#### ❖ **Additional credits**

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

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

#### ❖ **Micro-Credits**

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

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

The subject and grade will be mentioned in transcript / grade card and will be used to

compute CGPA **for additional subjects and will be shown as ACGPA.**

#### ❖ **Minor in a Discipline**

A department would offer a **MINOR** in a discipline in which it offers a major.

The department would enlist a set of subjects from its curriculum and prescribe a requirement for minor taking six subjects or more (18-24 contact-hours plus 3-9 hours of laboratory) from this set. The subjects would be a combination of mostly core and some electives.

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

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

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

#### ❖ **Micro – Specialization**

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

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

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

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

The subjects can be taken through the Breadth/Open Elective component of the

curriculum or as Additional Subjects. If specified in the Micro-Specialization curriculum, the subject can also be taken as Micro-Credit/s.

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

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

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

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

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

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