INDIAN INSTITUTE OF TECHNOLOGY DELHI
(IMPORTANT INSTRUCTIONS FOR NEW **UG** STUDENTS)

The following will be made available to you at this site by 17.7.2018:

1. *Your ENTRY NUMBER. This is a unique number provided to every student at IIT Delhi*
2. *Information about the Hostel allotted to you*
3. *Link for online filling of Form A*

   (You are advised to check this link again for any updated information periodically)

Please note the following important points pertaining to your admission to IIT Delhi:

- All undergraduate students should report on 18.7.2018 (Wednesday) directly to the respective hostels allotted (which will be made known to you by 17.7.2018).

- Before coming for registration, you would need to fill FORM - A by logging into the link on the IIT Delhi website which will be provided by 17.7.2018. Please Log in, fill the Form A, print the filled form and submit duly signed copy of the same at the time of Registration.

- It is mandatory to have savings bank (S/B) account in State Bank of India (any branch in the country) for the hostel residents. If a student does not have S/B account in SBI, then it is advised to open S/B account in SBI, IIT Delhi Branch on arrival in the campus. The form for opening an account in SBI can be obtained from the Caretaker of the respective hostel.

- Detailed schedule of Orientation & Registration will be available by July 17, 2018.

- Download other blank FORMS (Form B to Form H-5) in pdf format, Print them, sign the forms as required (students as well as parents to sign in respective forms), and bring them with you for submission at the time of registration or for submission in the hostel.

- **List of all the documents to be brought is available in Instruction Sheet -2 (UG).**

- **Payment of Institute fees as well as hostel charges is allowed only in the ONLINE MODE. For these, please see Instruction Sheet – 3 (UG) & Instruction Sheet – 4 (UG) respectively.**

- *Kindly note that payment of fees; filling of Form – A; downloading of other forms after arriving in the campus may result in inconveniences owing to overloading of the limited facilities on campus, So, it would be advisable to complete these formalities before leaving for IIT Delhi.*

IMPORTANT DATES:

1. **Reporting to allotted hostel**   :   **July 18, 2018**
2. **Orientation & Registration**   :   **July 19, 2018 (9.00 AM) to July 21, 2018**
3. **Commencement of Classes**   :   **July 23, 2018**

LIST OF DOCUMENTS TO BE BROUGHT BY NEW UNDERGRADUATE STUDENTS

WHILE REPORTING AT IIT DELHI

I - For submission/verification at the time of Registration:

1. MINIMUM 5 COPIES OF LATEST PASSPORT-SIZE PHOTOGRAPHS

2. RECEIPT OF PAYMENT TO JEE AT THE TIME OF SEAT ACCEPTANCE

3. COPY OF ON-LINE PAYMENT RECEIPT OF THE <u>BALANCE AMOUNT</u> AS GIVEN BELOW IN **INSTRUCTION SHEET – 3 (UG):**

   Payment of Institute fees as well as hostel charges is allowed only in the online mode. For these please see Instruction Sheet – 3 (UG) & Instruction Sheet – 4 (UG) respectively.

4. SELF ATTESTED COPIES OF AADHAR CARDS, PAN CARDS OF FATHER, MOTHER & STUDENT

5. ORIGINAL JEE COUNSELLING LETTER

6. INSTITUTE ALLOTMENT LETTER

7. ORIGINAL 12TH MARKS SHEET AND ONE ATTESTED COPY

8. ORIGINAL 12TH CERTIFICATE AND ONE ATTESTED COPY

9. ORIGINAL 10TH MARKS SHEET AND ONE ATTESTED COPY

10. ORIGINAL 10TH CERTIFICATE AND ONE ATTESTED COPY

11. THE FOLLOWING IF APPLICABLE

    (i)   ORIGINAL CASTE CERTIFICATE AND ONE ATTESTED COPY (FOR SC/ST/OBC)
    (ii) DISABILITY CERTIFICATE (FOR PD CATEGORY STUDENTS)

12. FORM A – A PRINTOUT OF THE FORM FILLED ON-LINE AND DULY SIGNED
    (Link for on-line Form A will be available on the IITD website by 17.7.2018)

13. FORM B – UNDERTAKING DULY FILLED AND SIGNED BY ALL CONCERNED

14. FORM C & D –FAMILY INCOME STATEMENT & FORMAT FOR INCOME CERTIFICATE

15. FORM E – HONOUR CODE (1 COPY DULY SIGNED BY ALL CONCERNED)

16. FORM F – BENEVOLENT FUND SCHEME FORM DULY FILLED AND SIGNED BY ALL CONCERNED

17. FORM G – INSURANCE SCHEME FORM DULY FILLED AND SIGNED BY ALL CONCERNED

II - *If hostel has been allotted, the following documents have to be submitted at the hostel (to the Caretaker)*

- Receipt of payment of Hostel Charges (2 Copies)
- FORMS H1, H2, H3, H4 AND H5 (duly filled and signed by all concerned)

III - *If hostel has NOT been allotted, the following documents have to be submitted at the time of registration.*

- FORMS H3, H4 AND H5 (duly filled and signed by all concerned)

Note: - <u>Wherever the Entry Number is required in the forms, you may fill the same on receipt of your Entry Number</u>

DETAILS OF INSTITUTE FEE TO BE PAID BEFORE THE REGISTRATION

The Institute Fee Structure for the 2018 JEE Entrants is as follows:

For INDIAN NATIONALS INCLUDING PIO (Persons of Indian Origin) AND OCI (Overseas Citizenship of India) CARD HOLDERS :

Category	Tuition Fee (Rs.)	One Time Payment (Rs.)	Payable Each Semester (Rs.)	Refundable Caution Deposit (Rs.) (Inst. +Lib. Security) (Rs.)	Medical Insurance Premium Per Annum + Student Distress Fund (Rs.)	Hostel Seat rent + Amenity Charges* (Rs.)	Total Institute Fees		Balance amount payable	
							If hostel allotted (Rs.)	without hostel (Rs.)	If hostel allotted (Rs.)	without hostel (Rs.)
General /OBC (Annual Family Income > Rs. 5 lakh)	1,00,000	5,800	3,850	3,000 + 3,000 = 6,000	500 + 300 = 800	7,500 + 500 = 8,000	1,24,450	1,16,450	**90,950**	**82,950**
General /OBC (Annual Family Income Rs. 1.00 lakh upto 5.00 lakh)	33,333	5,800	3,850	3,000 + 3,000 = 6,000	500 + 300 = 800	7,500 + 500 = 8,000	57,783	49,783	**24,283**	**16,283**
General /OBC # (Annual Family Income < Rs. 1 lakh)	Nil	5,800	3,850	3,000 + 3,000 = 6,000	500 + 300 = 800	7,500 + 500 = 8,000	24,450	16,450	**-9,050****	**-17,050****
SC/ST /PD	Nil	5,800	3,850	3,000 + 3,000 = 6,000	500 + 300 = 800	7,500 + 500 = 8,000	24,450	16,450	**10,950**	**2,950**

* Other hostel charges will be paid through a separate link given in Instruction Sheet - 4 (UG).

 # Corrected (See Balance Payment columns)

** Excess payment of Rs. 9,050 (with Hostel) and Rs. 17,050 (without Hostel) will be adjusted in next semester fees .

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For Foreign Students:

	Tuition Fees (US Dollars)	Other Charges (Indian Rs.)	Total Charges
SAARC Countries	$ 1000	Rs. 24,450	USD 1000 + Rs. 24,450
NON-SAARC Countries	$ 2000	Rs. 24,450	USD 2000 + Rs. 24,450

Instructions for ONLINE payment:

Step-1. Click at the URL:**https://www.onlinesbi.com/prelogin/institutiontypedisplay.htm**

Step-2. You will see *State of Corporate/Institution:*

Select *"National Capital Territory of Delhi"*

You will also see *Corporate/Institution:*

Select *"Educational Institutions"*

click <Go> button

Step-3. Now, you will see *Educational Institute Name:*

Select *"IITD REVENUE ACCOUNT (FEE COLLECTION)"*

Click <submit>

Step-4. You will see *Payment Category: IIT DELHI STUDENTS FEES (1st semester 2018-2019)*

Make the payment, take Printout of payment Receipt and submit the Receipt at the time of Registration

Note: Please take care to fill your Entry Number and Name correctly

PROCEDURE FOR PAYMENT OF HOSTEL CHARGES FOR STUDENTS ADMITTED IN JULY, 2018
(Excluding hostel seat rent and amenity charges):

(Only for those who have been allotted hostel)

Amount to be paid	Mess Advance (Rs.)	Refundable/Adjustable Security (Rs.)	Hostel Admission Fee (Rs.)	Total Amount to be paid (Rs.)
Males Students	20000	10000	7000	**37000**
Female Students	18000	10000	7000	**35000**

Payment Procedure:-

1. (Please click on the following URL)

   https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=840006

2. Select the Payment Category: **IIT DELHI HOSTEL ADMISSION FEES**
3. Fill the online form: - Please take care to fill your Entry Number and Name correctly.
4. Submit and proceed to make the payment using any of the available modes.
5. Print the receipt.

Note: -

Please bring two copies of the Hostel fees payment receipt in which the Entry Number of the student should be separately recorded legibly. Submit both the copies to the concerned Caretaker out of which one copy will be stamped and will be returned to you as an acknowledgement/ receipt for payment of Hostel fees.

Hostel Fees Payment from Second Semester onwards

a) It is mandatory for all the hostel residents to have a Savings Bank Account in State Bank of India (SBI) anywhere in India since SBI has the facility of Core Banking. Those students who do not hold an account in State Bank of India (SBI), must open an account in SBI IIT Delhi branch immediately on their arrival. The required forms for account opening can be obtained from the caretaker of the concerned hostel.

b) For the convenience of the students, from second semester onwards the hostel mess fees will be directly debited from the Savings Bank Account of the students maintained with State Bank of India (SBI) once in every semester **(Refer Form H2)**. The specific date of dues collection will be informed from time to time in advance so as to enable the students to maintain sufficient balance in the bank account during the specified period **(Strict disciplinary action will be taken against the defaulters not maintaining sufficient balance for payment of hostel mess dues)**. All transactions towards the hostel fee will be accepted only through electronic modes. **No cash transactions will be accepted**.

c) The Savings Bank Account being maintained for payment of hostel fees must be kept in operation till the time the mess security is refunded after completion of the course, as the mess security will be refunded to the same account.

d) Those students who are having an existing minor Savings Bank Account under guardianship of the parents at the time of admission in IIT Delhi due to not attaining the age of 18 years must remove the "under guardianship" from the account and make the account in the name of student **OR** must open a new Savings Bank Account in SBI IIT Delhi as and when they attain the age of 18 years and should submit that bank account number to the Caretaker of the concerned hostel for updating in the system and for future transactions. **(Only for UG Students.)**