

General Guidelines & Rules applicable to students for official activities

Guidelines : The students are requested to visit the web page of the Students' Affairs Section (link - <http://shiloi.iitg.ernet.in/~sa>) for knowing in details about Scholarships, Forms, Timings for Students' Gymkhana/ Swimming Pool /Students' Affairs Office etc.

Subsequently, depending upon the requirement, students are requested to **download necessary form(s) from Students' Affairs Section webpage** (<http://shiloi.iitg.ernet.in/~sa/forms.html>) and submit the same to the Students' Affairs office. In case of **Bonafide certificates** (Form No.01& 02) and **Indent for guest house accommodation** for students' parents etc. (Form No.25), the students after filling up the relevant form(s) are always requested to **attach a photo copy of the Identity Card and then submit them together in the specified /earmarked drop-box kept near the entry door of the Students' Affairs Section.**

Subject	Form No.	Remarks
Application form for Passport related certificates – Bonafide, No Objection & Verification.	Gen/01	Students will be required to fill up the Application form for Passport related certificates – Bonafide and No Objection Certificates. Based on that, they will be issued Verification certificates in addition to the Bonafide and No Objection Certificates.
Multi-purpose Bonafide Certificate (for Bank Account/SIM/Loan/Others)	Gen/02	To be used for different requirements of the student – purpose is to be clearly specified.
Railway Concession form	Gen/03	To be used only for hometown journey (to & fro) - maximum twice a year- that too during summer & winter vacations of the Institute.
Id Card Original Form	Gen/04	Needs to be filled up & submitted by students - (a) For issuing Id cards to the fresh students - following relevant notification after their Registration , (b) For re-issuing Id cards to the fresh / continuing students – if the already issued original Id card is lost / misplaced / damaged or if its valid is over. <i>(While applying for re-issuing (i) on account of lost / misplaced Id cards, the filled in form must be accompanied by a copy of the F.I.R. lodged in this regard with the Police Station, (ii) for damaged Id card , the same needs to be returned)</i>
Provisional ID Form	Gen/05	Applicable until the original Id card is issued / re-issued.
Gymkhana Advance Form	Gen/06	When applying for any financial advance under the allotted budget of a board of the students' gymkhana <i>(Advance must be applied atleast four working days before the relevant event)</i>
Gymkhana Reimbursement Form	Gen/07	When making any financial reimbursement claim under the allotted budget of a board of the students' gymkhana. <i>(Claim must be made within one month of the same financial year from the completion of the relevant event)</i>
Gymkhana Settlement Form	Gen/08	When submitting any financial settlement under the allotted budget of a board of the students' gymkhana. <i>(Settlement must be made within one month of the same financial year from the completion of the relevant event)</i>
Membership for Institute Swimming Pool	Gen/09	Needs to be filled up & submitted to the Gymkhana Sports Office.

Special Athletics Training Session	Gen/10	Needs to be filled up & submitted to the Gymkhana Sports Office.
Special Swimming Pool Enrollment Form	Gen/11	Needs to be filled up & submitted to the Gymkhana Sports Office following relevant notification from them in this regard.
Hostel Shift Form-Old Hostel	Gen/12	To be used based on – (a) Institute order , (b) prior permission of the concerned warden
Hostel Shift Form-New Hostel	Gen/13	To be used based on – (a) Institute order , (b) prior permission of the concerned warden
Hostel Stay Form	Gen/14	To be used by B.Tech/ M.Sc./ MA students only if hostel accommodation is needed during summer & winter vacation of the Institute.
Project Staff Hostel Accommodation Form	Gen/15	To be used by Project Staff only.
McM Form	Gen/16	To be used /applied when it is notified
IWAB Scholarship Form	Gen/17	To be used /applied when it is notified
Hostel Leave Form	Gen/18	To be used when a hostel boarder goes on leave during the semester.
Hostel No Dues Clearance Certificate Form	Gen/19	To be used only when a hostel boarder is shifting from / vacating the hostel fully.
Outside Scholarship Form	Gen/20	To be used when applying for any outside scholarship.
Hostel Registration Form	Gen/21	To be used at the time of getting admitted to a hostel.
Married Scholars Hostel Form	Gen/22	When applying for Married Scholars Hostel
Temporary Hostel Accommodation Form	Gen/23	To be used by summer / winter trainees, Visiting students, Research Scholars, Part time students and other official visitors(QIP/Conferences/Interviews etc.)
Community Hall (Manas) Booking Form	Gen/24	When Manas Community Hall is required to be booked.
Indent for Guest House Accommodation for students	Gen/25	When accommodation is required for students' parents / legal guardians etc. in the Institute guest house.

Students, particularly the Students' Gymkhana Council Office Bearers are quite often required to deal with some purchase works, related to different boards like sports, cultural, technical etc. Then may get acquainted with the prevailing purchase procedure of the Institute by visiting webpage of the Stores & Purchase Section (<http://shiloi.iitg.ernet.in/~snp>). The relevant information can be found under the following pages of the Stores & Purchase Section webpage- Purchase Procedure, Various forms (especially form no.1, 2,3, 8.1 & 9)

Further, students in general, may require to use the following reimbursement forms as per their requirement on medical ground from the webpage of the Finance & Accounts Section of the Institute under the link - <http://shiloi.iitg.ernet.in/~acc/forms/index.html>. These reimbursement forms are- Medical Claim Form (OPD), Medical Claim Form (Only for Lab Test and Medicines prescribed by IITG Doctor) and Medical Claim Form (Indoor Treatment). These forms ([Reimbursement Form For OPD Treatment by Institute Doctor](#), [Reimbursement Form For OPD Treatment by Outside Doctor](#) and [Reimbursement Form For Indoor - Hospitalised Treatment](#)) can also be found in the webpage of the Medical Section under the link- <http://shiloi.iitg.ernet.in/~medical>

On the other hand, students - particularly the Students' Gymkhana Council Office Bearers may also require to use the Institute's Travelling Allowance (TA) bill -TA Form-Official from the link- <http://shiloi.iitg.ernet.in/~acc/forms/index.html>, if they are permitted by the Competent Authority of the Institute to undertake official trip /visit for attending meeting /seminar/conference etc. While submitting Travelling Allowance (TA) bill, it is mandatory to attach the proof of travel by attaching boarding pass (for air travel) / ticket (for travel by train/bus) / money receipt (for travel by taxi).

Rules : Regarding the rules applicable to the students, the following link should be referred : <http://shiloi.iitg.ernet.in/~sa/rules.html>. Under the same link General rules for hostel residents and Swimming pool rules can also be found.