Instruction to 1st year UG Students

Registration process for 1st year UG students, viz., B. Tech. (Hons.), B. Arch. (Hons.), 5-Year Dual Degree (B. Tech. & M. Tech.), and 4-Tear BS Program, for Autumn 2023-24 session will be conducted as detailed below:

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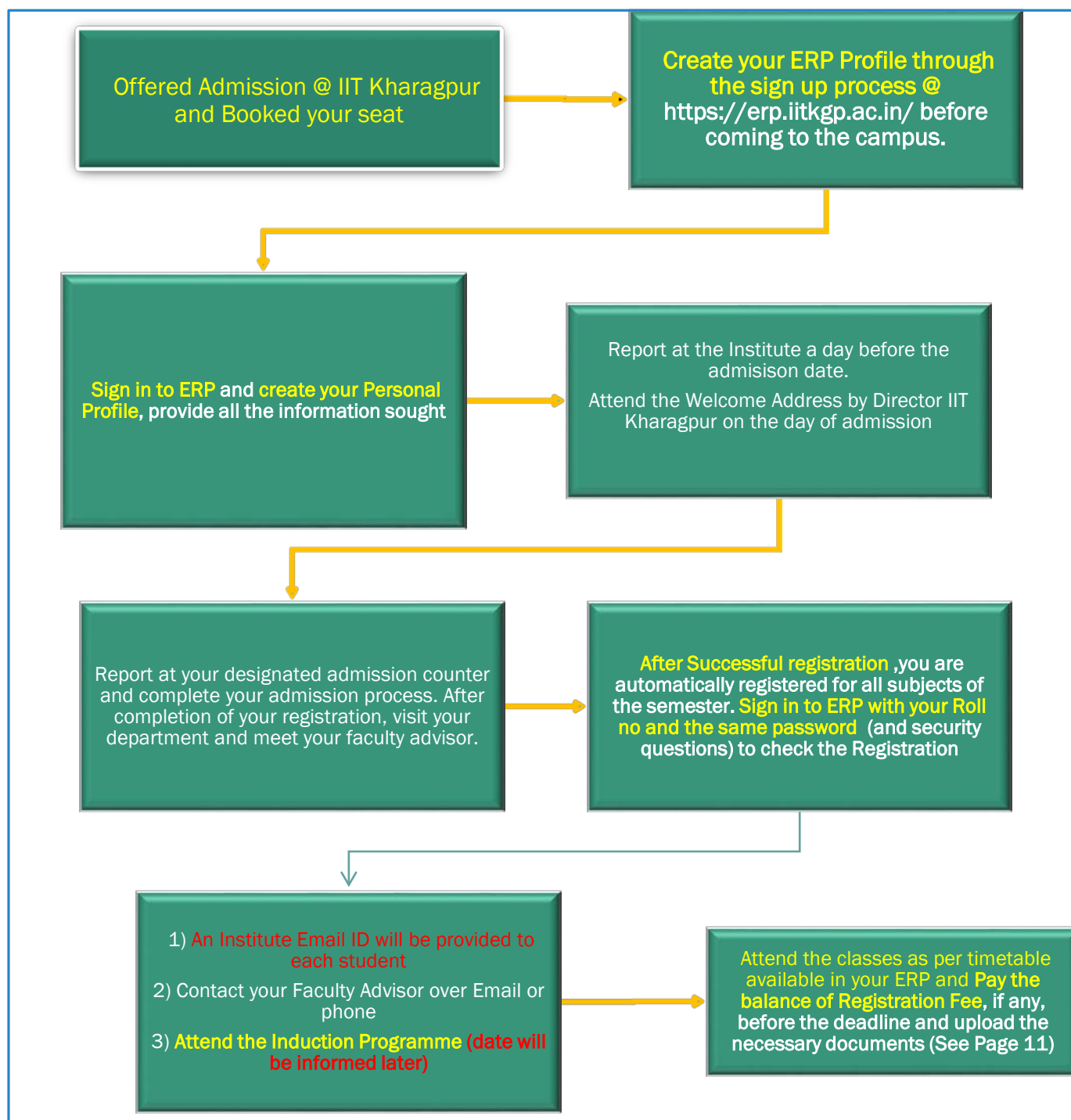

Figure-1 Sequence of events for student registration

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** 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

Time line of the events		
Sl No.	Event	Date and Time
1	Uploading the necessary documents on ERP	**After the Physical Registration process**
2	Physical registration	**4th August, 2023**

Time line of the events		
Sl No.	Event	Date and Time
3	Completion of Online registration in ERP	**4th August, 2023**
3	Induction Program	**4th-6th August, 2023**
4	Classes begin for 1st year UG programs, B. Tech., B. Arch., Dual Degree (B Tech and M Tech) and 4-year BS through JEE Advanced 2023	**07th August, 2023**
5	Payment of balance of admission fee.	Fee payment link through ERP shall open from **To be decided** **However, the GE and OBC students, who wish to avail Tuition Fee Waiver, shall upload their family income document in ERP by 31st October, 2023.** Last date for fee payment is **To be decided.**

3. Academic or Subject Registration

    i. Upon successful registration, the student is automatically registered for all subjects of the 1st 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 (From 04th to 06th August, 2023) will be available on ERP.
    iv. The Class Time Table for the student will also be available on ERP.
    v. Faculty advisors will digitally sign the Registration card after completion of the Registration process.

For any other clarification, please contact the appropriate official in the Academic Section:

Deputy Registrar (Academic), Ph: 03222282054 Email: 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.

Students are strongly advised to open internet enabled bank account. This would help them pay semester fees and other fees online.

4. **Documents to be produced at the time of Registration:**

Registration process for 1st year UG students, viz., B.Tech. (Hons.), B.Arch.(Hons.), Five Year Dual Degree (B Tech and M Tech) and 4 Year BS Program, for Autumn 2023-24 will be held on 4th August, 2023.

All 1st 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 2023**
2. Admit Card of JEE (Advanced)- 2023
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. Caste/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
Total Tuition fee*		**100000**
Institute Caution Money		1000
Library Caution Money	Refundable	1000
Hostel Caution Money		4000
TOTAL of Refundable Fee		**6000**
Alumni Subscription		2000
Medical Examination		200
Students' Welfare Fund	Onetime Fee	300
Modernization Fee		700
Statutory Fee		1500
Hostel Admission fee		1000
TOTAL of Onetime Fee		**5700**
TFS		100
Registration		400
Examination		500
Student Amenities		800
Internet Connectivity	Semester Fee	600
Gymkhana		600
Medical Registration		200
Laboratory		800
Hostel Seat Rent		750
Elect. & Water Charge		1000
Hall Establishment Charge	Each Semester	18300
Hostel Overhead Charge	Each Semester	880
Hall Budget		1000
Mess Charge		14500
STUDENTS' BROTHERHOOD FUND	Once in a Year	**200**
INSURANCE PREMIUM	Once in a Year	**2500**
GRAND TOTAL		**1,54,830**

*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 31st October, 2023.

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

<mark>NB: The fee structure shown here is tentative. Candidates are advised to contact and get confirmation at the time of admission.</mark>

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 2023-24 the important dates are as below:

1	Last date for application through ERP	**4th Aug 2023**
2	Verification of family income document by academic section (UG)	**31st Oct 2023**
3	Last date of fee payment	**To be decided**

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 2023-24 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 2022-23**.

In all documents, the financial year 2022-23 should be clearly mentioned.

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 / 4-Year 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 2nd Year (4th semester) and Artificial Intelligence and Machine Learning at the end of 3rd Year (6th semester).**

Such students must have completed all the prescribed course work up to 4th 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 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.

❖ **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 ≥ 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.

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