

## **Instruction to Students Joining the 1 year Preparatory Programme**

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## Instructions

Registration process for Preparatory Students for the Session 2018-2019 will be conducted as detailed below:

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

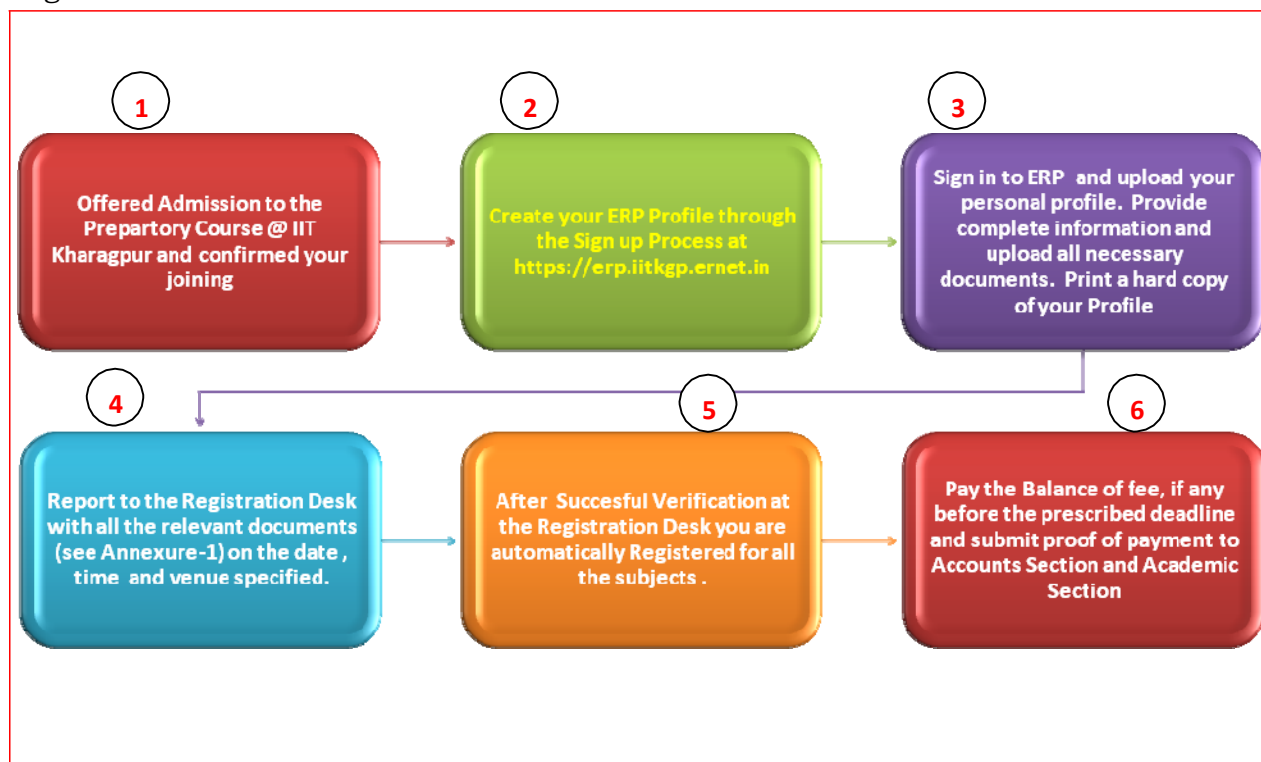


Figure-1 Sequence of events for Preparatory Student Registration.

2. **On the day of Reporting and Registration:**

- i. All students who are to be admitted to Indian Institute of Technology, Kharagpur must bring the documents mentioned in **Annexure - 1** below and produce them at the respective desk for verification.
- ii. It is desirable that the following process is completed by the student if possible, prior to reporting to the Institute on date of registration,;

**Updating Student Profile** and uploading the necessary documents on ERP and taking a print out of the student profile. (See **Annexure -4** for details)

- iii. Students who have a hardcopy print out of their profile can proceed directly to the venue of Registration for verification. They should present the signed student profile, photo copies of all other required documents

***The students should retain the original of all the documents with them, in their possession, even after verification is complete should the academic section need to examine them again at a later date.***

iv. Students who have **not updated their profile**, due to time constraints, shall proceed to **Computer and Informatics Centre**, to update their student profile and take a hard copy print out.

They shall thereafter, return back to Registration Venue with a printed and signed copy of the student profile to complete their registration.

v. After successful verification by the Academic section is complete, the **student's login to ERP will be with the assigned roll number as his/her login id** with the same password.(See Annexure-4 for details)

vi. Upon successful verification, the student is automatically registered for all the subjects of the 1<sup>st</sup> semester. The student must then login to ERP with his/her assigned roll number and print a copy of the **Registration Card**.

The **print out** must be signed and handed over to his/her **Preparatory Coordinator** by 5<sup>th</sup> July 2018

vii. **The balance of admission fee (as given in Annexure – 2, Table 1), if any shall be payable on or after academic verification on 23<sup>rd</sup> July 2018 and payment has to be done latest by 23<sup>rd</sup> July 2018 through online payment only.**

**Students/parents should carefully read the fee payment instruction** on the hyper linked page at <https://erp.iitkgp.ernet.in/PaymentInstructions.pdf> **before proceeding to pay the balance of admission fee**

They should log in to the ERP system using their roll no as id, use their original password and then proceed to pay on line. (See Annexure-4 for details)

The students should submit fee acknowledgement slip to the student wing at the Accounts Section positively by 7<sup>th</sup> August to complete their registration process.

viii. **The student must abide by the timelines mentioned in Table – 2 in Annexure – 2 below**

### **3 Academic or Subject Registration (See Annexure-4 for details)**

i. Upon successful verification of all documents, the student is automatically registered for all subjects of the 1<sup>st</sup> semester on ERP.

ii. The Class Time Table for the student will also be available on ERP.

*For any other clarification call the Academic Section(UG):*

*Assistant 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*

### **Annexure - 1**

Registration for the Students joining the **Preparatory** Program will be held on 23<sup>rd</sup> July 2018

**All Students joining the Preparatory Program at Indian Institute of Technology, Kharagpur must bring the following documents, with photo copies, as mentioned below and produce them at Registration Desk for academic verification:**

1. Print out of the final allotment letter.
2. Original Admit Card of JEE (Advanced) 2018
3. Class X (High School) Board Certificate/Any other certificate as proof of dates of birth
4. Mark sheet and certificate of passing the qualifying examination
5. Copy of Category Certificate (OBC-NCL/SC/ST) if applicable.
6. Copy of Person with Disabilities (PwD) Certificate if applicable
7. Duly completed Undertaking Form (Annexure 3)

## **Annexure - 2**

**Table - 1**

**The balance of admission fees payable at the time of registration are as follows: \_**

<b>Sl. No.</b>	<b>Particulars of fees</b>	<b>Amount</b>
1.	One Time Fees	3100
2.	Caution Money ( One Time)	6000
3.	Medical Insurance(Annually)	2200
4.	Other Charges (Each Semester)	4000
5.	Students' Brotherhood Fund (Annually)	200
6.	Tuition Fee (Each Semester)	0
7.	Hostel Overhead Fee (Each Semester)	660
8.	Hostel Establishment charges (Each Semester)	13750
9.	Mess Advance (Each Semester)	12000
10.	Hall Budget	1000
Total admission fee		42910

100% tuition fee waiver for SC/ST/PwD students

**Balance of admission fee, if any ,to be paid after academic verification must be done on or before 23<sup>rd</sup> July 2018.**

It may however be noted that any excess/less fee payment is made, it shall be adjusted later in the semester or in subsequent semesters.

**Table 2: Time lines**

will

<b>Sl No.</b>	<b>Event</b>	<b>Time line</b>
1	Reporting to campus for accommodation	22 <sup>nd</sup> July 2018
1	Reporting to IIT Kharagpur for Registration	23 <sup>rd</sup> July 2018
2	Students are automatically registered for all the subjects upon successful verification of documents.	23 <sup>rd</sup> July 2018
3	Classes begin for all Preparatory Students	30th July 2018

## **Annexure – 3**



# Indian Institute of Technology Kharagpur

Annexure-3

### Undertaking from the Students

I, Mr./Ms....., Roll No.: .....  
Programme: .....Dept.....Student  
of Indian Institute of Technology Kharagpur do hereby undertake on this day..... month  
..... year ....., the following:

1. I shall abide by the admissible rules and regulations of IIT Kharagpur and follow the code of conduct for students. I acknowledge that the institute has the authority of taking disciplinary action on me for non-compliance of the same.
2. That I have read and understood the directives of the Hon'ble Supreme Court of India on anti ragging (available at <http://www.iitkgp.ac.in/dosa/>)
3. That I understand the meaning of Ragging and know that the ragging in any form is a punishable offence and the same is banned by the Court of Law. I understand that, in case I am involved in ragging, the case will be reported to the police and the Law will take its own course and I will be summarily expelled from the institute.
4. That I have not been found or charged for my involvement in any kind of ragging in the past. However, I undertake to face disciplinary action / legal proceeding including expulsion from the institute if the above statement is found to be untrue or the facts are concealed, at any stage in future.
5. That I shall not resort to ragging in any form at any place and shall abide by the rules/laws prescribed by the Courts, Government of India and the Institute authorities for the purpose from time to time.
6. I understand that as per rules and resolution of the Institute, I will not be permitted to possess or use any motorised vehicle inside the Institute campus, unless I am permitted to do so by a written authorisation from the Dean (Students' Affairs).
7. I also declare that I am not suffering from any serious/contagious ailment including psychology related symptoms.

#### **Code of Conduct and Discipline:**

1. Students shall conduct themselves within and outside the precincts of the Institute in a manner befitting the students of an institution of national importance.
2. Students shall show due respect to the teachers of the Institute, the Wardens of the Halls of Residence, the Sports Officers of the Gymkhana and the Officers of the National Cadet Corps; proper courtesy and consideration should be extended to the employees of the Institute and of the Halls of Residence. They shall also pay due attention and courtesy to visitors.
3. Students are required to develop a friendly relationship with fellow students. In particular, they are expected to show kindness and consideration to the new students admitted to the Institute every year. Law bans ragging in any form to anybody - acts of ragging will be considered as gross indiscipline and will be severely dealt with.
4. The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:
  - Ragging.
  - Furnishing false statement of any kind in the form of application for admission or for award of scholarship etc.
  - Displaying lack of courtesy and decorum; resorting to indecent behaviour anywhere within or outside the campus.
  - Wilfully damaging or stealthily removing any property/belongings of the Institute, Hall or fellow students.
  - Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
  - Adoption of unfair means in the examinations.
  - Organizing or participating in any group activity in company with others in or outside the campus without prior permission of the Dean of Students' Affairs.
  - Mutilation or unauthorized possession of library books.
  - Resorting to noisy and unseemly behaviour, disturbing studies of fellow students.
  - Misuse of Internet/e-mail facilities or tempering/hacking with servers anywhere in the Halls of Residence/Departments etc.
  - Not intimating his/her absence to the Warden of the Hall before availing any leave.

*Signature of Student*

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

#### Annexure -4

#### Walk through of the online process from signup to sign-in after verification.

##### 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:

Sign In

Sign Up

Forgot Password

New User Sign Up

Please do not use special character like ' / " \ %

Stakeholder Type

Please Select

Stakeholder Code

Emp Code/Rollno etc (as applicable)

Stakeholder Name

Your Name

Your Login Id

Your Login Id

Password

Enter your new password here

Confirm Password

Re-enter your new password here

Digital Signature Information

Alias

Your alias (same as login id)

Passphrase

Enter your passphrase here

Confirm Passphrase

Re-enter your new passphrase here

Information for Verification

Date of birth (DD-MM-YYYY)

Click here to get calendar

Security Questions

First question

Answer of first question


Second question

Answer of second question


Third question

Answer of third question

Confirm



Enter the captcha text(shown in the image)



Submit

Pick 'New Admissions' under stake holder type.

Please Select

Alumni

Developer

Expert Professional

Institute Employee

New Admission

PG Students

PhD/MS Student

Post Doctoral Fellowship (PDF)

Preparatory Students

SRIC Employees

UG Students

Vendors

New Admission



**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

Entrance Exam

Preparatory

NEWPREP

Undergraduate

JAM

PREP

FX

Postgraduate

GATE

JMET

DEF

DIST

MMST

LLB

SPON

QIP

EMBA

FEK

Research

MS

PHD

PDF

Select New Admission

Select the Entrance Exam

Your Reg/Appl No

12345678

Type your Advanced JEE Registration Number

Stakeholder Name

TEST JEE CANDIDATE

Your Login Id

JEE12345678

Your Name and Login Id appear here

Password

\*\*\*\*\*

Choose a Password

Confirm Password

\*\*\*\*\*

Confirm the Password

Digital Signature Information

Alias

JEE12345678

Passphrase

\*\*\*\*\*

You can retain the same passphrase or change it

Confirm Passphrase

\*\*\*\*\*

Information for Verification

Date of birth (DD-MM-YYYY)

01-01-1997

Enter all the information sought below for verification

Security Questions

Your Favorite IIT

\*\*\*\*\*

Your First School

\*\*\*\*\*

Your Favorite teacher

\*\*\*

Confirm

579287

579287

Enter the Captcha

Submit

Submit to create your profile

### Parents/Guardians

Parents/guardians of UG students can look at the performance of their wards semester wise by using the link: [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.

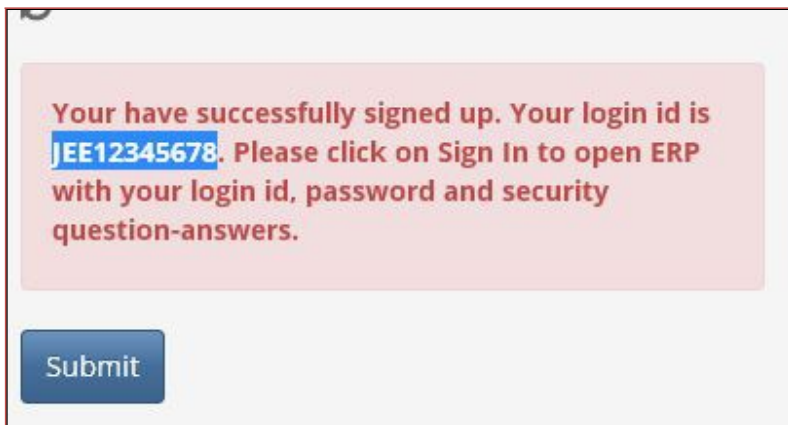
### Students

- Important:** UG Subject Registration : Guideline | Manual
- First Year:** Application for Degree, Provisional Certificate, Grade Card: UG | PG&R
- New Admission:** Instruction for updating student profile and registration
- Payments:** Instruction for semester fees payment
- Click Here to Get First Year Timetable
- Switch Over | Branch Change | QEDM | Minor

Instructions to Prep Students

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



Your have successfully signed up. Your login id is **JEE12345678**. Please click on Sign In to open ERP with your login id, password and security question-answers.

Submit

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



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

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.

Type your ERP login id

Enter your password

Fav Hobby

Answer the security question

Click here to Sign-in to ERP

F. The ERP screen opens up. Click on Update Student Profile. The following form appears. It contains your **Rollno, Hall of Residence and Section**. Fill in all the details correctly and click update

Profile Update Section				Print Section (Scroll down for print button)	
Tentative Roll No:	15CS10028	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+		01-01-1997		
Old Rollno/Emp Code/Project Staff Code of IITKGP (if any)		voice for Institute Email ID	topper@iitkgo.ac.in		
*10+2 Marks in %	98	*Guardian's Name	ABCDE F		
*Parent's Annual Income	100000	*Guardian's Profession	TEACHING		
*Parent's Mobile No.	9987654321				
*Guardian's Email Id	xyz@abc.com	Your Name in Hindi* (Please use <a href="http://www.google.com/transliterate/">http://www.google.com/transliterate/</a> for writing name in hindi transcript)	टेस्ट		
UPLOAD SOFT COPY OF MEDICAL FORM *** Note: Please create one soft copy (PDF Document) for uploading all the medical forms Medical Form <input type="button" value="Choose File"/> medical.pdf <input type="button" value="No file chosen"/> 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 50px; max allowed 300px 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 <input type="button" value="Choose File"/> No file chosen <input type="button" value="No file chosen"/> Image of Signature <input type="button" value="Choose File"/> 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) Communication Address Permanent Address (Same As Communication Address) <input checked="" type="checkbox"/> 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					
Information in the print section is displayed only after updation.					
Please fill these details. It is essential for allotting EAA.					

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		Gender	M
Are you a person with N disability			
Type of disability		Percentage of disability	0
Category	GE	Nationality	INDIAN
Email	testjee@testjee.com	Mobile No	
Guardian Name		Hall	LBS
Section	4	Old Rollno/Emp No	
Medical Form	No		
10+2 Marks		Guardian's Name	
Parent's Annual Income		Guardian's Profession	
Guardian's Email Id		Hindi Name	
Emergency Contact Information:			
Cont. No		Name	
Emer. Cont. Address		Relationship	
Communication Address Permanent Address			
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 16:25:12 IST 2015			

G. 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. Ensure to sign the hard copy before you submit it to the Registration desk. A sample copy of the Profile is shown below.

INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR			
<b>Basic Information:</b>			
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	Percentage of disability	0
Type of disability	GE	Nationality	INDIAN
Category	testjee@testjee.com	Mobile No	9123456789
Email	ABCDEF	Hall	LBS
Guardian Name	4	Old Rollno/Emp No	
Section	Yes	Guardian's Name	ABCDEF
Medical Form	98	Guardian's Profession	TEACHING
10+2 Marks	100000	Hindi Name	टेस्ट
Parent's Annual Income	xyz@abc.com		
Guardian's Email Id			
<b>Emergency Contact Information:</b>			
Cont. No	9987654321	Name	ABCDEF
Emer. Cont. Address	FLT NO 201,VIDYA APTS, WEST MAMBALAM T NAGAR, CHENNAI-600020	Relationship	MOTHER
<b>Communication Address</b>		<b>Permanent Address</b>	
Addr	FLT NO 201	Addr	FLT NO 201
Vill/City	VIDYA APTS	Vill/City	VIDYA APTS
Police Station	WEST MAMBALAM	Police Station	WEST MAMBALAM
District	T NAGAR	District	T NAGAR
State	TAMIL NADU	State	TAMIL NADU
Pin No.	600020	Pin No.	600020
Signature : ..... (TEST JEE CANDIDATE) Date : Fri May 08 16:40:34 IST 2015			

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

ERP System, IITKGP
Home
Complaints
Retrieve Passphrase

Welcome A N Dinesh Chandra (16PP00001)
Switch Login
Logout

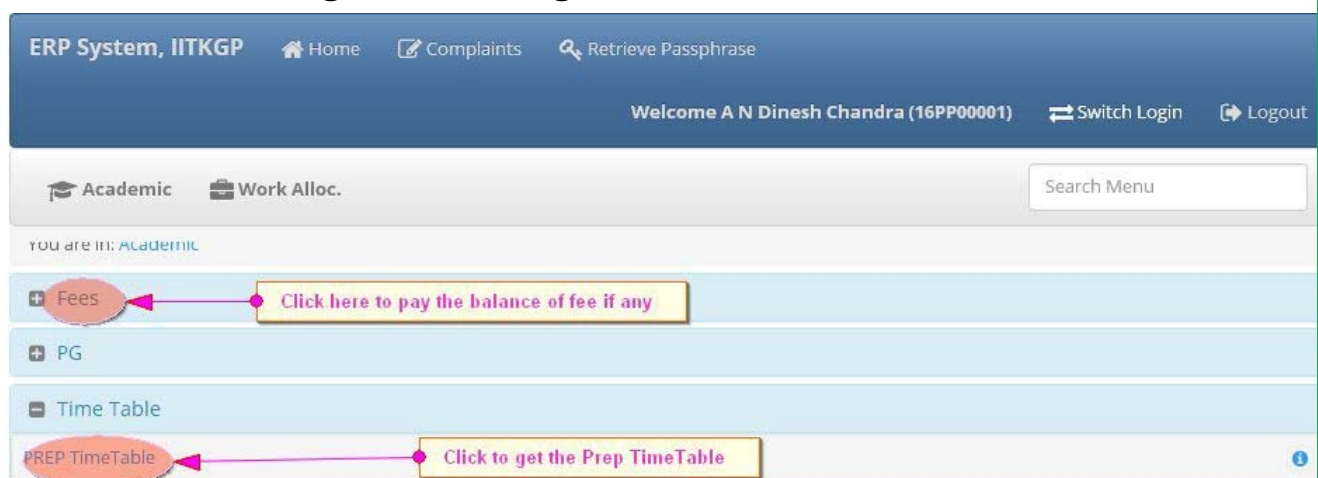
Academic
Work Alloc.
Search Menu

Notifications

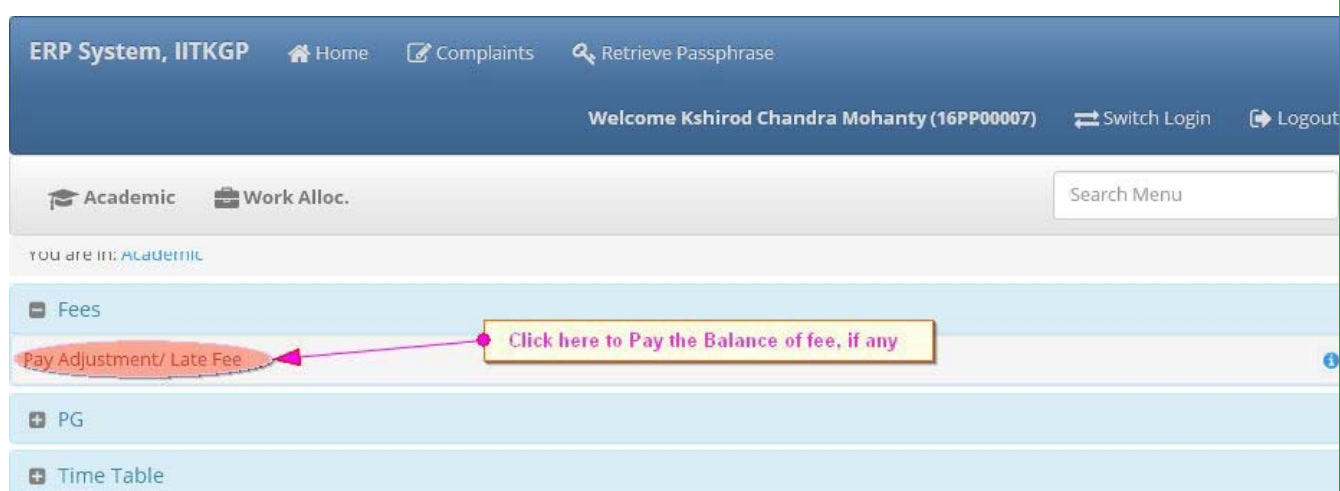
3 unread mail(s)
0 pending job(s)

Messages and Alerts

I. Click on Academic to get the following screen



J. Click on Fees to pay the balance of Fee, if any. This link will be active only for a limited time till the deadlines are valid.



K. Click on Time Table to view Class Time Table that contains the schedule and venue. Please note that you are Automatically registered for all the subjects.