



Guidelines and Instructions for newly admitted students (through JEE Advanced- 2024)



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

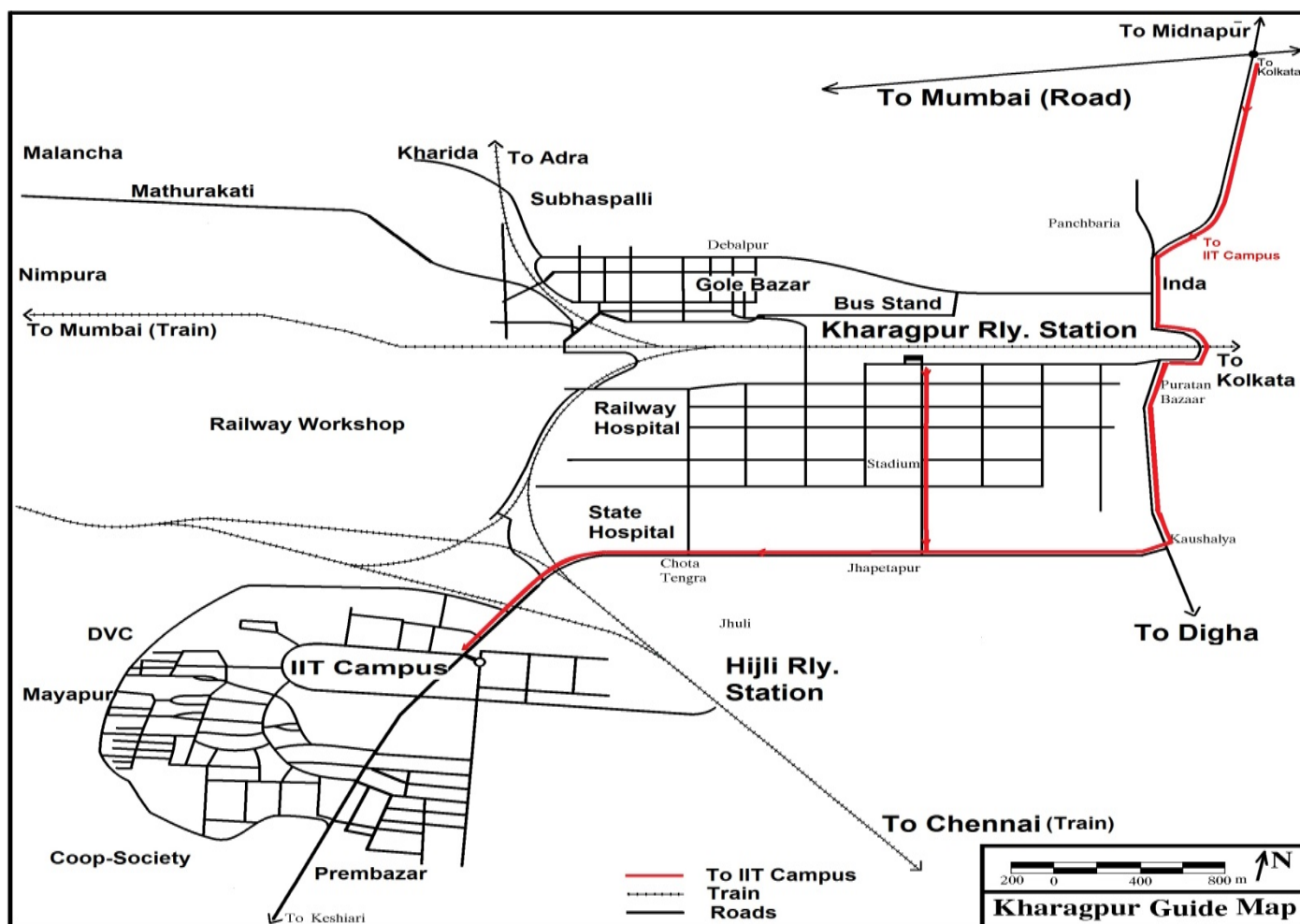
Undergraduate and Postgraduate & Doctoral Education:

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

(B.Tech + M.Tech & BS + MS), 4-Year BS, Integrated Teacher Education Programme (ITEP) B.Sc-B.Ed (Secondary), 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, namely the longest railway platform, 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, HF & NCA 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

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.



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**Reporting of 1st Year UG students admitted through JEE Advanced 2024:
27th July, 2024 to 28th July, 2024**

**Admission to 1st Year UG students admitted through JEE Advanced 2024:
29th July, 2024**

Instruction to 1st year UG Students

Registration process for 1st year UG students, viz., B. Tech. (Hons.), B. Arch. (Hons.), and 4-Year BS Program, for Autumn 2024-25 session will be conducted as detailed below:

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

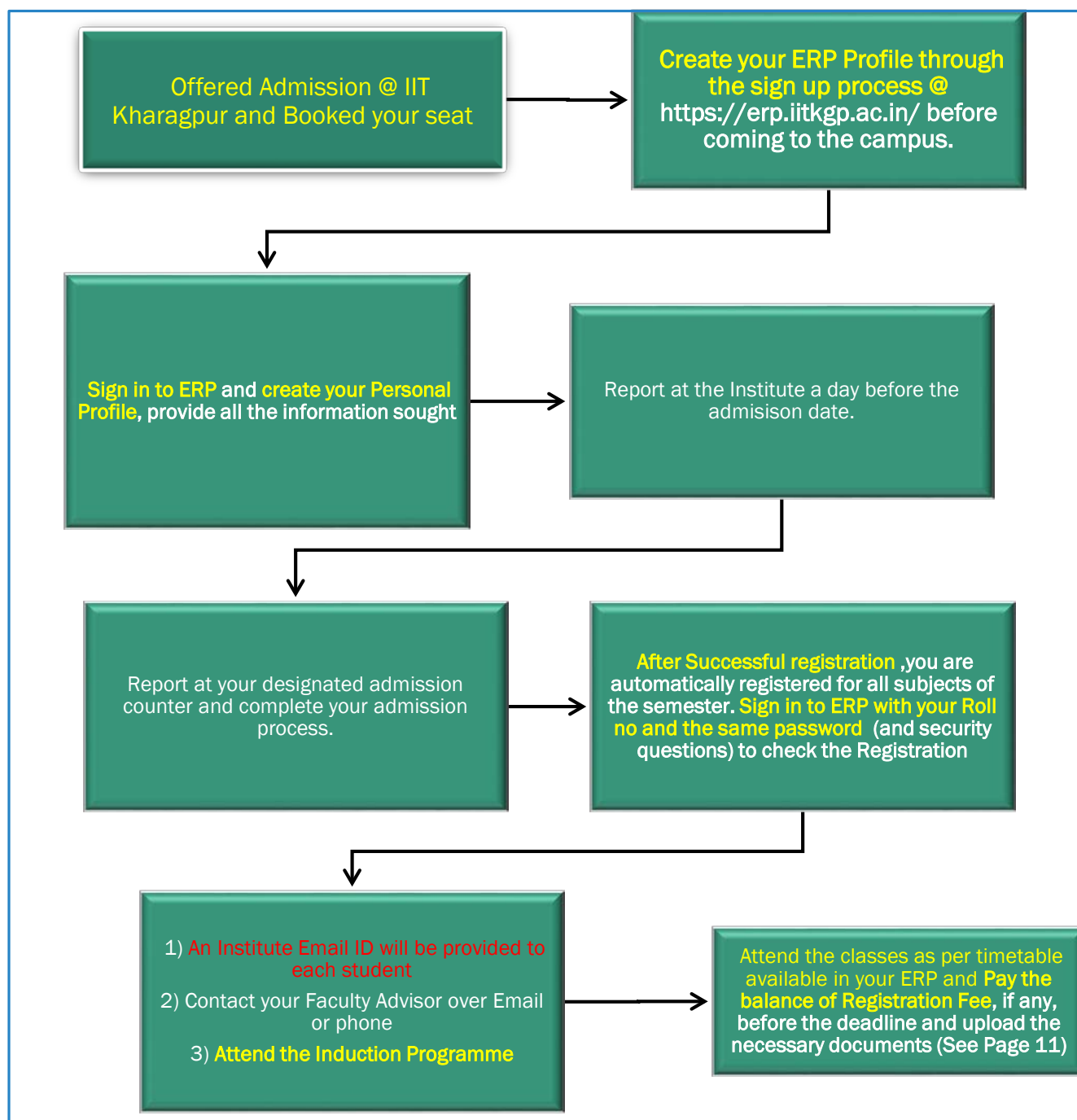


Figure-1 Sequence of events for student registration

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 32** below before 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, uploading the scan copies of original documents mentioned on Page 32 below and taking a print out of the student profile (see Annexure -IV for details)

- iii. On the day of admission, the student should report to the designated registration desk and produce their original documents (**mentioned on Page 11**) for verification. Once registration is completed, the faculty advisor will be able to digitally sign the registration card.
- iv. 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).
- v. 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.
- vi. 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 12**.
- vii. 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)
- viii. 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	<u>Before the Physical Registration process</u>
2	Physical registration	<u>29th July, 2024</u>
3	Completion of Online registration in ERP	<u>29th July, 2024</u>

Time line of the events		
Sl No.	Event	Date and Time
4	Induction Program	<u>30th July to 2nd August, 2024</u>
5	Classes begin for 1 st year UG programs, B. Tech., B. Arch. and 4-Year BS through JEE Advanced 2024	<u>05th August, 2024</u>
6	Payment of balance of admission fee.	Fee payment link through ERP shall open from <u>To be decided</u> However, the GE and OBC students, who wish to avail Tuition Fee Waiver, shall upload their family income document in ERP by 31st October, 2024. Last date for fee payment is <u>To be decided.</u>

3. Academic or Subject Registration

- Upon successful registration, the student is automatically registered for all subjects of the 1st semester on ERP.
- The students are assigned a Roll No. and an Email ID which the students will be using for all reference.
- Attendance in the Induction program (compulsory non-credit course) is mandatory. The time table for Induction program will be available on ERP.
- The Class Time Table for the student will also be available on ERP.
- Faculty advisors will digitally sign the Registration card after completion of the Registration process.

For any other clarification, you may contact the following:

Admission & Registration Unit, Ph: +91-3222-282060/+91-3222-282077 Email: acadug@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.) and 4-Year BS Program, for Autumn 2024-25 will be held on 29th July, 2024.

All 1st Year UG students who are to be admitted to IIT Kharagpur must upload the required documents in their ERP login before reporting for the Physical Registration Process. Also the student need to produce the original of the following documents along with a self-attested copy of the documents during the time of physical reporting:

1. Print out of the final course allotment letter from **JoSAA 2024**
2. Admit Card of JEE (Advanced)- 2024
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**)
10. Medical Fitness Certificate

5. Fee structure and fees to be paid by different category of students admitted through JEE Advanced (Tentative**):**

Description	Type of Fee	Amount in Indian Rupees
Tuition Fee*		100000
Total Tuition fee*		100000
Institute Caution Money	Refundable	1000
Library Caution Money		1000
Hostel Caution Money		4000
TOTAL of Refundable Fee		6000
Alumni Subscription	One-time Fee	2000
Medical Examination		200
Students' Welfare Fund		300
Modernization Fee		700
Statutory Fee		1500
Hostel Admission fee		1000
TOTAL of Onetime Fee		5700
TFS	Semester Fee	100
Registration		400
Examination		500
Student Amenities		800
Internet Connectivity		600
Gymkhana		600
Medical Registration		200
Laboratory Contingency Fee		800
Hostel Seat Rent		750
Elect. & Water Charges		1000
Hall Establishment Charge	Each Semester	20130
Hostel Overhead Charge	Each Semester	970
Hall Budget	Each Semester	1000
Mess Charge	Each Semester	14500
Students' Brotherhood Fund	Once in a Year	200
Insurance Premium	Once in a Year	2500
GRAND TOTAL		1,56,750

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

- Tuition Fee (UR/EWS/OB-NCL Family income limit > Rs. 5.0 Lakh p.a) : Rs. 100000.00
- Tuition Fee (UR/EWS/OB-NCL Family income limit between Rs. 1.0 Lakh to Rs. 5.0 Lakh p.a): Rs. 33335.00
- Tuition Fee (UR/EWS/OB-NCL Family income limit <Rs.1.0 Lakh p.a.) : NIL
- 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 2024-25 the important dates are as below:

1	Last date for application through ERP	<u>29th July 2024</u>
2	Verification of family income document by Academic Section	<u>31st Oct 2024</u>
3	Last date of fee payment	<u>To be decided</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 2024-25 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 2023-24.**

In all income documents, the financial year 2023-24 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.

Annexure – I

FAMILY INCOME CERTIFICATE FOR FINANCIAL YEAR 2023-24

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:

	<u>Relation</u>	<u>Profession</u>	<u>Amount</u>
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 2023-24.

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 etc.**

Annexure - II

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 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 1st April, _____ to 31st 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.**

Contd...P/2.

: 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 _____ 20____ and signed.

(SEAL)

Signature of First Class Magistrate /Notary Public



Undertaking from the Students

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.
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

7. 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

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 InSign UpForgot 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

6K637N

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

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

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

5792P7

Enter the Captcha

5792P7

Submit to create your profile

Submit

Parents/Guardians

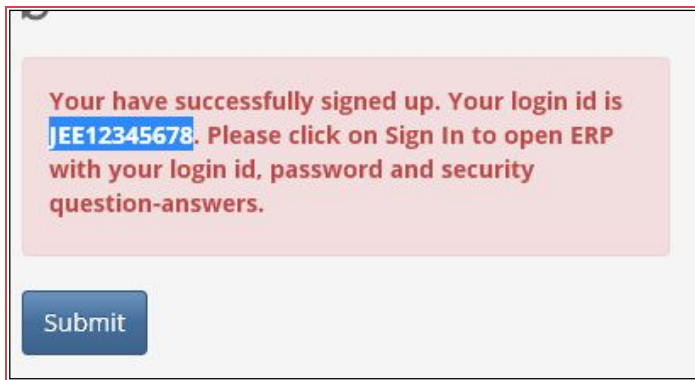
Parents/guardians of UG students can look at the performance of their wards semester wise by using the link: https://erp.iitkgp.ernet.in/StudentPerformance/performanceview_guardian.jsp

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.:



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

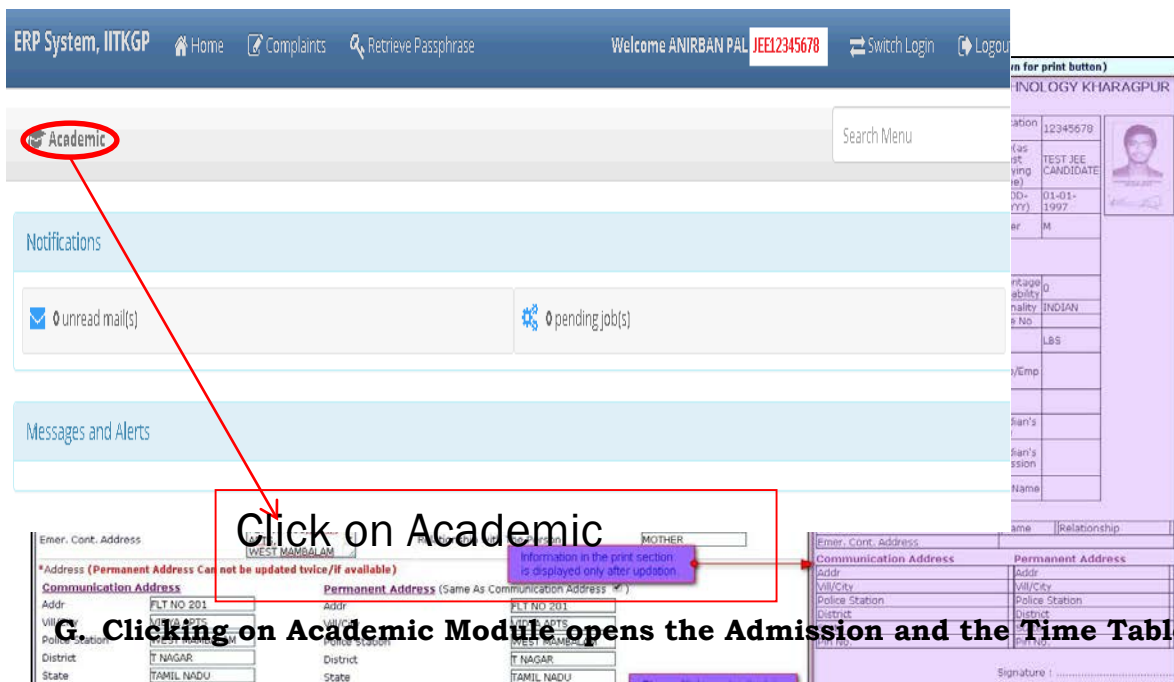
Enter your password

Fav Hobby

Answer the security question

Click here to Sign-in to ERP

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



ERP System, IITKGP Home Complaints Retrieve Passphrase Welcome ANIRBAN PAL JEE12345678 Switch Login Logout

Academic Search Menu

Notifications

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

Messages and Alerts

Click on Academic

Communication Address Permanent Address

Addr: FLT NO 201 Addr: FLT NO 201

Village: VEST MANDALAM Village: VEST MANDALAM

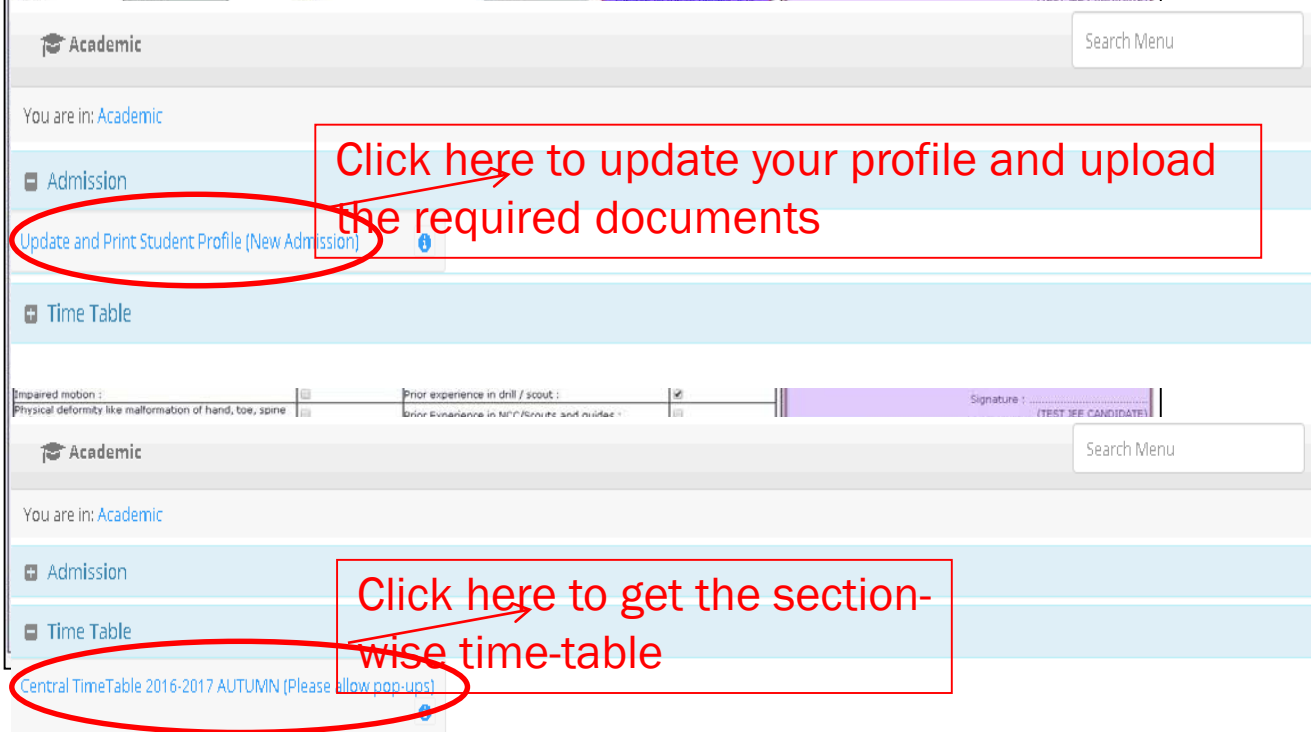
Police Station: T NAGAR Police Station: T NAGAR

District: T NAGAR District: T NAGAR

State: TAMIL NADU State: TAMIL NADU

Signature: (TEST JEE CANDIDATE)

G. Clicking on Academic Module opens the Admission and the Time Table Menus



Academic Search Menu

You are in: Academic

Admission

Update and Print Student Profile (New Admission)

Time Table

Click here to update your profile and upload the required documents

Click here to get the section-wise time-table

Impaired motion: Physical deformity like malformation of hand, toe, spine Prior experience in drill / scout: [X]

Signature: (TEST JEE CANDIDATE)

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

I. On successful update 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 Department: CS Hall: LAL BAHADUR SHASTRI HALL *Mobile No: 9887854801 *Blood Group(Eg: AB+ O-): AB+ Old Rollno/Emp Code/Project Staff Code of IITKGP(if any): *10+2 Marks in %: 98 *Parent's Annual Income: 100000 *Parent's Mobile No.: 9887854801 *Guardian's Email Id: xyz@abc.com				Name: TEST JEE CANDIDATE NOA: JEE Section: 4 *Email ID: testjee@testjee.com DOB: 01-01-1997 *Choice for Institute Email ID: topner @iitkgp.ac.in *Guardian's Name: ABCDEF *Guardian's Profession: TEACHING Your Name in Hindi* (Please use http://www.google.com/transliterate/ for writing name in hindi transcript): तस्ट																																			
Upload SOFT COPY OF MEDICAL FORM *** Note: Please create one soft copy (PDF Document) for uploading all the medical forms Medical Form: Choose File No file chosen The hard copy also to be submitted at time of registration.				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 N disability: Type of disability: Percentage of disability: 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: तस्ट																																			
Upload IMAGE OF PHOTO AND SCAINED 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: Choose File No file chosen Image of Signature: Choose File No file chosen				Emergency Contact Information: Cont. No: 9987654321 Name: ABCDEF Relationship: MOTHER Emer. Cont. Address: FLT NO 201,VIDYA APTS, WEST MAMBALAM T NAGAR, CHENNAI-600020																																			
*Emergency Contact Information Emer. Cont. No(Guardians): 9987854801 Emer. Cont. Person Name: ABCDEF Emer. Cont. Address: FLT NO 201,VIDYA APTS, WEST MAMBALAM Relationship with The Person: MOTHER				Communication Address Addr: FLT NO 201 Vill/City: VIDYA APTS Police Station: WEST MAMBALAM District: T NAGAR State: TAMIL NADU Pin No.: 600020																																			
*Address (Permanent Address Can not be updated twice/if available) Permanent Address (Same As Communication Address)				Permanent Address Addr: FLT NO 201 Vill/City: VIDYA APTS Police Station: WEST MAMBALAM District: T NAGAR State: TAMIL NADU Pin No.: 600020																																			
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 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 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.																																							
<table border="1"> <tr> <td>Mother tongue :</td> <td>TAMIL</td> <td>Chronic disease, if any :</td> <td>NONE</td> </tr> <tr> <td>Knowledge of Bengali :</td> <td>Read : ☐ Write : ☐ Understand : ☒</td> <td>Prior experience in social service (self or through family / friends) :</td> <td>☒</td> </tr> <tr> <td>Height (in cm) :</td> <td>168</td> <td>Weight (in kg) :</td> <td>60</td> </tr> <tr> <td>Power of lens, if used :</td> <td>0</td> <td>Impaired hearing :</td> <td>☐</td> </tr> <tr> <td>Impaired motion :</td> <td>☐</td> <td>Prior experience in drill / scout :</td> <td>☒</td> </tr> <tr> <td>Physical deformity like malformation of hand, toe, spine or flat feet:</td> <td>☐</td> <td>Prior Experience in NCC/Scouts and guides :</td> <td>☐</td> </tr> <tr> <td>Interested in firing and arms training :</td> <td>☐</td> <td>Interested in Adventure Activities :</td> <td>☐</td> </tr> </table>								Mother tongue :	TAMIL	Chronic disease, if any :	NONE	Knowledge of Bengali :	Read : ☐ Write : ☐ Understand : ☒	Prior experience in social service (self or through family / friends) :	☒	Height (in cm) :	168	Weight (in kg) :	60	Power of lens, if used :	0	Impaired hearing :	☐	Impaired motion :	☐	Prior experience in drill / scout :	☒	Physical deformity like malformation of hand, toe, spine or flat feet:	☐	Prior Experience in NCC/Scouts and guides :	☐	Interested in firing and arms training :	☐	Interested in Adventure Activities :	☐				
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<table border="1"> <tr> <td>Aptitude in sport1 :</td> <td>BADMINTON</td> <td>Aptitude in sport2 :</td> <td>ATHLETICS</td> </tr> <tr> <td>Level reached :</td> <td>SCHOOL</td> <td>Level reached :</td> <td>SCHOOL</td> </tr> <tr> <td>Upload scanned copy :</td> <td>Choose File No file chosen No</td> <td>Upload scanned copy :</td> <td>Choose File No file chosen No</td> </tr> <tr> <td>Aptitude in sport3 :</td> <td>Select</td> <td>Aptitude in sport4 :</td> <td>Select</td> </tr> <tr> <td>Level reached :</td> <td>Select</td> <td>Level reached :</td> <td>Select</td> </tr> <tr> <td>Upload scanned copy :</td> <td>Choose File No file chosen No</td> <td>Upload scanned copy :</td> <td>Choose File No file chosen No</td> </tr> <tr> <td>Aptitude in Cultural activity 1 :</td> <td>SINGING</td> <td>Aptitude in Cultural activity 2 :</td> <td>DEBATE</td> </tr> <tr> <td>Aptitude in Cultural activity 3 :</td> <td>DANCE</td> <td>Aptitude in Cultural activity 4 :</td> <td>QUIZ</td> </tr> </table>								Aptitude in sport1 :	BADMINTON	Aptitude in sport2 :	ATHLETICS	Level reached :	SCHOOL	Level reached :	SCHOOL	Upload scanned copy :	Choose File No file chosen No	Upload scanned copy :	Choose File No file chosen No	Aptitude in sport3 :	Select	Aptitude in sport4 :	Select	Level reached :	Select	Level reached :	Select	Upload scanned copy :	Choose File No file chosen No	Upload scanned copy :	Choose File 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
Aptitude in sport1 :	BADMINTON	Aptitude in sport2 :	ATHLETICS																																				
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Level reached :	Select	Level reached :	Select																																				
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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.																																							
SUCCESSFULLY UPDATED. Update Successful Update Message is displayed																																							

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	XXXXXXXXXX	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	XXXXXXXXXX
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	XXXXXXXXXX	Name	ABCDEF
Emer. Cont. Address	FLT NO 201,VIDYA APTS, WEST MAMBALAM T NAGAR, CHENNAI-600020		
Communication Address		Permanent 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

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
NC,NR -rooms are in the Nalanda Complex
LANGUAGE LAB--Located in Sir JC Bose Laboratory Complex(near Vikramshila Complex)

Subject Details

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

GetReport

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

- 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:**

ERP System, IITKGP Home Complaints Retrieve Passphrase Welcome Aditya Pahuja (15AE10001) Switch Login Logout

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
- + UG

These are the main menus.
Click on the '+' sign to expand

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

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

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

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

Click here to view your time table.

- + Subjects
- **Time Table**

My Time Table(Student)	Subject List With TimeTable Slots	Summer Quarter Time Table
TimeTable(DepartmentWise)		

- + UG

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 F142		CY11001 F142
Tue		MA10001(T) NC344, NR124, NC343				EE11001 F142		HS13001 F142	
Wed			EE19001 EE LAB, F244						CY11001(T) NC341, NR123, NC342
Thur		HS13001 LANGUAGE LAB					MA10002 F142		CY11001 F142
Fri			ME19001 In Mechanical Dept.				MA10002 F142	HS13001 F142	CY11001 F142

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	<u>15CS10028</u>	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
<u>MA10001</u>	MATHEMATICS-I	Depth	Normal	3-1-0	4	<u>DEBAPRIYA BISWAS , VINAY KUMAR JAIN , ASISH GANGULY , RUPANWITA GAYEN , G P RAJA SEKHAR , T RAJA SEKHAR , KOELI GHOSHAL , GNANESHWAR NELAKANTI , RAMAKRISHNA NANDURI</u>
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	
TOTAL CREDIT TAKEN					22	

.....

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.

10. Major curriculum reforms for UG students starting from the academic year 2024-25

In line with the spirit of the National Educational Policy (NEP 2020), IIT Kharagpur is introducing several path-breaking reforms in its UG programmes, starting from the academic year 2024-25.

1. From the academic year 2024-25, all UG students will initially be admitted only into 4-year B.Tech. and B.S programmes. However, students will get an opportunity to opt for 5-year dual degree programmes after completing the 2nd or 3rd year of their study. Depending upon their interest and suitability, the students can either choose a 5-year dual degree programme in his/her parent department, or alternatively, opt for an Interdisciplinary Dual Degree Programme (IDDP) offered by several schools and centres of the Institute. This will also create interesting range of possibilities – for instance, a student with B.S. (Hons.) in Economics can do an M.Tech. in Artificial Intelligence and Machine Learning, or a B.Tech. (Hons.) in Civil Engineering can graduate with a M.Tech. in Financial Engineering, etc. These changes will help students to make an informed choice about their preferred Dual Degree specialization after having spent a few semesters at IIT Kharagpur, instead of being forced to make an uninformed choice at the time of (or even before) joining the institute.

2. The branch change option at the end of the first year for UG students admitted through JEE (Advanced) is abolished.

3. The UG students taking admission in 2024 will have the option of earning simultaneously a “Double Major” along with the B.Tech. (Hons.) or B.S (Hons.) degree in their respective admitting departments. The “Double Major” programme will be offered by several departments. Depending upon their interest and aptitude, the students can register for “Double Major” after 1st year. Depending upon availability and eligibility, students can opt for Double Major in stream that is different from the parent department. For example, a student pursuing B.Tech. (Hons.) in Mechanical

Engineering may opt for a “Double Major” in “Economics”, or a student pursuing B.S (Hons.) in Physics may opt for a “Double Major” in “Electronics and Electrical Communications Engineering” or “Artificial Intelligence and Machine Learning”.

4. IIT Kharagpur will also be introducing the Semester Away Program (SAP) for undergraduate students from the academic year 2024-25. Under SAP, a UG student can spend one semester either in another reputed national or international institute or industry or research laboratory, and earn full credits equivalent to the semester credits. If required, the UG students can also combine their mandatory summer internship of 8-weeks along with the semester long SAP programme, giving them an opportunity to spend almost 8 months in another reputed organization/industry anywhere in the world.

5. In addition, the institute also offers students the possibility of earning a “Minor” or a “Micro- Specialization” in a number of disciplines of their interest. Considering the rapid developments in “Artificial Intelligence and Machine Learning (AI/ML)” and its huge potential for the nation, studying at least one AI/ML elective will be made mandatory for all the students along with several other electives being offered in areas such as Linguistics, Happiness and Well-Being, Indian Knowledge Systems, Performing Arts etc. The institute also encourages the UG students to attend national and international conferences of repute and make presentations of the research work that they do at IIT Kharagpur by supporting them financially and promoting the creativity of the students through establishment of several Innovation Labs, Do-It-Yourself centres, Tinkering Labs, Tech Clubs etc.

All students who are to be admitted to IIT KGP must upload the scan copies of original documents mentioned below before the Physical Registration process on ERP:

1. Class X Certificate/ Birth Certificate
2. Class XII Marks Sheet
3. Class X Marks Sheet
4. Caste/Category certificate(SC/ST/EWS/OBC-NCL/DS/OCI/PIO)/ PwD Certificate, if applicable
5. Guardian's Declaration and Student's Undertaking Form
6. Guardian's Photo identity proof
7. Medical Certificate and Declaration Submission
8. Upload other Files (which are supposed to be submitted as per your offer letter, but the corresponding file uploading option is not available)