

**LIST OF DOCUMENTS TO BE BROUGHT BY NEW UG STUDENTS
AT THE TIME OF REGISTRATION, 2016**

1. MINIMUM 5 COPIES OF LATEST PASSPORT-SIZE PHOTOGRAPHS
2. RECEIPT OF PAYMENT TO JEE AT THE TIME OF SEAT ACCEPTANCE
3. DEMAND DRAFT (DRAWN IN FAVOUR OF THE REGISTRAR, IIT DELHI) OF THE BALANCE AMOUNT OR COPY OF ON-LINE PAYMENT RECEIPT and ONE PHOTOCOPY (NOT FOR SC,ST AND PD STUDENTS)
4. INCOME CERTIFICATE, ITR/ FORM 16 (LATEST), FAMILY INCOME STATEMENT
5. ORIGINAL JEE COUNSELLING LETTER
6. INSTITUTE ALLOTMENT LETTER
7. ORIGINAL 12TH MARKS SHEET AND ONE ATTESTED COPY
8. ORIGINAL 12TH CERTIFICATE AND ONE ATTESTED COPY
9. ORIGINAL 10TH MARKS SHEET AND ONE ATTESTED COPY
10. ORIGINAL 10TH CERTIFICATE AND ONE ATTESTED COPY
11. ORIGINAL CASTE CERTIFICATE AND ONE ATTESTED COPY
12. FORM A – A PRINTOUT OF THE FORM FILLED ON-LINE AND DULY SIGNED
13. FORMS B1, B2 AND B3 (*TO BE SUBMITTED IN HOSTEL*)
14. FORM C – UNDERTAKING DULLY FILLED AND SIGNED
15. FORM F – BENEVOLENT FUND SCHEME FORM DULY FILLED AND SIGNED
16. FORM G – INSURANCE SCHEME FORM DULY FILLED AND SIGNED
17. FORM H – HONOUR CODE (1 SIGNED COPY)

INDIAN INSTITUTE OF TECHNOLOGY DELHI

REGISTRATION PROCEDURE FOR 2016 ENTRY UG STUDENTS (SESSION 2016-17)

Arrangement of documents for submission during the Registration on 21st, 22nd & 23rd July 2016 as in order given below :

(VENUE FOR STEP 1 to 6: Room No.LH-121)

Step 1

FEE PAYMENT VERIFICATION

Show Receipt of Payment of Fee paid to JEE

Submit Demand Draft (in F/O Registrar IIT Delhi) of the balance amount or submit copy of online payment receipt. (not for SC/ST/PD students)

Show income certificate , ITR/Form 16 and get it stamped

Step 2

ALLOTMENT LETTER

Show original JEE Counselling Letter

Show branch and Institute allotment letter

Step 3

DOCUMENTS/CERTIFICATES VERIFICATION

Show original 12th Marks Sheet and submit one attested copy

Show original 12th Certificate and submit one attested copy

Show original 10th Marks Sheet and submit one attested copy

Show original 10th Certificate and submit one attested copy

Show original Caste Certificate and submit one attested copy

Step 4

FORMS SUBMISSION (Forms B-1, B-2 & B-3 are to be submitted in Hostels)

Form A – A printout of the form filled on-line and duly signed

Form C – Undertaking

Form F – Benevolent Fund Scheme Form

Form G – Insurance Scheme Form

Form H – Honour Code (1 signed copy)

Step 5

FORMS SUBMISSION

Form D – Parental Income statement

Form E – Income Certificate

Step 6

MEDICAL BOOK & REGISTRATION CARD

Submit: 1 Passport-size Photograph of self

Collect: Medical Booklet & Registration Card

Verify: Name in Hindi

Step 7

COLLECT PACKET CONTAINING THE FOLLOWING

Time Table (1st year)

Student Diary (BSW)

Students Counselling Service (SCS) brochure

Step 8

(VENUE for 8: Room No. LH-114)

PROVIDING DATA FOR PHOTO IDENTITY CARD



Form B-1

INDIAN INSTITUTE OF TECHNOLOGY DELHI

UNDERTAKING BY THE STUDENT

(Only for Hostel Residents - To be submitted to the Caretaker of the Hostel)

I, Name _____

Entry No. _____ and resident of _____

hostel hereby authorize Dean, Student Affairs/Warden to debit my Hostel Mess dues directly from my Savings Bank Account which is maintained in SBI IIT Delhi, as and when the same is due. I shall maintain sufficient balance in my SB Account for debiting the Hostel mess directly from my account.

Signature of the Student: _____

Name: _____

Entry No. _____

Date: _____



INDIAN INSTITUTE OF TECHNOLOGY DELHI

Undertakings by the Parents and Student

1.Undertaking of awareness of medical facilities at IIT Delhi Hospital by Parent/Guardian

I.....father/mother/guardian of Mr./Ms.....Entry No..... hereby declare the following in respect of my ward to be admitted to B.Tech./ Dual degree programme of study at IIT Delhi.

I am aware of the following facts:

- (i) The IIT Delhi Hospital located in the campus and run by IIT Delhi for its community has limited facilities.
(ii) The IIT Delhi Hospital may not be adequate for treatment of any patient with chronic or serious ailments.
(iii) It is the responsibility of the guardians to take care of their wards for outside treatment.
(iv) Each student would be provided a limited health insurance through a professional company. However, the dealing with that company would be entirely the responsibility of the student. IIT Delhi in no way would be responsible for any dispute/discrepancy.

Despite the best efforts on the part of IIT Delhi if any untoward thing happens to my ward, I shall not hold the Institute accountable for the same and will not seek any financial help or compensation for the same from any court of law.

Date:

Signature of Parent/Guardian

2. Undertaking by the student for not owning and/or using motor driven vehicles on IIT Delhi campus (for Hostel residents only):

I.....son/daughter/ward of Mr./Ms..... Entry No..... hereby give an undertaking that I will not own/drive motor driven vehicle on campus during my stay at IIT Delhi. If at any stage I am found to violate the above undertaking my hostel seat will stand automatically cancelled without assigning any reasons. I also undertake that any visitor bringing a vehicle would follow guidelines for registering the vehicle at the hostel security and I would be liable for punishment for any violation on this account

Date:

Counter Signature of the Parent/Guardian

Signature of the Student



INDIAN INSTITUTE OF TECHNOLOGY DELHI

Undertaking from the students as per the provisions of Anti-ragging verdict by the Hon'ble Supreme Court

I,..... Entry No.....

Programme.....Department.....

as Student of Indian Institute of Technology Delhi do hereby undertake on this daymonth..... year..... the following with respect to above subject and Hon'ble Supreme Court Order No. (available at <http://dos.iitd.ac.in/antiragging>).

- 1) That I have read and understood the directives of the Hon'ble Supreme Court of India on Anti-ragging and the measures proposed to be taken in the above references.
2) That I understood 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.
3) That (a) I have/ (b) I have not been found or charged for my involvement in any kind of ragging in the past. In case of (a), I will inform in writing to the Dean of Students before registration. In case of (b), I undertake to face disciplinary action/ legal proceedings including expulsion from the Institute if the above statement is found to be untrue or the facts are concealed, at any stage in future.
4) That I shall not resort to ragging in any form at any place and shall abide by the rules/ laws prescribed by the Courts, Govt. of India and the Institute authorities for the purposes from time to time.

..... Signature of Student

Name.....

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

Witness:
.....
.....

..... Signature of Mother/ Father and/ Guardian



Form C

INDIAN INSTITUTE OF TECHNOLOGY DELHI

Undertakings of awareness of academic rules at IIT Delhi

1. **Undertaking by student** I,.....
son/daughter/ward of Mr./Ms.....Entry No..... will go through the "Prospectus" and "Courses of Study" for the academic year 2015-2016 available on the IITD website at <http://www.iitd.ac.in/content/curriculum-info> . I hereby give an undertaking that I shall abide by the rules and regulations of the Institute in general and specifically regulations stated in the Courses of Study 2015-2016 and any modifications/ additions to those, which may be duly notified by competent authority.

Date

Signature of the Student

2. Undertaking by Parent/Guardian

I.....father/mother/Guardian of Mr./Ms.....Entry No..... declare that my son/daughter/ward will go through the "Prospectus" and "Courses of Study" for the academic year 2016-2017 available on the IITD website. I also give an undertaking that I will regularly monitor the academic performance of my son/daughter/ward through semester grade card available from the *Parent Login* link at <http://academics.iitd.ac.in> after creating a *User ID and password*.

Alternatively, I can request a copy of the Grade Card from DR/AR (UGS) at drugs@admin.iitd.ac.in.

Date:

Signature of the Parent/Guardian

Mobile No. _____



INDIAN INSTITUTE OF TECHNOLOGY DELHI

FAMILY INCOME STATEMENT

NAME OF THE STUDENT _____ ENTRY NO. _____
PROGRAMME _____ ALL INDIA RANK _____
CATEGORY _____ CATEGORY RANK _____
HOSTEL ALLOTTED _____ STUDENT'S MOBILE NO. _____

FAMILY ANNUAL INCOME

Table with 3 columns: Source of Income, Total Annual Income, and sub-rows for Father, Mother, Any other Family Income, and Grand Total.

Supporting Documents to be submitted:

Table mapping document types (Salaried, Self Employed, BPL card holders) to required documents (Income Affidavit, ITR, BPL card).

(SIGNATURE OF THE STUDENT)

(SIGNATURE OF THE PARENT/GUARDIAN)

INCOME DECLARATION

(Only for those interested in availing MCM, Freeship, Free messing & Donor Scholarship)

The declaration of the Gross Annual family Income is a must for students seeking Merit-cum-Means scholarship/Freeship/Free messing and any other Donor scholarship. For this purpose, income certificate is to be submitted by the Parent(s) whether in business/employment or in service with Private/Government organization. The format for income certificate is provided in Form E

The income certificate should be duly signed by a First Class Magistrate/ S.D.O./B.D.O/TEHSILDAR of the district of residence. Income Certificate signed by Notary/Oath Commissioner will NOT be accepted.

Note:

- 1. Merit-cum-Means (MCM) Scholarship - MCM scholarship for the students whose annual family income is upto 4.5 lac (awarded up to 25% of the total students admitted in the Institute on the basis of JEE merit).
2. Freeship - Tuition Fee Waiver to the students whose annual family income is upto 4.5 lac (awarded up to 10% of the students admitted).
3. Free Messing - SC/ST students with Parental Income upto 4.5 lac are provided Free-Messing.
4. Donor Scholarships - Donor scholarships are available for students, on the basis of merit & annual family income not exceeding 5.00 lac.

FORMAT OF INCOME CERTIFICATE

Name of Student:Entry No

Programme Name

(B.Tech in or Dual Degree in)

I,....., father/mother/guardian of Mr./Ms.....
 declare that my/our annual income from all sources e.g. service/ agricultural/ trading/ pension/
 interest/ (specify all types of other sources) including that of my spouse
 and unmarried children is Rs.....(Rupees
 only). The details are as follows:

- (A) 1. From my profession/ Salary/ pension as indicated Rs._____ p.a.
 (Attach proof from employer/ Form 16/ IT Return etc.)
 2. Income from Business/ Medical Practice Legal Practice/ Engineering Consultancy etc.
 Rs._____ p.a.
 3. Income from Agriculture Rs._____ p.a.
 4. Income from land Properties Rs._____ p.a.
 5. Income from Investment in Bank/ Post Office etc Rs._____ p.a.
 6. Income from Share Certificate/ Debentures Rs._____ p.a.
 7. Income from any other sources
 (i.e. Retirement Benefits for VRS/ VSS etc. if any) Rs._____ p.a.
- (B) Income of my wife/ husband (if any) Rs._____ p.a.
 (if employed salary certificate employer / Form 16 to be enclosed)
- (C) Income in the name of my son/ daughter Rs._____ p.a.
- GROSS TOTAL INCOME (A+B+C) Rs._____ p.a.**

Further I declare that the information given above is true. I understand that the Merit-cum Means Scholarship/Freeship/Free Messing/Scholarship, 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 Delhi without assigning any reason. If subsequently (after award of the Scholarship to my ward) it is found that he/she has been granted any other Scholarship/ Stipend/ Fin. Assistance etc. by any Govt./ Non-govt. organisation for the same period, I shall be bound to refund the whole amount of Scholarship / Stipend/ Financial Assistance etc. to the scholarship awarding authority immediately. I shall also be personally held responsible for the refund of the Scholarships amount (paid to my son/ daughter by the Institute) in the event of any information in this declaration being found incorrect/ false later on.

 (Signature of Father/Guardian)

Sworn before me this _____ day of _____ 201_ and signed.

(SEAL with date)

 Signature of First Class Magistrate/ S.D.O./B.D.O./ TEHSILDAR
 or any other Revenue officer of the district of the signatory.

Note: The students are advised to keep a photocopy of the Income Affidavit submitted at IIT Delhi for future reference.



INDIAN INSTITUTE OF TECHNOLOGY DELHI

BENEVOLENT FUND SCHEME FORM FOR NOMINATION BY STUDENTS

I hereby nominate the person mentioned below, who is a member of my family, to receive amount of out-right "grant" as per prescribed rate laid down in the Benevolent Fund Scheme Rules (BFSR) in the event of my death due to an accident while undergoing studies at the Institute.

| Name and Address of the Nominee | Relationship with member-student of BFSR | Age |
|---------------------------------|---|-----|
| | | |

Dated this _____ day of _____ at IIT Delhi, New Delhi-110 016.

Signature of Member-student of Benevolent Fund

Entry No.: _____ Student Name: _____

Witnesses to the signature of the Member-student:

1. Signature _____

Name _____

Address _____

2. Signature _____

Name _____

Address _____

For official use

Accepted _____

Signatures _____

Designation _____



INDIAN INSTITUTE OF TECHNOLOGY DELHI

INSURANCE SCHEME OF IIT DELHI
FORM FOR NOMINATION BY STUDENT

Name of Student _____

Entry No. _____

Programme _____

Mother's Name _____

Father's Name _____

Permanent Address _____

I, having been covered, under the Insurance Scheme of I.I.T. Delhi, hereby nominate the persons mentioned below, who are members of my family to receive the amount of insurance in the event of my death.

Name and address of Relationship with student Age
1st Nominee _____

2nd Nominee _____

(Date) Signature of student _____

Present Address (of student) _____

Witness signatures (other than nominee)

1. Signature _____
Name _____
(in capitals)
Address _____

2. Signature _____
Name _____
(in capitals)
Address _____



INDIAN INSTITUTE OF TECHNOLOGY DELHI

THE HONOUR CODE

I _____, Entry No. _____, do hereby undertake that as a student at IIT DELHI:

- (1) I will not give or receive aid in examinations; that I will not give or receive unpermitted aid in class work, in preparation of reports, or in any other work that is to be used by the instructor as the basis of grading; and
- (2) I will do my share and take an active part in seeing to it that others as well as myself uphold the spirit and letter of the *Honour Code*.

I realize that some examples of misconduct which are regarded as being in violation of the *Honour Code* include:

- copying from another's examination paper or allowing another to copy from one's own paper;
- unpermitted collaboration;
- plagiarism;
- revising and resubmitting a marked quiz or examination paper for re-grading without the instructor's knowledge and consent;
- giving or receiving unpermitted aid on take-home examinations;
- representing as one's own work the work of another, including information available on the Internet; and
- giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted.
- committing a cyber offence, such as, breaking passwords and accounts, sharing passwords, electronic copying, planting viruses, etc.

I accept that any act of mine that can be considered to be an *Honour Code* violation will invite disciplinary action.

Date: _____

Student's signature _____

Name _____

Entry No. _____

NOTE TO THE STUDENT

Submit one signed copy at Registration.

Keep one signed copy with you.

Keep one signed copy with your parent(s)/guardian.
