

**Instructions for Indian Candidates for Completion of Admission Process 2023 at IIIT-Delhi**  
**(Admitted through JAC Admission)**

**Step 1: Payment of Balance Fee for B.Tech. 2023 Batch candidates admitted through JAC admission process.**

- The Balance Academic Fee of Rs. 1,42,000/- for the 1<sup>st</sup> semester (Monsoon Semester 2023) can be paid from 27<sup>th</sup> July 2023 onwards.
- The last date for payment is 1<sup>st</sup> August 2023 (upto 11:59 PM).
- Candidates can pay the balance fee immediately after freezing their seats on the JAC portal. Those who are waiting for seat upgradation i.e. **Upgradation Round on 31<sup>st</sup> July 2023 as per JAC schedule**, can pay after the upgradation.
- Fee payment should be made through the following online link; <https://payments.iiitd.edu.in/pg/fees/pg.html>

**Instructions for Online Payment**

1. Enter your details- Name, Mobile no., E-mail, Address, etc.
2. Select "**B.Tech. Admission Remaining Fee 2023, JAC (Rs.142000)**" from the select payment purpose field.
3. Enter your JAC Application No in place of the "Enrollment / Roll Number / App Number" field.
4. Enter the amount Rs. 1,42,000/-.
5. Agree to the terms & conditions and press pay now.

(Payment through cash or cheque will not be accepted.)

**Step 2: Filling of online I-card form**

- After payment of the entire applicable fee, the candidate needs to fill [this Google form](#).

**Step 3: Physical Joining at IIIT-Delhi**

- The Allotted candidate needs to report at IIIT-Delhi at 10.00 AM – 11.00 AM mandatorily. No proxy joining (by parent or guardian) will be permitted as per the below schedule;
  - **Candidates who have frozen their seats or have got their 1<sup>st</sup> choice** are required to report on **31<sup>st</sup> July 2023 @ 10 - 11 AM** in Room Number C102, 1<sup>st</sup> Floor, Lecture Hall Complex, IIIT-D.
  - **Other allotted candidates** will be required to report on **1<sup>st</sup> August 2023 @ 10.00 AM** in Room Number C102, 1<sup>st</sup> Floor, Lecture Hall Complex, IIIT-D.

**Document Checklist Before coming for Physical Joining;**

- Before coming for Physical joining, the candidate needs to come with the below-mentioned documents which includes a few IIIT-Delhi forms placed as annexure. *The candidates are also required to upload them in the Google form mentioned above (Link)*. The Sequence of documents are as under;
  - Updated Seat Allotment Letter (From JAC portal)
  - Provisional Admission letter issued at the time of Document verification.
  - Balance Payment Fee Receipt of Rs.1,42,000/-
  - Honor Code Form

- Anti Ragging Form
- IT Infrastructure Usage Policy
- Hostel Allotment Form (Applicable if opting for Hostel)
- Hostel Undertaking Form (Applicable if opting for Hostel)

#### Step 4: Hostel Allocation

- The hostel for the students belongs outside Delhi and with more than 30 km's from the institute will be allocated on the day of the reporting after the joining formalities are completed.
- Hostel Fee for 1<sup>st</sup> Semester (Monsoon Semester 2023) starting from 07<sup>th</sup> November 2022 onwards will be as per below table:

| Hostel Fee Structure   |                   |
|--|-------------------|
| Hostel fees will be charged semester-wise. Approx. hostel charges per semester (4 months) is given below |                   |
| Program  | B.Tech.           |
| Security (refundable)  | 10,000/-          |
| Mess Charges   | 10,000/- (approx) |
| Double Sharing Room  | 34,000/-          |

- For online payment of Hostel Fees, below link can be used: <https://payments.iiitd.edu.in/pg/fees/pg.html>  
After clicking the above link select "B.Tech. 2023 Hostel Fee" to pay the Hostel Fee.
- For payment through Demand Draft, the below details can be used: DD must be in favor of "IIIT Delhi Collections" payable at Delhi.
- The duly filled Hostel Allotment Request Form & Undertaking Form (as given in annexure) needs to be submitted on the day of Physical Document Verification & Hostel Allotment along with a copy of Address Proof & the receipt of Hostel Fee Payment.

#### Other activities:

- Induction Program:** A 5-day Induction Program will be conducted from **2<sup>nd</sup> August 2023 to 6<sup>th</sup> August 2023** at the Institute Campus. This is a compulsory program for all newly admitted candidates. You can check for more details here: <https://induction.iiitd.edu.in/>
- Commencement of Classes:** The classes for the first semester will start from August 07, 2023. The classes will entirely run through **OFFLINE** mode at Institute Campus. You can check the academic calendar [here](#): > *Ongoing Semester* > *Academic Calendar Monsoon Semester 2023*.
- IIITD Roll No. and Email address will be issued after the payment of the balance fee and completion of joining formalities.

**NOTE:** Seat allotment of the candidate **will be canceled** in case of non-payment of balance fee and non-submission of joining documents.


**Enrollment form**

Name : \_\_\_\_\_

 Programme :  CSE  ECE  CSAM  CSD

 CSB  CSAI  CSSS  EVE

Email ID : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

Emergency contact no.(Parents) : \_\_\_\_\_

Address:

Correspondence Address;

 \_\_\_\_\_  
 \_\_\_\_\_

Permanent Address;

 \_\_\_\_\_  


I hereby certify that the information/documents provided by me for admission to the institute are true to the best of my knowledge and nothing has been concealed by me. In case the information/documents are found false at any stage, I undertake that I shall be responsible for the same and liable for the termination of my registration from the program.

Date: \_\_\_\_\_

 \_\_\_\_\_  
**Signature of Candidate**
**For official use only**

Roll No. Allotted : \_\_\_\_\_

 \_\_\_\_\_  
**Signature of DM/AM/JM**



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**Honor Code**

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I, \_\_\_\_\_, Roll No: \_\_\_\_\_, do hereby declare that as a student in IIIT Delhi:

1. I will act with honesty and integrity at all times in all my academic work, including homeassignments, quizzes, tests, projects, reports, presentations, and exams.
2. I will maintain and support the discipline of the Institute and act in a manner that fosters discipline, academic pursuit, and self-development.
3. I will use the Institute resources judiciously and responsibly.
4. I will help ensure that others also uphold the honor code.
5. I hereby assign to IIIT Delhi all rights under copyright that may exist in the Work, including any revised or expanded derivative works submitted to IIIT Delhi based on the work; and any associated written or multimedia components or other enhancements accompanying the work.

I accept that any act of mine that can be considered to be the violation of the Honor Code will invite disciplinary action, including expulsion from the Institute.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_



### IT Infrastructure Usage Policy

Users of IIIT-D computing, networking and IT facilities are expected to abide by the following rules which are intended to preserve the utility and flexibility of the system and protect the privacy and work of students and faculty:

1. Students with authorized accounts may use the computing, networking, and other IT facilities for academic purposes, official Institute business, and for personal purposes so long as such use does not violate any law or any Institute policy.
2. Users are expected to respect the privacy of other users and they may not allow any other person to use their password or share their account.
3. Chain emails or mass emails or commercial advertising are not allowed without permission.
4. Users are expected to take proper care of equipment and report any malfunction to the staff on duty or to the in-charge of the facility. Users should not attempt to move, repair, reconfigure, modify, or attach external devices to the systems.
5. No food or drink is permitted in the laboratories. Also making noise either through games/music/movies or talking and/ or singing loudly (the list is not exhaustive) is prohibited.
6. Violations of policy will be treated as academic misconduct, misdemeanor, or indiscipline as appropriate. Depending upon the nature of the violation, the institute authorities may take an action by issuing a warning through disabling the account. In extreme cases, the account may be completely deleted and/ or the user prohibited access to IT facilities at IIIT-D, and/ or reported to the Disciplinary Action Committee.
7. The policy may change as and when it is considered appropriate and new policies or the changes in policy will take effect immediately after a brief announcement by any means, e-mail, printed notices, or through the news groups.

I, \_\_\_\_\_, Roll No: \_\_\_\_\_, do hereby declare that as a student in IIIT Delhi will abide by the above-mentioned rules<sup>1</sup>. I accept that any act of mine that can be considered to be the violation of the policy will be dealt with as mentioned in rule #6.

Date:.....

Signature:.....



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

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

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

as a student of Indraprastha Institute of Information Technology, Delhi do hereby undertake on this day  
.....month..... year ..... the following with respect to above

Subject and Hon'ble Supreme Court Order Available [here](http://iiitd.ac.in/sites/default/files/docs/life/sc-ord07.pdf)  
(<http://iiitd.ac.in/sites/default/files/docs/life/sc-ord07.pdf>).

- 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 Son/Daughter/ward.

Witness:

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.....

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



### HOSTEL ALLOTMENT REQUEST FORM

*(Fill in Capital Letters Only)*

AFFIX SELF  
ATTESTED  
PASSPORT SIZE  
PHOTOGRAPH

**Room No.....( To be allotted by the office)**

NAME : .....  
ROLL NO. : ..... Semester .....

FATHER'S NAME : .....  
ADMISSION YEAR : .....  
PRESENT RESIDENTIAL : .....

ADDRESS .....

CONTACT NO (RESI/MOB): .....

APPROXIMATE DISTANCE FROM IIITD (in kms) :.....

*(For Delhi & NCR Candidate)*(please use Google maps and enter the smallest distance give. On verification, if the filled distance is more than 2 KM of google map distance, the application will be rejected.)

ANY MEDICAL GROUND / TRANSFER CASE/ SUFFERING FROM STRESS, DEPRESSION OR ANY MENTAL HEALTH ISSUE:  
.....

WE HEREBY STATE THAT ALL THE ABOVE INFORMATION IS TRUE TO THE BEST OF OUR KNOWLEDGE.

**PAYMENT DETAILS: (enclose a Printed copy of the receipt)**

1. Paid via **Net banking** an amount of **Rs.....** on Date: .....

Receipt/Transaction/UTR No.....

2. Paid through Demand Draft No .....Dated.....Amount Rs .....,

Bank....., Branch.....

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**SIGNATURE OF STUDENT**

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**SIGNATURE OF PARENT**

**Note: Documents to produce at the time of Hostel Room Allotment**

1. Residential address proof (Ration Card/Water Bill/Electricity Bill/Passport etc.) (the same address in which you have taken admission, any discrepancy found will lead to cancelation of hostel room allotment).
2. Copy of parent's Identity Card having photo and Signature
3. Copy of Medical Certificate/Transfer Order (in case applying on medical ground) / Transfer Order.



**Undertaking (to be signed by the Parents/Guardian)**

I have read hostel rules and take personal responsibility to see that the undertaking given by my ward regarding ragging and maintaining overall discipline in the hostel will be honored in all respect during his entire period of stay in hostel of IIIT-Delhi. I have seen the facilities existing in the hostel/institute and will not expect or demand any special facility for my ward in the hostel.

**Further, I will not allow my ward to bring and keep any car/motor-cycle/scooter/motor vehicle.**

Date.....

Signature

Place.....

Name of the Parent/Guardian.....

Phone/Mobile No.....

In case of Outside Delhi Candidate,

Name and contact details of local Guardian (Delhi/ NCR) -(Mandatory)

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**Undertaking (to be signed by the STUDENT)**

1. I have read hostel rules and shall abide by them in letter and spirit. I shall also abide by the rules modified or framed in future.
2. I shall never indulge myself directly or indirectly in any type of Ragging activity.
3. I'll not get involved in any Union/Group/Forum formation in Hostel/Institute to challenge the IIIT-Delhi authority.
4. I'll not involve in any confrontation/fight/quarrel/indiscipline activity in the hostel and the institute.
5. I shall pay the Accommodation charges, Mess Bill and other charges as per the specified dates. If I fail to do so, I will abide by the rules and regulations about penalty.
6. I hereby confirm that institute does not hold any responsibility of my actions outside the institute's premises.
7. I'll follow all the directions given time to time by Hostel authority during my stay in hostel.
8. I understand that the decision of the Hostel administration in any of the above matters/issues will be binding on me and I shall fully respect the same.
9. The hostels are covered under CCTV surveillance (I don't have any privacy issue)
10. Students vacating the room either temporarily or permanently needs to take away their laptop / mobile/ jewelry/ cash/ expensive watches with them. If not, it will be at the allottee's risk.
11. Institute will not be responsible for any accidents, fire, theft or any other natural calamity.

Date.....

Signature of Student

Place.....

Name:.....