

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
DEPARTMENT OF _____

No.A(P)/Admiss/2017/IITK/_____

Date: _____, 2017

Name of the candidate

Address: Line 1

Address: Line 2

Address: Line 3

Address: Line 4

Dear _____,

Subject: *Admission to M.Tech./MS(Research)/PhD. Program in the Second Semester 2017-2018*

Congratulations.

I am glad to inform you that you have been selected for admission to the _____ Program in _____.

<You may want to add here a paragraph about why your department/program is excellent.>

Please note that this letter does not guarantee any financial assistantship. The notification related to financial assistantship will be issued separately, if you are found eligible and suitable for the financial support.

To accept this offer, you are required to send a demand draft for Rs. _____ in favor of **Registrar, IIT Kanpur**, payable at *Kanpur*, by Dec. _____, 2017, failing which this offer of admission will be withdrawn. The break up of the fee is attached in a separate sheet. Please use Speed-Post to send the draft to **The Head, Department of _____, Indian Institute of Technology Kanpur, Kanpur – 208016 (UP)**.

Please note that if you accept the admission offer now, and pay the fees, and later you change your mind and withdraw from the program, you will be given a refund of your payment, after a deduction of a small processing fee of Rs. 1,000. For this refund, we must receive your written request latest by **Tuesday, December 26th, 2017** during the office hours. There will be no refund for withdrawal requests received after this deadline.

When you join the Institute, you will be required to bring in an additional amount of approximately Rs.5,000/- to be deposited (**in DD**) as Mess Advance at the time of occupying the room in the concerned Hall of Residence, and an additional amount of Rs.7,000 representing the various security deposits (refundable on leaving the program). The security deposit shall be brought in as a **draft** in favor of "**Registrar, IIT Kanpur**" payable at *Kanpur*.

In due course on the website of Counselling Service <http://www.iitk.ac.in/counsel>, you will be informed of the hall of residence (hostel) where you will need to report. You are advised to report to the control room of the hostel on **29th December, 2017**. In case you are coming earlier, contact counseling service and inform the date of arrival. Details of further procedures will be available on the Notice Board of the respective Hall of Residence. Married students are advised not to bring their families until family accommodation is allotted to them at the campus.

An orientation program has been organized by the Counseling Service between the date of reporting and the date of registration. During the orientation period, arrangements will be made for opening a bank account, getting access to Institute Computer Center and Internet, Library card, and many more things. So please do not miss the orientation program. For details of the program, you may please refer to the counseling service brochure or visit the website: <http://www.iitk.ac.in/counsel>.

The date for your academic registration is January (*as per academic calendar*), 2018. In case you are unable to register on that day, please report as soon as you can but not later than January 09, 2018. The last date for late registration is January 9th, 2018, with a **late registration fee of Rs.1000/-**. Classes will commence from 04th January, 2018.

Please make sure that you bring with you the following documents in original for presentation at the time of registration along with an attested copy thereof:

- (i) Offer of admission (this letter).
- (ii) Photocopy of the bank draft you sent as the payment of fees.
- (iii) Degree Certificate/Provisional Degree Certificate. If this is not possible, a letter from the Principal of the College indicating that you have appeared in the final qualifying examination (written, thesis submission followed with viva-voce) must be produced. ***Please note that you must complete all requirements of the qualifying degree before joining the Institute prior to January 02, 2018. These requirements include any project viva or thesis viva. And if, your final result is awaited then last date for submission of final result/certificate is 05th March, 2018, failing which, your admission may be cancelled with immediate effect.***
- (iv) Mark sheet/Grade card of the Qualifying Examination.
- (v) High/Secondary School Certificate of the Board/University specifying the date of birth.
- (vi) Three copies of passport size photographs.
- (vii) A caste certificate (including non-creamy layer status for OBC candidates) issued by a competent authority, in case you belong to OBC, SC or ST community.
- (viii) In case of Persons with Disability (PD), a disability certificate issued by a Government Medical Board.
- (ix) Score card and admit card of GATE/NET/CSIR etc. (if applicable, as the case may be).
- (x) Sponsored, Part-time, and External students must bring a No-Objection Certificate from the employer. Others should bring a no-objection certificate or relieving certificate from the employer, if they were working at the time of application.

Your admission is subject to a medical examination to be conducted at the Health Centre, IITK.

Please note that the admission offer will stand cancelled, if

1. you fail to accept this offer by sending a demand draft for the amount as applicable by the date indicated above; or
2. you fail to attend the medical examination which will be conducted at Health Centre, IITK; or
3. you fail to produce any of the documents required to be presented at the time of registration. (You may, however, on application, be allowed to produce the certificate mentioned at serial number (iii) and (iv) above by March 05, 2018 failing which your admission will be cancelled. This extension is not available to sponsored, part-time and external students.) or
4. you fail to register by January 09, 2018.

I look forward to welcoming you to the department and the institute.

Head, Department /IDP

of.....

cc: Senior Deputy Registrar (Academic) – along with original application and enclosures.

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

The breakup of the fees payable at the time of admission is given hereunder:

One time fees:

1.	Admission Fee	150	
2.	Grade Card Fee	150	
3.	Provisional Certificate Fee	100	
4.	Medical Examination Fee	100	
5.	Student Welfare Fund	800	
6.	Modernization Fee	500	
7.	Hostel Admission Fee	500	(Not for part-time students)
8.	Publication Fee (Information Bulletin, etc.)	250	
9.	Career Development Programs	200	
10.	Alumni Subscription	200	

Per Semester Fee

1.	Tuition Fee	---	<i>Please see below</i>
2.	Examination Fee	300	
3.	Registration Fee/Enrolment Fee	300	
4.	Gymkhana Fee (<i>Yearly</i>)	350	
5.	Festival Fee (<i>Yearly</i>)	150	
6.	Medical Fee	50	
7.	Students Amenities Subscription	300	
8.	Laboratory Contingency Fee	300	
9.	Hostel Seat Rent	1250	(Not for part-time students)
10.	Water Charges	25	(Not for part-time students)
11.	Mess Establishment Charges	11,360	(Not for part-time students)
12.	Personal Accident Insurance	242	
13.	Students Benevolence Fund	100	
14.	Membership for SHMC	100	

Tuition (per semester)

- For sponsored, part-time, external students
 - **Rs.25,000** for all categories and for M.Tech./MS(Research)*/M.Des/PhD.
- For full time regular students
 - **Rs.70,000** for GEN/OBC for MBA (all)
 - **Rs.25,000** for those MDes/MTech./MS(Research) students who are not on Institute Assistantship
 - **Rs. 5,000** for GEN/OBC for those MDe/MTech students who are on Institute Assistantship (only as long as they are on Institute Assistantship)
 - **Rs.2,500** for GEN/OBC for PhD students
 - **NIL** for SC/ST for MBA/MDes/MTech/MS(Research)/PhD students.

	One-time	Per-sem (Misc)	Per-sem (Tuition)	Total payable
Sponsored, External (first semester will be full time) GEN/OBC/SC/ST M.Tech/MS(Research)/PhD	2,950	14,827	25,000	42,777
Part-time GEN/OBC/SC/ST M.Tech/MS(Research)*/PhD	2,450	2,192	25,000	29,642
Full time, Regular GEN/OBC MDes/M. Tech./MS(Research)(not on Institute Assistantship)	2,950	14,827	25,000	42,777
Full time, Regular GEN/OBC MDes/M. Tech./MS(Research) on Institute Assistantship	2,950	14,827	5,000	22,777
Full-time, Regular GEN/OBC PhD	2,950	14,827	2,500	20,277
Full-time, Regular SC/ST MBA/MDes/M. Tech./MS(Research)/PhD	2,950	14,827	0	17,777
Full time, Regular GEN/OBC MBA (all)	2,950	14,827	70,000	87,777

** Institute project employee's (sponsored by externally funded projects) selected for MS (Research) Program, their tuition fee will be same as for regular M.Tech. students with Institute Assistantship.*

Draft letter for Institute Assistantship Offer

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

DEPARTMENT OF _____

No.A(P)/Admiss/2017/IITK/_____

Date: _____, 2017

Name of the Candidate
Address

Dear _____

Subject: Institute Assistantship for the M.Tech./MS (By Research)/Ph.D. Programme in
..... for the year 2017-2018.

With reference to your application for admission, you have already been offered an admission to the
M.Tech./MS(By _____ Research)/Ph.D _____ Programme in
.....

You will be awarded an Assistantship of Rs.....for which you will be
assigned a task for up to 8 hours per week. The Assistantship will be renewed on the basis of
satisfactory performance in the duties assigned and in the academic programme that you will be
following.

I congratulate you for your success in obtaining the Institute Assistantship.

Head of Department/Programme of
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