

File No. IITDh/Academics/UG/2023-24/02

25<sup>th</sup> July 2023, Tuesday

Dear Candidate,

Congratulations on qualifying in JEE [Advanced] 2023. I am glad to inform you that you have been **PROVISIONALLY** selected for admission to the **Preparatory Course** to be conducted at IIT dhArwAD. On behalf of the Institute, I extend you a hearty welcome to our Institute.

You must report [in person] to the institute along with your original certificates for confirmation of admission and registration program at the Institute as per the schedule given below.

**SCHEDULE OF ACTIVITIES AND USEFUL HINTS**

Date and time for reporting, registration, and verification of documents	3 <sup>rd</sup> August 2023 [Thursday] to 4 <sup>th</sup> August 2023 [Friday] [from 10:00 AM till 05:00 PM]
Venue	<b>IIT dhArwAD, Permanent Campus.</b> A vehicle will be arranged from the WALMI campus to Permanent Campus for those reporting at WALMI.
If you do NOT come for admission & registration to the campus	It will be presumed that you are NOT interested in taking admission to the preparatory course to be conducted by IIT dhArwAD. The deadline to report to the <b>IIT dhArwAD, Permanent Campus is Friday, the 4<sup>th</sup> of August 2023 [till 05:00 PM, IST]</b> ,
Interactive Session for the parents	3 <sup>rd</sup> August 2023, 03:00 PM to 04:00 PM 4 <sup>th</sup> August 2023, 03:00 PM to 04:00 PM
Registration material and other information about the program is part of this document and additional information [if any] will be provided on the day of registration	
Instructions [i.e., classes] begin from	08 <sup>th</sup> August 2023 [Tuesday] [Time table will be uploaded on the website at least 3 days prior to the commencement of classes]
Mode of Instruction	The instructions will run in the conventional way [i.e. Physical/offline mode]
Savings bank account opening, Local SIM card, Hostel allotment, etc.	To be facilitated at the time of registration in the campus [3 <sup>rd</sup> August to 4 <sup>th</sup> August 2023]



Fees to be paid by Indian Nationals	
Category	SC, ST&PWD
Total fee for Autumn Semester	₹ 41,000/-
[Less] Fee paid at the time of seat acceptance to JoSAA	₹ 16,000/-*
<b>Fee due to be paid [Now]</b>	<b>₹ 25,000/-</b>
* ₹.4,000.00 is deducted towards the processing fee for document verification during JoSAA counseling 2023.	

DECLARATION FORMS REQUIRED FOR SUCCESSFUL REGISTRATION		
[These declaration forms are to be submitted along with other documents listed on the last page of this document]		
Sl. No.	Name of the document	Remarks
a	Declaration Form - 1	To be filled & signed by the Student
b	Declaration Form - 2	To be filled & signed by the Parent/Guardian
c	Declaration Form - 3	For Medical Insurance
d	Declaration Form - 4	Declaration on Academic Honesty
e	Declaration Form - 5	Template for vaccination certificate
f	Declaration Form - 6	Course Registration Form
g	Hostel Application Form	To be signed by the student & parent
<b>Note: Please fill out all the forms and bring them while reporting to the campus. All the declaration forms are to be produced at the time of document verification.</b>		
ADDITIONAL INFORMATION FOR STUDENTS/PARENTS		
h	Fee Circular & related details	Available on pages 12-14
i	Information regarding Scholarships	Available on page 15
j	Check List of Documents	Available on page 16

Sd/-

Assistant Registrar [Academics]

**DECLARATION FORM - 1 [BY THE STUDENT]**  
**[To be submitted at the time of document verification]**

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

I, .....Son/Daughter of Sri/Smt .....  
JEE [Advanced] 2023, Registration No. ...., AIR..... do hereby  
solemnly affirm that:

1. I will abide by the rules and regulations of the Institute. I will also abide by modifications made in the rules and regulations from time to time by the Institute.
2. I will not join any coercive agitation for the purpose of forcing the hands of the authority to solve any problem.
3. I will not participate in any activity which has a tendency to disturb the peace and the orderly life of the Campus.
4. I will cooperate with the Institute authorities in maintaining discipline, academic standards, and good order on Campus.
5. I am fully aware that, to possess and drive any motorized vehicle on the Campus is strictly prohibited.
6. I am fully aware that the campus accommodation [in hostels or elsewhere on campus] will be provided to me strictly for the duration of the preparatory course only.
7. I will NOT cross the National Highway [NH4/AH47] recklessly, but if required, will always make use of the underpass available for the purpose.
8. I agree to subscribe to any insurance scheme in force in the Institute from time to time.
9. I will participate in outdoor sports, only in the designated playgrounds.

Allocated IIT Name .....

Allocated Branch .....

Full Name and Permanent Address	Address for correspondence [To be provided if different from permanent address]

Signature of the Student .....

Name in Hindi.....

Name in English [in CAPITAL Letters] .....

[As mentioned in Qualifying Certificate]

**DECLARATION FORM - 2 [BY THE PARENT/GUARDIAN]**

**[To be submitted at the time of document verification]**

I .....do hereby endorse the undertaking given by my son/daughter/ward and I will endeavor to use my good offices with my son/daughter/ward to encourage and advise him/her to observe the undertaking given in Declaration Form-1 as above. I also certify that the contact phone numbers and email IDs provided below are currently working and will remain functional throughout my ward's stay at IIT dhArwAD.

Sl. No.	Particulars	To be filled by the Parent/Guardian
a	Name of the Student	
b	Mother's Full Name [including maiden name]	
c	Mobile / Contact Phone Number	
d	Mother's Email - [if available]	
e	Father's Name	
f	Mobile / Contact Phone Number	
g	Father's Email ID	
h	Postal Address [ Along with 2 letters state abbreviation and PIN Code]	
i	Details of Local Guardian [If available]  [Name, Address & Contact details to be mentioned]	

Place:

Date:

[Signature of the Mother]

[Signature of Father/Guardian]

.....  
Name [in Block Letters along with the Maiden Name]

.....  
Name [in Block Letters]

**DECLARATION FORM - 3 [FOR MEDICAL INSURANCE]**  
**[To be submitted at the time of document verification]**

Sl. No.	Particulars	To be filled by the Student/Parent/Guardian
1	Name of the Student	
2	Allocated IIT Name	
3	Allocated Branch	
4	a. Father's Full Official Name b. Father's main email ID	
5	a. Mother's Full Official Name [along with maiden name] b. Mother's main email ID [if any]	
6	Student's Emergency Contact Number	
7	Student's Blood Group	
8	Postal Address	
9	Email ID	
10	Adverse Medical History Details [if any]	

[Signature of the Student]

[Signature of any one of the Parents/Guardian]

.....  
Student's Name [in Block Letters]

.....  
Name [in Block Letters]

**DECLARATION FORM - 4 [ACADEMIC HONESTY]**  
**[To be submitted at the time of document verification]**

**DECLARATION OF ACADEMIC HONESTY**

I declare that I will adhere to all Principles of academic honesty and integrity throughout my stay in the Institute for the Preparatory Course, I will not seek or give unauthorized assistance in tests, quiz[zes], examination[s], project[s] or assignment[s]. I will not misrepresent, fabricate or falsify any idea/data/facts/source in my project submission[s]. I understand that any violation of the above may be a cause for disciplinary action against me as per the rules and regulations of the institute.

Name of the Student	
JEE Mains Registration No JEE Advanced Registration No	
Allocated IIT Name	
Allocated Branch Name	
Date	

Signature of the Student \_\_\_\_\_

Date \_\_\_\_\_

**DECLARATION FORM - 5**

**[TEMPLATE FOR VACCINATION CERTIFICATE]**

**[To be submitted at the time of document verification]**

When you come to join the Preparatory Course at IIT dhArwAD, you will be staying in a hostel in close proximity to many other students. Such an environment poses a risk of the spread of various infectious diseases like mumps, measles, chicken pox, COVID-19, etc. Therefore, it is compulsory that all students be vaccinated against the following:

**A. Vaccination Certificate**

Name of Vaccine	Date of Vaccination [dd mm yyyy]	Doctor's Signature & Registration No	Self-Declaration & signature by student and parent in such cases where vaccination is taken and details are not available
Measles, Mumps, Rubella [MMR] [2 <sup>nd</sup> dose after 15 years of age or 2 doses before 15 yrs.]			
Chickenpox [If there is no history of chickenpox in the past]			
Typhoid [one dose]			
Hepatitis A & B			
COVID-19 Mention your age in completed years: ..... [Please provide details of single/both doses if you have received the vaccination, a <b>vaccination certificate</b> has to be attached with this certificate]	1 <sup>st</sup> Dose: Date:  2 <sup>nd</sup> Dose: Date:	<b>Not Applicable</b>	<b>Not Applicable</b>

**Note: COVID-19 vaccination is mandatory. It is also mandatory to produce a COVID-19 vaccination certificate along with this certificate.**

**B. Vaccination Exemption Certificate:**

Mr./Ms. \_\_\_\_\_ is suffering from \_\_\_\_\_

\_\_\_\_\_ and is on \_\_\_\_\_

\_\_\_\_\_ treatment. Hence, vaccination is contraindicated in him/her.

**[Dated Signature of Physician with Seal]**

**Note:**

1. All vaccinations are mandatory. **Only those students for whom vaccination is medically contraindicated will be exempted from these vaccinations on the production of the medical certificate issued by a registered medical practitioner [Section B above].**
2. If you have taken the above-mentioned vaccines in the past and the details are not available, the student and parent[s] can give a self-declaration to that effect.

**DECLARATION FORM - 6**

**[COURSE REGISTRATION FORM FOR ACADEMIC YEAR 2023-24]**

**[To be filled and submitted on the day of document verification]**

Name of the Student	
JEE Advanced Registration Number	
Allocated IIT Name	
Allocated Branch Name	

**List of Courses for Semester –1 Preparatory Course**

<b>Sl. No.</b>	<b>Course Name</b>
1	Physics
2	Chemistry
3	Mathematics
4	English

I want to register for all the Preparatory Course Of 1st-semester curriculum mentioned in the table above.

.....  
[Signature of the Student and Date]

.....  
[Signature of the Faculty Advisor and Date]

**Note: The signature of the Faculty Advisor will be obtained by the Academic office later.**



**HOSTEL APPLICATION FORM FOR ADMISSION**

Student's new  
passport size  
photograph

Program Name \_\_\_\_\_ Allocated IIT Name: \_\_\_\_\_ Allocated Branch: \_\_\_\_\_

ACADEMIC YEAR: \_\_\_\_\_ to \_\_\_\_\_

JEE (Advanced) Registration Number . \_\_\_\_\_

Duration of stay No. from \_\_\_\_\_ to \_\_\_\_\_

Name of the Candidate: \_\_\_\_\_

Date of Birth: DD \_\_\_\_\_ MM \_\_\_\_\_ Year \_\_\_\_\_

Age: \_\_\_\_\_

Male/ Female/Others

Single/ Married

Course: \_\_\_\_\_

Date of Admission: \_\_\_\_\_

Name of the Parent/ Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

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

Mail ID: \_\_\_\_\_

Name of The Local Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

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

Mail ID: \_\_\_\_\_

Hostel Name: \_\_\_\_\_ Flat No: \_\_\_\_\_ (This can be filled up on your arrival to the campus)

Room handed over with the following Furniture

One Study Table :

One Study Chair:

One AlmiraH :

One Cot :

**Signature of Student**

## **DECLARATION BY THE STUDENT**

- 1) I, \_\_\_\_\_ have read the rules and regulations for my admission to the hostel into the accommodation facilities of IIT Dharwad.
- 2) I agree not to cook, not to use electric and electronic gadgets that are not allowed, and not to press clothes in the hostel rooms.
- 3) I understand that smoking and consumption of alcohol and other objectionable material in the hostels is strictly prohibited and I will abstain from such acts.
- 4) I declare that indulgence in any anti-instructional or anti-social activity in the hostel is highly punishable and I will be liable for severe penalties and punishments for indulging in such acts.
- 5) I declare that I am physically and medically fit to live in the hostel. I also declare that every piece of information about my being medically / psychologically fit in any degree or manner has been brought to the information of the institute authorities at the time of applying for hostel accommodation. I will not hold the management, institute authorities, or hostel authorities responsible for any consequence which will be a result of my non-disclosure.
- 6) I undertake to conduct myself as a diligent student within the hostel and in the vicinity and not misbehave in any manner including using inappropriate language, physical tiffs, and getting with the other inmates/employees/ and others in the hostel's neighborhood.
- 7) I will not cause any damage whatsoever, including defacing the property of the hostels and understand that I will be liable for penalties and punishments for doing so.
- 8) I accept to stay within the hostel, premises by the stipulated time and will not stay out without proper prior permission from concerned authorities.
- 9) Finally, I agree to abide by all the rules and regulations of the institution with regard to hostel stay, which may be framed from time to time, and accept the decision of management, in all respects, as final and binding on me for compliance.

Place: \_\_\_\_\_

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

**Signature of Student**

## **DECLARATION BY THE PARENT/ GUARDIAN**

I assure you that my ward will abide by the rules and regulations of the Hostel. I have no objection if any action is taken against my ward, as per the Institute/Hostel rules.

Place: \_\_\_\_\_

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

**Signature of the parent/ Guardian**

## **FOR OFFICE USE ONLY**

Name of the Program \_\_\_\_\_ Hostel name \_\_\_\_\_ Flat No: \_\_\_\_\_

Date of Hostel allocation: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Receipt No: \_\_\_\_\_

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

**Signature of HCU Office**

**Signature of the Hostel Warden**

### FACULTY ADVISORS AND COURSE INSTRUCTORS

All Preparatory Course students admitted through the JEE [Advanced]-2023 are assigned a Faculty Advisor who looks after them and helps sort out the problems they may face.

<b>DETAILS OF INSTRUCTORS - PREPARATORY COURSES 2023-24</b>	
<b>COURSE NAME</b>	<b>INSTRUCTOR</b>
MATHEMATICS	Prof Amlan Barua
PHYSICS	Prof D Narasimha
CHEMISTRY	Prof B L Tembe
ENGLISH	Prof Ridhima Tewari

<b>FACULTY ADVISORS</b>	Prof. Amlan Barua & Prof. Keerthi M C
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### INFORMATION PERTAINING TO HOSTELS

Hostel Room Allocation	You will be allotted a room in the hostel & the room key will be handed over on your arrival at the Institute. Each room will accommodate roughly three to four students [depending on the prevailing conditions].
Are hostel rooms furnished?	Each student will be provided a cot, chair & study table, and wardrobe. Students can purchase mattress/bedding, buckets, etc. locally. Arrangements will be made for on-campus shopping for these items during the reporting days.
Possession of motorized vehicle	NOT ALLOWED
Climatic conditions	The weather at dhArwAD is pleasant throughout the year. Generally, it will be raining in the months of June to September and the weather will be windy and cold during the months of October to January. It is suggested that you carry protective clothing accordingly.

**CIRCULAR FOR PAYMENT OF FEE - PREPARATORY COURSE STUDENT]**

**[AUTUMN SEMESTER 2023-24]**

All the Preparatory course students to be admitted during the year 2023 are required to follow the following schedule for payment of fees and registration for the upcoming Autumn Semester 2023-24:

S. No.	Particulars	Date
a	Payment of fee begins	27 <sup>th</sup> July 2023
b	Payment of fee ends	4 <sup>th</sup> August 2023 [till 12:00 PM]
c	Reporting & registration	3 <sup>rd</sup> August to 4 <sup>th</sup> August 2023 [till 05:00 PM]

**Details for payment of fee are as below:**

S. No.	Particulars	Fee in ₹
1.	Processing Fees	2,500.00
2.	Tuition Fee – Statutory Fee	Nil
3.	Examination Fee	2,500.00
4.	Registration Fee	1,500.00
5.	Medical Fee	2,500.00
6.	Hostel Room Rent	500.00
7.	Electricity & Water Charges	2,500.00
8.	Hostel Establishment Charges	2,500.00
9.	Gymkhana Fees	5,000.00
10.	Institute Security Deposit	1,000.00
11.	Library Security Deposit	1,000.00
12.	Mess Security Deposit	1,000.00
<b>Mess Advance</b>		<b>18,500.00</b>
<b>GRAND TOTAL FEE INCLUDING MESS ADVANCE</b>		<b>41,000.00</b>
<b>NET AMOUNT PAYABLE NOW AFTER DEDUCTION OF FEE PAID AT THE TIME OF JoSAA SEAT ACCEPTANCE</b>		<b>25,000.00</b>

**Note:**

- All the Preparatory Course students are exempted from payment of Tuition fee.
- IIT dhArwAD reserves the right to revise the Fee-Structure during the duration of the course.
- Institute Security Deposit, Library Security Deposit and Mess Security Deposit are refundable after the completion of the Preparatory Course

**The following procedure may be adhered to for the payment of fee:**

- Click on the link <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=3407756>
- Please choose “Preparatory Course JEE Advanced (2023)”
- Fill out all particulars and pay the fees as per circular

4. Final submission and save a copy for your reference

Students paying fees through online fee payment must ensure that their transaction is completed in all respects.

In case of fees being paid through - [a] loan from a Bank, and [b] a sponsoring agency [private/government], the concerned student should request the bank / sponsoring agency to transfer the fees amount through our SBI collect OPG [online payment gateway]. In this way, fee receipts will be generated automatically, and delays will be avoided.

It may please be noted that if a student fails to pay the fee on or before the **deadline i.e. 4th August 2023, 12 PM, then the candidature is liable for cancellation. No further communication will be made in this regard.**

Sd/-

Assistant Registrar [Academics]  
IIT dhArwAD

**Fee Refund Rules**

**Applicable for cancellation/withdrawal from the Programme**

S.No	Scenario [For all programs]	Refundable Amount
1.	Intimation of withdrawal received <b>till 5.00 PM on 4<sup>th</sup> August 2023</b>	100% of the amount paid to the institute with a deduction of processing fee ₹.5000/-
2.	Intimation of withdrawal received <b>After 5.00 PM on 4<sup>th</sup> August 2023 till 5.00 PM on 8<sup>th</sup> August 2023.</b>	Refundable Security Deposits of the fee circular Plus 50% of the remaining amount paid to the institute
3.	Intimation of withdrawal received <b>After 5.00 PM on 8<sup>th</sup> August 2023.</b>	Only Refundable Security Deposit of the fee circular

Note:

- **The Seat Acceptance fee paid to JoSAA (Refer Page No 2) is Non-Refundable.**
- Obtaining a No Dues Certificate is not applicable for withdrawal before reporting to the institute.

## GENERAL INFORMATION REGARDING SCHOLARSHIPS

1. The tuition Fee is waived off for all Preparatory Course students.
2. For SC, ST, and PwD students whose parental (Father and Mother) income is not more than 5 Lakhs, can apply for the following scholarship:
  - a. Facilities of free messing: Free messing (only basic menu) only in case of staying in hostel
  - b. Exemption from payment of hostel room rent in case of staying in hostel
  - c. Pocket allowance (Rs. 500 /- pm).

Students can apply for the scholarships mentioned above by submitting the application form, which will be floated separately, [ tentatively by the end of August 2023] along with the following documents:

1. Application form [will be shared separately through Google Forms]
2. Bank details for providing the scholarship amount
3. Copies of the Aadhaar cards of the student and parents [both]
4. Income proof [for both parents] in the form of a certificate issued by a Revenue officer [not below the rank of Tehsildar]. An income declaration/ affidavit shall not be considered a valid proof of income certificate.
5. Copy of Caste certificate [if applicable]
6. In case any one of the parents is not working, a notary affidavit in original needs to be produced on a non-judicial stamp paper of ₹ 100/-.

**Note: The students who are eligible for scholarships are requested to apply for the same when applications are invited. They are requested to keep all the above-mentioned documents ready. All the students are required to pay complete fees as per the circular on or before the deadline i.e. 4th August 2023, 12 PM.**

## Check List of Documents

### **A. List of documents required to be produced in hard copy form at the entrance gate on the day of reporting [Permanent Campus]:**

1. Provisional Seat Allotment Letter from JoSAA-2023
2. Student's Identity Proof [preferably Aadhar Card]
3. Receipt/Acknowledgement for Fee Payment

### **B. List of documents required for document verification at the time of reporting.**

**Note: All documents in original are required to be produced for verification. Please ensure that the documents are arranged in the same order as mentioned below.**

1. Provisional Seat Allotment Letter from JOSAA-2023
2. JEE [Advanced]-2023 Admit card
3. Receipt/Acknowledgement for Fee Payment
4. Aadhaar card of student
5. Passport size photographs [4 in no.]
6. 10th marks card
7. 12th marks card
8. Medical certificate uploaded on the JOSAA-2023 portal at the time of counseling.
9. Affidavit [if any] uploaded at the time of JOSAA-2023 counseling.
10. A valid caste certificate [if applicable and uploaded at the time of counseling, for students belonging to OBC-NCL, EWS, SC, and ST categories]
11. PwD certificate [if applicable]
12. COVID-19 vaccination certificate of student
13. Declaration form 1 [part of offer letter]
14. Declaration form 2 [part of offer letter]
15. Declaration form 3 [part of offer letter]
16. Declaration form 4 [part of offer letter]
17. Declaration form 5 [part of offer letter]
18. Declaration form 6 [part of offer letter]
19. Hostel Application Form

**Note: A set of self-attested photocopies for all the above documents is to be produced. Please ensure the documents are arranged in the same order as mentioned above.**