



# Indian Institute of Information Technology, Lucknow

Chak Ganjaria (C.G. City), Lucknow, 226002 (UP) INDIA

## DETAILS OF THE ADMISSION PROCESS FOR THE ACADEMIC BATCH 2024

Updated on: 13/08/2024

- **Procedure for admission of candidate, fee submission and documents to upload (pdf file).** The link for uploading the documents will be shared to candidate. The candidate need to deposit their balance semester fee and mess charges before reporting to the Institute as per below details:

**Balance Semester Fees and Mess Charges payable online are as below:**

Entry Channel	Categories	Gender	Institute Fees without hostel	Hostel Fees	Advance Fees Paid to JoSSA/CSAB 2024	Balance Fees Payable to IIITL (including hostel fees)	Balance Fees Payable to IIITL (excluding hostel & mess fees, the case where the student is a day scholar)	Mess Charges payable to IIITL (applicable only for hosteller)	Total Amount Payable including hostel and mess fee
A	B	C	D	E	F	G=D+E-F	H=D-F	I	J=G+I
JoSAA/CSAB	GEN, OBC GEN-EWS	Male	146000	*21240	75000	<b>92240</b>	71000	<b>17500</b>	109740
		Female	146000	#13000	75000	<b>84000</b>	71000	<b>17500</b>	101500
	SC,ST, PwD	Male	146000	*21240	32500	<b>134740</b>	113500	<b>17500</b>	152240
		Female	146000	#13000	32500	<b>126500</b>	113500	<b>17500</b>	144000

\* Hostel fee for double seated occupancy. The allotment of room will depend on the availability of rooms in the hostel.

# Three seater occupancy for female students.

- **For Girls:** Accommodation will be provided in Campus subject to availability.
- **For Boys:** An arrangement for accommodation near the Campus has been made.
- Hostel allotment will be made on the day of physical reporting. However, hostel accommodation is optional. Students may opt for their choice of accommodation outside the Institute premises.

Fee deposit link are as follows:

- Semester fee link: <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=956936>
- Mess fee link: <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=957084>
- Alternatively, you can pay the fee through the payment link under Admission section on the Institute website [www.iiitl.ac.in](http://www.iiitl.ac.in)
- Verification of documents with the physical original documents shall be undertaken, upon your physical arrival to the Institute.

Note: Please bring one full set of self-attested documents as per Annexure-A for submission at the Institute during your Physical Reporting, in the indicated serial order.

- All applicants should have their respective **Academic Bank of Credits (ABC/APAAR) ID**. The applicants can watch this short video <https://www.youtube.com/watch?v=Gw3DUHaJg1c> for ABC/APAAR registration.

### Important Date

**Date of Physical Reporting on Campus time 10:00 am to 5:30 pm**

1. B.Tech.(Information Technology) – 22<sup>nd</sup> August, 2024.
2. B.Tech.(Computer Science) – 23<sup>rd</sup> August, 2024.
3. B.Tech.(Computer Science & Artificial Intelligence) – 24<sup>th</sup> August, 2024.
4. B.Tech.(Computer Science & Business) JEE roll no between 240310002000 to 240310417000 – 22<sup>nd</sup> August, 2024.
5. B.Tech.(Computer Science & Business) JEE roll no between 240310417001 to 240310737800 – 23<sup>rd</sup> August, 2024.
6. B.Tech.(Computer Science & Business) JEE roll no between 240310737801 to 240320002500 – 24<sup>nd</sup> August, 2024.

- For the latest updates, please keep visiting the Institute website.

## B.Tech Fee Structure of IIT Lucknow, for Batch 2024-28

<b>Fee structure for 4-year Bachelor of Technology (Information Technology)/(Computer Science)/(Computer Science and Artificial Intelligence)/ )(Computer Science and Business) program</b>									
	Payment For	1st sem	2nd sem	3rd sem	4th sem	5th sem	6th sem	7th sem	8th sem
<b>A</b>	<b>One Time Fee</b>								
1	Admission Fee	1500	---	---	---	---	---	---	---
2	Institute Caution Money (One Time Refundable)	2000	---	---	---	---	---	---	---
3	Enrollment Fee	1000	---	---	---	---	---	---	---
4	Identity Card Fee	1000	---	---	---	---	---	---	---
5	Alumni Fund	3000	---	---	---	---	---	---	---
6	Institute Development and Maintenance Charges	10000	---	---	---	---	---	---	---
<b>B</b>	<b>Annual Dues</b>								
1	Benevolent Fee	500	---	500	---	500	---	500	---
2	Group Insurance and Student Welfare Fund	1300	---	1300	---	1300	---	1300	---
3	Library Fee	2000	---	2000	---	2000	---	2000	---
<b>C</b>	<b>Semester Fees</b>								
1	Tuition Fee	120000	120000	120000	120000	120000	120000	120000	120000
2	Examination Fee	1200	1200	1200	1200	1200	1200	1200	1200
3	Grade Card Fee	500	500	500	500	500	500	500	500
4	Student Activity Fee	1500	1500	1500	1500	1500	1500	1500	1500
5	Medical Fee	500	500	500	500	500	500	500	500
	<b>Total fees without hostel</b>	<b>146000</b>	<b>123700</b>	<b>127500</b>	<b>123700</b>	<b>127500</b>	<b>123700</b>	<b>127500</b>	<b>123700</b>
6	Electricity and Water Charges	3000	3000	3000	3000	3000	3000	3000	3000
7	Hostel Fee (three seated for female students)	10000	10000	10000	10000	10000	10000	10000	10000
	<b>Total chargeable academic fees in a single semester along with <u>three seated</u> hostel occupancy (for female students) (A+B+C+6+7)</b>	<b>159000</b>	<b>136700</b>	<b>140500</b>	<b>136700</b>	<b>140500</b>	<b>136700</b>	<b>140500</b>	<b>136700</b>
8	Hostel Fee double seated (for male students)	21240	21240	21240	21240	21240	21240	21240	21240
	<b>Total chargeable academic fees in a single semester along with <u>double seated</u> hostel occupancy (for male students) (A+B+C+8)</b>	<b>167240</b>	<b>144940</b>	<b>148740</b>	<b>144940</b>	<b>148740</b>	<b>144940</b>	<b>148740</b>	<b>144940</b>
<b>D</b>	<b>Mess Charges</b>								
1	Mess Deposit (One Time, Refundable)	2500		---	---	---	---	---	---
2	*Mess Charges (Mess Charges are subject to actual basis)	15000	15000	15000	15000	15000	15000	15000	15000
	<b>Total (D1+D2)</b>	<b>17500</b>	<b>15000</b>	<b>15000</b>	<b>15000</b>	<b>15000</b>	<b>15000</b>	<b>15000</b>	<b>15000</b>
Note: Fee structure is subject to revision as per the decision of the BoG of the Institute.									

Fee Structure is subject to revision as per the decision of the BoG of the Institute.

Hostel accommodation are optional. Student can opt for their choice of accommodation outside the Institute campus. Allotment of rooms will depend on availability.

**List of Documents requires during Physical Verification (soft and self-attested photo copy)**

S.No.	Documents required during Physical verification (soft copy in .pdf and self-attested photo copy of the documents)
1	Colored Passport sized latest photo (Physical copy, and Digital in jpeg format)
2	AADHAAR CARD
3	Provisional Seat Allotment Letter from JoSAA/CSAB 2024
4	Receipt of Advance Fee Payment at JoSAA/CSAB 2024
5	JEE Mains 2024 All India Score-cum-Rank Card
6	Marksheet of Class 10 <sup>th</sup> Standard
7	Pass Certificate of Class 10 <sup>th</sup> Standard
8	Marksheet of Class 12 <sup>th</sup> Standard
9	Pass Certificate of Class 12 <sup>th</sup> Standard
10	Proof of Date of Birth (in case DoB is not mentioned on class 10 <sup>th</sup> Certificate)
11	Transfer/Migration/School leaving Certificate (In Original) from the Institution last attended
12	Character Certificate (In Original) from the Institution last attended
13	Certificate of Category (SC/ST/OBC-NCL), if applicable, format given in the Joint Seat Allocation Authority Website. OBC-NCL certificate must have been issued on or after 01/04/2024.
14	EWS Certificate issued by the competent Authority, it must have been issued on or after 01/04/2024. (If applicable)
15	Certificate for Persons with Disability in CSAB format (for PWD Category candidates only, as may be applicable)
16	Medical Examination Report. Medical examination Report may be got filled in from anywhere, including the candidate's home place duly signed and stamped by the Doctor. (Annexure 1-A)
17	MCAIP Form for "Medical-cum-Accidental Insurance Benefit Scheme". (Annexure 1-B)
18	Anti-Ragging Affidavit by the student (to be submitted on a Non-Judicial Stamp Paper of Rs. 10/- or nearest higher amount, duly notarized. (Annexure 1-C)
19	Anti-Ragging Affidavit by the Parent/ Guardian (to be submitted on a Non-Judicial Stamp Paper of Rs. 10/- or nearest higher amount duly notarized. (Annexure 1-D)
20	Undertaking (Annexure 1-E)
21	OBC-NCL undertaking (Annexure 1-F)
22	Undertaking for Not Purchasing/Possessing/Consuming Prohibited Items. (Annexure 1-G)

**In case of OBC-NCL/GEN-EWS category, the certificate must be issued on or after April 01, 2023.**

Note:

(1) Caste certificate (SC/ST/OBC-NCL) issued by Maharashtra State must be validated by Social Welfare department (in case of SC and OBCNCL category) and Tribal Welfare department (in case of ST category) of Maharashtra Government. The SC/ST/OBC-NCL candidates of Maharashtra State have to produce their caste validity certificate.

(2) ST certificates from Tamil Nadu state must be issued by the concerned Revenue Divisional Officer.

(3) Medical examination Report may be got filled in from anywhere, including the candidate's home place. Pl. ensures that the same is duly signed and stamped by the Doctor. Doctor should also clearly state his/her MCI / State Council Registration No. along with the State in which Registered in case of State Council Registered Doctors.

Note: If the original certificates are not in English/Hindi, English/Hindi version/translation of such certificate, duly certified by the Principal/Director or other Competent Authority of the graduating Institute, will be required during the verification of documents.

<b>MEDICAL CERTIFICATE</b> (to be issued by a Registered Medical Practitioner)					
<b>GENERAL EXPECTATIONS</b> Candidates should have good general physique. In particular, 1. Chest measurement should not be less than 70 cm, with satisfactory limits of expansion and contraction. 2. Vision should be normal. In case of defective vision, it should be corrected to 6/9 in both eyes or 6/6 in the better eye. Colour blind and unocular (having vision in only one eye) persons are restricted from admission to certain courses. 3. Hearing should be normal. Defective hearing should be corrected. 4. Heart and lungs should not have any abnormality and there should be no history of mental illness and epileptic fits.					
1	Name of the candidate:				
2	Identification Mark (a mole, scar or birthmark), if any				
3	Major illness/operation, if any (specify nature of illness/operation)				
4	Height in cm:	Weight in kg:		Blood Group:	
5	Past History	(a) Mental illness (b) Epileptic Fit			
6	<b>Chest</b>	(a) Inspiration in cm (b) Expiration in cm			
7	Hearing				
8	Vision with or without glasses:	Right Eye	Left Eye	Colour Blindness	Unocular vision (having vision in only one eye)
9	Respiratory System				
10	Nervous System				
11	Heart	(a) Sounds (b) Murmur			
12	Abdomen (a) Liver (b) Spleen	Hernia		Hydrocele	
13	Any other defects:				
<p><b>Certificate of Medical Fitness</b></p> <p><input type="checkbox"/> The candidate fulfils the prescribed standard physical fitness, medical fitness and is FIT for admission to Medical/ Pharmaceuticals/ Science Course.</p> <p><input type="checkbox"/> The candidate does not fulfill the prescribed standard of physical fitness/medical fitness and is unfit/temporarily unfit for admission due to following defects:</p>					
Name of the Doctor		Signature		Registration Number	
				Seal	


**Mediclaim-cum-Accidental Insurance Benefits Scheme (MCAIP)**

Offered by

**National Insurance Company Limited****Exclusively for all IIITL Students****Broad of Feature of**

- MEDICLAIM Hospitalization Cover- Upto Rs. 90,000/- per annum.
- Accidental Death OR Permanent Total Disablement of Insured Student – Upto Rs. 5 Lakhs
- Carriage of Dead Body of the Insured, upon Accidental death to place of Normal Residence-Rs. 7500/•
- Upon Accidental Death of Fee Paying Parent / Guardian – Rs. 3 Lakhs.
- Education Expenses to Dependent Children of Married Insured Students on accidental death - Rs. 25,000/ - One child & Rs. 50,000/-\* two Child.
- Mediclaim coverage extends throughout India on 24x7 basis.
- Treatments under Allopathic System of Medicine are only covered.
- Dental treatments and Physiotherapy are not covered for claims/ reimbursements. CASHLESS ACCESS SERVICES, at designated Hospitals, subject to Pre- Authorization.
- Spouse of married Students AND their dependent Children CAN be covered, for extension benefits, upon payment of additional premiums. NOT COVERED by default in this cover.
- (\*Condition Apply)

**Information required from each student to enable him/ her avail the benefit under the Scheme**

Sl No.	Item	Information	Remark
1	Name of the. student to be Insured	Mr./Ms./Dr/ ..... S/o OR D/o..... ..... Address:..... ..... ..... Enrollment/JEEAppl. No:..... Degree Program of Enrollment at IIIT-L..... Nationality:.....	 A Colored Photograph of the Student being Insured, duly Self Attested Date of Birth:...../...../..... Sex: Male /Female Blood Group:.....
2	Complete Address of NORMAL RESIDENCE of the Enrolled Student	..... Phone No: ..... Email: ..... Pin Code:..... Police Station:.....	
3	Details of the FEE PAYING Parent/ Guardian of the Enrolled Student	Name:..... Relationship with Student:..... Address:..... .....	In the event of the fee paying Parent /Guardian not remaining alive (owing to accidental death, during the Policy Period), during the course of the continuation of the enrolled Degree Program of the student, the student shall be eligible for a payment of Rs.

		Phone No: ..... Email: ..... Pin Code:.....	3.00 Lakh, to assist with the continuation of the studies of the student,
4	(a) Marital Status of the Enrolled Student	Married /Un Married	In case of accidental death of the enrolled student, during the policy period, who is survived by a Spouse, Spouse shall be the NOMINEE for receiving the Insurance benefits, unless otherwise specified. In respect of Unmarried students, the Normal Fee Paying Parent / Guardian shall be the beneficiary.
	(b) In Case "Married", then Pl. provide the following (c) Do you have dependent Children	Yes /No	
4 Contd.	(d) In case "Y" to (c) above ,Pl. provide the details :	<b><u>In respect of First Child (Elder one): -</u></b> a) Name of Child:..... b) Age:.....Yrs. Sex: M/ F c) Address:..... ..... Phone No:..... PIN Code:..... Email:..... <b><u>In respect of Second Child (Younger one): -</u></b> d) Name of Child:..... e) Age:.....Yrs. Sex: M/ F f) Address:..... ..... Phone No:..... PIN Code:..... Email:.....	In case of accidental death of the Insured Student, during the policy period, survived by his dependent children, upto TWO dependent children are eligible for receiving a sun of upto Rs 25000/- each, as a onetime assistance by the Insurance company.
5.	<b>Pre Existing Diseases*</b> , at the time of admission into the institute:  (The ones that exist at the time of enrolling at the institute PLUS the those arise within 30 days of the Inception of the Insurance Policy. Also, Include diseases attributable to Pre-existing diseases.)	(a)..... (b)..... (c)..... (d)..... (e).....  (Pl. add if more)	<b>Pre Existing Diseases qualify for claim only after four continuous claim three year, in respect of those diseases,</b>  Few diseases, that arise after the inception of the coverage are however included in the list of diseases that are not payable only during the FIRST year of operation of Policy.( Refer Policy document for details)

(Note: The above is a brief description of the salient features of the intended Insurance Policy and is not a -replica of the full Policy document. For details, reference to the Policy document should be made)

**UNDERTAKING:**

- I willingly AGREE to abide by the Terms and Conditions of the MEDICLAIM-cum- Accidental Insurance Policy as briefed herein above.
- I shall personally be responsible for the correctness and completeness of the information provided above and to the satisfaction of the Insurance Company. Also in case of change in my Marital Status, for being eligible for the accrued benefits by the Insurance Company in the same respect. I shall keep the institute duly apprised.
- Also, I understand that all claims pertaining to Mediclaim-cum Accidental Insurance Scheme shall be settled by insurance Company only and institute's liability in this respect shall be restricted to being assistive only.

**Signature of the Enrolled Student**.....

**Name of the Enrolled Student**.....

**Enrollment/JEE Application Number of the Student**.....

**Signature of Father /Mother / Guardian of the Enrolled Student**.....

***Undertaking by the Student (As per UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009)***

**(To be submitted on a Non-Judicial Stamp Paper of Rs. 10/- duly notarised by the Oath Commissioner)**

- 1) I,..... (full name of student with admission /registration/ enrolment number) s/o,/d/oMr./Mrs./Ms. ...., having been admitted to (IIIT Lucknow) , have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
- a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
- b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.
- Declared this \_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

**Signature of deponent**

**Name:**

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ (place) on this \_\_\_ day of \_\_\_ Month of the \_\_\_\_\_ Year.

**Signature of deponent**

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month) , \_\_\_\_\_ (year) after reading the contents of this affidavit.

**OATH COMMISSIONER**

## Undertaking by the parent/guardian (As per UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009)

**( To be submitted on a Non-Judicial Stamp Paper of Rs. 10/- duly notarised by the Oath Commissioner)**

- 1) I, Mr./Mrs./Ms. \_\_\_\_\_ (full name of parent/guardian) father/mother/guardian of \_\_\_\_\_ (full name of student with admission/registration/enrolment number) , having been admitted to \_\_\_\_\_ (name of the institution) , have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
- a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this \_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

**Signature of deponent**

**Name:  
Address:  
Telephone/Mobile**

**No.: VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ (place) on this \_\_\_ day of \_\_\_\_\_ Month of the \_\_\_\_\_ Year

**Signature of deponent**

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month) , \_\_\_\_\_ (year ) after reading the contents of this affidavit.

**OATH COMMISSIONER**



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY LUCKNOW**

**UNDERTAKING BY CANDIDATE FOR DOCUMENTS SUBMISSION**

I..... **D/o or S/o**.....

Resident of.....aged..... years

hereby execute this undertaking on .... /... .. / 2024 that the documents which I have submitted for admission are true to the best of my knowledge and if on subsequent verification any discrepancy is found/observed, my admission to the B.Tech.(IT/CS/CS&AI/CS&B) program may be canceled forthwith.

Date:

Place:

(Signature by Student)

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

JEE(Main) Application No.: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

Mobile:\_\_\_\_\_

**OBC Undertaking**  
Declaration / undertaking - for OBC Candidates only

I, ..... son/daughter of Shri .....  
resident of village/town/city ..... District ..... State .....  
hereby declare that I belong to the .....community which is  
recognized as a backward class by the Government of India for the purpose of reservation in services  
as per orders contained in Department of Personnel and Training Office Memorandum  
No.36012/22/93 - Estt. (SCT), dated 8/9/1993. It is also declared that I do not belong to  
persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office  
Memorandum, dated 8/9/1993, which is modified vide Department of Personnel and Training Office  
Memorandum No.36033/3/2004 Estt.(Res.) dated 9/3/2004. I also declare that the condition of  
status/annual income for creamy layer of my parents/guardian is within prescribed limits as on financial  
year ending on March 31, 2024.

Place:

Signature of the Candidate

Date:

\*Declaration/undertaking not signed by Candidate will be rejected



Indian Institute of Information Technology, Lucknow

Chak Ganjaria (C.G.) City,  
Lucknow – 226002, (U.P) – India

भारतीय सूचना प्रौद्योगिकी संस्थान लखनऊ

चकगंजरिया (सी.जी.) सिटी,  
लखनऊ 226002 - उत्तर प्रदेश, भारत

Web: <https://www.iiitl.ac.in>

email: [contact@iiitl.ac.in](mailto:contact@iiitl.ac.in)

### Undertaking for Not Purchasing/Possessing/Consuming Prohibited Items

I \_\_\_\_\_JEE Mains Application No./ Institute Enrollment No. \_\_\_\_\_, a student of B.Tech. (Information Technology)/ (Computer Science)/ (Computer Science and Artificial Intelligence)/(Computer Science & Business) programme of the Institute, hereby undertake that **I will not possess/consume any type of prohibited items (alcoholic drinks, drugs, cigarettes, tobacco products or any other type of intoxication/smoking) inside the Hostel/Institute premises or enter the Hostel/Institute premises after consuming the same, during my entire study period in the Institute.**

I know that possession/consumption of prohibited items is strictly prohibited in the campus (including academic and hostel premises). **If I am found purchasing/in possession of/consuming any type of prohibited items, strict disciplinary action may be initiated against me which may lead to expulsion from the Institute also.**

(Name of the Student)

(Signature of the Student)

Mobile No. of the Student \_\_\_\_\_

### Undertaking by the Parent/Guardian

I, Mr./Mrs/Ms. \_\_\_\_\_, (full name of the parent/guardian) father/mother/guardian of Mr./Ms. \_\_\_\_\_JEE Mains Application No./Institute Enrollment No. \_\_\_\_\_, a student of B.Tech. (Information Technology)/ (Computer Science)/ (Computer Science and Artificial Intelligence)/(Computer Science & Business) programme of the Institute, will ensure that my **ward will not possess/consume** any type of **prohibited items** in the campus of the Institute (including academic and hostel premises) during his/her **entire** study period in the Institute. **If he/she is found purchasing/in possession of/consuming any type of prohibited items**, strict disciplinary action may be initiated against him/her which may lead to expulsion of my ward from the Institute also.

(Name of the Parent/Guardian)

(Signature of the Parent/Guardian)

Relation with the student: \_\_\_\_\_

Mobile No. of Parent/Guardian \_\_\_\_\_ email of Parent/Guardian: \_\_\_\_\_

Address of Parent/Guardian: \_\_\_\_\_

# **Indian Institute of Information Technology Lucknow**

## **Admissions WITHDRAWAL and REFUND - Policy & Procedure (2019)**

**(I) Objective** – To consider withdrawal of admission from the Enrolled, Academic and Degree Granting program of study of the Institute and settle the refund claims arising thereof.

**(II) Applicability** – The proposed policy shall be effective for the batch of candidates admitted to the Institute (in any of its academic and Degree conferring programs) from academic session beginning 01-07-2019.

**(III) Background** – Every year there are instances when students after initially taking admissions in any of the Degree Granting Academic Program of the Institute, seek to withdraw from the admitted program on various grounds. Withdrawal is also generally accompanied with the request for refund of fees / dues / charges that the candidate had earlier paid to the Institute at the time of seeking admission. At the time of admission of UG and PG Candidates (M.Tech. only), Institute generally receives the applicable fees and dues from two sources – 1) From the Central Agency offering centralised admission to the candidate (Such agencies like CSAB for B.Tech. and CCMT for M.Tech. are duly authorised to collect an initial fee, a portion of which is remitted by them to the admitting institute, once the allotted candidate has physically reported to the admitting institute and taken the admission) 2) From the Candidate itself, when the candidate reports at the Institute for seeking the admission, following the offered seat by the central agency. At this time s/he pays the balance fees.

In both the cases above - B.Tech. / M.Tech., the admissions are since completed in multiple rounds / iterations, seats left unfilled either due to less turn out of candidates for the admitting Institute in that round or the offered candidates not reporting to the offered Institute, the unfilled seats are liable to be filled in the next round / iteration of admissions. As such therefore, the seat is not blocked in favour of any candidate until it is occupied by such candidate who is duly offered the admission and who completes the admitting institute requirements by physically reporting at the Institute and paying the due fees / dues / charges, in time. Generally, till the unfilled seat can be filled by way of opportunity that exists for seat filling by subsequent round / iteration of filling, the central allotment agency's rules for withdrawal from the occupied seat apply. While, once the candidate chooses to withdraw, after the Institute has no opportunity to get the seat filled in the round / iteration, the seat desired to be vacated by the admitted candidate is wasted, as it can no more be offered to the next candidate (because of both – the admission allotment date being already over for the Centralized agency as well as for the fact that Institutes running specialized technical courses, it is difficult to cover the syllabus in the remaining time to do justice with the prescribed contents, that was desired to be imparted to the enrolled candidates). It is from this stage, that the Institute Rules begin to apply on the candidate for the processing of withdrawal and refund from the Institute.

In cases of candidates seeking withdrawal after the last date for admissions being over, with no further chances of the same seat being offered to any other candidate, the seat remains vacant for the entire degree course, which amounts to the wastage of a seat that could have been utilized by the candidate in the waitlist list. Even more importantly, it is an opportunity denied to a candidate from entering and studying in an Institution of National Importance. The practice therefore of withdrawal after the last round needs to be discouraged, though admitting Institute has little control over it. A policy is therefore required to consider withdrawal from admissions requests and also then process refunds of cases where such candidates have after initially taking admission also paid the requisite fees / dues / Charges.

#### **(IV) Withdrawal and Refund Policy –**

##### **1. For Candidates admitted through Centralized Admission Agencies (Category 1):**

(A) For such candidates who seek to withdraw their admission from the originally enrolled program expressly, while various round(s) of admissions are still in progress, implying that the seat can still be filled in the subsequent round of allotments by CSAB/CCMT / Central allotment Agency - the withdrawal shall be allowed together with the refund being processed at the rates specified by the Central Agency co-ordinating the admission offer. In case no such guidelines exist, then withdrawal from the enrolled program shall be permitted with a flat deduction of Rs. 5,000/- as processing fee and balance would be refunded to the candidate, within one month of the receipt of the expressed request seeking withdrawal of admission and refund of fees. Refund shall be made to the same bank account from where the fees / dues / charges were initially paid.

(B) For those candidates who seek to withdraw their admission at such point of time when no further allotment on that seat could be solicited through the designated Central Agency, the seat is liable to remain vacant permanently. In such cases, withdrawal from the enrolled program shall be permitted with only **Hostel and Mess Charges** being refunded along with other **One Time Fees** as prescribed in the fee structure. In case the candidate had stayed in the hostel and availed the facility of mess for one or more days, his/her hostel and mess fee would be deducted for the whole month in which month s/he availed such facility and the balance refunded to the candidate, within one month of the receipt of the expressed request seeking withdrawal of admission and refund of fees. Refund shall be made to the same bank account from where the fees / dues / charges were initially paid.

##### **2. For Candidates admitted through Institute's own admission Mechanisms (Category 2):**

(A) The candidates seeking withdrawal of their admissions from PhD. or any other program, may be allowed to do so after deduction of a processing fee of Rs 15,000/- as per 1(A) & Hostel/HRA & Mess fees as stated in 1(B) above.

**(V) Last Date for accepting Withdrawal and Refunds (For Both Category1 and Category 2) –**

- (a) Requests for accepting Withdrawal of Admission from the enrolled Program with Refund of Fees shall be accepted till 30th September for those admitted in July-Dec academic session. (and 15th March for those admitted in Jan - June session). Permission to "withdraw", as per the prescribed procedure, shall entail return of Returnable Documents. The 'Refund' in such cases shall be processed subject to the guidelines as per above.
- (b) Requests for withdrawal of Admission from the enrolled Program from 1st October/16th March, (as applicable) and onwards, shall be acceptable only without the refund of any Fees / Dues / Charges paid by the student.

**(VI) Competent authority to Accept the Admission Withdrawal Request –** All admissions made at the Institute are at the behest of the decisions of the Senate of the Institute and also therefore all admissions are not only reported to the Institute Senate, but also the admitted candidates are awarded degrees only upon the approval of the Senate. Further, every request for withdrawal is a loss on Revenue of the Institute and to the Government of India. The competent person to therefore accept the withdrawal request shall be the Director, IIIT Lucknow in his capacity of the Chairman Senate, on behalf of the Senate. The list of candidates withdrawing admission shall be reportable to the Senate, in its next meeting.

**(VII) Withdrawal / Refund Processing and Record Keeping–** Written / Emailed Request from the candidate / Any of the Parent, shall be received in the AAA section, who would classify the request in any one of the above stated categories. The same shall then be sent to the office of the Dean /Assoc. Dean Student Affairs/ Hostel Warden for their remarks on Hostel and Mess Facilities availed and dues to be recovered in light of the above laid policy. From the Office of Dean / Assoc. Dean (SA)/ Hostel Warden the request shall be forwarded to the Director, IIITL (in his capacity of the Chairman Senate) to accept / reject the request in light of the comments of AAA Section and Dean/Assoc. Dean (SA) Hostel Warden. a) Consequent upon the acceptance of the request by the Chairman Senate, AAA section shall make the required entries in the Admission file. The same, alongwith the copy of the Chairman Senate's approval shall be sent to the Accounts and Finance Section, for affecting the refund. b) In case of rejection of the request by the Chairman Senate, the candidate shall be communicated accordingly by the AAA section. The Record keeping shall be done by the AAA Section of the Institute.

(VII) All refunds shall be further subject to settlement of any pending unpaid Fees / Dues / Charges / Fines etc., alongwith the production of COMPLETED NO DUES FORM, from all the concerned departments / Sections as indicated therein.

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**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, LUCKNOW  
LUCKNOW – 226002**

**Form for Admission Withdrawal**

To  
The Director  
IIIT, Lucknow  
Lucknow – 226002  
Sir,

I would like to withdraw my name from my present course of study from this Institute.

Name .....

Course name: (B. Tech/M.Tech/MBA/PhD/M.Sc.) ..... Branch: .....

ID No. (Enrolment no.): ..... Date of admission: .....

Reason for withdrawal (optional): .....

Date: .....

Full Signature of the student

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**Reports & Recommendations from Different sections:**

1. Name of the department: .....  
Signature of H.O.D./Faculty Coordinator

2. Tuition Fee (Account Section): (Signature) .....

3. Mess Fee (Account Section): (Signature) .....

4. Library: (Signature) .....

5. Hostel: (Signature) .....

6. Scholarship Section (Signature) .....

7. Computer Maintenance Section: (Signature).....

8. email of the Institute: (Signature) .....

9. Examination Section: (Signature) .....

10. Assistant Registrar (Academic): (Signature) .....

Order: Permitted to withdraw from the present course of study.

.....  
Director

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**To be filled up by the beneficiary for remittance of dues; if any:**

Name of the Bank: ..... Branch: .....

A/c No: .....IFSC: .....MICR .....

Contact no.: ..... email ID: .....

Address: .....

Documents attached: 1). ..... 2). .....

(Please enclosed cancelled/ self-attested photo copy of cheque)