

List of original documents required during Physical Verification¹

(soft and self-attested photo copy for records)

Date of Physical Reporting: 7th August, 2025, 9:45 am to 5:30 pm

S.No.	Documents required during Physical verification (soft copy in .pdf and self-attested photo copy of the documents)
1	Two identical colored Passport sized latest photo
2	AADHAAR CARD
3	CUET Score Card
4	Proof of payment of Institute Fee
5	Mark sheet of Class 10 th Standard
6	Pass Certificate of Class 10 th Standard (if applicable)
7	Mark sheet of Class 12 th Standard
8	Pass Certificate of Class 12 th Standard
9	Proof of Date of Birth (in case DoB is not mentioned on class 10 th Certificate)
10	Grade/Mark sheet/transcript of qualifying degree examination of all semesters
11	Degree/Provisional Certificate of qualifying degree
12	Transfer/Migration/ Certificate from the Institution last attended (original to be submitted)
13	Character Certificate from the Institution last attended (original to be submitted)
14	Certificate of Category (SC/ST/OBC-NCL), if applicable; OBC-NCL certificate must have been issued on or after 01/04/2025.
15	EWS Certificate issued by the competent Authority, it must have been issued on or after 01/04/2025. (If applicable)
16	Certificate for Persons with Disability (for PWD Category candidates only, as may be applicable)
17	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)
18	MCAIP Form for "Medical-cum-Accidental Insurance Benefit Scheme". (Annexure 1-B) it will be notified soon
19	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)
20	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)
21	Undertaking (Annexure 1-E)
22	OBC-NCL undertaking (Annexure 1-F)
23	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, 2025.

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.

Indian Institute of Information Technology, LUCKNOW FEE STRUCTURE FOR MBA For General, EWS, OBC, SC, ST and PWD Category Students (in INR)					
	Payment For	1 st Sem	2 nd Sem	3 rd Sem	4 th Sem
A	<u>One Time FEE</u>				
1	Admission Fee	1500	----	----	----
2	Institute Caution Money (One Time Refundable)	2000	----	----	----
3	Enrolment Fee	1000	----	----	----
4	Identity Card Fee	1000	----	----	----
5	Alumni Fund	3000	----	----	----
6	Institute Development and Maintenance Charges	10000	----	----	----
B	<u>Annual Dues</u>				
1	Student Welfare Fund	2000	----	2000	----
C	<u>Semester Fees</u>				
1	Tuition Fee	55000	73500	71500	73500
2	Student Activity Fee	1500	1500	1500	1500
	TOTAL Fee	77000	75000	75000	75000
D	<u>Hostel Charges</u>				
	<u>For Females</u>				
1	Electricity and Water charges	3000	3000	3000	3000
2a	Hostel Fee (female three seater)	10000	10000	10000	10000
	Total hostel fee for female(1+2a)	13000	13000	13000	13000
	<u>For Males</u>				
2b	Hostel Fee (male double/triple seater)	to be notified later			
E	Mess deposit (One Time Refundable)	2500	----	----	----
	Mess Charges (Mess Charges are subject to actual)	15000	15000	15000	15000
	Total Mess Fee	17500	15000	15000	15000

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.

Link to deposit semester & hostel fee is: <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=956936>

Student mess fee Payment process:

Please follow the below steps to pay your fees online.

1. Please click on the link:

<https://paydirect.eduqfix.com/app/H8dq3xvhi2eHfJ9cHmZPNkxXif3Gm1FFsgX63dErv1XQLHnaVyujTOdnJZ6B7IAy/10315>

2. The student will type Enrollment Number in the respective field (once you got your enrollment no.)

3. After login students have to select their fees and click on Continue and Pay.

4. After a successful payment, the student can download the fee receipt.

MEDICAL CERTIFICATE (to be issued by a Registered Medical Practitioner)					
GENERAL EXPECTATIONS 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 uniocular (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 Chest		(a) Inspiration in cm (b) Expiration in cm			
7 Hearing					
8	Vision with or without glasses:	Right Eye	Left Eye	Colour Blindness	Uniuocular 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:					
Certificate of Medical Fitness <div style="margin-bottom: 10px;"> <input style="width: 50px; height: 20px; border: 1px solid black;" type="checkbox"/> The candidate fulfils the prescribed standard physical fitness, medical fitness and is FIT for admission to Medical/ Pharmaceuticals/ Science Course. </div> <div> <input style="width: 50px; height: 20px; border: 1px solid black;" 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: </div>					
Name of the Doctor		Signature		Registration Number	Seal

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 /... .. /..... 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 MBA (Digital Business) program will be canceled forthwith.

Date:

Place:

(Signature by Student)

Name:_____

CUET Registration No.: _____

Course: _____

Permanent Address: _____

Mobile:_____

OBC Undertaking
Self Declaration / undertaking - for OBC-NCL Candidates

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. Further modified vide OM No.36033/3/2004-Estt. (Res.) dated 14/10/2008,
again further modified vide OM No. 36036/2/2013-Estt (Res) dated 30/05/2014, and again further
modified vide OM No. 36033/1/2013-Estt (Res) dated 13/09/2017 or the latest notification of the
Government of India. 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, 2025.
I am fully aware that if I am not able to submit the required document(s), my seat will stand cancelled,
and I will not have any further claim on the seat allotted.

Place:

Signature of the Candidate

Date:



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

Undertaking for Not Purchasing/Possessing/Consuming Prohibited Items

I _____ Institute Enrollment No. _____, a student of MBA (Digital 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. _____ Institute Enrollment No. _____, a student of MBA (Digital 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.

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

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

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)