



## **Check List of documents required at the time of registration by PG students joining in AY 2023-24**

**Note: Please arrange all documents according to the following serial number**

1. Class X certificate and mark sheet (Original and one attested copy)
2. Class XII certificate and mark sheet (Original and one attested copy)
3. Category certificate wherever applicable.
4. Graduation marks sheets (All semesters) and Degree/Provisional Degree.
5. JAM 2023 Score card
6. Nationality Certificate
7. 02 Passport size colored Photographs.
8. Copy of Aadhar card of students taking admission.
9. Receipt of the fee payment made to IIT Ropar.
10. Undertaking (Format already provided with the provisional admission letter)
11. Medical Certificate (Format already provided with the provisional admission letter)



**INDIAN INSTITUTE OF TECHNOLOGY ROPAR  
NANGAL ROAD, RUPNAGAR -140001**

**Please download the following forms.**

**Fill up these forms and get them signed by your Guardians/ Parents wherever applicable.**

**Please carry these completed forms to IIT Ropar to be submitted during Registration.**

**FORM "A"****INDIAN INSTITUTE OF TECHNOLOGY ROPAR**

1. Name of the Student : \_\_\_\_\_  
In English (Capital letters)
2. Name of the Student (In Hindi) : \_\_\_\_\_
3. Date of Birth (DD/MM/YYYY) : \_\_\_\_\_
4. Category (Gen/OBC/SC/ST) : \_\_\_\_\_
5. E-mail ID : \_\_\_\_\_
6. Mobile No. : \_\_\_\_\_
7. Aadhaar Card No of student : \_\_\_\_\_
8. Entry Number:  
(to be filled at the time of registration) : \_\_\_\_\_
9. Blood Group (A,AB,B,O)(RH+/-) : \_\_\_\_\_
10. GATE/JAM Score Card : Category Rank \_\_\_\_\_ AIR \_\_\_\_\_
11. Gender (M/F) : \_\_\_\_\_
12. Medium of Instruction at School : ☐ Hindi ☐ English  
(Tick one) ☐ Other language (Please specify ) : \_\_\_\_\_
13. Physically Handicapped : \_\_\_\_\_  
a) If Yes, type of Disability : \_\_\_\_\_

Paste Passport Size  
Photograph**14. Detail of Parents /Guardian:**

- |                 |   |       |                  |   |       |
|-----------------|---|-------|------------------|---|-------|
| Name of Father  | : | _____ | Name of Mother   | : | _____ |
| Email ID        | : | _____ | Email ID         | : | _____ |
| Mobile          | : | _____ | Mobile           | : | _____ |
| Landline        | : | _____ | Landline         | : | _____ |
| Occupation      | : | _____ | Occupation       | : | _____ |
| Annual Income   | : | _____ | Annual Income    | : | _____ |
| Aadhaar Card No | : | _____ | Aadhaar Card No. | : | _____ |

**15. Parent's Address:**

a) Permanent:  _____  _____  _____  Pin Code: _____	(b) Correspondence:  _____  _____  _____  Pin Code: _____
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16. Nearest Railway Station : \_\_\_\_\_  
(to the current residential address)

Nearest Airport : \_\_\_\_\_  
(to the current residential address)

17. Contact Person (in case of emergency): (please tick one of the three below)

- ☐ Parents as in Sl. No.14  
☐ Others: Give detail

Name: _____
Address: _____
_____
_____
_____
Mobile No.: _____
E-mail: _____

I hereby undertake that all the above information provided by me is correct to the best of my knowledge and belief.

**(Signature of the Student)**

**Signature of the Parents**

Signature of Father : \_\_\_\_\_

Signature of Mother : \_\_\_\_\_

Signature of Guardian : \_\_\_\_\_

**Note:**

1. In case of any change in address and/or telephone numbers, parents are requested to kindly intimate the same in writing or by e-mail to the PG Section **office-academics-1@iitrpr.ac.in**.
2. The spelling of the name written (in English) above will appear in your degree certificate; therefore, you are requested to kindly write your name without any mistake.



## INDIAN INSTITUTE OF TECHNOLOGY ROPAR

Undertakings by the Parents and the Student**1. Undertaking of awareness of medical facilities at I.I.T. Ropar Hospital**

I,.....

Father/Mother/Guardian of Mr./Ms..... Entry No: .....

hereby declare the following in respect of my ward to be admitted to any of the programmes of study at IIT Ropar.

**I am aware of the following facts:**

- (i) IIT Ropar Health Centre is located in the campus and run by IIT Ropar for its community has limited facilities.
- (ii) The IIT Ropar Health Centre may not be adequate for treatment of any patient with chronic or serious ailments.
- (iii) It is the responsibility of the guardian to take care of their ward for treatment outside the campus.
- (iv) Each student would be provided a limited health insurance through a professional company. However, the dealing with that company would be entirely the responsibility of the student. IIT Ropar in no way would be responsible for any dispute/discrepancy.

**Despite the best efforts on the part of IIT Ropar, if any untoward thing happens to my ward, I shall not hold the Institute accountable for the same and will not seek any financial help or compensation for the same from any court of law.**

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

Signature of the Parent/Guardian

Signature of the Student

**2. Undertaking by the student for not owning and/or using motor driven vehicles on IIT Ropar campus(for hostel residents only) :**

I, .....son/daughter/ward of  
Mr./Ms..... Entry No:.....hereby give an undertaking that I  
will not own/drive motor driven vehicle for commuting inside the IIT Ropar transit / main  
campus during my stay at IIT Ropar. If at any stage I am found to violate the above  
undertaking my hostel seat will stand automatically cancelled without assigning any reasons. I  
also undertake that any visitor bringing a vehicle would follow guidelines for registering the  
vehicle at the hostel security and I would be liable for punishment for any violation on this  
account.

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

Signature of the Parent/Guardian

Signature of the Student

3. **Undertaking for not indulging in any kind of ragging and indecent behavior**

I, .....son/daughter/ward of

Mr./Ms..... Entry No: ..... hereby give an undertaking that I will not indulge in the following acts:

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance , hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other students;
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other students;
- Any act that affect the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
- Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise )on the ground of colour , race, religion , caste, ethnicity , gender (including transgender), sexual orientation , appearance , nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

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

**Signature of the Parent/Guardian**

**Signature of the Student**



## INDIAN INSTITUTE OF TECHNOLOGY ROPAR

### Undertakings by the Parents and Student

#### 1. Undertaking of awareness of academic rules at IIT Ropar

I, .....,son/daughter/ward of Mr./Ms..... Entry No: ..... have received the "Academic Bulletin" for the academic year 2018-2019. I hereby give an undertaking that I shall abide by the rules and regulations of the Institute in general and specifically the regulations stated in the Academic Bulletin and any modifications to those, which may be duly notified by the competent authority.

**Date:**

**Signature of the Student**

**Signature of the Parent/Guardian**

#### 2. Undertaking /Self Declaration for Vaccination

I.....F/M/o..... Entry No..... Department..... do hereby undertake that my ward has been immunized for the following:

Typhoid, MMR, Hepatitis A & B, Chickenpox and the other vaccination after the birth of a child.

**Signature of Parents**

1.

2.



# INDIAN INSTITUTE OF TECHNOLOGY ROPAR

## THE HONOUR CODE

I, \_\_\_\_\_, Entry No.: \_\_\_\_\_, do hereby undertake that as a student at IIT ROPAR:

- (1) I will not give or receive aid in examinations; that I will not give or receive unpermitted aid in class work, in preparation of reports, or in any other work that is to be used by the instructor for purposes of evaluation; and
- (2) I will do my share and take an active part in seeing to it that others as well as myself uphold the spirit and letter of the *Honour Code*.

I realize that some examples of misconduct which are regarded as being in violation of the *Honour Code* include:

- copying from another's examination paper or allowing another to copy from one's own paper;
- unpermitted collaboration;
- plagiarism;
- revising and resubmitting a marked quiz or examination paper for re-grading without the instructor's knowledge and consent;
- giving or receiving unpermitted aid on take-home examinations;
- representing as one's own work the work of another, including information available on the Internet; and
- Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted.
- Committing a cyber offence, such as, breaking passwords and accounts, sharing passwords, electronic copying, planting viruses, etc.

I accept that any act of mine that can be considered to be an *Honour Code* violation will invite disciplinary action.

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

Student's Signature: \_\_\_\_\_

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

Entry No.: \_\_\_\_\_

### NOTE TO STUDENT

**Submit one signed copy at the Registration Desk.  
Keep one signed copy with you.**





# INDIAN INSTITUTE OF TECHNOLOGY ROPAR

## INSURANCE SCHEME OF IIT ROPAR FORM FOR NOMINATION BY STUDENTS

Name of the Student: \_\_\_\_\_

Entry No.: \_\_\_\_\_

Programme: M.Tech. /M.Sc. \_\_\_\_\_

Department: \_\_\_\_\_

Father's Name: \_\_\_\_\_

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

I, having been covered, under the Insurance Scheme of I.I.T. Ropar, hereby nominate the persons mentioned below, who are members of my family, to receive the amount of insurance in the event of my death.

Name and address of	Relationship with student	Age
<b>1<sup>st</sup> Nominee:</b> _____	_____	_____
_____		
_____		
_____		
<b>2<sup>nd</sup> Nominee:</b> _____	_____	_____
_____		
_____		
_____		

\_\_\_\_\_  
(Date) Signature of the student: \_\_\_\_\_

Present Address: \_\_\_\_\_  
(of the student)

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

### Witness signatures (other than nominee)

1. Signature: \_\_\_\_\_ Name: \_\_\_\_\_

2. Signature: \_\_\_\_\_ Name: \_\_\_\_\_

(In capitals)

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

(In capitals)

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

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



## INDIAN INSTITUTE OF TECHNOLOGY ROPAR

### **BENEVOLENT FUND SCHEME** **FORM FOR NOMINATION BY STUDENTS**

I hereby nominate the person mentioned below, who is a member of my family, to receive amount of out-right "grant" as per prescribed rate laid down in the Benevolent Fund Scheme Rules (BFSR) in the event of my death due to an accident while undergoing studies at the Institute.

<b>Name and Address of the Nominee</b>	<b>Relationship with Member-Student of BFSR</b>	<b>Age</b>

Dated this \_\_\_\_\_ day of \_\_\_\_\_ at IIT Ropar, Punjab 140001.

Entry No.: \_\_\_\_\_

Student's Signature:- \_\_\_\_\_

Student's Name: \_\_\_\_\_

**Witnesses to the signature of the Member-Student:**

1. Signature: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

2. Signature: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

**For official use**

Accepted: \_\_\_\_\_

Signatures: \_\_\_\_\_

Designation: \_\_\_\_\_

**IT Policy Guidelines**

I, Mr./Ms.....Entry No:.....

Programme:.....Department..... Student of

Indian Institute of Technology, Ropar do hereby undertake on this day.....month..... year..... the following with respect to above subject.

All users utilizing the IIT Ropar's computing resources needs to adhere to the following policy guidelines:

1. All users will follow IIT Ropar's acceptable usage policy.
2. All users will follow the usage policy of Google Apps, which can be found at:  
[http://www.google.com/apps/intl/en/terms/use\\_policy.html](http://www.google.com/apps/intl/en/terms/use_policy.html)

IIT Ropar's acceptable usage policy:

- Please understand that IIT Ropar provides computing resources for academic purposes. You are expected to follow your good judgment in the use of all computing resources. In case of any doubt, please do not hesitate to contact the faculty for help.
- You may only use the computing resources (computers, accounts, files) for which you have authorized access.
- You cannot use another user's account for any purpose.
- You have the responsibility for all usage of the computing resources assigned to you, such as – computers, network addresses or ports, software and hardware. Hence, you can be held accountable for inappropriate usage.
- The institute uses software from third-party vendors. It is bound by licensing agreements with these vendors. As an official user, it is expected that you will honour and comply with all such agreements.
- You must not develop any software, process or command that aims to cause harm to the institute's computing resources.
- Please make every effort to safeguard your login and password information. You must respect the privacy rights of all other users.
- Please understand that the computing resources provided to you are subject to monitoring by the IIT Ropar administration, when applicable.
- All users must use all computing resources at IIT Ropar in accordance with the Government of India's Information Technology Act. For further details on the act, please visit: <http://www.mit.gov.in/content/information-technology-act>

**Date:**

**Signature of the Student**

