

PG Admission Office
Indian Institute of Technology Roorkee

No. IITR/PG Adm. / MBA Admission / 2020

Date:26 July 2020

Notification

With respect to MBA Admission-2020, the following information are hereby notified to all the concerned candidates:

1.	Important Instructions for Admission-Registration and Spot Counselling Rounds.
2.	Schedule of MBA 2020 Admission (beyond 29 July 2020) at Annexure-A.
3.	Formats of affidavits and pedge (Annexure-I, Annexure-II & Annexure-III).
4.	Format of undertaking (Annexure-IV) and List of required documents/certificates/credentials (Annexure-V)

All the concerned candidates are requested to read the important instructions carefully and do the needful accordingly.

Sd/-
Assistant Registrar (Acad-Admission)

Important Instructions:

Common Instructions to all the candidates:	
1.	Schedule for Admission-Registration is given at Annexure-A.
2.	Extension beyond the scheduled date and time shall not be given for admission-registration on any ground. Candidates are therefore advised to complete their admission-registration at the earliest.
3.	Enrollments numbers and IITR E-mail IDs shall be provided to candidates through their personal e-mail IDs and mobile numbers (which they mentioned in the application forms).
4.	For admission registration: (i) User ID will be: IITR E-mail ID and (ii) Password will be: Enrollment number.
5.	When the enrollment number is entered (in the personal detail page), then personal details of a candidate shall automatically be filled. However, candidates should go through them and fill the empty fields.
6.	Candidates need to upload their affidavits & pledge, documents/credentials (educational qualification, category certificates, etc.) at the time of admission-registration. The formats of affidavits & pledge are given at Annexure-I, Annexure-II, Annexure-III.
7.	Candidates can upload their undertaking if the affidavits/documents/credentials are not available at the time of admission-registration. Candidates can upload the scanned copy of the undertaking (hand-written undertaking if not a printed copy). The format of undertaking is given at Annexure-IV.
8.	Candidates are advised to check the website/portal regularly for further updates/information.
9.	For any query, candidates can mail at: pgadm@iitr.ac.in Or aradmission@iitr.ac.in
To the candidates who paid their fee during seven regular rounds:	
1.	Candidates who fail to complete their admission-registration within the scheduled date and time, their MBA admission shall be treated as withdrawn and canceled without further notice. Their seat shall be considered vacant and counted for Spot Counselling Round. Their fee amount shall be refunded.
2.	List of the candidates shall be uploaded in the Institute website on the completion of 7 th regular round (after 29 July 2020).
To the candidates under Spot Counselling Rounds:	
1.	Schedule for Spot Counselling Rounds and Admission-Registration is given at Annexure-A.
2.	If the amount gets deducted from the account towards payment of security deposit and fee payment, then it will be considered that payment is done.
3.	The security amount (Rs.5000/-) deposited during Spot Counselling Round is not refundable to those candidates in favour of whom admission-offers are released but they fail to do their admission-registration.
4.	The security deposit shall be adjusted in the fee amount. Accordingly, the candidates need to pay only the balance fee amount as mentioned in the admission-offer.
5.	Extension beyond the scheduled date and time shall not be given for (i) security deposit and (ii) admission-registration on any ground. Candidates are therefore advised to complete both their (i) security deposit and (ii) admission-registration at the earliest.
6.	Candidates in favour of whom admission offers are released during the first Spot Counselling Round but fail to complete their admission-registration within the scheduled date and time, their MBA admission shall be treated as withdrawn and canceled without further notice. Their seat shall be considered vacant and counted for the second Spot Counselling Round. Accordingly, their fee amount shall be refunded deducting the security deposit (Rs.5000/-).
7.	The security amount (Rs.5000/-) shall be refunded to those candidates in favour of whom admission-offer are not released.

Annexure-A

Schedule of MBA 2020 Admission (beyond 29 July 2020)

Sl.	Activity	Dates	Remarks
1	Timeline for 7 th Round of admission offers	22-29 July, 2020	8 days
2	Generating and providing of Enrollment Nos and Email Ids (to the candidates who have deposited Fee during seven regular rounds)	30-31 July, 2020	2 days
3	Admission-Registration (of the students who deposited the fee during seven regular rounds)	2-3 August, 2020 (upto 5.00 p.m.)	2 days
4	Releasing the list of all the remaining candidates for giving their willingness and depositing security amount towards participating in the Spot Round	4-5 August, 2020	2 days
5	(A) Release of Admission offer to candidates (who deposited the security money) in 1 st Spot Round as per vacancy only.	6-7 August, 2020 (upto 5.00 p.m.)	2 days
	(B) Time for payment of balance fee amount.		
6	(A) Generating and providing of Enrollment Nos and Email Ids (to candidates who have deposited Fee)	8-9 August, 2020	2 days
	(B) Admission-Registration (students who paid their fee during the 1 st Spot round)		
7	(A) Release of Admission offer to candidates (who deposited the security money) in the 2 nd Spot Round as per vacancy only.	10-11 August, 2020 (upto 5.00 p.m.)	2 days
	(B) Time for payment of balance fee amount.		
8	(A) Generating and providing of Enrollment Nos and Email Ids (to candidates who have deposited Fee in the 2 nd Spot Round)	12-13 August, 2020	2 days
	(B) Admission-Registration (students who paid their fee during the 2 nd Spot round)		
9	Admission Process Closes	14 August, 2020	---
10	Refund of registration fee for candidates who registered for spot round but could not be offered seat	16 August, 2020 onwards	---

AFFIDAVIT BY THE STUDENT

I Mr./Ms Enrolment No.....
of class Branch year
Deptt..... S/o, D/o
having been admitted to Indian Institute of Technology Roorkee have read the Institute rules and regulations on Curbing the menace of Ragging in Higher Educational Institutions (hereinafter called the “Regulations”). I have carefully read and fully understood the provisions contained in the said Institute rules and regulations.

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|----|--|
| 1. | I have read the Institute rules and regulations and am aware as to what constitutes ragging. |
| 2. | I 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. |
| 3. | I hereby solemnly aver and undertake that:
(a) I will not indulge in any behavior or act that may be constituted as ragging as per the Institute rules and regulations.
(b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging as per the Institute as per the Institute rules and regulations. |
| 4. | I hereby affirm that, if found guilty of ragging, I am liable for punishment as per the Institute rules and 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. |
| 5. | 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 and registration is liable to be cancelled. |

Declared thisday ofmonth of.....year

Signature of student
Name.....

VERIFICATION

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

Verified at on this the day of month of.....year

Signature of student
Name.....

Solemnly affirmed and signed in my presence on this the day of month of.....year..... after reading the contents of this affidavit.

OATH COMMISSIONER

AFFIDAVIT BY PARENT / GUARDIAN

I, Mr./Mrs....., my ward Mr./MsEnrolment No of class..... Branch..... year..... Dept..... having been admitted to Indian Institute of Technology Roorkee have read the Institute rules and regulations on Curbing the menace of Ragging in Higher Educational Institutions (hereinafter called the “Regulations”). I have carefully read and fully understood the provisions contained in the said Institute rules and regulations.

- | | |
|----|---|
| 1. | I 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. |
| 2. | I hereby solemnly aver and undertake that:
(a) My ward not indulges in any behavior or act that may be constituted as ragging as per the Institute rules and regulations.
(b) My ward not participates in or abets or propagates through any act of commission or omission that may be constituted as ragging as per the Institute rules and regulations. |
| 3. | I hereby affirm that, if found guilty of ragging, my ward is liable for punishment as per the Institute rules and 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. |
| 4. | 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 and registration of my ward is liable to be cancelled. |

I hereby assure that my ward /son / daughter will abide by all Ordinances/Statutes and Regulations of the Institute in vogue.

Declared thisday ofmonth of.....year

Signature of deponent
Name.....

VERIFICATION

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

Verified aton this the day ofmonth of.....year.....

Signature of student

Solemnly affirmed and signed in my presence on this the day ofmonth of.....year..... after reading the contents of this affidavit.

OATH COMMISSIONER

(Annexure –III)
(For all the new entrants)

**INDIAN INSTITUTE OF TECHNOLOGY
ROORKEE
SESSION 2020 - 21**

Enrolment No.....

THE PLEDGE

I....., do hereby take a pledge that as a student of IIT Roorkee, I shall:

1.	Faithfully follow and abide by the Standing Orders for Students as enunciated by the Senate of the Institute;
2.	Carry my identity card with me, especially when I move out of my Bhawan/Place of stay;
3.	Not adopt any unfair means before, during or after the examination;
4.	Not lift someone other's work or any information from a book/article or internet and shall not insert it in my class work submissions, project, seminar, reports, dissertation, etc., without proper acknowledgement, credit and reference;
5.	Not plagiarize the class work submissions, reports, project, dissertation, etc.;
6.	Not commit any cyber offence and shall not indulge in any act related to computer / electronic / information technology which may be construed to be an offence under the Indian Penal Code and/or international protocol on internet use/telephony/information access, etc.

I do, hereby, undertake that I shall cooperate and assist in any enquiry and disciplinary proceeding initiated by the Institute concerning any matter what so ever, including those as given heretofore.

Date:

(Signature of the Student)

Name:

Branch:.....

Class:

Dept.....

Mobile No.....

Undertaking submitted by the candidates for submission of the required certificates / documents towards admission to MBA Programmes 2020

I S/o /
D/o..... R/o
(address).....
.....

want to do my admission-registration towards MBA Programme-2020 at IIT Roorkee. In view of the above, I hereby submit my undertaking that I will submit all the required documents / certificate(s) / credentials in due time given by IIT Roorkee. The Institute reserves the right to cancel my admission offer and admission-registration if I fail to submit the required documents / certificate(s) / credentials on or before 15 January 2021 or found ineligible or information/certificate found incorrect/false at any stage.

Signature of the Applicant:

Date:

List of Documents/Certificates/Credentials required for Admission-Registration

Sl	Particulars
1	CAT-2019 Score Card
2	10 th Marksheet/certificate
3	12 th Marksheet/certificate
4	UG marksheets/degree/Provisional
5	PG marksheets/degree/Provisional (if applicable)
6	For candidates appearing in final exam of qualifying degree: A certificate from College / University authority
7	Category certificate (as applicable): (a) SC/ST (b) Valid EWS / OBC / OBC-NC as per the format of central government.
8	Copy of Aadhar Card (if applicable)
9	Certificate from the Govt. Medical Board to support the physically handicapped status, (if applicable)
10	Copy of last Income Tax Return filed (Optional)