

**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE**

Important Notice for Online-spot Counseling 2018 for PG Admission

Online spot counseling for vacant seats in M.Tech./M.Arch./MURP programme will be conducted as per the schedule given below:

Date & Time of online spot counseling:

Date	Time
July 12-14, 2018	9:00 a.m. to 3:00 p.m.

Following will be the term and conditions for online-spot counseling:

1. Online spot counseling option will be available to those candidates who chose option other than Accept and Freeze during the online counseling of COAP and who are not offered seat by IIT Roorkee.
2. Candidate(s) must show their willingness from July 02, 2018 to July 07, 2018 (23:59 hrs.) for appearing in online spot counseling by login in their account on the website <https://cdn3.digialm.com/EForms/configuredHtml/1702/54807/login.html>, and deposit sum of Rs. 2000/- as processing fee, failing which they will not be eligible for online-spot counseling. This processing fee will be adjusted against Institute Fee once the candidate registers in the Institute.

Procedure to deposit of Processing fee:

Step 1: Access the link :<https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=339356> .

Step 2: Select the check box and click on “**Proceed**” button

Step 3: Select Payment Category: “**IITR PG Admission Fee (New Entrant)**” and fill the details.

3. The processing fee will be forfeited if a candidate fails to join the Institute as per schedule after getting offer of admission. However, processing fee will be refunded if admission is not offered to the eligible candidate.
4. There will be only two options: (1) Accept and Freeze, (2) Reject and Quit. The allotted seats will be final and option for seat up-gradation will not be available.
5. A candidate will not be considered for admission if he/she selects the option “**Reject and Quit**” or no option is exercised within stipulated time.
6. The candidates who select the option “**Accept and Freeze**” are required to pay the complete Institute Fee within due date and time. Payment of fee should be done online. Details of fee are given below:

The institute fee payable is Rs.29480- for GENERAL/OBC and Rs.24480/- for SC/ST/PD.

After adjusting the processing fee of Rs.2,000/- paid by you, the balance amount (non refundable) to be paid is Rs.27480/- for GENERAL/OBC and Rs.22480/- for SC/ST/PD candidates.

7. Date of Registration:

Registration shall be done on July 16, 2018 at 9:00 a.m. Information regarding venue for registration shall be uploaded in the website later.

8. Advance for Mess Charge:

Candidates are also required to deposit the mess charge advance of Rs.16800/- through a demand draft drawn in favour of “**Chairman CCB, IIT Roorkee**” payable at Roorkee at the time of Registration.

Candidates must bring along the following documents in original & self attested copy at the time of registration:

- a) High School Marks Sheets and the qualifying examination showing successful completion of all requirements.
- b) In case the result of the qualifying examination has not been declared at the time of registration, the candidate shall be registered provisionally and will be permitted to submit his/her results later but latest by September 28, 2018, failing which the provisional admission shall stand cancelled. However, the candidate must have completed all the requirements of the qualifying degree i.e. project/ Seminar/backpaper/(supplementary) etc. before the registration date i.e. July 16, 2018 and must bring original Mark Sheets of all the years/semesters till pre-final semester/ year and a certificate as per Annexure-5 of the Information Brochure-2018. The admission of such candidates will remain provisional till the submission of result indicating successful completion of the requirements of the qualifying degree and other requirements of the grades / marks as mentioned in the Information Brochure-2018.
- c) Certificate of good conduct and character from the Institute last attended in original.
- d) Transfer / Migration certificate in original.
- e) Medical fitness certificate from CMO/Civil Surgeon as per Institute proforma.
- f) The category certificate of SC/ST in original issued by a competent authority and a copy at the time of Registration.
- g) Candidates belonging to OBC category (Non-Creamy) must produce certificate issued after March 31, 2017 on the latest prescribed format of Govt. of India (given on the Institute website <http://pgadm.iitr.ernet.in>). No other certificate except given on the Institute website will be acceptable. He/she must also bring original copy of Category certificate at the time of Registration.

Please note that category must be available in the list of Other Backward Classes issued by the Central Govt. of India in its latest notification. On non-production of valid category certificate admission shall not be given. Candidates shall be sole responsible for the eligibility, correctness and authenticity of the information / documents provided.

- h) Copy of Aadhar Card.
- i) Photographs: passport size (35mm x 45mm) –8 Nos. and stamp size (25mm x35mm)-2 Nos.

Note: Online spot counseling will be done online only. Candidates need not be present physically for said purpose.

**Sd/-
Asstt. Registrar, Admissions**