

**LIST OF DOCUMENTS TO BE UPLOADED ON THE PORTAL BY NEW UNDERGRADUATE STUDENTS AT THE TIME OF ONLINE REGISTRATION FROM 17<sup>th</sup> JULY 2023 to 27<sup>th</sup> JULY 2023**

**IMPORTANT:** a) Bring 2 copies of the blank undertaking form (Mandatory): (**Annexure B**)

LINK: <https://owncloud.iitd.ac.in/nextcloud/index.php/s/prHgDQFYL7Wg3RA>

b) Forms C & D can be prepared earlier and uploaded on the ERP Portal once the student receives the Welcome email.

C) Bring all of these documents in original and their copies at the time of registration/verification

**I – Documents to be uploaded on Scorer (SCANNED->UPLOADED):**

1. Aadhaar card/ voter ID card/ passport (first and last pages)/PAN Card of the Student
2. Aadhaar card/ voter ID card/ passport (first and last pages)/PAN Card of the parents/guardians
3. Initial seat allotment and intimation slip
4. Provisional offer and seat allotment letter
5. Receipt of payment of the balance amount of Institute fees as given in **INSTRUCTION SHEET 3**.
6. 12th certificate and marksheet with self-attested copies (**Submit an undertaking - Annexure B if not available**)
7. 10th certificate and marksheet with self-attested copies
8. The following if applicable:
  - (i) Caste/Category certificate {Original + self-attested copy (for SC/ST/OBC/EWS)}
  - (ii) Disability certificate (for PwD category students) {Original + self-attested copy}
9. Undertaking by student member against sexual harassment at the workplace (**Annexure C**)  
<https://owncloud.iitd.ac.in/nextcloud/index.php/s/PwDycxg4AJ7i9z6>
10. Medical Certificate (original document)

**KINDLY BRING 3 Latest photographs AT THE TIME OF REGISTRATION/VERIFICATION**

**II- Forms (To be DOWNLOADED->FILLED->SIGNED->SCANNED->UPLOADED) :**

LINK: <https://owncloud.iitd.ac.in/nextcloud/index.php/s/YJEJaSKkfqF5rpJ>

11. **FORM A** – To be filled online on the given portal, downloaded and signed by you
12. **FORM B** – Undertaking duly filled and signed by you and a Parent/Guardian
13. **FORM C & D** - Income certificate, ITR/ form 16 (latest), family income statement
14. **FORM E** – Honour code duly filled and signed by you and a Parent/Guardian
15. **FORM F** – Benevolent fund scheme form duly filled and signed by you and two witnesses
16. **FORM G** – Insurance scheme form duly filled and signed by you and two witnesses
17. **FORM H1 and FORM H2**
18. **FORM H3** – Undertaking regarding medical facilities and motor vehicles
19. **FORM H4** – Undertaking regarding anti-ragging duly filled and signed by all candidates
20. **FORM H5** – Undertaking regarding smoking, alcohol, drugs etc. duly filled and signed by all candidates.

➤ *Some of the documents have already been provided by JEE Office. You will not be able to change/upload the documents again.*

➤ *FORM B to FORM H5 are available on the link under II-Forms*

**Navigation for uploading Documents.****Technical Specifications**

1. Login URL: <https://eacademics.iitd.ac.in/sportal/login>. User ID/Password: Already Shared on Email.
2. Click on Fill **Form A** Button to fill in the data.
3. Use the '+' button to add more rows for experience and qualification, if required.
4. Please make sure the photo you are uploading is less than 200KB and is in jpg format.
5. System only accepts PDF files as uploads for documents. Please make sure that PDF files have no space or "." In the file names. Each file should be less than 200KB.
6. Fields with a "\*" mark are mandatory. The fields such as Name, DoB, Category, Gender, and Status have been disabled and cannot be changed.
7. After you have submitted the form, the status will be changed to "Pending verification."
8. Candidate can save the filled form on his laptop/workstation for future reference.
9. Please 'Submit' the form only when you have checked for corrections. Form once submitted cannot be edited.
10. Bank details are optional. If you have an account in any branch of State Bank of India (SBI), you can provide the information. Otherwise, you can ignore it.
11. You will get an email from the admin once the documents are verified. You can also check the status on the portal itself.
12. For any queries, please contact: [arugs@admin.iitd.ac.in](mailto:arugs@admin.iitd.ac.in)
13. For Technical difficulties/ queries: [eacadhelp@iitd.ac.in](mailto:eacadhelp@iitd.ac.in)

***The following documents are to be ordered as per the sequence given below to ease the process of collection and verification of the documents at the time of registration.  
(29<sup>th</sup> & 30<sup>th</sup> July 2023)***

1. Latest passport-size photograph – 3 Nos.
2. Initial seat allotment and intimation slip
3. Provisional offer and seat allotment letter
4. Aadhaar card/ voter ID card/ passport (first and last pages)/PAN Card of the Student
5. Aadhaar card/ voter ID card/ passport (first and last pages)/PAN Card of the parents/guardians
6. Medical Certificate
7. 12th Certificate and Mark Sheet
8. 10th Certificate and Mark Sheet
9. Caste certificate/Disability Certificate (If applicable)
10. Form A - A printout of the form filled online and duly signed
11. Form B - Undertaking
12. Form E - Honour Code
13. Form F - Benevolent fund scheme
14. Form G - Insurance scheme
15. Undertaking against sexual harassment
16. Receipt of payment of the balance amount paid towards institute fee (Not for GEN/OBC students with family income below Rs. 1 Lakh per annum)
17. Form C - Family Income Statement
18. Form D - Income Certificate/ ITR/ Form 16 (Latest)

➤ Forms H1- H5 would be collected by the hostel at the time of onboarding.

➤ Bring 2 copies of the blank undertaking form (Mandatory): (**Annexure B**)

LINK:<https://owncloud.iitd.ac.in/nextcloud/index.php/s/prHgdQFYL7Wg3RA>

The Dean, Academics IIT Delhi

Subject: Undertaking in respect of UG Admission Session 2023-24

Sir

I \_\_\_\_\_ Entry No. \_\_\_\_\_ do not have

the following document (s) at present (please tick the checkbox):

- |  |                          |
|--|--------------------------|
| 1. Latest photograph   | <input type="checkbox"/> |
| 2. Aadhar card/ voter id card/ passport (first and last pages)   | <input type="checkbox"/> |
| 3. Permanent account number (pan) card   | <input type="checkbox"/> |
| 4. Provisional seat allotment letter – ( downloaded from josaa site )  | <input type="checkbox"/> |
| 5. Document verification-cum-seat acceptance letter.   | <input type="checkbox"/> |
| 6. Receipt of payment to JEE at the time of seat acceptance.   | <input type="checkbox"/> |
| 7. Receipt of payment of balance amount of institute fees as given in instruction sheet-3 (ug).  | <input type="checkbox"/> |
| 8. Identity proof of the student and parent (any one of the following: Aadhaar card/pan card/ passport/identity card if working in central or state govt.) | <input type="checkbox"/> |
| 9. 12th certificate and one self-attested copy   | <input type="checkbox"/> |
| 10. 12th marks sheet and one self-attested copy  | <input type="checkbox"/> |
| 11. 10th certificate and one self-attested copy  | <input type="checkbox"/> |
| 12. 10th marks sheet and one self-attested copy  | <input type="checkbox"/> |
| 13. The following if applicable  | <input type="checkbox"/> |
| (i) Caste/ category certificate {self-attested copy (for SC/ST/OBC/EWS)}   |                          |
| (ii) Disability certificate (for PwD category students)  |                          |
| 14. Medical certificate  | <input type="checkbox"/> |

I hereby undertake to upload the above document(s) latest by **31st August 2023**

I understand that failing to do so may result in cancellation of my provisional admission.

Date

Signature

**UNDERTAKING BY STUDENT MEMBER AGAINST SEXUAL HARASSMENT AT WORKPLACE  
INDIAN INSTITUTE OF TECHNOLOGY, DELHI**

I, ..... (full name) have read and understood the Guidelines for Student Members of IIT Delhi related to prevention of Gender Discrimination and Sexual Harassment at Workplace (2019) and IIT Delhi Rules & Procedure for the Prevention, Prohibition and Punishment of Sexual Harassment of Women at the Workplace, 2014 Policy, as available at: [www.iitd.ac.in](http://www.iitd.ac.in).

I shall abide by the guidelines in word and spirit. I understand that I could face disciplinary action if found going against the guidelines, after due process, as mentioned in the Guidelines for Student Members and IIT Delhi SHW Policy.

I hereby also declare that I have not been terminated, suspended or asked to leave from any institution in the country or abroad on account of being found guilty of or abetting sexual harassment and further affirm that, in case the declaration is found to be untrue, I am aware that it might have implications for my continued enrollment/conditions of continuing my course of study in the Institute.

Date .....

Signature of the Student Member

Name:

Entry No: