

**Specimen copy for Admission through Written Test and/or Interview
- Offer Letter (TA/TAPcategory) - 1st offer**

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Academic Office
Date: 05.06.2018

GATE Reg No : _____ Secret Key _____
Name : _____ Gate Score _____

Sub: Admissions to M.Tech. Programme 2018-19

Dear Candidate,

Congratulations! I am glad to inform you that you have been **PROVISIONALLY** selected for **M.Tech. Programme in IIT Bombay after Written Test and/or Interview in (check status on the Online Application portal)** Department/ Schools/Centres/ ID Groups with specialisation under (TA/TAP Category).

As communicated, the list of admitted students at IIT Bombay will be uploaded on COAP portal. You are hereby instructed to login to the COAP portal to view the offer details, using following link:

<https://www.digialm.com//EForms/configuredHtml/844/51671/login.html>

Please note that you **NEED** to make your decision between the following three options on or before date 5th - 8th June, **2018 (23:59 hrs)**.

- “Accept and Freeze”: means willing to accept one of the present offers and does not like to be considered for upgrading to higher preferences or any other offers in the subsequent round(s) of admission. Selecting this option, you **WILL NOT** be considered in the subsequent round(s) of admission in any of the participating academic Institutes. After clicking the 'Accept and Freeze' option, you should press “SUBMIT” button to confirm the submission of decision. Subsequently, the candidate should visit the respective Academic Institute's Admission Portal or PSU's Job Portal and follow the procedure as per the instructions on the respective website after the closure of that particular round.
- “Retain and Wait”: means you are accepting one of the present offers and also would like to be considered for upgrading to the candidate's higher preferences, or any other offers, if any, in the subsequent round(s) of offers. Once you select this option, you **WILL NOT** be considered for the other rejected offers in the current round and also in earlier round(s). Nevertheless, you will be considered for other higher preferences, if any, in the subsequent round(s) of admission offered by the participating academic Institutes. After clicking the 'Retain and Wait' option, the candidate should press “SUBMIT” button to confirm the submission of decision. Subsequently, the candidate should visit the respective Academic Institute's Admission Portal or PSU's Job Portal and follow the procedure as per the instructions on the respective website after the closure of that particular round.
- “Reject and Wait”: means you are not willing to accept any of the offer(s) of admission. Nevertheless, you will be considered for other higher preferences, if any, in the subsequent round(s) of admission offered in any participating academic Institutes. After clicking the 'Reject and Wait' option, the candidate should press submit to confirm the submission of decision.

Further, you are requested to visit each round of offers till the decision of "Accept and Freeze" is made. If you do not access the COAP or do not make a decision during a particular round of offers, then all offers made during that round will be considered as Rejected. Nevertheless, in case, if you had given higher preferences, then you will be considered for the higher preferences, if any, in the subsequent round(s) of offers.

If you have made decision of 'Retain and Wait' in any of the rounds but does not access the COAP or does not make a decision during any subsequent round of offers, then all offers made during that round will be considered as Rejected.

It should be noted that during the operation time window of COAP, offers from participating institutes will be available at COAP only. You are required to make a decision on acceptance or upgrade or rejection at COAP only. Hence if you have not registered at COAP then please register using the URL:

<https://www.digialm.com//EForms/configuredHtml/844/51671/Registration.html>

Please note that you **NEED** to select option carefully. Once you make the decision and submit, no further changes are possible.

Those who choose option ‘Accept and Freeze’ OR “Retain and Wait” at COAP, **NEED** to pay fees online during the period by 5/6/2018 to 8/6/2018 (23:59 hours) by Online Net Banking using IIT Bombay admission portal.

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Fees for all categories (GN/OBC/OBC-NC/SC/ST/PwD) :

(a) For GN/OBC/OBC-NC category

(TA, TAP) :

With Hostel Accommodation = Rs. 30,700/-
Without Hostel Accommodation = Rs. 20,300/-

(b) For SC/ST/PwD category

(TA, TAP) :

With Hostel Accommodation = Rs. 25,700/-
Without Hostel Accommodation = Rs. 15,300/-

If you have **ALREADY PAID** fees to confirm your admission in earlier Offers/(Direct Admission on the basis of GATE Score) then you **MUST** request for the transfer of the fees paid, for Confirmation of Admission. This request is to be made through email to pgadm@iitb.ac.in with subject **“Request for transfer of fees paid (M.Tech. W/I- 1st Offer)”** by giving all relevant details.

It may please be noted that the, **“Request for transfer of fees paid”** through email received after **8/6/2018 (23:59 hours)**, will not be entertained. It may also be noted that if **NO Request for transfer of fees paid** is received by **8/6/2018 (23:59 hours)**, it will be presumed that you are not interested in our offer and the said seat will be utilised for the next candidate.

It may please be noted that the admission is provisional subject to following,

1. First class or 60%(55% marks for SC/ST) marks at Qualifying Degree Examination (As specified in the General Eligibility Criterion for admission in the M.Tech. Information Brochure 2018-19).
2. Candidates belonging to OBC-Non Creamy Layer (OBC-NC) **MUST** submit **latest** OBC-NC certificate for the financial year 2017-18 at the time of joining, as per the given format.
3. Subject to submission of 'Sponsorship certificate' and relieving certificate from present employer (applicable to Sponsored (SW) category candidates).
4. Subject to submission of 'Relieving Certificate' from the present employer (applicable to candidates who are working/employed).
5. Subject to submission of letter from Project Investigator that the duration of the project is 3 yrs. and submission of copy of the offer letter as Project Staff (applicable to candidates working as Project Staff of IIT Bombay).

The Registration & Orientation Programme is scheduled during **July 12, 2018 to July 14, 2018**. You are required to report at 9:30 a.m. on **July 12, 2018** for registration. You are advised to refer <http://www.iitb.ac.in/newacadhome/mtech.jsp> in the 1st week of July, 2018 for more details on 'Registration and Orientation Programme'. Attending the Registration & Orientation Programme for TA category students is **MANDATORY**. **Classes for the Autumn Semester 2018-19 begins from July 16, 2018.**

Verification of documents/certificates will be held on in the concerned academic units in the last week of July, 2018. You are required to bring self-attested copies of your Educational qualification, Date of Birth, Migration, Caste/Tribe /Non-Creamy Layer/Disability certificates, etc. along with **ORIGINALS** for verification. The OBC-NC candidates needs to submit the latest OBC-NC certificate issued considering the financial year 2017-18, at the time of joining.

You are also requested to submit the "Vaccination Certificate/Vaccination Exemption Certificate" at the time of registration. You may be allowed to register with the partial vaccination, if done, however you will be required to complete the vaccination during the first semester. Registration for the second semester will be subject to complete vaccination as required. Please refer to <http://www.iitb.ac.in/newacadhome/mtech.jsp> for proforma of "Vaccination Certificate/Vaccination Exemption Certificate".

Candidate whose qualifying degree (B.E./B.Tech./M.Sc. etc.) is not yet completed or whose results are awaited, shall bring a certificate from the Head/Principal of the Institute/College about the status of the final examination. **However, they must submit passing certificate and proof for having First class or 60% marks (55% for SC/ST) in qualifying degree examination by 30th September, 2018, failing which the admission will stand cancelled (please refer to A.7. “ELIGIBILITY FOR M.TECH./M.TECH.+ Ph.D. (DUAL DEGREE) PROGRAMMES” of M.Tech. Information Brochure 2018-19).**

As per MHRD directives, a student holding Teaching Assistantship (TA) / Research Assistantship (RA)/ Teaching Assistantship through Project (TAP)/ Research Assistantship through Project (RAP) shall not accept or hold any appointment paid or otherwise or receive any emoluments, salary, stipend from any other source during the tenure of their programme.

The Institute reserves the right to withdraw the admission at any stage/time in case a candidate does not fulfill the requisite qualification and/or percentage of marks in qualifying degree or supplies any false information.

If you have opted for Hostel Accommodation then you are required to submit the Mess Advance of Rs. 27,000/- by ONLINE payment/Net Banking as per the link provided in the online admission portal before **30th June, 2018**. The hostel allotment details will be displayed by Hostel Co-ordinating Unit (HCU) 3 or 4 days prior to the date of registration. The candidate shall directly contact the The Deputy Registrar, Hostel Co-ordinating Unit(HCU), Ground Floor, Main Building, IIT Bombay on 022-25768900/8901 or email at arhcu@iitb.ac.in/ hcu.office@iitb.ac.in, for all hostel related queries. Please note that the Institute provides accommodation on campus strictly for the stipulated duration of Programme under which one is admitted. Accommodation is provided to TA category students on the campus and at times, due to shortage of rooms, they may be required to continue with “sharing accommodation system”.

Candidates wishing to cancel/withdraw admission after paying the requisite fees **MUST** communicate the same by an email given in the application form to pgadm@iitb.ac.in stating subject **“CANCELLATION OF M.Tech ADMISSION 2018-19-W/I (_ offer)”** by specifying the department/specialization and application ID.

E-mail regarding cancellation/withdrawal of admission will be entertained, **ONLY IF**, the request is made through **E-mail ID** given in the Application form.

The fees will be refunded after deducting processing fees of ₹ 1000/- from the total fees, only if such request is received by **30th June, 2018** and the candidate in the waiting list pays the fees and confirms the admission for the seat VACATED by you. In other cases, only refundable deposits of ₹ 2,000/- or ₹ 3000/- (**plus the hostel fees paid, if any**), will be refunded. The refund will be send to the respective candidate's Bank account (through which they have debited/paid the admission fees) by NEFT within ONE month time from receipt of such e-mail/ request, after verifying the details.

Motorized vehicle of any type for the students on the Institute campus is strictly prohibited, except medical cases as required.

You are advised to check the Institute webpage <http://www.iitb.ac.in/newacadhome/mtech.jsp> for all updates/offers.

With Best wishes,

sd/-
Jt./Asstt. Registrar (Academic)