INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD
OFFICE OF THE DEAN (ACADEMIC)

IIT(ISM)/DAC/PG/ADM/2024-25   18th July 2024

NOTIFICATION FOR PHYSICAL VERIFICATION OF DOCUMENTS FOR MBA, MA, M.Sc & M.Sc.TECH STUDENTS ADMITTED IN THE YEAR 2024.

All the candidates who have paid the fee and accepted the admission offer for **PG** programs **(2024-25)** mentioned in the below table are hereby informed to be present for physical verification of their documents as per the details given hereunder:

Reporting Date	:	July 22 2024
Reporting Time	:	9:00 AM
Venue	:	Room No. 09 to 15 (Details given in the table below)
		First Floor, NLHC, IIT (ISM), Dhanbad

S.No.	Program	Department/Discipline	Venue	Date	Time
1	MBA	Master of Business Administration	NLHC LH 09 (First Floor)	July 22, 2024	9:00 AM to 4:00 PM
2	MBA	Master of Business Administration-Business Analytics	NLHC LH 10 (First Floor)		
3	MA	Master of Arts			
4	MSc	Chemistry	NLHC LH 11 (First Floor)		
5	MSc	Mathematics and Computing	NLHC LH 12 (First Floor)		
6	MSc	Physics	NLHC LH 13 (First Floor)		
7	MSc Tech	Applied Geology	NLHC LH 14 (First Floor)		
8	MSc Tech	Applied Geophysics	NLHC LH 15 (First Floor)		

Failure to report as per the above mentioned schedule, without any prior approval, may result in the cancellation of the provisional admission.

The detail of documents to be brought for physical verification is enclosed herewith as *Appendix 1 (MBA/MBA(BA)), Appendix 2 (MA) and Appendix 3 (M.Sc & MSc.Tech)*. The students who fail to submit **any of the required documents** at the time of physical verification will be given one chance to submit it *latest by September 30, 2024*, failing which their admission will be cancelled.

Dean (Academic)

Copy to:

Director / Deputy Director
Chairman (GATE/JAM 2024)
All HoDs
RG/ DR (F&A) / DR (Acad)/ DR (SW)/ AR (IRAA)

LIST OF DOCUMENTS TO BE BROUGHT BY MBA/MBA(BA) STUDENTS ADMITTED IN 2024

The final admission will be subject to production of the following requisite documents for verification of the fulfillment of the eligibility criteria**:**

a) Copy of the online application form and fee receipt (**Rs. 1,24,850/-**for Gen/OBC/EWS, **Rs. 49,850/-** for SC/ST/PwD).

b) Copy of the admission offer letter.

c) One set of **self-attested copies** (both sides wherever applicable) **along with the originals** of all the documents as mentioned here under:

   i) Secondary/Matriculation/High School (10th level) Certificate (**for the proof of date of birth**). In case, this certificate does not bear the date of birth, the original birth certificate indicating date of birth must be produced at the time of admission.

   ii) A valid photo ID (Aadhaar/PAN/Driving Licence etc.).

   iii) Higher Secondary/Intermediate (12th level) Marks-Sheets (**for checking of subjects**)

   iv) Qualifying Degree(s) **Marks Sheets/Grade Cards** of all semesters and provisional degree(s)/ degree certificate(s) for graduation as well as for post-graduation, if applicable.

   v) CAT 2023 Score Card and admit card.

   vi) Certificate for degree equivalence (if applicable).

   vii) A **Medical Fitness certificate** from **Govt. Hospital** as given in **Annexure-III** of the Information Brochure is required to be submitted **in original**.

   viii) Valid Caste certificate – applicable only for SC/ST/OBC-NCL candidates. The **OBC-NCL certificate should be as per Annexure I** (in the Central Government format) of the Information Brochure and should have been issued on or after **April 01, 2023**.

   ix) A valid certificate issued on or after **April 01, 2023** (in the Central Government format) for **EWS** candidates. Please refer **Annexure II** of the Information Brochure.

d) Persons with Disability (PwD) are required to bring a certificate of disability from the **authorized medical board/authority in Form VI, Form VII or Form VIII,** as applicable (Refer RPwD rules, 2017 for details.)

e) E-Migration/Migration Certificate/College Leaving Certificate/Transfer Certificate of the qualifying degree **in Original**.

f) 4 passport size colour photographs.

g) Endorsement Certificate/NoC from the present employer, if any.

Indian Institute of Technology (Indian School of Mines), Dhanbad

Check List for Admission to MBA/MBA (BA) Programme in 2024-25

Name of the student _____ Date of Birth_____

Department_____ Discipline_____

Category_____ Gender_____ Academic Qualification_____

Date of Admission_____ CAT Score (2023) _____

Fee Paid Rs._____ On _____Transaction Id/ UTR (Bank Ref.) _____

Sl. No.	Particulars	Please Tick		Remarks
		Yes	No	
1.	Online Application form & Admission Offer Letter **(Self Attested)**	☐	☐	
2.	Valid ID proof (Aadhaar/PAN/Driving License etc) **[Self attested copy and original for verification]**	☐	☐	
3	All the marks sheets and certificates(10TH onwards) **[Self attested copy and original for verification]**	☐	☐	
4.	CAT 2023 Score Card & admit card [**Self attested Copy and original for verification**]	☐	☐	
5.	Medical fitness certificate **[To be submitted in Original].**	☐	☐	
6.	E-Migration/Migration/College Leaving Certificate/Transfer Certificate **(Any One) [To be submitted in Original]**	☐	☐	
7.	Copy of the Fee receipt for Rs. **1,24,850**/- (Gen /OBC /EWS) , **Rs. 49,850**/- (SC/ST/PwD). The amount includes Mess fee of Rs. 18,000/-	☐	☐	
8.	Category certificate (SC/ST/OBC-NCL/PwD/EWS) **[Self attested copy and original for verification]**	☐	☐	
9.	OBC NCL / EWS certificate has been issued on or after **01 April 2023** and is in *Central Govt. format*.	☐	☐	
10.	PwD certificate has been issued by the authorized medical board.	☐	☐	
11.	Qualifying Degree (s) subject requirement fulfilled.	☐	☐	
12.	Qualifying Degree (s) CGPA / CPI / percentage requirement fulfilled. **60% or 6 cgpa/-(**Gen/OBC/EWS) & **55% or 5.5 cgpa** (SC/ST/PwD)in any discipline and for **MBA(BA) candidates: 60% or 6 cgpa/- (**Gen/OBC/EWS) & **55% or 5.5 cgpa** (SC/ST/PwD) in B.Tech degree in any discipline.	☐	☐	
13.	NOC /Acceptance of resignation letter from the employer for those who are working in Govt. /Pvt. Organizations.	☐	☐	
14.	Undertaking in Original **(If applicable)**.	☐	☐	
15.	4 passport size colour photographs.	☐	☐	

Signature of the Candidate   Signature of Dealing Assistant   Signature of Faculty Member
                                                                                                      Authorizing Admission

Indian Institute of Technology (Indian School of Mines) Dhanbad

Admission to MBA/MBA (BA) Programme in 2024-25

<u>UNDERTAKING</u>

I_____Son/Daughter of_____, have been admitted provisionally to the MBA/MBA (BA) Programme of Indian Institute of Technology (Indian School of Mines), Dhanbad for the Academic Year 2024-25. As per the prior information provided in the Information Booklet, I was required to submit all the document(s) to the Institute by *July 22, 2024* but I failed to submit the following and now undertake to submit the same to the Assistant Registrar (Academic - PG) in the Office of Dean (Academic) by ***September 30, 2024****.*

1._____

2._____

3._____

4._____

5._____

I understand and agree that if I fail to submit the above mentioned document(s) by ***September 30, 2024***, IIT (ISM), Dhanbad will have full right to cancel my provisional admission without any further notice and no further correspondence will be initiated from my side or replied to by the Institute in this regard.

(   )

    Signature of the Candidate

 Name_____

Adm.No._____

Department_____

LIST OF DOCUMENTS TO BE BROUGHT BY MA STUDENTS ADMITTED IN 2024

The final admission will be subject to production of the following requisite documents for verification of the fulfillment of the eligibility criteria**:**

a) Copy of the online application form and fee receipt (**Rs. 57,850/-**for Gen/OBC/EWS, **Rs. 49,850/-** for SC/ST/PwD).

b) Copy of admission offer letter.

c) One set of **self-attested copies** (both sides wherever applicable) **along with the originals** of all the documents as mentioned here under:

 i) Secondary/Matriculation/High School (10th level) Certificate (**for the proof of date of birth**). In case, this certificate does not bear the date of birth, the original birth certificate indicating date of birth must be produced at the time of admission.

 ii) A valid photo ID (Aadhaar/PAN/ Driving Licence etc.).

 iii) Higher Secondary/Intermediate (12th level) Marks-Sheets (**for checking of subjects**)

 iv) Qualifying Degree(s) **Marks Sheets/Grade Cards** of all semesters and provisional degree(s)/ degree certificate(s) for graduation as well as for post-graduation, if applicable.

 v) Certificate for degree equivalence (if applicable).

 vi) A **Medical Fitness certificate** from **Govt. Hospital** as given in **Annexure-III** of the Information Brochure is required to be submitted **in original**.

 vii) Valid Caste certificate – applicable only for SC/ST/OBC-NCL candidates. The **OBC-NCL certificate should be as per Annexure I** (in the Central Government format) of the Information Brochure and should have been issued on or after **April 01, 2023**.

 viii) A valid certificate issued on or after **April 01, 2023** (in the Central Government format) for EWS candidates. Please refer **Annexure II** of the Information Brochure.

d) Persons with Disability (PwD) are required to bring a certificate of disability from the **authorized medical board/authority in Form VI, Form VII or Form VIII,** as applicable (Refer RPwD rules, 2017 for details.)

e) E-Migration/Migration Certificate/College Leaving Certificate/Transfer Certificate of the qualifying degree **in Original**.

f) 4 passport size colour photographs.

g) NoC from the present employer, if any.

Admission No. _____

Indian Institute of Technology (Indian School of Mines) Dhanbad

Check List for Admission to MA Programme in 2024-25

Name of the student _____ Date of Birth_____

Department_____ Discipline_____

Category_____ Gender_____ Academic Qualification_____

Date of Admission_____ Fee Paid Rs._____ On _____

Transaction Id/ UTR (Bank Ref.) _____

Sl. No.	Particulars	Please Tick Yes	Please Tick No	Remarks
1.	Online Application form & Admission Offer Letter **(Self Attested)**	☐	☐	
2	Valid ID proof (Aadhaar/PAN/Driving License etc) **[Self attested copy and original for verification]**	☐	☐	
3.	All the marks sheets and certificates(10TH onwards) **[Self attested copy and original for verification]**	☐	☐	
4.	Medical fitness certificate **[To be submitted in Original].**	☐	☐	
5.	E-Migration/Migration/College Leaving Certificate/Transfer Certificate **(Any One)** **[To be submitted in Original]**	☐	☐	
6.	Copy of the Fee receipt for Rs. **57,850**/-(Gen/OBC/EWS), **Rs. 49,850**/- (SC/ST/PwD). The amount includes Mess fee of Rs. 18,000/-	☐	☐	
7.	Category certificate (SC/ST/OBC-NCL/PwD/EWS) **[Self attested copy and original for verification]**	☐	☐	
8.	OBC NCL / EWS certificate has been issued on or after **01 April 2023** and is in *Central Govt. format.*	☐	☐	
9.	PwD certificate has been issued by the authorized medical board	☐	☐	
10.	Qualifying Degree (s) subject requirement fulfilled.	☐	☐	
11.	Qualifying Degree (s) CGPA / CPI / percentage requirement fulfilled. **60% or 6 cgpa/-(**Gen/OBC/EWS) & **55% or 5.5 cgpa** (SC/ST/PwD) in Undergraduate in Engineering/Technology/Science/Commerce/ Management/Arts	☐	☐	
12.	NOC /Acceptance of resignation letter from the employer for those who are working in Govt. /Pvt. Organizations.	☐	☐	
13.	Undertaking in Original (If applicable).	☐	☐	
14	4 passport size colour photographs.	☐	☐	

Signature of the Candidate   Signature of Dealing Assistant   Signature of Faculty Member
                                                                              Authorizing Admission

Indian Institute of Technology (Indian School of Mines) Dhanbad

Admission to MA Programme in 2024-25

<u>UNDERTAKING</u>

I_____Son/Daughter of_____,
have been admitted provisionally to the MA Programme of Indian Institute of Technology (Indian School of Mines), Dhanbad for the Academic Year 2024-25. As per the prior information provided in the Information Booklet, I was required to submit all the document(s) to the Institute by *July 22, 2024* but I failed to submit the following and now undertake to submit the same to the Assistant Registrar (Academic - PG) in the Office of Dean (Academic) by ***September 30, 2024***.

1._____

2._____

3._____

4._____

5._____

I understand and agree that if I fail to submit the above mentioned document(s) by ***September 30, 2024***, IIT (ISM), Dhanbad will have full right to cancel my provisional admission without any further notice and no further correspondence will be initiated from my side or replied to by the Institute in this regard.

(   )

   Signature of the Candidate

 Name_____

Adm.No._____

Department_____

LIST OF DOCUMENTS TO BE BROUGHT BY M.SC & M.SC.TECH STUDENTS ADMITTED IN 2024

The final admission will be subject to production of the following requisite documents for verification of the fulfillment of the eligibility criteria**:**

a) Copy of the online application form and fee receipt (Remaining **Rs. 42,850/-**for Gen/OBC/EWS, **Rs. 42,350/-** for SC/ST/PwD).

b) Copy of the fee payment receipt (i.e. **Rs.15000/-** for Gen/OBC/EWS and **Rs.7500/-** for SC/ST/Pwd candidate) obtained after payment of *seat booking fee.*

c) Copy of the admission offer letter.

d) One set of **self-attested copies** (both sides wherever applicable) **along with the originals** of all the documents as mentioned here under:

   i) Secondary/Matriculation/High School (10th level) Certificate (**for the proof of date of birth**). In case, this certificate does not bear the date of birth, the original birth certificate indicating date of birth must be produced at the time of admission.

   ii) A valid photo ID (Aadhaar/PAN/ Driving Licence etc.).

   iii) Higher Secondary/Intermediate (12th level) Marks-Sheets (**for checking of subjects**).

   iv) Qualifying Degree(s) **Marks Sheets/Grade Cards** of all semesters and provisional degree(s)/ degree certificate(s) for graduation as well as for post-graduation, if applicable.

   v) JAM 2024 Score Card.

   vi) Certificate for degree equivalence (if applicable).

   vii) A **Medical Fitness certificate** from **Govt. Hospital** as given in the JAM Information Brochure is required to be submitted **in original**. As per JAM Brochure, Candidates in **Applied Geology** have to submit **no colour blindness** and/or **no Uni-ocularity certificate**.

   viii) Valid Caste certificate – applicable only for SC/ST/OBC-NCL candidates. The **OBC-NCL certificate should be as per Annexure IV** (in the Central Government format) of the JAM Brochure and should have been issued on or after **April 01, 2023**.

   ix) A valid certificate issued on or after **April 01, 2023** (in the Central Government format) for **EWS** candidates. Please refer **Annexure V** of JAM Information Brochure.

e) Persons with Disability (PwD) are required to bring a certificate of disability from the **authorized medical board/authority in Form VI, Form VII or Form VIII,** as applicable (Refer RPwD rules, 2017 for details.). **For Applied Geology Candidates**-*To do field work, persons with disability (PwD) category candidates should be able to walk in the field without assistance/escort (on-road and/or off-road conditions).*

f) E-Migration/Migration Certificate/College Leaving Certificate/Transfer Certificate of the qualifying degree **in Original**.

g) 4 passport size colour photographs.

h) Endorsement Certificate/NoC from the present employer, if any.

Indian Institute of Technology (Indian School of Mines) Dhanbad

Check List for Admission to M.Sc & M.Sc.Tech Programme in 2024-25

Name of the student _____ Date of Birth_____

Department_____ Discipline_____

Category_____Gender_____ Academic Qualification_____

Date of Admission_____ JAM Score (2024) _____

Fee Paid Rs._____ On _____Transaction Id/ UTR (Bank Ref.) _____

Sl. No.	Particulars	Please Tick Yes	No	Remarks
1.	Online Application form & Admission Offer Letter **(Self Attested)**	☐	☐	
2	Valid ID proof (Aadhaar/PAN/Driving License etc) **[Self attested copy and original for verification]**	☐	☐	
3.	All the marks sheets and certificates(10TH onwards) **[Self attested copy and original for verification]**	☐	☐	
4.	JAM 2024 Score Card **[Self attested Copy and original for verification]**	☐	☐	
5.	Medical fitness certificate **[To be submitted in Original in the format provided by JAM 2024]. For Applied Geology: -** Candidates with **color blindness and/or Uni-ocularity** are not eligible.	☐	☐	
6.	E-Migration/Migration/College Leaving Certificate/Transfer Certificate **(Any One)** **[To be submitted in Original]**	☐	☐	
7.	Copy of Fee receipt for total of Rs. **57,850**/-i.e. (**42850+15000** for Gen /OBC /EWS) & total **Rs. 49,850**/-i.e. (**42350+7500** for SC/ST/PwD). The amount includes Mess fee of Rs. 18,000/- also.	☐	☐	
8.	Category certificate (SC/ST/OBC-NCL/PwD/EWS) **[Self attested copy and original for verification]**	☐	☐	
9.	OBC NCL / EWS certificate has been issued on or after **01 April 2023** in **Central Govt. format as given in the JAM 2024 Brochure.**	☐	☐	
10.	PwD certificate has been issued by the authorized medical board.	☐	☐	
11.	Qualifying Degree (s) subject requirement fulfilled.	☐	☐	
12.	Qualifying Degree (s) CGPA / CPI / percentage requirement fulfilled.	☐	☐	
13.	NOC /Acceptance of resignation letter from the employer for those who are working in Govt. /Pvt. Organizations.	☐	☐	
14.	Undertaking in Original (If applicable).	☐	☐	
15	4 passport size colour photographs.	☐	☐	

Signature of the Candidate   Signature of Dealing Assistant   Signature of Faculty Member
                                                                                                                Authorizing Admission

Indian Institute of Technology (Indian School of Mines) Dhanbad

Admission to M.Sc & M.Sc.Tech Programme in 2024-25

<u>UNDERTAKING</u>

I_____Son/Daughter of_____,
have been admitted provisionally to the M.Sc/M.Sc Tech Programme of Indian Institute
of Technology (Indian School of Mines), Dhanbad for the Academic Year 2024-25. As
per the prior information provided in the Information Booklet, I was required to submit
all the document(s) to the Institute by *July 22, 2024* but I failed to submit the following
and now undertake to submit the same to the Assistant Registrar (Academic -PG) in the
Office of Dean (Academic) by ***September 30, 2024***.

1._____

2._____

3._____

4._____

5._____

I understand and agree that if I fail to submit the above mentioned document(s)
by ***September 30, 2024***, IIT (ISM), Dhanbad will have full right to cancel my
provisional admission without any further notice and no further correspondence
will be initiated from my side or replied to by the Institute in this regard.

(   )

     Signature of the Candidate

 Name_____

Adm.No._____

Department_____