



National Institute of Technology Calicut NIT Campus PO, Kozhikode - 673601, Kerala

INFORMATION SHEET

ADMISSION TO B.Tech./B.Arch. PROGRAMMES 2023-24 UNDER

CSAB Supernumerary Round 2023 Scheme

PHYSICAL REPORTING FOR INSTITUTE ADMISSION

I. ADMISSION SCHEDULE

As per CSAB-2023 guidelines, physical reporting for admission for B.Tech/B.Arch 2023 is scheduled on **Monday 28th August 2023. Time : 9.00 am to 5.00 pm**, for all candidates, who have been allotted a seat in **CSAB Supernumerary Round 2023 at NIT Calicut and obtained Document verification cum seat acceptance/ Partial admission letter, from their CSAB login**

Candidates and their parents are requested to follow the instructions and procedures given below. The candidates who are allotted seat at NIT Calicut in **CSAB 2023 Supernumerary Round** need to note the following online process.

All PwD candidates are requested to report at 10 am on their respective reporting dates. They have to appear before the Medical board constituted by NIT Calicut. As per CSAB 2023 guidelines, seat allocated to PwD candidate will remain provisional until a duly constituted Medical Board by the admitting institute appropriately examines their PwD status.

Physical reporting will be carried out on first come first serve basis on the reporting day as specified in the schedule. Candidates are required to report at UG Admission Office, Administrative Block A, NIT Calicut, with all original of documents (as applicable), given in Section IV. The candidates who are allotted seat at NIT Calicut in CSAB Supernumerary Round need to carry out the following online process after seat acceptance fee payment, CSAB document verification and seat confirmation in the CSAB portal.

II. ONLINE PROCESS IN INSTITUTE MANAGEMENT SYSTEM (IMS) PORTAL FOR INSTITUTE ADMISSION

Candidate, will receive an email from the institute to the registered email ID (as in **CSAB Supernumerary Round 2023**). The email will be having the details of Institute Management System (IMS) portal URL along with NITC **institute email ID** and temporary password (**Institute Roll Number**). Candidates are required to login in the IMS portal using NITC institute email ID and temporary password

(Institute roll number) and then proceed to online Data Entry, uploading signature, photo and documents, as instructed given in portal and pay balance institute fee (if any) online, within the IMS portal. Kindly follow the instructions in the email (which will be sent later from IMS) and in case of any queries relating to your data entry / fee payment in IMS, please contact support-ims@nitc.ac.in.

Candidates should check the spam folder of their registered Email ID, in case they do not receive the email in the Inbox. NITC institute email ID work same way as Gmail and it also works at google email platform. Institute roll number act as its temporary password. To safeguard the data in email, one may change password as done in Gmail. IMS portal can be accessed at any time using NITC institute email ID and its password.

Further all communications will be happening via IMS Portal and/or institute email ID. Candidates are compulsorily required to complete the online process (Data entry, uploading signature, photo and documents, Institute balance fee payment (if any), at least one day before the physical reporting. In event of not receiving the email before start of journey or not able complete the IMS process, will be directed to Central Computer Center NIT Calicut, to complete it.

III FOR HOSTEL ADMISSION

For Hostel admissions related fee and its mode of payment related to Hostel admission and room allocation, please check web page <https://nitc.ac.in/noticeboard/admissions/hostel-admission-2023-24> and follow the instructions given there. In the IMS portal, candidates can select whether hostel accommodation is required or not.

IV. LIST OF DOCUMENTS NEEDED AT THE TIME OF INSTITUTE ADMISSION

Following is the list of documents to be produced **in original** during physical reporting:

1. Provisional Admission Letter / Document verification cum seat acceptance letter, obtained from CSAB portal (self attested print out)
2. Class X (High School) Board certificate/ Birth Certificate, as proof of Name and Date of Birth.
3. Income certificate issued on or after **1st April 2023** by a revenue officer not below the rank of Tahsildar is to be produced by those General / GEN-EWS/ OBC-NCL candidates who wish to claim fee concession as per MHRD Order No. F. No. 33- 4/2014-TS III dated 24th June 2016 (**Certificate is required only if annual family income is less than INR 5 lakhs**). A VALID Income Certificate is must for the refund of Tuition Fee (if any) as per institute rules. SC/ST/all PwD candidates are not required to produce the income certificate.
Income certificate should be issued in name of candidate.
For states where e-certificate is issued for income certificate, the same need to be produced.
4. Mark Sheet and Pass certificate / Long Memo (**if issued separately from school/Board**) of the qualifying examination (Class XII).
5. Relevant pages of Passport of candidates, who are Indian nationals, **in case the candidate has completed Class XII or its equivalent, outside India.**

6. Relevant pages of OCI/PIO card, in case of candidate is Overseas Citizen of India or person of Indian origin
7. School Leaving /Transfer Certificate from the Institution last attended.
8. Character and Conduct Certificate from the Institution last attended for candidates who have passed the qualifying examination in current academic year i.e., 2022-2023.
Or.
Character and Conduct Certificate from a Gazetted Officer issued **on or after** 1st March, 2023, for candidates who have passed the qualifying examination in years prior to the current academic year
9. GEN-EWS Certificate, in the case of candidates belongs GEN-EWS category, obtained from a competent authority (Revenue Officer not below the rank of Tahsildar) indicating the status regarding EWS in the format prescribed by JoSAA/CSAB 2023, issued **on or after April 1, 2023**.
10. OBC-NCL certificate, in the case of candidates belongs OBC-NCL category, obtained from a competent authority (Revenue Officer not below the rank of Tahsildar) indicating the status regarding Creamy Layer in the format prescribed by JoSAA/CSAB 2023, issued **on or after April 1, 2023**.
11. Community Certificate, issued by the Competent Authority, in case of SC/ST candidates, in the format prescribed by JoSAA/CSAB 2023.
12. Medical certificate, issued by a Registered Medical Practitioner, in the format given in the Annexure 7 of JoSAA business rule and which was uploaded during JoSAA/CSAB counseling.
13. Passbook of Saving Account, in the name of Candidate., in any Bank and also its self attested copy of its relevant pages
14. Anti-Raging Declaration by Candidate and Parents.
15. Code of Conduct Declaration by Candidate and Parent.
16. Declaration by Candidate and Parents Against Sexual Harassment.
17. Declaration by candidate with respect to IT usage.
18. In case of PwD candidates, (1) Disability certificate, in the format prescribed by JoSAA/CSAB 2023. and Self attested copy of Doctor's Prescription document, obtained from JoSAA/CSAB 2023 candidate login during JoSAA/CSAB physical verification of PwD candidates. (3) Medical Report from Medical Board, Constituted by NIT Calicut.
19. Undertaking by the candidate and parent (as given in *Annexure-A, page 7 of this information Sheet*), in case they could not produce the copy of first page of SBI account passbook, Medical certificate and Character & Conduct Certificate, Pass certificate (**if issued separately from school/Board**). at time of reporting for institute admission.

Note :

- i) Formats for Conduct and Conduct Certificate from a Gazetted Officer (If applicable), Income Certificate (if applicable). Medical Certificate and Affidavits (Serial No. 14 to 17) **are available at the UG admission web page having URL: <https://nitc.ac.in/ug-formats-of-certificates>**
- ii) If any certificate is in a language other than English/Hindi, an English version of that certificate attested by a Gazetted Officer/Competent Authority should be produced/uploaded compulsorily, along with the original certificate.

- iii) Declarations and Undertakings (serial number.No 14 to 17 and 19) are to be printed in plain A4 papers and signed by candidate and parent as specified.
- iv) Self-attested copy of documents mentioned in serial number 2, 4, 5, 6, 11 13, 18.1 and 18.2 (as applicable) is also required to submitted at time of the reporting.
- v) For Candidates with state of domicile as Maharashtra, caste certificate (SC/ST/OBC-NCL) issued by Maharashtra State must be validated by Social Welfare department (in case of SC and OBC-NCL category) and Tribal Welfare department (in case of ST category) of Maharashtra Government. The SC/ST/OBC-NCL candidates of Maharashtra State have to produce their caste validity certificate. ST certificates from Tamil Nadu state must be issued by the concerned Revenue Divisional Officer.
- vi) Candidates, who fail to produce the relevant category certificate (OBC-NCL/EWS/ST/ST/PwD certificate, as the case may be) as mentioned above, at the time of physical reporting, will lose their claim for reservation and thus, their allotted seat will be cancelled. Please note that the undertaking to be submitted for late submission of relevant documents/ certificates given in *Annexure A* is not applicable for category certificates
- vii) Seat allocated to all candidate will remain provisional until all applicable documents are produced and found to be in order and payment of balance institute fee, (if any), is done.
- viii) **Please arrange all Original certificates (as applicable) and self attested copies (as specified) in same sequence as given in the above, while reporting for admission in the campus.**

V. INSTITUTE FEE PAYMENT AT TIME OF ADMISSION

a) Table 1: Institute Fee at the time of admission:

Category		General, OBC & Gen-EWS candidates having annual family income greater than Rs. 5 Lakhs		General, OBC & Gen-EWS candidates having annual family income between Rs 1 Lakhs and up-to / including 5 Lakhs		General, OBC & Gen-EWS candidates having annual family income less than Rs. 1 Lakh		All SC, ST and PwD Candidates	
		B. Arch.	B. Tech.	B. Arch.	B. Tech.	B. Arch.	B. Tech.	B. Arch.	B. Tech.
1	Total Institute fee (for first semester)	1,14,686	1,10,686	73,020	69,020	52,186	48,186	52,186	48,186
2	(Seat Acceptance Fee aid by the candidate to CSAB 2023 (after deducting CSAB 2023 processing fees)	36,000	36,000	36,000	36,000	36,000	36,000	16,000	16,000
3	Balance Institute fee (to be paid online, before the physical reporting, in IMS)	78,686	74,686	37,020	33020	16,186	12,186	36,186	32,186
4	Amount to be refunded back to the candidate *	0	0	0	0	0	0	0	0
5	Requirement of Income certificate	Not required		Required				Not required	

b) Refund Rules:

- i) If the candidate withdraws the admission after completing the Institute admission process, (including balance Institute fee payment (if applicable), only the institute caution deposit will be refunded along with Amount* mentioned in 4th row of above Table 1.
- ii) In case of candidates, who do not report/complete institute admission process, only the amount

mentioned in 4th row of the above Table 1 will be refunded, on submission of valid income certificate (mentioned in serial no. 4, Section IV)

III. GENERAL INFORMATION

- **Hostel Facilities**

Separate Hostel facilities are available for boys and girls. Hostel Room Allotment will be done to the admitted students, whenever they are physically present at the Institute and after payment of required hostel fees. For hostel details visit; <https://nitc.ac.in/hostels/overview>

- **Other Facilities**

State Bank of India (Branch Code: **2207**) with ATM, Canara Bank, Post Office, Co-operative Store, Guest House–Limited accommodation.
Contact Email: registrar@nitc.ac.in

- **How to reach the Institute:**

National Institute of Technology Calicut (NITC) campus is located at Chathamangalam, about 22 kilometers North East of Calicut city in Kerala state. The Institute is connected with Calicut city by KSRTC Buses (going towards Mukkam) starting from KSRTC Central Bus Station and by Private Buses (going towards Mukkam-Areacode) starting from Corporation Bus Station, Palayam (near Calicut Railway Station). Taxi/Auto rickshaw can be hired from Calicut Railway/Bus station to NITC. The nearest airport is Calicut International Airport (CCJ), which is 45 km from the Institute.

IV. CONTACT DETAILS

<p>Dean (Academic) National Institute of Technology Calicut N. I. T. Campus P. O. Kozhikode- 673 601 Kerala, India. Fax: 0495 228 7250 E-mail: dao@nitc.ac.in Website: Institute: http://www.nitc.ac.in</p>	<p>Chairperson-UG Admissions National Institute of Technology Calicut N. I. T. Campus P. O. Kozhikode- 673601 Kerala, India. Telephone: 0495 2286110, 0495 2286118 Mob: +91 9446929637 (Chairperson) +91 9744668753 (Dy. Chairperson) +91 9447053309 (Dy. Chairperson) E-mail: ugadmissions@nitc.ac.in</p>
<p>Chief Warden - +91 495 228 6951 Hostel Office - +91 495 228 6953</p>	
<p>First year UG orientation for students commenced on 24-08-2023 (Thursday).</p> <p>Academic calendar of Monsoon Semester 2023 is available on Institute website at following link: https://nitc.ac.in/imgserver/uploads/attachments/academic-calendar-for-monsoon-semester-2023-24-for-2023-admissions-of-btech-barch-mtech-mplan--msc_e1705654-d83c-45c8-a821-2caf805bdaeb_0.pdf</p> <p>Candidates are advised to check the Institute website/ Institute Email for updates</p>	

Chairperson, UG Admissions

Annexure–A

Declaration to be furnished by the candidate who has not produced the required certificates at the time of admission to the Institute

I,(Name of Candidate), son /daughter of..... (Name of Parent), residing at am taking **PROVISIONAL ADMISSION** to B. Tech. / B. Arch. programme in National Institute of Technology Calicut, subject to the condition that I will be producing the following Certificates on or before **15-09-2023**. (All other certificates are mandatory for admission).

		Tick (✓) if applicable
1	Character & Conduct Certificate (if required as per Section II SL. No 3)	
2	Self attested copy of relevant pages of Saving Account Passbook	
3	Pass certificate/Long Memo (if issued separately from school/Board)	
4	Medical fitness certificate	

I understand that if I fail to meet the required criteria and am not able to produce the above certificates within the stipulated time as mentioned above, my **Provisional Admission** will be treated as cancelled without any further information.

Signature of Candidate:

Signature of Parent /Guardian:

Name:

Name:

NITC Institute Roll No.:

Date:

Place: