

Indian Institute of Information Technology Allahabad

(Approved by Senate Vide Agenda Item No. 29.17 of its Meeting held on 01/06/2024)

Sub: Policy for Physical Verification of Documents at the time of Admissions to IIITA

Background :

During the past few years, it is observed that good number of candidates seeking admission in various programs of the Institute often do not turn up to the Institute with all the required documents. This happens despite the fact that the complete list of original documents required at the time of admission into IIITA, is available on Institute website. After reaching the Institute, the candidates on one count or the other, request for grant of time extension for documents submission, the provision for which, at times is made by the central allotment agency like CSAB itself. Provision of allowing admission based upon submission of suitable undertakings is also made by central allotment agencies like CSAB/JoSAA, CCMT etc. Though in such cases, a provisional admission is granted to the candidates together with a list of pending documents/ Undertakings for physical verification / submission, after admissions when candidates become students and start attending the classes, they not only forget about their pendencies/undertakings, but even after emailed reminders, continue to neglect to complete their pendencies. Till date, authorities had been very lenient in allowing further extensions to these students, but it is now affecting the efficacy of the Institute, as recently, in a case, it was discovered that while the candidate was in her final semester, she actually did not possess the minimum qualifying criterion for admission to the program. And accordingly, when her final semester result was withheld, Institute landed itself up engrossed in a court case.

As a lesson learnt and against the backdrop as per above, it was felt proper that IIITA frames a policy for uniform adherence in respect of the Physical Verification of Documents and the time limits that could be afforded to candidates turned students for completing their pendencies and further actions to be taken in case of uncleared pendencies and related matters arising thereof.

Policy:

- 1) To take effect from the date it is approved and remain in force until revised or withdrawn.
- 2) To be known as "IIITA Policy on Physical Verification of Documents at the time of Admissions, 2023".
- 3) The Policy, based upon the principle of Zero Tolerance, shall be as follows:

Sl. No.	Date/Event	Action
1	By 15 th May 2024	List of Documents required at the time of Admissions, programwise should be placed on the AAA portal. If the lists are static, they may continue to be their perpetually and may be amended from time to time, as per needs and changes. The same list of Documents required will also be seen by the student on the ERP portal while uploading their documents on initial

		registration at ERP Portal. (Present list of documents required is attached at Appendix 1)
2	CSAB/JoSAA Admissions for BTech Programs	To strictly adhere to the time relaxation suggested by them. The list of pendencies shall be printed on the provisional admission receipt. Additionally, during such period of time extension, respective student shall be reminded thrice (72 Hrs, 48 Hrs and 24 Hrs before the closing date) about the deadline for clearing pendencies of verification, through email (official as well as Personal email id of the student). At the end of the extended time limit, the student shall be put in Red Zone for a period of five days, under emailed intimation to the student concerned and also his parents, Dean Academics and all faculty members. During this period, s/he shall not be allowed to attend to any academic activities viz. classes / examinations. For any losses thus accruing to the student, whatsoever, whether on account of short attendance, missing of exams, missing of any other deadlines, etc s/he shall be personally liable & responsible, with no liabilities on the Institute. This period of red zone shall be his last opportunity to complete the pending admission related deficiencies. At the end of these five days, THE RED ZONE time limit, the name of defaulter(s) shall automatically be struck off the Rolls, by the ERP Software, with an email to the student concerned (also a copy to his parent/guardian by email, if such details are submitted at the time of admissions), respective HoD, Dean Academics, Dean Students Affairs, Chairman CoW, Chief Proctor, Finance & Accounts Section, and also the Hostel Warden. In case however, the CSAB / JoSAA doesn't allow any time extension, then all deficient documents are to be completed by the candidate, within the time period fixed for admission for his round of admissions. In absence of any required document, admission shall not be granted.
	CCMT Based Admissions for	To strictly adhere to the time relaxation suggested by the CCMT. The list of pendencies shall be printed on the provisional admission receipt. Additionally, during such period of time extension, respective student shall be reminded thrice (72 Hrs, 48 Hrs and 24 Hrs before the closing date) about the deadline for clearing pendencies of verification, through email (official as well as Personal email id of the student). At the end of the extended time limit, the student shall be put in Red Zone for a period of five days, under emailed intimation to the student concerned and also his parents, Dean Academics and all faculty members. During this period, s/he shall not be allowed to attend to any academic activities

3	MTech Programs CCMT Based Admissions for MTech Programs	viz. classes / examinations. For any losses thus accruing to the student, whatsoever, whether on account of short attendance, missing of exams, missing of any other deadlines, etc. s/he shall be personally liable & responsible, with no liabilities on the Institute. This period of red zone shall be his last opportunity to complete the pending admission related deficiencies. At the end of these five days, THE RED ZONE time limit, the name of defaulter(s) shall automatically be struck off the Rolls, by the ERP Software, with an email to the student concerned (also a copy to his parent/guardian by email, if such details are submitted at the time of admissions), respective HoD, Dean Academics , Dean Students Affairs, Chairman CoW, Chief Proctor, Finance & Accounts Section, and also the Hostel Warden . In case however, the CSAB / JoSAA doesn't allow any time extension, then all deficient documents are to be completed by the candidate, within the time period fixed for admission for his round of admissions. In absence of any required document, admission shall not be granted.
4	Admissions based upon Institute Tests like for MBA, PhD, etc	All candidates shall be admitted only if the required Documents for physical verification are produced by the candidate, within the last date of taking admission for any particular round of admissions, failing which the seat shall be taken as having fallen vacant for the next round of admissions and the seat will be allotted to next available candidate on the merit list. In the last round of admissions, the seat may continue to remain vacant.
5	Any other admissions	Policy shall be decided by the Director, IIITA in his capacity as the Chairman Senate.
Imp – In all instances as above, if name of any student is struck off the rolls, s/he shall cease to be a student of the said program at the Institute with immediate effect. Further s/he shall deposit his identity card and vacate the Institute hostel within three days. Also, s/he shall himself be responsible for the outcome of such happening, with no encumbrance whatsoever on the Institute.		