Name of the candidate
Address: Line 1
Address: Line 2
Address: Line 3
Address: Line 4

Subject: Admission to MBA Program in the First Semester 2015-2016

Dear Candidate,

Congratulations.

I am glad to inform you that you have been selected for admission to the MBA Program in the Department of Industrial & Management Engineering at IIT Kanpur.

Set up in 1974, the Department of Industrial & Management Engineering (IME) at IIT Kanpur was one of the first in the country to recognize the strength of combining the training of engineers with management. Today this Department is engaged in a diverse set of activities including Teaching, Industry Consultancy, Management Development Programs, Academic Research and Public Sector Projects. The department currently offers MBA, Ph.D and M.Tech degrees.

The Department offers a two year fulltime Master of Business Administration (MBA) program. The program offers unique techno managerial interdisciplinary coursework and projects spread over four semesters. The course work includes compulsory, specialization and elective courses along with special studies/ projects in the area of participant's interest. Specializations offered in MBA include areas like Manufacturing Management and Infrastructure/ Service Management. The graduates are now working in top Indian & International organizations spread over many countries around the world.

To accept this offer, you are required to send a demand draft for **Rs. 85,042-/-** in favor of Registrar, IIT Kanpur, payable at *Kanpur*, by **Friday, May 29,2015**, failing which this offer of admission will be withdrawn. The breakup of the fee is attached in a separate sheet. Please use Speed-Post to send the draft to The Head, Department of Industrial & Management Engineering, Indian Institute of Technology Kanpur, Kanpur – 208016 (UP), India.

Please note that if you accept the admission offer now, and pay the fees, and later you change your mind and withdraw from the program, you will be given a refund of your payment, after a deduction of a small processing fee of Rs. 1,000. For this refund, we must receive your written request latest by **Wednesday, July 15th, 2015** during the office hours. There will be no refund for withdrawal requests received after this deadline.

When you join the Institute, you will be required to bring in an additional amount of approximately Rs.3,500/- to be deposited (in cash) as Mess Advance at the time of occupying the room in the

concerned Hall of Residence, and an amount of Rs.7,000/- representing the various security deposits (refundable on leaving the program). The security deposit shall be brought in as a draft in favor of "Registrar, IIT Kanpur" payable at *Kanpur*.

In due course, you will be informed of the hall of residence (hostel) where you will need to report. You are advised to report to the control room of the hostel on **20th July, 2015**. In case you are coming earlier, contact counselling service and inform the date of arrival. Details of further procedures will be available on the Notice Board of the respective Hall of Residence. Married students are advised not to bring their families until family accommodation is allotted to them at the campus.

An orientation program has been organized by the Counselling Service between the date of reporting and the first day of classes. During the orientation period, arrangements will be made for opening a bank account, getting access to Institute Computer Center and Internet, Library card, and many more things. So please do not miss the orientation program. For details of the program, you may please refer to the counselling service brochure or visit the website: http://www.iitk.ac.in/counsel.

The date for your academic registration is July 23, 2015. In case you are unable to register on that day, please report as soon as you can but not later than July 30, 2015. The last date for late registration is July 30th, 2015, with a late registration fee of Rs.1000/-. Classes will commence on 27th July, 2015.

Please make sure that you bring with you the following documents in original for presentation at the time of registration along with an attested copy thereof:

(i)   Offer of admission (this letter).
(ii)   Photocopy of the bank draft you have sent as the payment of fees.
(iii)   Degree Certificate/Provisional Degree Certificate. If this is not possible, a letter from the Principal of the College indicating that you have appeared in the final qualifying examination   (written, thesis submission and oral) must be produced.

Please note that you must complete all requirements of the qualifying degree before joining the Institute prior to July 23, 2015. These requirements include any project viva or thesis viva. And if your final result is awaited, then last date for submission of final result/certificate is 30th September, 2015, failing which, your admission may be cancelled with immediate effect.

(iv)   Mark sheet/Grade card of the Qualifying Examination.
(v)   High/Secondary School Certificate of the Board/University specifying the date of birth.
(vi)   Three copies of passport size photographs.
(vii)   A caste certificate (including non-creamy layer status for OBC candidates) issued by a competent authority, in case you belong to OBC, SC or ST community.
(viii) In case of Persons with Disability (PD), a disability certificate issued by a Government Medical Board.
(ix)   CAT score card and admit card.

Your admission is subject to a medical examination to be conducted at the Health Centre, IITK.

Please note that the admission offer will stand cancelled, if

1. You fail to accept this offer by sending a demand draft for the amount as applicable by the date indicated above; or
2. You fail to attend the medical examination which will be conducted at Health Centre, IITK; or
3. You fail to produce any of the documents required to be presented at the time of registration. (You may, however, on application, be allowed to produce the degree certificate and marks sheet mentioned at serial number (iii) and (iv) above by September 30, 2015 failing which your admission will be cancelled. This extension is not available to sponsored, part-time and external students. Note that the final exam must be over. Extension is only for the result) or
4. You fail to register by July 30, 2015.

I look forward to welcome you to the department and the institute.

Prof. Rahul Varman
Head, Department of Industrial & Management Engineering
Indian Institute of Technology Kanpur
Kanpur 208 016, (U.P.), India

cc: Deputy Registrar (Academic) – along with original application and enclosures.

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
DEPARTMENT OF INDUSTRIAL & MANAGEMENT ENGINEERING

The breakup of the fees payable at the time of admission is given hereunder:

One time fees:

1.	Admission Fee	150	
2.	Grade Card Fee	150	
3.	Provisional Certificate Fee	100	
4.	Medical Examination Fee	100	
5.	Student Welfare Fund	800	
6.	Modernization Fee	500	
7.	Hostel Admission Fee	500	(Not for part-time students)
8.	Publication Fee (Information Bulletin, etc.)	250	
9.	Career Development Programs	200	
10.	Alumni Subscription	200	

Per Semester Fee

1.	Tuition Fee	---	*Please see below*
2.	Examination Fee	300	
3.	Registration Fee/Enrolment Fee	300	
4.	Gymkhana Fee (*Yearly*)	350	
5.	Festival Fee (*Yearly*)	150	
6.	Medical Fee	50	
7.	Students Amenities Subscription	300	
8.	Laboratory Contingency Fee	300	
9.	Hostel Seat Rent	1250	(Not for part-time students)
10.	Fan/Electricity/Water Charges	300	(Not for part-time students)
11.	Supplementary Electric Charges	300	(Not for part-time students)
12.	Mess Establishment Charges	8,050	(Not for part-time students)
13.	Personal Accident Insurance	242	
14.	Students Benevolence Fund	100	
15.	Membership for SHMC	100	

Tuition (per semester)

For sponsored, part-time, external students
Rs.25,000 for all categories and for M.Tech./M.Des/PhD.
For full time regular students
Rs.70,000 for GEN/OBC for MBA (all)
Rs.25,000 for those MDes/MTech students who are not on Institute Assistantship
Rs. 5,000 for GEN/OBC for those MDeS/MTech students who are on Institute Assistantship (only as long as they are on Institute Assistantship)
Rs.2,500 for GEN/OBC for PhD students
NIL for SC/ST for MBA/MDeS/MTech/PhD students.

	One-time	Per-sem (Misc)	Per-sem (Tuition)	Total payable
Sponsored, External (first semester will be full time) GEN/OBC/SC/ST MTech/PhD	2,950	12,092	25,000	40,042
Part-time GEN/OBC/SC/ST MTech/PhD	2,450	2,192	25,000	29,642
Full time, Regular GEN/OBC MDes/MTech (not on Institute Assistantship)	2,950	12,092	25,000	40,042
Full time, Regular GEN/OBC MDeS/MTech on Institute Assistantship	2,950	12,092	5,000	20,042
Full-time, Regular GEN/OBC PhD	2,950	12,092	2,500	17,542
Full-time, Regular SC/ST MBA/MDes/MTech/PhD	2,950	12,092	0	15,042
Full time, Regular GEN/OBC MBA (all)	2,950	12,092	70,000	85,042

Please note that these amounts are subject to revision. If there is an upward revision, the difference will have to be paid at the time of joining the Institute. If there is a downward revision, it will be either refunded or adjusted against the next semester's payments.