Indian Institute of Technology Delhi
Orientation-cum-Registration Schedule for PG (PhD, MSR, MTech, MDes, MSc, MBA, DIIT) Students (Session 2019-20)

Overview of Activities

Date & Day	Time	Activity
July 18 (Thursday)	Any time	Report at the Hostel* (Submit forms H1, H2, H3, H4, H5)
July 19 (Friday)	09:00-10:30(Group PG-A) 11:30-13:00(Group PG-B)	Welcome Session in Dogra Hall (Please see details on next page)
July 19 (Friday)	11:30-13:30 (Group PG-A) 15:00-17:00 (Group PG-B)	Welcome by Departments/Centres/Schools and Meeting with Programme Coordinators & **Collecting the Registration Card** (Please see Instructions Sheet-1)
July 19 (Friday) & July 20 (Saturday)	July 19, 14:30 onwards July 20, 09:00 onwards	Registration in LH 121/ LH 108/ LH 111 Medical Booklet & Temporary ID Card, Electronic Data Capture for ID Card in LH325 (Please see registration schedule)
July 19 (Friday)	19:30 - 20:30	Dinner in respective Hostels with Warden and Housemaster#
July 22 (Monday)	08:00 onwards	Classes begin

* Students, who have been allotted Off-campus accommodation, may report to the Office of Off-Campus Accommodation, Student Activities Centre (SAC), IIT Delhi

 # Students, who have been allotted Off–campus accommodation, will have dinner in Zanskar Hostel with Chairperson and Vice Chairperson, Off-Campus Accommodation

WELCOME SESSION

July 19, 2019 (Friday)

Venue: Dogra Hall, Main Administrative Building, 1st Floor

Group PG-A: ENTRY FROM LIBRARY END   **Group PG-B: ENTRY FROM LIBRARY END**

Department/Centre/School** with Programme Code
BSTTM (JTM, BSY, BSZ**), DBEB (**BEY, BEZ**),** **CAS (**AST, ASZ**), CBME(**BMT, BMZ**),** **CE(**CEC,CEG,CEP,CES,CET,CEU,CEV,CEW,CEY,CEZ**),CES(**JES,ESN,ESR,ESZ**),** **CH (**CHE, CHY, CHZ**), DMSE (**JPT, MSM, MSY,MSZ**),** **CRDT(**RDZ**), CY(**CYM, CYS, CYZ**), DoD(**DDS, DDZ**), HSS(**HUZ**),** **SeNSE(**JID, IDZ**) , CART(**JIT, ITZ**), KSBS(**BLY, BLZ**),** **ME(**MEE, MEM, MEP, MET, MEY, MEZ**), NRCVEE(**NRZ**),** **TRIPP(**TRZ**), TT(**TTC, TTE, TTF, TTZ**)**
Please be seated in Dogra Hall by 08:45 a.m.
09:00-10:30   - Welcome by the Director
- Welcome by the Dean, Academics
- Welcome by the Dean, Student Affairs
10:30-11:00   - Tea (**Lecture Hall Complex**, **Ground Floor)**

Department/Centre/School** with Programme Code
AM(AMA, AMX, AMY, AMZ**),** **ANSKSIT(**SIY, ANZ**), CARE(**CRF, CRZ**),** **CSE(**JVY**, JVL, MCS, CSY, CSZ**), DMS(**SMF, SMN, SMT, SMZ**),** **EE(**EEA, EEE, EEN, EEP, EES, EET, EEY, EEZ**), PH(**PHA, PHM, PHZ**), MA(**MAS, MAZ**),** **SIRe(**SRZ**), PP(**PPZ**), QI(**QIZ**)**
10:45-11:15   – **Tea** (**Lecture Hall Complex**, **Ground Floor**)
Please be seated in Dogra Hall by 11:15 a.m.
11:30-13:00   - Welcome by the Director
- Welcome by the Dean, Academics
- Welcome by the Dean, Student Affairs

** Full form of the Abbreviations for Departments/Centres/Schools can be seen in the table for "Welcome by Department" on next page

Welcome by Departments/Centres/Schools and Meeting with Programme Coordinators# on July 19, 2019

Department/Centre/School	Program Codes	Venue	Time on July 19, 2019
Biochemical Eng.& Biotechnology (DBEB)	BEY, BEZ	I 223	11:30-13:30 (Group PG- A)
Chemical Engineering (CH)	CHE, CHY, CHZ	II 278	
Chemistry (CY)	CYS, CYZ, CYM	MS 710	
Civil Engineering (CE)	CEC, CEG, CEP, CES, CET,CEU,CEV,CEW, CEY,CEZ	LH 108	
Bharti School (BSTTM)	JTM, BSY, BSZ	IIA 101 (BB)	
Humanities & Social Sciences (HSS)	HUZ	MS 621	
Mechanical Eng (ME)	MEM, MEE, MEP, MET, MEY, MEZ	LH 111	
Textile Technology (TT)	TTE,TTF,TTC, TTZ	LH 416	
Atmospheric Sciences (CAS)	ASZ, AST	VI 325	
Biomedical Eng (CBME)	BMZ, BMT	III 299	
Transportation Research and Injury Prevention Programme (TRIPP)	TRZ	MS 815	
Kusuma School of Biological Science (KSBS)	BLY, BLZ	SBS Comm Room	
Centre for Automotive Research and Tribology (CART)	JIT, ITZ	V 247 (Comm Room)	
Sensors, Instrumentation and Cyber-physical Systems Engineering (SeNSE)	JID, IDZ	WS 149	
Department of Design (DoD)	DDZ, DDS	WS 213	
Rural Development & Technology (CRDT)	RDZ	III 291	
Materials Science & Engineering (DMSE)	JPT,MSM, MSY, MSZ	TX 120	
Energy Studies(CES)	JES,ESN,ESR, ESZ	VI LT1	
National Centre for Value Education in Engineering (NRCVEE)	NRZ	III 421 C	
Applied Mechanics (AM)	AMA, AMX, AMY, AMZ	LH 408	15:00-17:00 (Group PG-B)
Computer Sc. & Eng (CSE)	MCS, CSY, CSZ	BB 501	
Electrical Eng. (EE)	EEA, EEE, EEN, EEP, EES, EET, EEY, EEZ, , JVL, JVY	LH 108	
Management Studies (DMS)	SMF, SMN, SMT, SMZ	Vish B Auditorium	
Mathematics (MA)	MAS, MAZ	LH 410	
Physics (PH)	PHA, PHM, PHS, PHZ	LH 111	
Physics & Electrical Engg. (PH & EE)	JOP	MS 412	
Amar Nath & Shashi Khosla School (ANSKSIT)	ANZ, SIY	BB 501	
Centre for Applied Research in Electronics (CARE)	CRF, CRZ	III 101, III 102	
School of Interdisciplinary Research (SIRe)	SRZ	MS719	
School of Public Policy (PP)	PPZ	II 421 C	
UQ-IITD Joint Degree Prog.(QI)	QIZ	SIT 001	

 # Please collect Course Registration Cards from respective Programme Coordinators and bring the same to the Registration Venue

BB: Bharti Building; LH: Lecture Hall Complex; MS: Multi Storey Building; Vish B: Vishwakarma Bhavan; SIT: School of Information Technology; WS: Workshop Block; TX: Textile Block; Roman Numbers in Venue indicate BLOCK followed by Room No. (eg. I 223 means Block I Room No. 223)

REGISTRATION SCHEDULE

All **M.Tech** Programmes **(Venue: LH 121)**

Slot-wise Registration Schedule for Different Programmes

(Tokens will be issued to Students ONLY 15 Minutes Prior to the Registration Slot for their Programme. No Tokens will be issued if they report AFTER their Slot Time is over.)

Venue: LH 121	14:30-15:00	15:00-15:30	15:30-16:00	16:00-16:30	16:30-17:00	17:00-17:30	17:30-18:00	18:00-18:30
July 19, 2019 (Friday) Afternoon	AST(13) ESN(19)	CEC (30)	CEG(15) CEP(16)	CES(32)	CET (33)	CEV (18) CEW(13)	CEU(19) MSM (10)	ESR(22) BMT(9)

Venue: LH 121	9:00-9:30	9:30-10:00	10:00-10:30	10:30-11:00	11:00-11:30	11:30-12:00	12:00-12:30	12:30-13:00
July 20, 2019 (Saturday) Forenoon	JES(21) CYM (9)	CHE(33)	JOP(18) JPT(14)	JID(17) JIT(17)	JTM(22) TTF(11)	TTE(18) TTC(12)	MEE (5) MEM (19)	MEP (6) MET (14)

Venue: LH 121	14:00-15:00	15:00-15:30	15:30-16:00	16:00-16:30	16:30-17:00	17:00-17:30	17:30-18:00	18:00-18:30
July 20, 2019 (Saturday) Afternoon	AMA (64)	PHA(21) PHM(18)	CRF (35)	JVL (6) MCS (26)	EEA(21) EES(18)	EEN(22) EET(25)	EEP(31)	EEE (27)

Collection of Medical Booklet; Stamping of Medical Booklet and Temporary ID Card Venue: LH 325
Biometric Data Collection for regular Identity card (RFID Card) Venue: LH 325

REGISTRATION SCHEDULE

All **Ph.D.** Programmes (Venue: LH 108)

Slot-wise Registration Schedule for Different Programmes

(Tokens will be issued to Students ONLY 15 Minutes Prior to the Registration Slot for their Programme. No Tokens will be issued if they report AFTER their Slot Time is over.)

Venue: LH 108	14:30-15:00	15:00-15:30	15:30-16:00	16:00-17:00	17:00-17:30	17:30-18:00	18:00-18:30
July 19, 2019 (Friday) Afternoon	BEZ (9) BLZ (13)	CHZ (32)	HUZ (25)	CYZ (43) IDZ (4) DDZ (3)	ASZ (14) BMZ(10)		

Venue: LH 108	9:00-10:00	10:00-10:30	10:30-11:00	11:00-11:30	11:30-12:00	12:00 - 13:00
July 20, 2019 (Saturday) Forenoon	CEZ(43)	MSZ (13) NRZ (2) ESZ (14)	MEZ(18) TTZ(8) PPZ(3)	AMZ (11) ITZ (0) ANZ (5) BSZ (7)	TRZ (1) CRZ (5) SMZ (17) CSZ (2)	MAZ (15) RDZ(13) SRZ(0)

Venue: LH 108	14:00- 15:30	15:30-17:00	17:00-17:30	17:30-18:00	18:00-18:30
July 20, 2019 (Saturday) Afternoon	PHZ (43)	EEZ (62)	QIZ (14)		

Collection of Medical Booklet; Stamping of Medical Booklet and Temporary ID Card Venue: LH 325
Biometric Data Collection for regular Identity card (RFID Card) Venue: LH 325

REGISTRATION SCHEDULE

Other Programmes: M.Sc., MS(R), M.Des., MBA, DIIT (Venue: LH 111)

Slot-wise Registration Schedule for Different Programmes

(Tokens will be issued to Students ONLY 15 Minutes Prior to the Registration Slot for their Programme. No Tokens will be issued if they report AFTER their Slot Time is over.)

Venue: LH 111	14:30-16:00	16:00-16:30	16:30-17:00	17:00-17:30	17:30-18:00	18:00-18:30
July 19, 2019 (Friday) Afternoon	CYS (54)	DDS(21) MEY(9)	BSY(6) BEY(5)	CHY (0) BLY(6) MSY(1)		

Venue: LH 111	9:00-10:30	10:30-12:00	12:00-12:30	12:30-13:00
July 20, 2019 (Saturday) Forenoon	MAS (55)	PHS (57)	EEY (20) SIY (4) AMY (3) JVY (2)	AMX (31) CSY(1)

Venue: LH 111	14:00-16:00	16:00 – 17:30	17:30-18:00	18:00-18:30
July 20, 2019 (Saturday) Afternoon	SMF (111)	SMN(35) SMT(31)		

Collection of Medical Booklet; Stamping of Medical Booklet and Temporary ID Card Venue: LH 325
Biometric Data Collection for regular Identity card (RFID Card) Venue: LH 325

ORIENTATION ABOUT LIBRARY, SECURITY AND COUNSELLING SERVICES

For ALL PG Students (Students can attend any of the two sessions)

July 20, 9:00-10:30 and 11:00 - 12:30 Seminar Hall

Topic	Session 1 Timings	Session 2 Timings
Information about Library	09:00 - 09:30	11:00 - 11:30
Information about Security	09:30 - 10:00	11:30 - 12:00
Information about Student Counselling Services	10:00-10:30	12:00 - 12:30

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ANNEXURE
To
PG Orientation-cum-Registration Schedule
(2019-20)

Registration Related Important Information for PG Students

1. BEFORE coming to the Registration Venue:

   a. PLEASE FILL **FORM A** ONLINE******. The pdf version of the filled **FORM A** must be printed and duly signed.
   b. All other forms should be downloaded from the website, printed, filled and signed.

2. During the "Welcome by Departments/Centres/Schools", ALL the students must collect the COURSE REGISTRATION CARD from their respective PROGRAMME COORDINATORS. **This card MUST BE brought along at the time of REGISTRATION.** The card would also have their permanent **Login ID** and **Password printed on it.**

   IMPORTANT: Even if you have not received your entry number until July 17, 2018, please attend the welcome session in the Dogra Hall as well as in the Department/Centre/School. However **for Registration, YOU MUST REPORT on July 23, 2019 in the Seminar Hall** (Ground Floor, Main Building) **at 3:00 p.m.** Your Registration Card will also be provided to you at that time. In the meantime, you can find out your courses and timetable from the Department/Centre/School and start attending the classes. However, online registration in the courses will be possible only after your registration on July 23.

3. During their meeting with the Programme Coordinator, all PG students must find out the core courses that they have to register for and the available elective courses and the corresponding timetable. The students must register for these courses on the Web-based Academic Management System by using their login id and passwords provided along with the Registration Card preferably before July 22, 2019 and latest by July 30, 2019. Even if they cannot register online before July 22, they must start attending the classes from July 22 onwards and complete the registration at the earliest and before July 30, 2019.

   Website for registration: **https://eacademics.iitd.ac.in/sportal**
   The instructions for doing web-based registration of these courses are also available at the above link.

4. For Registration, please report at the Registration Venue 15 minutes before the time slot allotted to your programme. You will be given a token number and a checklist just outside the venue and instructed about the registration formalities.

   Please bring the documents and forms as mentioned in the <u>INSTRUCTION SHEET – 2 (PG)</u> at the time of registration.

5. The Registration Process will involve Verification of Documents, Submission of Self Attested Copies, Submission of Forms, Issue of Medical Booklet (For full time students only), Issue of Temporary ID Card and Electronic Data Capture for Permanent ID card. Detailed Instructions will be available at the Venue.

** The following students will not be able to fill the Form A online before registration:

   (i) Students who do not have their Entry number until July 17, 2019.
   (ii) Students who did not apply for admission online but submitted a hard copy of the application.
   Both the categories of the students will be able to fill the FORM A from the campus AFTER they get their login id and password. They will need to fill this form by logging into the web-based academic management system, https://eacademics.iitd.ac.in/sportal

INDIAN INSTITUTE OF TECHNOLOGY DELHI
(IMPORTANT INSTRUCTIONS FOR NEW **PG/PhD** STUDENTS)

The following will be made available to you by 17.7.2019:

1. *Your ENTRY NUMBER. This is a unique number provided to every student at IIT Delhi*
2. *Information about the On-Campus accommodation allotted to you (In case of full time students, subject to availability). For Off-campus Accommodation, please visit Office of Off-Campus Accommodation, Student Activities Centre (SAC) at IIT Delhi*

(You are advised to check this link again for any updated information periodically)

Please note the following important points pertaining to your admission to IIT Delhi:

- All Postgraduate/PhD students, who are allotted on-campus accommodation, should report on 18th July 2019 (Thursday) directly to the respective hostels allotted (which has been informed by the Student Affairs Office on email). The students who have opted for Off-campus accommodation should also report on 18th July 2019 to the Office of Off-Campus Accommodation, Student Activities Centre (SAC), IIT Delhi. The rest of the students should report on 19th July, 2019 morning as per the **Orientation Schedule.**

- Before coming for registration, you would need to fill **FORM - A** by logging into the link provided to you on email. Please Log in, fill the Form A, print the filled form and submit duly signed copy of the same at the time of Registration.

- It is mandatory to have savings bank (S/B) account in State Bank of India (any branch in the country) for the hostel residents. If a student does not have S/B account in SBI, then it is advised to open S/B account in SBI, IIT Delhi Branch on arrival in the campus. The form for opening an account in SBI can be obtained from the Caretaker of the respective hostel.

- Download other blank **FORMS (Form B to Form H-5)** in pdf format, Print them, sign the forms as required and bring them with you for submission at the time of registration or for submission in the hostel, if allotted.

- **List of all the documents to be brought is available in Instruction Sheet -2 (PG).**

- **The Institute fees must have been paid by you as per details given in the Offer Letter.**

- *Kindly note that the payment of fees; filling of Form – A; downloading of other forms after arriving in the campus may result in inconveniences owing to overloading of the limited facilities on campus. So, it would be advisable to complete these formalities before leaving for IIT Delhi.*

IMPORTANT DATES:

1. **Reporting to allotted On-Campus (hostel)/ Off-Campus Accommodation Office** : **July 18, 2019**
2. **Orientation & Registration** : **July 19, 2019 (9.00 AM) to July 20, 2019**
3. **Commencement of Classes** : **July 22, 2019**

LIST OF DOCUMENTS TO BE BROUGHT BY NEW POSTGRADUATE/ PH.D. STUDENTS WHILE REPORTING AT IIT DELHI

I. FOR SUBMISSION/VERIFICATION AT THE TIME OF REGISTRATION:

1. **LATEST PASSPORT SIZE PHOTOGRAPHS :** FOUR (4)

2. **AADHAR CARD AND PAN CARD:** SELF ATTESTED COPIES
   (ONLY FOR CSIR/UGC/NATIONAL LEVEL TEST QUALIFIED CANDIDATES)

3. **ADMISSION OFFER LETTER:** SELF ATTESTED COPY

4. **GATE/JAM/CEED/CAT SCORE CARD:** SELF ATTESTED COPY

5. **QUALIFYING DEGREE CERTIFICATE:** ORIGINAL AND SELF ATTESTED COPY

6. **QUALIFYING EXAM MARKSHEET:** ORIGINAL AND SELF ATTESTED COPY

7. **CATEGORY CERTIFICATE:** ORIGINAL AND ONE SELF ATTESTED COPY
   (ONLY IN CASE OF CANDIDATES BELONGING TO SC/ST/OBC/EWS/PD CATEGORY)

8. **NO OBJECTION CERTIFICATE:** ORIGINAL (IF NOT ALREADY SUBMITTED AT THE TIME OF TEST/INTERVIEW)
   (ONLY IN CASE OF PART TIME CANDIDATES)

9. **SPONSORSHIP CERTIFICATE:** ORIGINAL (IF NOT ALREADY SUBMITTED AT THE TIME OF TEST/INTERVIEW)
   (ONLY IN CASE OF FULL TIME SPONSORED CANDIDATES)

10. **MEDICAL CERTIFICATE:** ORIGINAL
    (IN CASE OF FULL TIME CANDIDATES)

11. **FORM A – PRINTOUT OF THE FORM FILLED ON-LINE AND DULY SIGNED**

12. **FORM B –** UNDERTAKING DULY FILLED AND SIGNED BY ALL CONCERNED

13. **FORM C & D -** INCOME CERTIFICATE, ITR/ FORM 16 (LATEST), FAMILY INCOME STATEMENT

    (ONLY FOR M.Sc. STUDENTS)

14. **FORM E –** HONOUR CODE (1 COPY DULY SIGNED)

15. **FORM F –** BENEVOLENT FUND SCHEME FORM DULY FILLED AND SIGNED BY CONCERNED

16. **FORM G –** INSURANCE SCHEME FORM DULY FILLED AND SIGNED BY ALL CONCERNED

II. IF HOSTEL HAS BEEN ALLOTTED, THE FOLLOWING DOCUMENTS HAVE TO BE SUBMITTED AT THE HOSTEL (TO THE CARETAKER)

- RECEIPT OF PAYMENT OF HOSTEL CHARGES (TWO COPIES)
- FORMS H1, H2, H3, H4 AND H5

III. IF HOSTEL HAS NOT BEEN ALLOTTED, THE FOLLOWING DOCUMENTS HAVE TO BE SUBMITTED AT THE TIME OF REGISTRATION:

- FORMS H3, H4 AND H5

NOTE: WHEREVER THE ENTRY NUMBER IS REQUIRED IN THE FORMS, YOU MAY FILL IT ON RECEIPT OF YOUR ENTRY NUMBER.