Instruction /Guidelines: Procedure for Retrieving Applications and Sending Call Letters-Admissions 1st Semester 2026-27 for National Candidates

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Date 10-04-2026 15:41
Priority Highest

Dear All,

Greetings!

Applications for Indian Nationals for admission to PhD and PG Programme for the 1st Semester 2026-27 can be retrieved **(from Monday, 13th April 2026, 11 a.m.)** by the respective Programme Coordinators in case of M.Tech., M.Tech. (HVA), M.Tech. (SS), M.Des., M.B.A., M.P.P., M.Sc. (Cognitive Science & Economics), M.A. programmes. The Ph.D. and M.S.(R) Programme applications can be retrieved by the respective Convener/Chairperson, DRC/ CRC/ SRC. In case of any change or some additional faculty members are to be added for the respective programmes, please send an email to aracad@admin.iitd.ac.in , aracad2@admin.iitd.ac.in & nishantkumar@admin.iitd.ac.in

In case of any technical issues, please contact eacadhelp@iitd.ac.in

Instructions /Guidelines for admission to the various PhD/MS(R)/M.Tech., M.Tech. (HVA), M.Tech. (SS), M.Des., M.B.A., M.P.P., M.Sc. (Cognitive Science & Economics), M.A. programmes for the 1st Semester 2026-27:
https://owncloud.iitd.ac.in/nextcloud/index.php/s/bGpZXM6K6zFokG4 (pdf file)

https://owncloud.iitd.ac.in/nextcloud/index.php/s/k2pzYnRCpdngFkC (word file)

To retrieve the data in Excel format, please follow the process given below by the ERP Team:

(Note: If you have downloaded the data before receiving this email, it is advised to download afresh)

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Procedure for Retrieving Applications and Sending Call Letters

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(Visual demonstration of the procedure: https://owncloud.iitd.ac.in/nextcloud/index.php/s/JZHYJ2j253gXJKN)

Note : multiple GATE exams for the same year can be given by the candidates so same has been applied in to the system. Also, multiple GATE score can be fetched in to the excel file through the system.

To retrieve the data in excel format, please follow the process:

Logon to https://eadmin.iitd.ac.in with your kerberoes id . Faculty members who have been given the role of various coordinators/Convener DRC/CRC/Chairman DRC/CRC/SRC in the system, they can see an additional box 'PG convener' as soon as they log on to the eAdmin portal. Click on the same, on the left link, they will be able to see

Admission Management Link ---> Admission Evaluation ---> Step 1 - PG Application Details

Select the Options as below :

Session Name: PG Admission 2026-27 (1st Sem)
Programme: PHD/M.Tech/MTech(HVA)/MTech (SS)/MSR/Master of Sci.(2 Years)/Interdisciplinary M.Tech/MPP/MA
Department: Department Name

After making the selections click on the show button, the system will take anywhere between 30 secs to 1 min (max) depending on the number of applications. In order to take this into excel file click on the excel icon appearing just above data table (above file records to be precise).

Please use the download option (do not use open file option) and save the excel file in your local desktop.
Please find below the procedure for Shortlisting the candidates:

***When you are on Step 1 - PG Application Details screen**

1. You will find an upload shortlist button on top right hand side (next to Generate PDF button). Click on it and fill the required fields accordingly and upload your shortlisted students excel file there.

Note: Please download the file from the system only (by clicking on Download file button) and make the necessary changes in that file only and then upload that file in to the system.

2. After it you can check the shortlisted students list by clicking on Step 2 -

PG View Shortlisted Students on left hand side.

Please find below procedure to send call letters to candidates.

***When you are on the Step 2 - PG View Shortlisted Students screen**

1. On the left corner there is a display option provided here select number of candidates to be viewed at a time (if you have more than 100) it is recommended select 100 at a time, by selecting 100 in Display records combo then press call letter (our advice is send 100 at a time)

2. First fill the Content in the call letter option like data venue time and other things that candidate has to bring. There is already some text pre written you can modify, but keep it precise. Not more than 1000 words. In case if you wish to add more content we advise to put a web-link of the content

3. After sending the call letters. Refresh the screen by clicking on Show Button again.

4. When the mails are sent the system would show 'Yes' against candidates where call letters are issued.

5. Now to choose subsequent 100 cases or 50 cases depending on your choice.

6. How to choose next 50 or 100 cases: On the Screen at the bottom there are some filters provided, in that CHOOSE 'No' then enter 50 or 100 in display option, it will select 50 candidates with 'NO' marked against them (it means call letters not yet sent to these candidates)

In this way exhaust all the candidates list, in the end when you put 'No' in search criteria and choose 50 records to display it should a blank row. It means there are no candidates left now for sending
email.

In case of any technical issues, please contact eacadhelp@iitd.ac.in.

ERP Team
CSC IIT Delhi

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Regards,
Office of DR, Academics