

Indian Institute of Technology Delhi
Orientation-cum-Registration Schedule for PG Students
(Session 2017-18)

Overview of Activities

Date & Day	Time	Activity
July 20 (Thursday)	Any time	Report at the Hostel * (Submit forms H1, H2, H3)
July 21 (Friday)	09:00 - 10:30 (Group PG-A**) 11:30 - 13:00 (Group PG-B**)	Welcome Session in Dogra Hall (PI see details on next page)
July 21 (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 (PI see details)
July 21 (Fri) & July 22 (Sat)	July 21, 14:30 onwards July 22, 09:00 onwards	Registration in LH 325 & Electronic Data Capture for Identity Card in LH 114 (PI see schedule)
July 21 (Fri)	19:30 - 20:30	Dinner in respective hostels with Warden and Housemaster
July 21 (Fri) & July 22 (Sat)	Any time between 12:30 pm & 02:00pm 05:30 pm & 06:30 pm	Visit of stalls on Extracurricular Activities at IITD (Lecture Hall Complex, Level 3)
July 24 (Monday)	8:00 a.m. onwards	Classes begin

* Only for the Students who have been allotted hostels

** PI see details on next page

Welcome Session

July 21, 2017 (Friday)

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

Group PG-A :

ENTRY ONLY FROM LIBRARY END

Dept./Centre/School: ** BSTTM, DBEB, CAS, CBME, CE, CES, CH, CPSE, CRDT, CY, HSS, IDDC, ITMMEC, KSBS, ME, NRCVEE, TRIPP, TT
<i>Please be seated in Dogra Hall by 08:45 a.m.</i>
09:00-10:30 - Welcome by the Director
- Welcome by the Dean, Academics
- Welcome by the Dean, Student Affairs
10:30-11:00 - Tea (in front of Seminar Hall)

Groups PG-B :

ENTRY ONLY FROM LIBRARY END

Dept/Centre/School: ** AM, AN&SKSIT, CARE, CSE, DMS, EE, PH, MA
10:45 -11:15 – Tea (in front of Seminar Hall)
<i>Please be seated in Dogra Hall by 11:15 a.m.</i>
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 21, 2017

Department/Centre/School	Program Codes	Venue*	Time on July 21, 2017
Biochemical Eng.& Biotechnology (DBEB)	BEY, BEZ	I 230	11:30-13:30 (Group PG-A)
Chemical Engineering (CH)	CHE, CHY, CHZ	LH 408	
Chemistry (CY)	CYS, CYZ, CYM	LH 410	
Civil Engineering (CE)	CEC, CEG, CEP, CES, CET, CEU, CEV, CEW, CEY, CEZ	LH 108	
Bharti School (BSTTM)	JTM, BSY, BSZ	IIA 106 (BB)	
Humanities & Social Sciences (HSS)	HUZ	MS 610	
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	
TRIPP	TRZ	MS 811	
Kusuma School of Biological Science (KSBS)	BLY, BLZ	SBS Comm Room	
ITMMEC	JIT, ITZ	V 247	
IDDC	JID, IDZ	WS 149	
	JDS	M.Des. Studio	
Rural Development & Technology (CRDT)	RDZ	III 291	
NRCVEE	NRZ	V 401	
Polymer Science & Eng. (CPSE)	JPT, PTZ	TX 103D	
Energy Studies	JES, ESZ	V 343	
Applied Mechanics (AM)	AMA, AMX, AMY, AMZ	LH 408	15:00-17:00 (Group PG-B)
Computer Sc. & Eng (CSE)	MCS, CSY, CSZ, JVL	IIA 501 (BB)	
Electrical Eng. (EE)	EEA, EEE, EEN, EEP, EES, EET, EEY, EEZ	LH 108	
Management Studies (DMS)	SMF, SMN, SMT, SMZ	VB 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 (AN&SKSIT)	ANZ, SIY	IIA 501 (BB)	
CARE	CRF, CRZ	III 102	

Please collect Course Registration Cards from respective Programme Coordinators and bring the same for Registration

*BB: Bharti Building; LH: Lecture Hall Complex; MS: Multi Storey Building; SBS: School of Biological Sciences; WS: Central Workshop; VB: Vishwakarma Bhavan; Roman Numbers in Venue indicate BLOCK (eg. V343 means Block V (5), Room No. 343)

Registration Schedule (Venue: LH 325)

July 21, 2017 (Friday)	Counter 1	Counter 2	Counter 3	Counter 4	Counter 5	Counter 6	Counter 7
14:30-15:00	JES	JIT	JPT	JTM	JOP	JID	JDS
15:00-15:30		AST	CYM	MEE	MEP	MET	MEM
15:30-16:00	CEC	CEV	CET	CEG	CYM	CEU	CEW
16:00-16:30	CHE	CES	CEP	CEZ	CYZ	CHY	CHZ
16:30-17:00		BEY, BEZ	CEY, MEY	TTE	TTF, TTC	ASZ, BMZ, BMT	MEZ, TTZ
July 22, 2017 (Saturday)	Counter 1	Counter 2	Counter 3	Counter 4	Counter 5	Counter 6	Counter 7
9:00-9:45	EEA	EEN	EES	EET	EEE	EEP	EEY, EEZ
9:45-10:30	AMA	SMT	AMX	PHA	PHM	PHZ	
10:30-11:15		CRF	JVL	SMN	SMF	BLZ	BSZ, CRZ
11:15-12:00	AMY, AMZ, ANZ, SIY	CSY, CSZ	ESZ, MAZ			HUZ	PTZ, RDZ, ITZ
12:00-12:45	MAS	CYS	PHS	MCS	BSY, BLY	SMZ	TRZ, IDZ, NRZ
12:45-13:30							

July 22, 03:00- 04:30 p.m. (Venue: Dogra Hall)

03:00 – 04:00 p.m. Information about Library and Security

04:00 – 04:30 p.m. Session with Associate Dean (Student Welfare) and Student Counsellors

Office of the Dean, Academics
Orientation-cum-Registration for PG Students
(Session 2017-18)

Guidelines and Important Information for
Welcome of PG Students by Departments/Centres/Schools
and
Meeting with Programme Coordinators

Please find the schedule of "Welcome by Departments/Centres/Schools and Meeting with Programme Coordinators" as part of the orientation-cum-registration schedule for 2017 entry Post Graduate students (including Ph.D.).

Please note that two hours are provided for this session. It is suggested that this session be conducted in two parts:

Sub-session A: Welcome and introduction

Sub-session B: Meeting with respective programme coordinators

Also, please note the following:

- (i) The Course Registration Card will be sent to the respective programme coordinators for distribution to all the new post graduate students, who have been allotted the Entry No. by July 20, 2017.

For those who were offered admission very late and do not have an Entry No. until July 20, please **see ##** at the end of this document.

- (ii) All the students must meet their respective programme coordinators and collect the course registration card from them. These cards will have the student's login id and password and also a temporary ID card. **All the students must bring the course registration card at the time of registration. The programme coordinators or their nominees must put their initials in the appropriate column of the course registration card of every student.**
- (iii) All PG students irrespective of whether they have an Entry No. or not must meet their respective programme coordinators. During this meeting, 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 24, 2017 and latest by August 1, 2017. Even if they cannot register online before July 24, they must start attending the classes from July 24 onwards and complete the registration at the earliest and before August 1, 2017.

Website for registration: <https://academics1.iitd.ac.in>

The instructions for doing web-based registration of these courses are available at:

https://academics2.iitd.ac.in/ugpg2016/pdfs/Course_Registration_Academics1.pdf

- (iv) The programme coordinators must inform the students about the important rules regarding attendance, leave, assistantship (if applicable) being followed in their department/centre/school. TAs can be asked to help in accessing and understanding the timetable available on the website of the institute. It will be preferable if the senior batch students are invited for these sessions for an interaction with the new students.
- (v) The Department/Centre/School must also have the Ph.D. coordinators orient the new Ph.D. students regarding the rules and the general guidelines to be followed as research scholars; the role of DRC/CRC/SRC; the avenues for help in academic matters and other issues.
- (vi) The programme coordinators will be provided the roll list of the students expected to register in the respective programmes. The programme coordinators will need to take the signatures of the students who attend the session with them and send the same to the PG section along with the course registration cards which have not been collected, on Monday, 24.7.2017.

Important for Announcement by Programme Coordinators to All New PG Students:

After the meeting with the programme coordinator, the students must attend their registration session according to the schedule provided. They need to report to the Registration desk only once, since all the forms to be submitted by them have been provided to them through the web. The activities to be carried out at the time of registration have been enumerated in the Annexure of the Orientation-cum-Registration Schedule, which is available on the institute website as well as on banners at various locations in the campus. (It is suggested that the Programme Coordinators also have with them a hard copy of the Orientation-cum-Registration Schedule and the Annexure, for their reference)

Instructions for PG students without Entry Number

The students, who have not received the Entry No. until July 20, 2017, must report for **Registration on July 26, 2017 in Seminar Hall** (Ground Floor, Main Building) **at 2:30 p.m.** Their Registration Card will also be provided to them at that time. In the meantime, they can find out their courses and timetable from the Dept/Centre/School and start attending the classes from 24.7.17. Their online registration in the courses will be possible only after their registration on July 26.

Annexure
(to PG Orientation-cum-Registration Schedule)
(2017-18)

Important Information for PG Students

1. BEFORE the date of Registration,
 - 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 **Login ID** and **Password** printed on it.

IMPORTANT: Even if you have not received your entry number until July 20, 2017, 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 26, 2017 in the Seminar Hall** (Ground Floor, Main Building) **at 2:30 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 26.

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 24, 2017 and latest by August 1, 2017. Even if they cannot register online before July 24, they must start attending the classes from July 24 onwards and complete the registration at the earliest and before August 1, 2017.

Website for registration: <https://academics1.iitd.ac.in>

The instructions for doing web-based registration of these courses are available at:
https://academics2.iitd.ac.in/ugpg2016/pdfs/Course_Registration_Academics1.pdf

4. For Registration, PLEASE REPORT ONLY IN THE TIME SLOT ALLOTTED TO YOUR PROGRAMME. Please wait for the announcement before going to your respective counter.

Please bring the following at the time of registration:

- a. LETTER OF OFFER of Admission - to be shown at the allotted counter
- b. ORIGINAL QUALIFYING DEGREE AND MARK SHEET – to be shown at the allotted counter
- c. DOCUMENTS MENTIONED IN THE OFFER LETTER - to be submitted at the same counter
- d. FILLED FORMS AS APPLICABLE - to be submitted at the same counter
- e. COURSE REGISTRATION CARD - to be stamped at Counter number 8

5. At the time of Registration, the following need to be carried out.

i) Please show the offer letter, original qualifying degree and certificate and submit the following at the **counter number allotted to your programme**:

- a. the documents mentioned in the offer letter
- b. forms A, B, C, E (**for all students**)
- c. form D (**only for full time students**)
- d. forms F & G (**only for M.Sc. students**)

(*Form H1, H2 and H3 are to be submitted in the respective hostels by the students)

ii) Full Time students (Including QIP but **Excluding Full Time Sponsored**) should collect the Medical Booklet at the same counter where the documents are submitted.

iii) After leaving your counter, please do the following:

- a. paste one Photograph of yours on the temporary ID card, which is part of your Registration Card
- b. paste one Photograph of yours on the medical booklet (if the same has been issued to you), fill in your personal details in the medical booklet and proceed to **COUNTER No. 8**.

iv) At Counter No. 8, pl get the following stamped

- a. the Temporary ID card on the registration card with photograph
- b. the Medical Booklet with personal details and photograph (**Not for Part Time and Full Time Sponsored Students**)

v) **After getting the temporary ID card stamped, please report in LH 114 for providing the data for the Regular RF ID card. Here you will be photographed and your signatures & thumb impressions will be digitally recorded.** The RF ID card can be collected later according to the schedule to be announced later.

**** 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 20, 2017.
- (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://academics1.iitd.ac.in>