

Information Brochure for Incoming Mobility Students

Address: Indian Institute of Technology Roorkee
Haridwar Highway, Roorkee
Uttarakhand-247667, INDIA

Head of the institute: Prof. K. K. Pant, Director, IIT Roorkee

Website: <https://www.iitr.ac.in>

International Relations Office:

Coordinator: Prof. V. C. Srivastava, Dean of International Relations, IIT Roorkee

Email: dean.ir@iitr.ac.in

Website: <https://ir.iitr.ac.in/>

Academic Calendar:

Application deadline: For Autumn term: **April 30**
For Spring term: **October 15**

Application Procedure for Exchange/ Internship Program: [How to Apply/Inbound Students](#)

Course Registration and Academic Information:

Semester Duration Autumn term: July-Dec
Spring term: January-June
[Current Calendar](#)

List of Departments [Departments IITR](#)

Course Catalogue and Course description [Academic Programmes](#)

Recognition of Courses Questions regarding recognition of the courses that students wish to take at IIT Roorkee need to be answered by the home university.

Language Proficiency English proficiency is required.

Language Instruction All the academic programmes of IIT Roorkee are open to international students. The medium of instruction is English for all the courses.

Credit System and Academic Transcript

IIT Roorkee has 14 weeks of Study Period per semester. Course credits are defined by the number of study hours (contact hours) per week in a 14-week study period e.g. 1 Credit is equivalent to 1 study hour per week for 14 weeks. Transcripts are issued with a 10-point scale CGPA.

Credit and Grading System:

Grades	Grade Point	The Recommended workload for Exchange students is 24 credits per semester	F, FS (Failed due to short attendance)	0
A+	10		AP (Audit Pass)	-
A	9		AF (Audit Fail)	-
B+	8		I (Interim grade)	-
B	7		X (Continued project)	-
C	6		S (Satisfactory)	-
D	5		U (Unsatisfactory)	-

Academics:

Registration at IIT Roorkee:

For information related to the documents required for the registration process, please visit the link given below:

https://ir.iitr.ac.in/doc/Registration_Form_for_External_Candidate.doc

List of documents required for registration:

- 1.) Filled in and sign the registration form.
- 2.) Letter of Recommendation (LOR) from the parent institute.
- 3.) Invitation letter from the parent institute.
- 4.) Valid visa
- 5.) Valid Passport
- 6.) Medical fitness report
- 7.) Copies of qualifying degree/ marksheets

*Note: Registration of students will be done in person, post arriving at the IIT Roorkee campus.

Academics at IIT Roorkee

For any queries related to the academic registration/ admission process please contact Ms. Tripta Garg or Mr. Sachin – 4010.

For any queries related to the PG programme, please contact Mr. Mukesh Raghav – 4292: PG section.

For any queries related to the Ph.D. programme, please contact Ms. Nirmala Thapa – 4505: Ph.D. section.

Students are also advised to visit their concerned department and faculty members/ HOD to discuss about their academic studies.

If you need any further assistance, please do not hesitate to contact us. We look forward to your pleasant stay with us.

After Arrival in India

For reaching the IIT Roorkee campus

If the student provides his/her itinerary to us well in advance, we try to book a taxi for their airport pickup by a third-party service provider. Once the booking is confirmed, the student will be informed and his/her name and flight details will be shared with the taxi driver. The name and contact number of the driver will also be shared with the student (wherever possible). Later, the invoice will be shared with the student for the payment of the taxi services to the third-party vendor directly. The same invoice can also be used for reimbursement from the student's home or host institution (if applicable).

Please note that the students must arrange their own transport for travelling to the IIT Roorkee campus if they prefer to do so. Transportation charges shall be borne by the student himself.

Accommodation

Every effort will be made to accommodate all the students in the student residents available at the IIT Roorkee campus as per the institute's norms. However, due to a limited number of accommodation facilities, there is no guarantee that the student will be provided with their preferred accommodation option. Following is the student residence option available for short-term mobility students at the IIT Roorkee campus.

Himgiri Apartments:

- **Fully furnished** with air-conditioning, refrigerator, microwave, dining table with chairs, sofa set and double bed – INR 9000 + utility charges.
- **Semi-furnished** with dining table with chairs, sofa set and double bed – 9% of stipend/fellowship + INR 1000 (License fee) + utility charges.

Students should get in touch with the IR office for signing the **Rent Agreement** for their accommodation at the IIT Roorkee campus.

There might be some other options available for the accommodation of international mobility students at the IIT Roorkee campus. Students may get in touch with the IR office for details regarding rent and other amenities.

Please note that the students are also welcome to find their accommodation outside the IIT Roorkee campus if the provided accommodation on campus does not fit their requirements.

Food/Meals

Students can avail Mess/dining facilities at any mess inside the IIT Roorkee campus, available at INR 4,500 (may vary) which is good for three meals a day (breakfast, lunch and dinner) for one month. There is also an option of pay-as-you-eat for the students who want to pay every time they avail mess facility. The meal cost with this option is – for Breakfast @ INR 50 and Lunch/Dinner @ INR 80 (may vary).

If the student wants to avail the Mess facility, S/he may request for the Dean IR approval. Post approval, the request will be forwarded to ADOSW (Bhawan and Mess). The student has to pay the applicable amount directly to the concerned Mess Manager or Coordinating Committee of Bhawans (CCB) office.

Besides these, there are several food courts, cafeterias and restaurants inside the IIT Roorkee campus, where students can have food/ snacks of their choice at a discounted rate. Our campus has numerous eating hubs like –

1. Green Gala Cafe is located in close proximity to the new lecture hall complex, the students club, and various hostels, ensuring it is a great center for interactions.
2. The Multi Activity Centre has Cafe Coffee Day and Amul parlor on the ground floor, a Subway branch, a stationary shop, and a grocery shop on the 2nd floor.
3. Each hostel has fresh fruit stalls and canteens with large seating spaces.

Medical

For international students, medical fitness tests and HIV tests are mandatory. The required test will be done at the institute's hospital. However, they have to pay an amount of INR 2000 (may vary). Registered International students can avail the institute's hospital facility after getting their medical booklet. However, they are strongly advised to have either overseas medical insurance or Institute group insurance (as the case may be). For group insurance please consult IR Office. The requisite fee for insurance (per person) is INR 1500(approximately) for one time.

Internet Access

Eduroam is available at the entire IIT Roorkee premises. However, the registered international students will also be provided Wi-Fi credentials (username and password) from the Academic Affairs Office (AAO). For any query regarding internet access, students may contact Institute Computer Centre (ICC). If you are a visiting student, please request your host/contact to generate the guest credentials for a few days. In that case, your mobile number would be required.

Foreigners Regional Registration Office(e-FRRO)

International students having a valid Indian VISA for a period of more than 180 days are required to register themselves with the Foreigners Regional Registration Office/FRRO – Haridwar, within 14 days of arrival in India. Please follow the steps mentioned below:

Step 1: After arrival at the campus and allotment of accommodation, students have to contact hostel supervisor to complete the required formalities.

Step 2: Students may visit International Relations Office for a Bonafide Certificate.

Step 3: Students are required to register themselves on the e-FRRO portal ([e-FRRO Home](#)) for their RC/RP (Registration Certificate/Permit).

Step 4: Documents required for e-FRRO registration are -

- A copy of Bonafide Certificate.
- Valid Passport.
- Valid Student Visa.
- Overseas Address Proof.
- Institute offer letter, if required.
- Passport-size photograph.

Failing this will incur a penalty.

NOTE:

- *After completing the above-mentioned process, e-FRRO will send an email to the IR office for the verification of details submitted by the student at the e-FRRO portal. After all these confirmations student will be given their RC/RP (Registration Certificate/Permit) for the required period. In case of any difficulty please contact the IR office directly (+91-1332-284871).*
- *It is the responsibility of International students to make themselves aware of guidelines, policies, and procedures laid down by the Government of India for foreign nationals.*
- *Students must inform IR Office and FRRO while leaving the campus during travel in India or abroad.*
- *Students must inform IR Office and FRRO while changing their residential address.*

Contact Information for Official Communication

International mobility students at IIT Roorkee must provide a contact number (WhatsApp enabled) along with an email ID for official communication.

Bank Account

Students can visit the State Bank of India (SBI) located near the IR office. The following documents are required for opening a bank account:

- A copy of Bonafide Certificate.
- Valid Passport.
- Valid Student Visa.
- Institute offer letter (if required).

e-ID Card/ Medical Booklet

After completing the registration process student will get an e-ID card on their registered e-mail. For the medical booklet, students may visit the Dean of Student Welfare (DOSW) office in person along with all registration proofs. For further query(ies), students may contact at +91-1332-28-4239/4274.

Social Life at IIT Roorkee

Students are encouraged to visit International Relations (IR) office at IIT Roorkee. IR office will provide you with all the information about all our existing clubs, and activities to make your social life happening and fulfilling. Please do not hesitate to contact Ms. Puja Bharti (+91-9319167443/ p_bharti@ar.iitr.ac.in) or International Students Affairs Council (ISAC- <https://ir.iitr.ac.in/ISAC>) for support. You can also contact IR Office for any administrative support: <https://ir.iitr.ac.in/ContactUs>

For more guidelines please check [International Student Guide](#) and for more information about campus life please visit [Campus life \(iitr.ac.in\)](#)