

### **Procedure for registration of newly admitted PG students**

1. All newly admitted students will report online from 08.09.2020 to 14.09.2020 for confirmation of their admission.
2. The students are required to download the following document from the institute website, complete it and send it by email to the respective HoD/ HoC **on or before 20.09.2020.**

- **Undertaking (by the student as per the attached proforma)**

3. The registration of all new M.Tech. students is mandatory and will be done on e-akadamik portal from 16<sup>th</sup> to 20<sup>th</sup> September, 2020.
4. The process of registration involves the following steps:

SID will be allotted by DAA office and can be found on institute website on 16.09.2020. Students are required to login to e-akadamik Portal at <https://eakadamik.in/pec/> using their Student ID (SID) as username and date of birth (DDMMYYYY) as password. Students are required to complete the following activities:-

- i. Go to Workflow - -> Update the blank fields of Personal Data Form.
- ii. Go to Setting ---> Upload the latest passport size photograph.
- iii. Choose the 1<sup>st</sup> semester courses from the list under Pre-Registration tab (list of courses offered will be provided by respective department/ centre).
- iv. After completion of pre-registration, students are required to complete the main registration under the Main Registration tab.
- v. Enter the details of institute fee receipt.

**Note:** Students are advised to change their login password immediately for security reasons.