

Instructions to New BTech & BDes: On Registration Day (July 22, 2019)

The first year UG students are grouped into three groups (1, 2, 3) for the activities on the Day of Registration. Each student must complete the all three activities (A, B, C) in a specific order as mentioned below. For this purpose, there are three main forms (i) **Activities Form**, (ii) **Balance Fee Payable Form** (iii) **Document Verification Form** which you can collect at your respective reporting places (CC/ 5G1/ 5G2)

Group	Order of the Activities
Group-1	A: Student Profile & Photo → B: Fee Decision and Payment → C: Document Verification
Group-2	B: Fee Decision and Payment → C: Document Verification → A: Student Profile & Photo
Group-3	C: Document Verification → A: Student Profile & Photo → B: Fee Decision and Payment

After completion of each Activity, please take signature of the dealing officials in the **Activities Form**.

At the end of last activity, submit **Activities Form** to the dealing official of your last activity.

Three Major Activities			
<u>Activity-A:</u> Students Profile & Photo, Biometric		Starting Time: 9:00 am <ul style="list-style-type: none"> <u>At Computer Center</u>, entering Student's Profile Data <u>At Conference Center</u>, taking photograph and recording biometric data 	
<u>Activity-B:</u> Fee Decision and Payment		Starting Time: 9:00 am <u>At Class Room Complex Ground Floor Big Galleries (5G1, 5G2):</u> <ul style="list-style-type: none"> Balance Fee Payable Decision (Bring Annual Family Income Certificate, Affidavit – if applicable, <u>Balance Fee Payable Form</u>) Pay Balance Fee at Bank Counter through Debit/Credit Card at POS 	
<u>Activity-C:</u> Document Verification		Starting Time: 9:00 am <u>At Class Room Complex, Class Rooms (5002 to 5106):</u> <ul style="list-style-type: none"> Document Verification (Arrange Your Documents as per details given in <u>Document Verification Form</u> – Xerox copies must be Self-Attested) Submission of Documents 	
Discipline	Group-1 Students	Group-2 Students	Group-3 Students
CSE	190101001 to 190101033	190101034 to 190101067	190101068 to 190101101
ECE	190102001 to 190102031	190102032 to 190102063	190102064 to 190102092
ME	190103001 to 190103035	190103036 to 190103071	190103073 to 190103105
CE	190104001 to 190104033	190104034 to 190104067	190104068 to 190104101
BT	190106001 to 190106025	190106026 to 190106050	190106051 to 190106075
CL	190107001 to 190107028	190107029 to 190107056	190107057 to 190107084
EEE	190108001 to 190108019	190108020 to 190108038	190108039 to 190108056
EPH	190121001 to 190121020	190121021 to 190121040	190121041 to 190121060
CST	190122001 to 190122019	190122020 to 190122038	190122039 to 190122057
M&C	190123001 to 190123021	190123022 to 190123042	190123043 to 190123064
Design	190205001 to 190205019	190205020 to 190205038	190205039 to 190205056
Report at	Computer Center	Class Room Complex 5G2	Class Room Complex 5G1

You can see your Roll Number, Lecture Divisions, Tutorial Groups, Lab Groups at

https://www.iitg.ac.in/acad/BTech_BDes_2019_Groupings.pdf