

Orientation-cum-Registration Schedule (2nd Semester, 2017-18)

Important Information for PG Students Selected for 2nd Semester 2017-18

Congratulations for your selection to Ph.D./ M.S.(R) Programme at IIT Delhi!

All Ph.D./M.S(R) 2017 Entry students selected for 2nd Semester 2017-2018 (irrespective of their status - full-time/sponsored/part-time) are required to report for Orientation and Registration in the Dogra Hall on Monday, January 1, 2018 as per the schedule/procedure given below:

SCHEDULE

S.No.	Deptt./Center/ School	09.30 am To 10.30 am	10.30 am To 11.00 am	11.00 am To 01.00 pm	02.30 pm To 04.00 pm
1.	Group-I Applied Mechanics, Bio-Chem. Engg. Chemical Engg., Chemistry, Civil Engg., Computer Sc. & Engg. Bharti School of Telecommun. Technology and Management, School of Biological Sciences, IDDC, Rural Development & Tech., NRCVVE	Orientation In Dogra Hall (1 st Floor Main Building)	Tea Break	Orientation /Registration/ Welcome in respective Deptt./Center/ School	Registration in Dogra Hall (1 st Floor, Main Building) Group –I (02:30 to 03:00 pm)
2.	Group-II Electrical Engg., Management Studies, Mech.Engg.,Physics, Text.Tech. Energy Studies, Polymer Science, ITMMEC				Registration in Dogra Hall (1 st Floor, Main Building) Group –II (03:00 to 03:30 pm)
3.	Group-III Humanities & Social Sciences, Mathematics, Amar Nath & Shashi Khosla School of Information Technology, Atmospheric Sciences, Biomedical Engg., CARE, TRIPP, SIRE				Registration in Dogra Hall (1 st Floor, Main Building) Group – III (03:30 to 04:00 pm)

PROCEDURES

All new Ph.D./ M.S.(R) students who have paid the fees will complete **Form 'A'** on the Website and register their courses in consultation with their respective Supervisors/Programme Coordinators on 1st January 2018. The students are advised to read the procedures for Web-based Registration of P.G. courses given in the Annexure. For the purpose of web based course registration, they must contact the concerned Programme Coordinator in the respective Departments/Centres/Schools on 1st January 2018. The students concerned should ensure that their respective programme coordinators have approved the courses taken by them. The addition/deletion of courses can be done upto 09.01.2018 under the guidance of the respective Programme Coordinators. For login problem, if any they can contact Mr. Pardeep Gupta, Sr. System Manager (SG), ACSS Unit, Tele No. 7117 or email pardeep@iitd.ac.in.

1. BEFORE THE DATE OF REGISTRATION:

All other Forms (enclosed) should be DOWNLOADED from the WEBSITE, printed, filled and signed. These forms will be collected at the time of the REGISTRATION in the Dogra Hall on 1st January 2018.

2. ON THE DAY OF REGISTRATION

All the students will report for **ORIENTATION** in the **Dogra Hall** (1st Floor, Main Building) on Monday, January 01, 2018 at 09:00 am. After the Orientation here, they will go to the respective Department/ Centre/ School.

During the "Orientation/ Registration/ Welcome in the Departments/Centres/Schools" on 1st January 2018, 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.

PLEASE FILL **FORM A** ONLINE (available at <https://academics1.iitd.ac.in>) AFTER getting login id and password. The pdf version of the filled **FORM A** must be printed, duly signed and submitted at the time of REGISTRATION or within 10 days of the date of Registration in the PG Section.

IMPORTANT: If you do not receive your REGISTRATION CARD on January 1, 2018, for Registration, YOU MUST REPORT on January 2, 2018 in the **PG Section** (Room No. AD225, First Floor, Main Building). 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 January 2, 2018.

During their meeting with the Programme Coordinator, all PG students must find out the courses that they have to register for 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 January 2, 2018 and latest by January 9, 2018. Even if they cannot register online before January 2, they

must start attending the classes from January 2 onwards and complete the registration at the earliest and before January 9, 2018.

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

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
- b. ORIGINAL QUALIFYING DEGREE AND MARK SHEET – to be shown
- c. DOCUMENTS MENTIONED IN THE OFFER LETTER - to be submitted
- d. FILLED FORMS AS APPLICABLE - to be submitted

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**:
 - a. the documents mentioned in the offer letter
 - b. forms A, B, C, E, H3 (**for all students**)
 - c. form D, H2 (**only for full time students**)

(*Form H1 is 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.
 - c. please get the following stamped
 - the Temporary ID card on the registration card with photograph
 - the Medical Booklet with personal details and photograph

(Not for Part Time and Full Time Sponsored Students)

- iv) **After getting the temporary ID card stamped, please report to the COUNTER for providing the data for the Regular RF ID card. Here you will be photographed and your signatures & finger/ thumb impression will be digitally recorded.** The RF ID card can be collected later according to the schedule to be announced.

Procedure for New Students Registration:

Login to <https://academics1.iitd.ac.in> using your Kerberos Id* and password*. The following options are presented:

INDIAN INSTITUTE OF TECHNOLOGY DELHI
Academic Management Portal

Home

Name of Student

Logout

Your PG Student Role options are as follows

- Course Registration for Sem. IInd 2017-2018
- List of Offered Courses for Sem. IInd 2017-2018
- Form-A

Step – 1

Click on Form –A, the option is compulsory for all the new students to fill- up the personal details otherwise your registration will not be valid.

Step – 2

You have to take advice from Program Coordinator for registering the courses for IInd semester 2017-18 by clicking “List of Offered Courses.”

Step – 3

You have to registered courses by clicking “Course Registration for Sem. IInd 2017-18.”

***Login ID & Password will be printed on the top of Registration card which will be available in the respective Deptt./Centre/School.**

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(ORIENTATION AND REGISTRATION – 2nd SEMESTER, 2017-18)

LIST OF DOCUMENTS TO BE BROUGHT BY NEW PG STUDENTS

1. **PASSPORT-SIZE PHOTOGRAPHS:** THREE (3) LATEST
2. **AADHAR CARD AND PAN CARD:** SELF ATTESTED COPIES
(ONLY FOR CSIR/UGC/NATIONAL LEVEL TEST QUALIFIED CANDIDATES)
3. **ADMISSION OFFER LETTER:** SELF ATTESTED COPY
4. **GATE SCORE CARD/ UGC, CSIR ETC. EXAM:** SELF ATTESTED COPY
5. **QAULIFYING DEGREE CERTIFICATE:** ORIGINAL AND SELF ATTESTED COPY
6. **QAULIFYING EXAM MARKSHEET:** ORIGINAL AND SELF ATTESTED COPY
7. **CASTE CERTIFICATE:** ORIGINAL AND ONE SELF ATTESTED COPY
(IN CASE OF CANDIDATES SELECTED AGAINST A RESERVED CATEGORY SEAT)
8. **MEDICAL CERTIFICATE:** IN THE PRESCRIBED FORMAT
9. **SPONSORSHIP CERTIFICATE** (FOR SPONSORED CANDIDATES)
10. **NOC/RELIEVING LETTER/SANCTION OF LEAVE** (FOR PART-TIME STUDENTS)
11. **FORM A** – PRINTOUT OF THE FORM FILLED ON-LINE AND DULY SIGNED
(FORM A LINK IS AVAILABLE ON IIT DELHI ADMISSION WEBSITE BUT CAN BE FILLED FROM WITHIN THE INSTITUTE)
12. **FORM B/PG** – UNDERTAKING DULY FILLED AND SIGNED
13. **FORM C/PG** – BENEVOLENT FUND SCHEME FORM DULY FILLED AND SIGNED BY ALL CONCERNED
14. **FORM D/PG** – INSURANCE SCHEME FORM DULY FILLED AND SIGNED BY ALL CONCERNED
15. **FORM E** – HONOUR CODE (1 COPY DULY SIGNED BY THE STUDENT)
16. **FORMS H1/PG** - UNDERTAKING FOR MESS DUES
(ONLY FOR HOSTEL RESIDENTS – TO BE SUBMITTED IN ALLOTTED HOSTEL)
17. **FORM H2/PG** - UNDERTAKING REGARDING MEDICAL FACILITIES AND MOTOR DRIVEN VEHICLES
(ONLY FOR FULL-TIME STUDENTS)
18. **FORM H3** – UNDERTAKING REGARDING ANTI-RAGGING



Form B
(PG)

INDIAN INSTITUTE OF TECHNOLOGY DELHI

Undertaking by the Student of awareness of academic rules at IIT Delhi

I,.....<Name>
son/daughter/ward of Mr./Ms.....Entry No..... will go
through the “Prospectus” and “Courses of Study” for the academic year 2017-2018
available on the IITD website at <http://www.iitd.ac.in/content/curriculum-info> . I hereby
give an undertaking that I shall abide by the rules and regulations of the Institute in
general and specifically regulations stated in the Courses of Study 2017-2018 and any
modifications/ additions to those, which may be duly notified by competent authority.

Date

Signature of the Student



INDIAN INSTITUTE OF TECHNOLOGY DELHI

**FORM C
(PG)**

BENEVOLENT FUND SCHEME FORM FOR NOMINATION BY STUDENTS

I hereby nominate the person mentioned below, who is a member of my family, to receive amount of out-right "grant" as per prescribed rate laid down in the Benevolent Fund Scheme Rules (BFSR) in the event of my death due to an accident while undergoing studies at the Institute.

Name and Address of the Nominee	Relationship with member-student of BFSR	Age
<hr/>		

Dated this _____ day of _____ at IIT Delhi, New Delhi-110 016.

Signature of Member-student of Benevolent Fund

Entry No.: _____ Student Name: _____

Witnesses to the signature of the Member-student:

1. Signature _____

Name _____

Address _____

2. Signature _____

Name _____

Address _____

For official use

Accepted _____

Signatures _____

Designation _____



INDIAN INSTITUTE OF TECHNOLOGY DELHI

INSURANCE SCHEME OF IIT DELHI FORM FOR NOMINATION BY STUDENT (ONLY FOR FULL-TIME STUDENTS)

Name of Student _____

Entry No. _____

Programme _____

Mother's Name _____

Father's Name _____

Permanent Address _____

I, having been covered, under the Insurance Scheme of I.I.T. Delhi, hereby nominate the persons mentioned below, who are members of my family to receive the amount of insurance in the event of my death.

<u>Name and address of</u>	<u>Relationship with student</u>	<u>Age</u>
1st Nominee _____	_____	_____
_____	_____	_____

2nd Nominee _____	_____	_____
_____	_____	_____

(Date) Signature of student _____

Present Address _____
(of student)

Witness signatures (other than nominee)

1. Signature _____

Name _____

(in capitals)

Address _____

2. Signature _____

Name _____

(in capitals)

Address _____



INDIAN INSTITUTE OF TECHNOLOGY DELHI

THE HONOUR CODE

I _____, Entry No. _____, do hereby undertake that as a student at IIT DELHI:

- (1) I will not give or receive aid in examinations; that I will not give or receive unpermitted aid in class work, in preparation of reports, or in any other work that is to be used by the instructor as the basis of grading; and
- (2) I will do my share and take an active part in seeing to it that others as well as myself uphold the spirit and letter of the *Honour Code*.

I realize that some examples of misconduct which are regarded as being in violation of the *Honour Code* include:

- copying from another's examination paper or allowing another to copy from one's own paper;
- unpermitted collaboration;
- plagiarism;
- revising and resubmitting a marked quiz or examination paper for re-grading without the instructor's knowledge and consent;
- giving or receiving unpermitted aid on take-home examinations;
- representing as one's own work the work of another, including information available on the Internet; and
- giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted.
- committing a cyber offence, such as, breaking passwords and accounts, sharing passwords, electronic copying, planting viruses, etc.

I accept that any act of mine that can be considered to be an *Honour Code* violation will invite disciplinary action.

Date: _____

Student's signature _____

Name _____

Entry No. _____

NOTE TO THE STUDENT

Submit one signed copy at Registration.

Keep one signed copy with you.

Keep one signed copy with your parent(s)/guardian.



**Form H-1
(PG)**

INDIAN INSTITUTE OF TECHNOLOGY DELHI

UNDERTAKING BY THE STUDENT

(Only for Hostel Residents - To be submitted to the Caretaker of the Hostel)

I, Name _____

Entry No. _____ and resident of _____

hostel hereby authorize Dean, Student Affairs/Warden to debit my Hostel Mess dues directly from my Savings Bank (SB) Account which is maintained in STATE BANK OF INDIA(SBI), as and when the same is due. I shall maintain sufficient balance in my SB Account for debiting the Hostel mess directly from my SB Account.

Signature of the Student: _____

Name: _____

Entry No. _____

Date: _____



INDIAN INSTITUTE OF TECHNOLOGY DELHI

Undertakings by the Parents and Student
(ONLY FOR FULL –TIME STUDENTS)

1.Undertaking of awareness of medical facilities at IIT Delhi Hospital by Parent/Guardian

I.....father/mother/guardian of Mr./Ms.....Entry No..... hereby declare the following in respect of my ward to be admitted to B.Tech./ Dual degree programme of study at IIT Delhi.

I am aware of the following facts:

- (i) The IIT Delhi Hospital located in the campus and run by IIT Delhi for its community has limited facilities.
- (ii) The IIT Delhi Hospital may not be adequate for treatment of a patient with chronic or serious ailments.
- (iii) It is the responsibility of the guardians to take care of their wards for outside IIT Delhi treatment.
- (iv) Each student would be provided a limited health insurance through a professional company. However, the dealing with that company would be entirely the responsibility of the student. IIT Delhi in no way would be responsible for any dispute/discrepancy.

Despite the best efforts on the part of IIT Delhi if any untoward thing happens to my ward, I shall not hold the Institute accountable for the same and will not seek any financial help or compensation for the same from any court of law.

Date:

Signature of Parent/Guardian

2. Undertaking by the student for not owning and/or using motor driven vehicles on IIT Delhi campus (for Hostel residents only):

I.....son/daughter/ward of Mr./Ms..... Entry No..... hereby give an undertaking that I will not own/drive motor driven vehicle on campus during my stay at IIT Delhi. If at any stage I am found to violate the above undertaking my hostel seat will stand automatically cancelled without assigning any reasons. I also undertake that any visitor bringing a vehicle would follow guidelines for registering the vehicle at the hostel security and I would be liable for punishment for any violation on this account

Date:

Counter Signature of the Parent/Guardian

Signature of the Student



INDIAN INSTITUTE OF TECHNOLOGY DELHI

**Undertaking from the students as per the provisions of
Anti-ragging verdict by the Hon'ble Supreme Court**

I,..... Entry No.....

Programme.....Department.....

as Student of Indian Institute of Technology Delhi do hereby undertake on this daymonth..... year..... the following with respect to above subject and Hon'ble Supreme Court Order No. (available at <http://dos.iitd.ac.in/antiragging.php>).

- 1) That I have read and understood the directives of the Hon'ble Supreme Court of India on Anti-ragging and the measures proposed to be taken in the above references.
- 2) That I understood the meaning of Ragging and know that the Ragging in any form is a punishable offence and the same is banned by the Court of Law.
- 3) That (a) I have/ (b) I have not been found or charged for my involvement in any kind of ragging in the past. In case of (a), I will inform in writing to the Dean of Students before registration. In case of (b), I undertake to face disciplinary action/ legal proceedings including expulsion from the Institute if the above statement is found to be untrue or the facts are concealed, at any stage in future.
- 4) That I shall not resort to ragging in any form at any place and shall abide by the rules/ laws prescribed by the Courts, Govt. of India and the Institute authorities for the purposes from time to time.

.....
Signature of Student

Name.....

I hereby fully endorse the undertaking made by my Son/Daughter/ward.

Witness:
.....
.....

.....
Signature of Mother/ Father and/ Guardian