All Ph.D. / M.S.(R) 2018 Entry students (New Entrants to be admitted during 2nd Semester 2018-2019) irrespective of their status (full-time/part-time/sponsored) are required to report for Central Registration in the Dogra Hall (1st floor Main Building) on 28.12.2018 (Friday) as per the schedule/procedure given below:

<table>
<thead>
<tr>
<th>Group</th>
<th>Department/Center/ School</th>
<th>Orientation Venue: (Dogra Hall)</th>
<th>Orientation /Registration Venue: (Respective Deptt./Center/ School)</th>
<th>Registration Venue: (Dogra Hall)</th>
</tr>
</thead>
</table>
| Group 1 | Applied Mechanics (AMY, AMZ)  
Bio-Chem. Engrg. (BEY, BEZ)  
Chemical Engrg. (CHY, CHZ)  
Chemistry (CHZ)  
Civil Engrg. (CEY, CEZ)  
Computer Science & Engrg. (CSY, CSZ)  
Bharti School of Telecom Technology and Management (BSY, BSZ)  
School of Biological Sciences (BLY, BLZ)  
IDDC (IDZ)  
Rural Development & Tech. (RDZ)  
NRCVEE (NRZ) | 09.30 am To 10.30 am | 11.00 am To 01.00 pm | 02.30 pm To 03.15 pm |
| Group 2 | Electrical Engrg. (EEY, EEZ)  
Management Studies (SMZ)  
Mech. Engrg. (MEY, MEZ)  
Physics (PHZ)  
Textile Tech. (TTZ)  
Energy Studies (ESZ)  
Materials Science (MSZ)  
ITMMEC (ITZ)  
Design (DDZ) | 09.30 am To 10.30 am | 11.00 am To 01.00 pm | 03.30 pm To 04.15 pm |
| Group 3 | Humanities & Social Sciences (Huz)  
Mathematics (MAZ)  
Amar Nath & Shashi Khosla School of Information Technology (SIY, ANZ)  
Atmospheric Sciences (ASZ)  
Biomedical Engrg. (BMZ)  
CARE (CRZ)  
TRIPP (TRZ)  
SiRe (SRZ) | 09.30 am To 10.30 am | 11.00 am To 01.00 pm | 04.30 pm To 05:15 pm |

Tea Break: From 10:30 to 11:00 am (Outside Dogra Hall)
All new Postgraduate and Ph.D. 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. 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 Deptt./Centres/Schools on 28th December 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 07.01.2019 under the guidance of the respective Programme Coordinators. For login problem, if any they can send a mail to eacadhelp@iitd.ac.in.

नियंत्रण डेस्क /Control Desk:
पंजीकरण से संबंधित समस्याओं से निपटने के लिए डोग्रा हॉल में एक नियंत्रण डेस्क होगा।
There will be a Control Desk in the Dogra Hall to deal with the problems relating to registration, if any.

इसमें संकायाध्यक्ष, शैक्षिक की मंजूरी है / This has the approval of the Dean, Academics.

(अतुल व्यास)/(Atul Vyas)
संयुक्त कुलसचिव (शैक्षिक)/Joint Registrar (Academics)

वितरण/Distribution:
1. All Heads of Deptts./Centres/Schools : A copy of the schedule/procedure may kindly be displayed on the Depts./Centre's/School's Notice Board.
2. All Chairpersons, DRCs/CRCs/SRCs/PECs.
3. All Programme Coordinators
   (Ph.D./ Postgraduate Programmes) : With a request to be available in their offices for guidance to the new entrants on 28.12.2018.

Copy for information to:

a. Dy. Directors
b. All Deans and Associate Deans
c. Wardens of Hostels – for display on the Hostel Notice Boards.
d. Registrar
e. Chairman, Grades & Regn. (PG)
f. Chairman, Time Table (PG)
g. J.R. (Accounts)
h. DR, Director’s Office
i. A.R. (SA)
j. Security Officer
k. Caretaker: for necessary arrangements
l. Incharge, Hindi Cell : for publication in “SAMPARK”
m. Publication Cell
n. All Notice Boards
Procedure for New Students Registration:
Login to https://eacademics.iitd.ac.in using your Kerberos Id* and password*. The following options are presented:

**Student Portal, IIT Delhi**

- Course Registration (Add/Drop) Sem. II\textsuperscript{nd} 2018-2019
- List of Offered Courses for Sem. II\textsuperscript{nd} 2018-2019
- 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 II\textsuperscript{nd} semester 2018-19 by clicking "List of Offered Courses."

**Step - 3**
You have to register courses by clicking "Course Registration (Add/Drop) for Sem. II\textsuperscript{nd} 2018-19" link.

*Login ID & Password will be printed on the top of Registration card which will be available in the respective Deptt./Centre/School.*
ACADEMIC & EXAMINATION SECTION (PGS)
Orientation-cum-Registration for PG Students

(2\textsuperscript{nd} Semester, 2018-19)

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 the 2\textsuperscript{nd} Semester 2018-19 entry Ph.D. and M.S.(R) students.

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 December 26, 2018.

For those who were offered admission very late and do not have an Entry No. until December 26, 2018 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 Ph.D. & MS(R) students irrespective of whether they have an Entry No. or not must meet their respective programme coordinators. During this meeting, all Ph.D. & MS(R) 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 December 29, 2018 and latest by January 07, 2019. Even if they cannot register online before December 29, 2018 they must start attending the classes from December 31, 2018 onwards and complete the registration at the earliest and before January 07, 2019.

Website for registration: \url{https://eacademics.iitd.ac.in}

(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, December 31, 2018.

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. (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 December 26, 2018, must report for Registration on December 31, 2018 in PG Section (Room No. AD 225, First 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 December 31, 2018. Their online registration in the courses will be possible only after their registration on December 31, 2018.