

**Step-By-Step Registration Process for
All NEW DECEMBER 2017 PH.D. STUDENTS, on 01-01-2018**

Venue: **Lecture Hall Complex** [Behind Administrative Building]

1. **FIRST STEP** : Please report to the **Computer & Communication Centre** positively by 8.00 a.m., on 01-01-2018; and record your additional information and mail id. Also please take with you a soft copy of your (i) photograph and (ii) signature for uploading.
2. **SECOND STEP** : After completing the First Step, please report to the Registration Room in the **Lecture Hall Complex** [as per notified 'Registration venues' below], from 9.00 a.m. onwards, on 01-01-2018; and take your seat facing your designated registration desk.
3. **THIRD STEP : ARRANGEMENT OF DOCUMENTS**: Please serially arrange 2(two) bunches of documents i.e. (A) *copies* of all documents to be submitted (if applicable original of GATE/CEED Rank-cum-Score Card/NET/INSPIRE Certificate which will be kept by the Institute) ; and (B) *originals* of all documents to be shown (except GATE/CEED Rank-cum-Score Card/NET/INSPIRE Certificate which will be with the other bunch of documents), as per details indicated below:
 - a. IITG PhD December 2017 Admission Offer Letter in original;
 - b. 'PwD' category certificate in original (if the candidate belongs to 'PwD' category).
 - c. SC/ST/OBC (Non-creamy layer) certificate in original [*if SC/ST/OBC (NCL)*]. **Please note that OBC(NCL) certificate will have to be issued on or after 01-04-2016;**
 - d. Original GATE 2015/2016/2017 Score Card (for PhD in Engineering/Technology REGULAR candidates, if not MTech/ME/MD/MVSc/MPharm)
Original CEED 2017 Score Card (for PhD in Design REGULAR category candidates, if not MDes/MTech/MArch).
Original NET/INSPIRE Certificate (for REGULAR category candidates, if M.A./M.Sc. only).
Original Sponsorship Letter with 1(One) year's experience (for SPONSORED candidate);
Original No Objection Certificate with 1(One) year's experience (for Part-Time candidate);
Original Sponsorship (External) Letter with 1(One) year's experience (for EXTERNAL candidate);
Original No Objection Certificate from IITG (for Project Staff candidate);
 - e. Class X Mark Sheet and Pass Certificate in original;
 - f. Class XII Mark Sheet and Pass Certificate in original;
 - g. Original First Degree Mark Sheets (for each year/semester) and Pass Certificate (as may be applicable); and
 - h. Original Qualifying Degree Mark Sheets (for each year/semester) and Pass Certificate.
4. **FOURTH STEP: DOCUMENTS VERIFICATION**: The Registration staff on duty shall call your names **(in a lot of three persons)** as per order in the registration list, for document verification. If you were not present at that time, you will be called again in the second round.

At this stage, you will have to produce 2(two) sets of documents you arranged as per instructions at point No. 3 above.

The Registration Staff on duty will examine your documents and, if found O.K., shall keep one set of documents [i.e. the set containing copies of documents **PLUS original** GATE/CEED Rank-cum-Score Card/NET/INSPIRE certificate, if applicable].



S.K.A. 28/12/18

Academic Registrar New PhD Contd...P/2/2
Indian Institute of Technology Guwahati
Guwahati-781039, INDIA

5. **FIFTH STEP : FEE PAYMENT:**

- (A) **IF YOU PAID REGISTRATION FEE IN ADVANCE**, the Registration Staff on duty will confirm the same, and obtain your signature in the Registration List.

Then you are left with (A) Photo Session and Digital Signature Recording (i.e. photo session, digital signature etc. for Identity Card) **and (b) Course Registration** [Please follow the procedure for Course Registration as per details provided at Point Nos. 6 and 7 below.]

- (B) **BUT, IF YOU HAVE NOT PAID REGISTRATION FEE EARLIER**, the registration staff on duty will provide you a **Carbonless Quadruplicate (1+3) Fee Deposition Form**, numerically stating fee payable by you, and also stating in the Fee Form (a) your Name in Block Letter, (b) Roll No., (c) Amount of Fee (in figures), and (d) Fee Deposition Counter Room Number.

After collecting the Fee Deposition Form, at this stage, you will have to **go back to your seat**, and fill-in the concerned Fee Deposition Form [like `v' marking on PhD/Dual(MTech+PhD) etc., Total amount of Fee in words, Demand Draft or Cash payment details (as you may like to pay), and your signature with date]. Please use **BALL-POINT PEN ONLY** and fill-in the Fee Deposition Form, **WITH MORE IMPRESSION** since it is a Carbonless (1+3) Form. Also please **FILL-IN THE FEE DEPOSITION FORM INSIDE THE DESIGNATED REGISTRATION HALL ITSELF**, **since there will be no writing facility nearby the fee deposition counters.**

After filling-up the Form, please **go to the Fee Counter**, as per **Fee Counter Number indicated by Registration Staff on the Fee Deposition Form**, and **PAY your registration fee**. After receipt of registration fee (through POS), the **CASHIER will RETURN YOU 2(TWO) FEE RECEIPT COPIES** i.e. (a) **ACADEMIC SECTION'S COPY** and (b) **STUDENT'S COPY**.

AFTER TAKING BACK THE 2(TWO) COPIES OF FEE DEPOSITION RECEIPTS FROM THE CASHIER, PLEASE GO BACK TO YOUR REGISTRATION HALL AGAIN, AND HAND OVER 'ACADEMIC SECTION'S COPY' TO THE REGISTRATION STAFF ON DUTY.

6. **SIXTH STEP: SIGNATURE ON REGISTRATION SHEET:** Thereafter, you are required to **PUT YOUR SIGNATURE ON THE REGISTRATION SHEET AVAILABLE WITH THE REGISTRATION STAFF ON DUTY.**
7. **SEVENTH STEP: PHOTO SESSION AND DIGITAL SIGNATURE RECORDING:** After completion of On-Line Course Registration, please visit **LECTURE HALL NO. 4** for Photo Session and Digital Signature Recording (i.e. photo session, digital signature etc., **for Identity Card**). Thereafter you have to go for the last lag of your admission process i.e. On-line Course Registration.
8. **EIGHTH STEP: ON-LINE COURSE REGISTRATION:** ON-LINE COURSE REGISTRATION IS **ORGANIZED BY THE DEPARTMENT/CENTRE** TO WHICH YOU ARE ADMITTED. THEREFORE, AT THIS STAGE, YOU ARE TO DO THE NEEDFUL BY VISITING YOUR DEPARTMENT/CENTRE.

AFTER DOING COURSE REGISTRATION, YOU ARE NOT REQUIRED TO COME BACK AGAIN TO THE REGISTRATION HALL.



YOUR REGISTRATION WILL BE OVER.

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S.K.A. 28/12/17
Academic Registrar
Indian Institute of Technology Guwahati
Guwahati-781039, INDIA

**VENUES FOR REGISTRATION OF
ALL NEW DECEMBER 2017 PhD STUDENTS, ON 01-01-2018**

Venues	Details of students
Computer & Communication Centre	PLEASE VISIT COMPUTER & COMMUNICATION CENTRE (CC) FIRST BY 8.00 A.M., ON 01-01-2018, with a soft copy of your (i) Photograph and (ii) Signature
<p>AFTER COMPLETING REQUIREMENTS AT COMPUTER & COMMUNICATION CENTRE, PLEASE GO TO THE FOLLOWING VENUES FOR REGISTRATION :</p>	
Lecture Hall -2	NEW December 2017-batch PHD [CE + HSS + MATH]
Lecture Hall -3	NEW December 2017-batch PHD [NT + ENC + PHY + DESIGN + LST]
Lecture Hall -4	<p>Registration Desk -1</p> <p>NEW December 2017-batch PHD [BSBE + CHEMICAL + CHEMISTRY + ENV]</p> <p>Registration Desk -2</p> <p>NEW December 2017-batch PHD [CSE + EEE + ME + RT]</p>



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K.K. Das 28/12/2017

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