

**Step-By-Step Registration Process for
All NEW PhD STUDENTS
on 01-01-2019**



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

1. **FIRST STEP:** Please report to the Computer & Communication Centre positively by 8.00 a.m., on 01-01-2019; and record your additional information for provisional identity card and webmail id. **Also please take with you a soft copy of your (i) photograph and (ii) signature for uploading.** After the completion of the first step please proceed towards the Lecture Hall Complex for the next process of Registration.

2. **SECOND 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 2018 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 01-04-2018;***
 - d. Original GATE 2016/2017/2018 Score Card (for PhD in Engineering/Technology REGULAR candidates, if not MTech/ME/MD/MVSc/MPharm)
Original CEED 2018 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.

3. **THIRD 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.

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

If you were not present at that time, you will be called again in the second round.

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4. **FOURTH STEP:** Please submit the Anti-ragging affidavit, Code and Conduct Pledge and Undertaking by Hostel residents to your designated registration desk. In case you don't carry those documents along with you then please contact the Students' Affairs Section.

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

IF YOU PAID REGISTRATION FEE, the Registration Staff on duty will confirm the same, and obtain your signature in the Registration List.

OR

IF YOU HAVE NOT PAID THE REGISTRATION FEE, the registration staff on duty will provide you a **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, 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: BIOMETRIC RECORDING:** After putting signature on Registration List, please visit **LECTURE HALL-1** for Biometric Recording (i.e. photo session, digital signature etc.), and complete last lag of your admission process.

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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Deputy Registrar (Academic Affairs)
Indian Institute of Technology Guwahati
Guwahati-781039, INDIA

[Handwritten Signature]
28/12/18

**VENUES FOR REGISTRATION OF
ALL NEW PhD STUDENTS, ON 01-01-2019**

Venues	Details of students
Lecture Hall-1	<p align="center">Bio-Metric Recording(Photograph,Digital Signature for I-card etc)</p>
Lecture Hall -2	<p align="center">NEW DECEMBER 2018-Batch PHD students [CE + HSS + MATH]</p>
Lecture Hall -3	<p align="center">NEW DECEMBER 2018-Batch PHD students [NT + ENC + PHY + DESIGN+LST+ CHM + ENV]</p>
Lecture Hall -4	<p align="center">Registration Desk-1 NEW DECEMBER 2018-Batch PHD students [BSBE + CL]</p> <p align="center">Registration Desk-2 NEW DECEMBER 2018-Batch PHD students [CSE + EEE + ME+RT]</p>

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[Signature]
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