Steps to be followed by the newly admitted BTech/BDes First Semester students on the day of Registration and Document Verification (31 July 2023)

1. Registration and Document Verification at IIT Guwahati on 31 July 2023 is mandatory for ALL newly admitted BTech/BDes students.

2. Students must ensure that they have uploaded the scanned copies of the required documents for Registration at https://www.iitg.ac.in/academic_doc_verify portal.

3. Registration venue for the First Semester BTech/BDes students is Conference Centre.

4. No parent/guardian is allowed to enter the registration venue. For the parents/guardians, seating arrangements are being made at the nearby Dr. Bhupen Hazarika Auditorium.

5. In the Registration Venue i.e. Conference Centre, there will be counters where departments/centres/schools will be allocated as follows:
   I. Conference Hall 1: Computer Science and Engineering, Biosciences & Bioengineering, Chemical Science and Technology
   II. Conference Hall 2: Mechanical Engineering, Chemical Engineering, Design
   III. Conference Hall 3: Civil Engineering, Engineering Physics, Mathematics and Computing
   IV. Conference Hall 4: Electronics and Communication Engineering, Electronics and Electrical Engineering, Data Science and Artificial Intelligence, Energy Engineering

6. Time schedule for Registration on 31 July, 2023: 10:00 AM to 1:00 PM and 2:00 PM to 5:00 PM

For document verification, the student must produce all Certificates, Mark Sheets, & Other Documents listed below in Original as well as a self-attested photocopy.

- All certificates (Pass Certificate, if any, and Marks Sheets/ Grade Cards) for Class 10 and Class 12
- Admit Card of JEE (Advanced)-2023 / UCEED-2023
- Provisional Seat Allotment Letter
- Class 10 certificate if the date of birth is mentioned in it OR birth certificate
- Document Verification-cum-Seat Acceptance Letter issued at Reporting Center of JoSAA 2023 / UCEED 2023
- Proof of payment of Seat Acceptance Fee
- Medical Certificate (as per format available at http://www.iitg.ac.in/acad/freshers/medreport.pdf) OR as per the format prescribed by JoSAA 2023.
- Student’s Photograph in Colour (Background in White Colour)
- The following certificates, as applicable, in the prescribed format given in the Information Brochure of JEE (Advanced) 2023/UCEED 2023:
  - In case of General-EWS category students, Income & Asset Certificate issued on or after 01.04.2023
  - In case of OBC (NCL) category students, OBC-Non Creamy Layer Certificate issued on or after 01.04.2023
  - In case of SC/ST category students, Caste Certificate
  - In case of PwD category students, Physical Disability Certificate
  - DS Certificate, if applicable
- Those who are having family income less than 5 lakhs in the last Financial Year and claiming tuition fee waiver under MEB/OEB categories must submit (i) Family Annual Income Certificate, and (ii) Income Affidavit in the prescribed formats given at MEB/OEB Page (https://iitg.ac.in/acad/admission/imp_info/meb_oeb.php).
- Passport (for foreign nationals) or OCI certificate or PIO card, if applicable
- Code of Conduct Pledge, Anti-Ragging Undertaking, Undertaking by Hostel Residents (to be updated)

Officials from the Academic Affairs Section of IIT Guwahati will be available in the Registration Venue to help and guide the students.