Steps to be followed for Registration (BTech & BDes)

- **Step-1**: Students will collect token number cum checklist from the Registration Desk outside the respective Conference Hall (H1/H2/H3/H4).
- **Step-2**: Only students will be seated in their respective Conference Halls and wait for their turn to be called for Document Verification based on token no.
- **Step-3**: After Document Verification, Students will move for Biometric Attendance in the same Conference Hall.
- **Step-4**: After completion of the Biometric, Student will move to the Passport Photography session in the same Conference Hall.
- **Step-5**: After completion of all the above steps, students will submit the checklist form (signed by IITG official) along with photocopies documents at the Registration Desk outside the respective Conference Hall (H1/H2/H3/H4).

    After Step 5, the process for registration is completed.