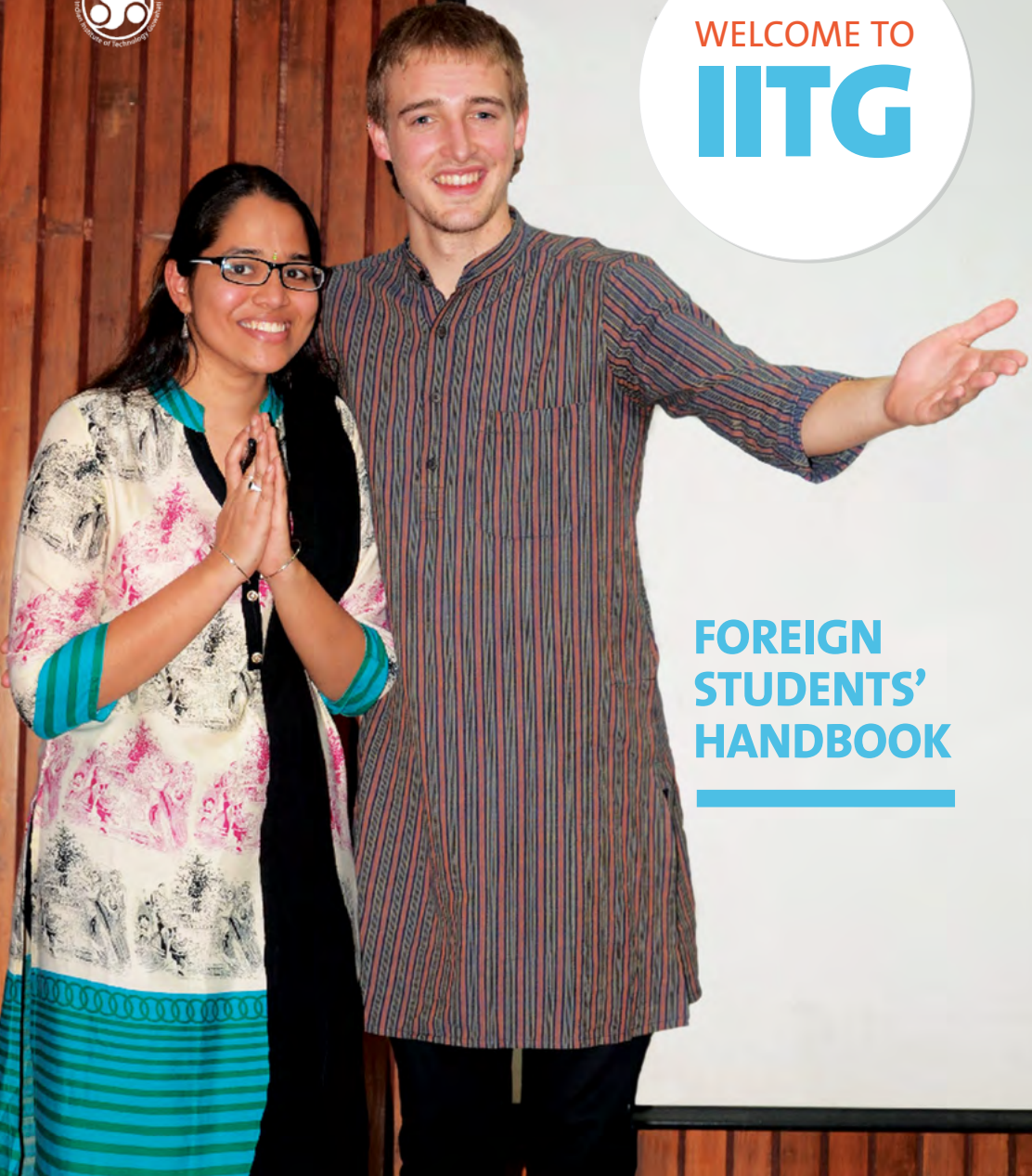


Indian Institute of Technology Guwahati



**FOREIGN  
STUDENTS'  
HANDBOOK**

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**C**ongratulations on being selected to the program of your choice in the Indian Institute of Technology Guwahati (IITG). We heartily welcome you to the campus as one of the members of the IITG community. We also welcome your valued and rich culture that you bring to this institute in particular and community as a whole. We are confident that this multi-cultural environment will help all our students to learn more about each other's culture and heritage.

As you must be aware, IIT Guwahati is the only academic institution in India that occupied a place among the top 100 world universities – under 50 years of age – in world rankings in 2014. It was most recently ranked 14th among 20 institutions classed as the world's best small universities in the THE rankings 2016 and the 2nd best engineering institutes in India by the Times of India group. One of the most dynamic institutions in India, IITG is situated in a beautiful campus that provides an ideal setting for learning and research. The institute is fully residential for the students, enriched with world-class facilities and is empowered with a young dynamic faculty and staff.

## ALUMNI AND EXTERNAL RELATIONS (AER)

The office of Alumni and External Relations in IIT Guwahati has been created to facilitate interaction of the institute with its alumni and to encourage and develop academic, industrial and research collaborations and contacts with other organizations and institutes.

The AER office handles all matters related to admission of foreign students, visas and engaging with various embassies and diplomatic missions.

As the Nodal Office for handling interactions with external organizations and institutions, the AER office also handles requests for MoU with other universities and institutions.



# REGISTRATION FOR ADMISSION

## ABOUT ACADEMIC SECTION AND COMPLEX

This section deals with all academic activities (including Registration, No Objection Certificate, Grade sheets, Course Completion Certificate, etc.). It is located in the south wing of the Administrative Building (third floor). You can contact the Academic Registrar at 2192 for any further query.

## HOW TO REGISTER?

*(\*\*All foreign students have to report to the Alumni & External Relations office to begin the registration process\*\*)*

1. The offer letter along with all original certificates including Qualifying Examination Certificate.
2. Experience Certificates (where applicable).
3. You have to fill in the course registration form (in triplicate) after discussions with your concerned department faculty advisor.
4. At least 3(Three) color passport photographs.
5. Xerox copy of the Passport and VISA.
6. You would be required to pay the registration fees through a Demand Draft in favour of Indian Institute of Technology Guwahati and must be payable at GUWAHATI. It can be either in US DOLLARS or in equivalent INDIAN RUPEES (fees mentioned in your offer letter).
7. In addition to the above, the admitted student will have to pay Mess Dues on monthly basis for basic menu. For the first month, this amount will be charged by the Academic section. However, from the subsequent month, you have to directly pay to the concerned hostel account (please contact hostel caretaker in this regard).



## BANK ACCOUNT

Three banks (Canara Bank, State Bank of India & ICICI) are located inside the campus with ATM facilities which accept most common international cards. Our campus does not have currency conversion facilities. You can convert foreign currency to Indian currency at ICICI bank in the Market Complex in the campus or the State Bank of India (SBI) main office in Panbazar (near the Deputy Commissioner court) about 20 km from IITG. You may contact the banks directly for opening a new account.



### INFORMATION FOR ICCR SPONSORED STUDENTS AT IITG

1. You are requested to keep the Air travel boarding pass to submit the same to the Regional Office of ICCR Guwahati.
2. You need report to the AER office, soon after completion of your registration and fill in the joining report. The AER office will forward this to the ICCR Regional Office, Guwahati
3. You need to apply for all the semesters grade sheet to the Deputy Registrar (Academic) and submit a photocopy of this to the AER office for forwarding to the ICCR Regional Office, Guwahati
4. Please give your bank account number directly to the ICCR Regional Office Guwahati so that they can deposit the necessary living expenses for you directly to that account
5. For more details on ICCR policy, guidelines, scholarship and summer camp for international students etc., please visit the link <http://www.iccrindia.net/>
6. Please inform ICCR Regional office if you avail any leave and visit your home town or elsewhere.
7. ICCR students are eligible for an Institute Top-up grant as scholarship. Please contact the AER officials for that.

# FOREIGNERS' REGISTRATION

## HOW TO REGISTER WITH FRO?

1. All foreign students must contact the AER office immediately after their registration within 24 hours so that your details can be updated as per governmental guidelines.
2. All foreigners including foreigners of Indian origin must have an appropriate Student and Research Visa.
3. Foreign students are required to register themselves with the local Foreigners Registration Office within 14 days of arrival (days should be counted from the date of arrival and a self-written application addressed to the Senior Superintendent of Police, Guwahati City, Panbazar, Guwahati - 781001).
4. A letter issued to you from the Academic Section IITG about registration information and period of stay in IITG campus are to be presented to Foreigners Registration Office.
5. Pakistan Nationals are required to register within 24 hours and Afghanistan Nationals are required to register within 7 days of their arrival in India.

Following documents are required to be submitted at the time of Foreigner's Registration:

- Two recent passport size photographs (self signature on back).
- Photocopy of the photo page and valid Indian visa page of the passport (self attested).
- Carry your original passport, A copy of bonafide certificate issued by Students' Affairs section.
- A copy of student Identity Card (issued by IITG).

## HOW TO APPLY FOR 'VISA EXTENSION'?

Foreign students may go the link <http://indianfpro.gov.in/fpro> for extension of stay for a period of one year at a time up to the duration of the course or 5 years whichever is less for students pursuing full time and regular courses in a reputed and recognized university or institution.

Following documents are required to be submitted at the time of Visa Extension:

- Visa extension form.
- One recent passport size photograph.
- Bonafide student certificate issued from IIT Guwahati (in original).
- Copy of passport/VISA/Registration certificate, passport and Registration certificate in original.

Useful Links related for visa related information:

- <http://www.immigrationindia.nic.in>
- <http://www.mha.nic.in>
- [http://mha.nic.in/pdfs/student\\_visa\\_faq.pdf](http://mha.nic.in/pdfs/student_visa_faq.pdf)

# STUDENT IDENTITY (ID) CARD AND BONAFAIDE CERTIFICATE

## STUDENTS AFFAIRS SECTION (SA)

This section deals with all students related activities like student ID card, Bonafide Student Certificates, character certificate, Gymkhana, Sports, etc.

### HOW TO APPLY FOR STUDENT ID CARD?

Ensure that you apply for a student identity card in the Student Affairs Section (It is in the third floor in the Administrative Building). Without the identity card, you cannot issue books from the institute Library. Steps to be followed to apply for a temporary ID card are given below:

1. Please meet Assistant Registrar Students Affairs Section(SA) and show your Registration copy.
2. Please keep a copy of the Form-5 with you for your records.
3. Two colored passport photographs are required.

### HOW TO APPLY FOR MULTIPURPOSE BONAFAIDE STUDENT CERTIFICATE?

1. Please meet Assistant Registrar Students Affairs Section (SA) and show your Registration copy.
2. Fill in the required form.
3. Photocopy of the temporary ID card.
4. Submit the same to the SA section for processing.
5. Please keep a copy of the Form with you for your records.
6. Both pre-paid and post-paid mobile phone connections can be easily obtained within the campus. However, if you need to immediately contact your parents/guardians over phone, please contact AER office.



## CAMPUS WEATHER AND CLOTHING

Summer (April to July) temperatures vary between 25 and 35 degrees. Winters (November to February) are chilly, especially at night. In summer most days, students wear comfortable, casual clothes such as jeans, t-shirts, skirts, churidars, etc. November to February are generally cold months, hence, a warm jacket and sweater are necessary during these months.



## STUDENTS' LIFE AT IITG

### GYMKHANA

The IITG Student Gymkhana Council is an apolitical student organization that acts as the link between the students and the administration. The Gymkhana Club promotes the objectives of fostering extra-curricular and co-curricular activities, welfare of students and their stay on the campus.

### SPORTS COMPLEX

A Sports Complex comprising of an indoor sports stadium with synthetic badminton, table tennis and squash courts, a gymnasium, an 8-lane, 50 m long swimming pool and food-lit playing fields for all major outdoor games. You can contact Chairman (Sports) and Physical Training Instructor at 2168 for any further query and help.

### CULTURAL ACTIVITIES

A number of literary and social activities take place on campus throughout the year. *Alcheringa* is one of the biggest events held on campus every year which is organized and managed by student. *Techniche* is another major techno management event at IITG which celebrates the spirit of technology. Techniche is rated as one of the most exciting technical events in the country.

## GUEST HOUSE FACILITIES

The institute Guest House (72-rooms) is between two lakes. It has all modern amenities for a comfortable stay in a beautiful natural setting. It has a mini conference hall and a dining room. All the rooms are connected to the institute LAN (Local Area Network). You can always book a room for your parents/guest at our guest house (if available). Please see the link <http://shilloi.iitg.ernet.in/~establishment/guesthouse/gho.html> for detail information.



## COMPUTER CENTRE

The Computer Centre of the institute takes care of all computing facilities for students, faculty and staff. The Computer Centre has more than 250 PCs with LCD monitors. The institute provides high-speed LAN connectivity everywhere on campus - from classrooms and offices to hostel rooms and residences - and is connected to the Internet through multiple gigabit gateways. The CC/Library building is next to the Admin Building. You can contact HOD(CC) at 2355 or your concerned HOD or Technical Officer Grade I at 3354 for any further query or help.

### HOW TO AVAIL INTERNET/EMAIL FACILITIES?

1. Academic Section sends the list of registered students to the computer Centre (CC).
2. Based on that list, the Computer Centre gives a user ID and temporary password (with instructions how to change the password). This is put up on the Computer Centre (CC) Notice Board.
3. You are requested to watch this Notice Board for more details.



## CENTRAL LIBRARY

The Central Library is the core hub for academic and research. It houses a collection of over 1, 50,000 books and journals and also provides access to over 2,600 online journals and magazines. This building is next to the Administrative Building. All operations of the Library are automated with the help of an integrated library software package. The database for the entire collection has been created and is available through On-Line Public Access Catalogue (OPAC) to the users via the campus network. You can contact Librarian at 2112 for further help and guidance.

### SOME IMPORTANT INTRANET SITES OF IITG

You need to access <http://intranet.iitg.ernet.in/> (<http://202.141.80.14>) to visit the following sites:

1. <http://intranet.iitg.ernet.in/> This is the intranet site of IITG. You can find all necessary and important information here for any section or office of IITG and all important rules and policies.
2. <http://shiloi.iitg.ernet.in/~acad/intranet/index.php> This contains information related to all kind of academic issues.
3. <http://shiloi.iitg.ernet.in/~sa/> This is the link for students affairs where you can find details of students related issues.
4. <http://intranet.iitg.ernet.in/news/> This is the IITG newsgroup.
5. Use the link <http://intranet.iitg.ernet.in> to log on to your department website for detailed information on your department.

## IITG HOSPITAL

A 30-bed institute hospital is located next to the Institute Guest House. It has a dispensary, a clinical laboratory and a minor-operation theatre. IITG extends to you all medical facilities available as per institute rules at par with Indian students.

### HOW TO REGISTER?

Every registered foreign student of IITG is eligible for registration at the institute hospital. Foreign students are requested to visit the institute hospital. On producing your student ID card to the Medical section, a Student Health Card will be made against your name. Foreign students are advised to have appropriate Medical Insurance from their home country to cover serious ailments or accidents as these cannot be handled in the institute hospital.

Dial (+91-361-258) 2097 in case of Emergency

## FACILITIES

### MARKET COMPLEX

For daily necessities, you can walk down to the market/commercial complex. The market/commercial complex has shops like grocery, saloon, confectionary items, stationary, laundry, multi cuisine restaurant, beauty parlor, tailoring, fruits, vegetable, travel agent for hiring taxis, fish and meat etc. Each hostel also has a stationary shop, juice centre etc. for your daily necessities. A larger market, Amingaon Bazaar is about 5 km from the campus. You can always contact Deputy Registrar (Establishment Section) at 2043 for any further queries.

### POST-OFFICE CUM RAILWAY TICKET RESERVATION COUNTER

The campus has a Post Office cum Railway ticket reservation counter (Near Kendriya Vidyalaya (KV) School gate/ Lathia-bagicha gate).

### COURIER SERVICE

Please contact the Despatch section located in the Ground floor of the Administration Building for details on available courier services. You can also use Speed Post from the Post Office cum Railway Reservation counter.

### INSTITUTE TRANSPORT FACILITY

For commuting from Guwahati City to IITG campus, IIT Guwahati has its own transportation facilities which plies to and fro between IITG campus and the city. The campus is about 20 km from the heart of the city.



# CAMPUS MAP

The IITG campus map is an interactive and engaging interface aims to provide a virtual tour of the campus. This is available in our intranet and as well as internet website. The link of the campus map is <http://www.iitg.ernet.in/aa/campusmap/>.





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