Step-By-Step **Registration** Process for

All NEW DECEMBER 2016 PhD STUDENTS

on 02-01-2017

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

1. Please report to the Registration Room in the Lecture Hall Complex [as per notified `Registration venues' below], positively **by 9.00 a.m.**, on **02-01-2017**; and take your seat facing your designated registration desk.

2. **FIRST STEP**: Please visit Computer and Communication Centre Laboratory (located at Library building) and enter bio-data to the Central portal by **logging in with your newly assigned Roll Number and Date of Birth (dd-mm-yyyy).** Your Roll Number, in addition to our Institute Website (where you could see your results), will be available in hostel notice boards as well as Computer and Communication Centre notice board.

3. **SECOND STEP** : ARRANGEMENT OF DOCUMENTS: **Please serially arrange 2(two) bunches of documents** i.e. **(A)** ***copies*** of all documents to be submitted (wherever 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 2016 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 01-04-2015***;
   d. Original GATE 2015/2016 Score Card (for PhD in Engineering/Technology REGULAR candidates, if not MTech/ME/MD/MVSc/MPharm)
      Original CEED 2015/2016 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. **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. *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**.

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Guwahati-781039, INDIA

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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 2015/2016 Rank-cum-Score Card/NET/INSPIRE certificate, if applicable].

5. **FOURTH 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) Biometric Recording (i.e. photo session, digital signature etc. for Identity Card) (b) Course Registration and [***Please follow the procedure for Course Registration as per details provided at Point Nos. 7 and 8 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 `√'marking on PhD/Dual (MTech+PhD) etc., Total amount of Fee in words, payment details [as you may like to pay e.g. through ATM Debit Card(by swiping in POS machine) or Demand Draft etc], 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, 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. **FIFTH 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. **SIXTH STEP: BIOMETRIC RECORDING:** After completion of Signature on Registration Sheet, please visit **LECTURE HALL-1** for Biometric Recording (i.e. photo session, digital signature etc., for Identity Card), and complete last lag of your admission process.

S.K. Dr 27/12/2016

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8. **SEVENTH 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. **YOU WILL BE ABLE TO LOG IN BY USING YOUR NEW ROLL NO. AND DATE OF BIRTH (DD-MM-YYYY).**

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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VENUES FOR REGISTRATION OF
ALL **NEW DECEMBER 2016 PhD** STUDENTS, ON 02-01-2017

Venues	Details of students
Lecture Hall -2	**NEW DECEMBER 2016-Batch PHD** students [CE + HSS + MATH]
Lecture Hall -3	**NEW DECEMBER 2016-Batch PHD** students [NT + ENC + PHY + DESIGN+LST]
Lecture Hall -4	**Registration Desk-1** **NEW DECEMBER 2016-Batch PHD** students [BSBE + CL + CHM + ENV] **Registration Desk-2** **NEW DECEMBER 2016-Batch PHD** students [CSE + EEE + ME+RT]
Lecture Hall -1	**Bio-Metric Recording (Photograph, Digital Signature for I-card etc).**This will be in the **Sixth Step** of the Registration Process.
Control Room	**[Lecture Hall Complex]**

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