

## Guidelines and Frequently asked questions for Freshers:

### Academics:

1. How do I select courses? Which courses to take up? Duration of 24 credits? What if I want to drop a course in a semester?

Ans: The DC of a student prescribes the courses a student has to register for every semester. However, the DPPC prescribes courses if the DC is not yet constituted.

It is advised to take courses which are relevant to your research topic. In case you have not yet decided a research subject, it is better to take courses in which you can score good grades as grades do matter in some cases.

The duration to finish 24 credits is 2 semesters but if you want you can complete the entire credits in one semester.

The AAMS provides a window to drop courses. It is mainly after the midsem. You can see your mid sem performance and then decide to drop the course or keep it but it must be done in the given window failure of which might lead to you keeping the course.

2. AAMS? What are the things that can be known from AAMS?

Ans:

AAMS: <https://www.iitg.ac.in/aams/>

This is the portal where freshers (those who have not completed their coursework) register for the courses. The list of courses is available along with the faculties, credits and even tentative exam dates for that particular semester. Also the course adding and dropping is done here.

During Midsems and End sems the time table will be uploaded in AAMS which will include the date of exam, time slot of the exam and venue (classrooms or lecture halls).

After the end semester exams, within a month results are uploaded in the AAMS portal from where you can check your performance.

3. What if I have a repeat in coursework in the 1<sup>st</sup>/2<sup>nd</sup> semester? What is the criteria of CPI to pass all the subjects in each semester?

Ans: Individual subject pointer should not be below 4 points (lowest you can get in any subject) or else it is declared as a F grade. If you have a repeat in any of the subjects then you might have to appear for a re-exam/supplementary which is usually conducted in the gap between first and second sem. For this you have to ask the instructor regarding the test schedule.

In each semester, the Cumulative Performance Index (CPI) should not be less than 6.0. If at the end of any semester, a student's CPI is less than 6, he/she has to repeat the courses. Also, if at the end of any semester, a student maintains a SPI of 6.0, but fails in a course, he/she is allowed to repeat/substitute it in the following semester(s). **But the Overall CPI must be 6.5 at the end of course work completing all credits.**

Now, if it so happens that at the end of the 2nd Sem a student's CPI is less than 6.5, you have to submit a plea to the department for letting you take courses for the third semester (final chance for you to complete the coursework).

Note: Each subject's credits count even if you fail in it, as the evaluation is continuous. So as you go on to next semester previous credits will also be used to compute the overall CPI.

4. [How to select a guide/supervisor? When will I be able to choose a guide?](#)

Ans: The DPPC appoints Supervisor(s) to a student after obtaining mutual consent of both the student and the Supervisor(s). The Supervisor(s) is identified and appointed at the earliest and within six months from the date of admission.

Just around the time of end semesters, a form is rotated by the department for you to fill your preferences for supervisor. You have to talk to them personally beforehand to get their consent about supervising you. Ask around your seniors about the labs and work being done there and make a wise choice. Make sure you choose your supervisor cautiously as a PhD is a long journey. Also talk to at least 3 supervisors to make up your mind and finalize.

5. [Can I change my guide after choosing a guide in 1<sup>st</sup> semester?](#)

Ans:

**Case 1:** If a student has only one Supervisor and the Supervisor goes on leave for more than 15 (fifteen) months, another Supervisor is appointed by the DPPC. Mutual consent of both the student and Supervisor(s) is taken for such cases.

**Case2:** If there are some valid reasons, the Chairman, Senate may permit a student to change his/her Supervisor(s). Mutual consent of the student and supervisor(s) and recommendations of the DPPC and IPPC are required. Such cases are reported to the Senate.

Please check PhD Ordinance for more information:

<https://www.iitg.ac.in/acad/ordinances/PhDOrdinances.pdf>

6. [How to register for the next semester? When and where to see results? Where can I get the Academic Calendar?](#)

Ans: You have to register in LAAPS for your next semester. The semester registration fees can be paid through the link that will be provided to you by the academics in your official iitg mail.

The results will be available in AAMS once the date of submission of grades by teachers is past.

Usually it still takes a week or two after this. The academic calendar is available in the IITG website or at [https://iitg.ac.in/acad/academic\\_calender.php](https://iitg.ac.in/acad/academic_calender.php)

7. [What is the contingency amount? Is it all year round? Is it the same for both winter and summer batches? Which form to fill up? How to get a bill? GSTIN?](#)

Ans: The Contingency amount at present is Rs. 5000 for registered and "Regular" category students of PhD funded by MHRD in every financial year against reimbursement basis.

It's the same for both winter and summer batches. If you purchase something online, you have to give proof of it being delivered along with the invoice. If it is offline, a proper receipt with a valid GSTIN no. has to be provided.

The form no. GEN/20 available at [https://www.iitg.ac.in/acad/Phd\\_forms.php](https://www.iitg.ac.in/acad/Phd_forms.php) needs to be filled for Contingency Expenses Reimbursement.

8. Moving from AAMS to LAAPS. How to select a TA supervisor in LAAPS? How to update the course registration?

Ans: In the first semester, you have to register with the AAMS portal. Once you clear the coursework, you shift to LAAPS (Leave Assistantship Academic Performance System).

LAAPS: <https://iitg.ac.in/laaps/login>

AAMS Portal is actually meant for PG students so Masters and PhD both use it during the coursework. Only PhD students on completion of their coursework move to LAAPS. LAAPS is a very useful portal which will be used to register for further coursework, comprehensive, SOAS or APS examinations. As the name goes, you have to apply for any casual leaves through LAAPS. Once applied it will be further authenticated by your supervisor and HOD. LAAPS is also useful for checking the status of your academic report, stipend, Doctoral committee, and exam registration.

Once notice for TA supervisor allocation has come, you should go to laaps account and follow the steps: Dashboard---->View TA faculty allocation----> Select TA Faculty ( which you are allotted) Your stipend is viable to your performance and is usually authenticated by your TA supervisor (under whom you will be doing TA duty).

9. How to get a PC and a sitting place in the lab? Which form to fill up for this? Whom to communicate with for PC related issues? What if my PC is not working?

Ans: After contacting your supervisor you will get a sitting place in the lab. You have to check a vacant place and note down the PC number and IP Address which will be written there. A PC will be provided to you by the STORE and PCB Lab, 1st floor,EEE Department. You need to contact this lab or the EEE office and you will be directed to do the necessary. You can contact the Store and PCB Lab for PC related issues or if it's not working.

Store and PCB Lab Technician: *Jatin Rabha*

Phone : +91-361-258-4510

E-mail: [jatnr@iitg.ac.in](mailto:jatnr@iitg.ac.in)

10. Net is not working in the lab, whom to contact?

Ans: You can visit the Computer and Communication Services(CC) page <https://www.iitg.ac.in/cc/internet> Or you can contact them from here contacts given here <https://www.iitg.ac.in/phones/phones.jsp?deptid=44> or you can book complaint at <https://intranet.iitg.ernet.in/cb/index.php> .

- For all network, Internet related issues: [netadmin@iitg.ac.in](mailto:netadmin@iitg.ac.in)
- For all mail related issues: [mailadmin@iitg.ac.in](mailto:mailadmin@iitg.ac.in)

- For all intranet related issues: [web\\_intra@iitg.ac.in](mailto:web_intra@iitg.ac.in)
- For all other web related issue(excluding intranet) : [webmaster@iitg.ac.in](mailto:webmaster@iitg.ac.in)

#### 11. What are the different labs and their lab incharges?

##### Laboratories

##### Incharges

Communication and Networking Lab	Prof. Ratnajit Bhattacharjee , Prof. S. K. Bose
Control and Instrumentation Lab II	Prof. H. B. Nemade
Control and Instrumentation lab-I	Prof. Somanath Majhi Prof. Chitralekha Mahanta Prof. Harshal B. Nemade Dr. Indrani Kar Dr. Srinivasan krishnaswamy Dr. Hanumant Singh Shekhawat
Electrical Machines Lab	Dr. Praveen Kumar
Electro-Medical and Speech Tech. Lab	Prof. Samarendra Dandapat Prof . Rohit Sinha Dr. L N Sharma
Electronic Circuits Lab-I	Prof . Rohit Sinha
Electronic Circuits Lab-II	Prof . Rohit Sinha
Embedded System Lab	Dr. S. R. Ahamed
High-Frequency Lab	Prof. R. Bhattacharjee.
Signal Processing Lab	Dr. Rishikesh Dilip Kulkarni

Image Processing and Computer Vision(IPCV) Lab	Dr. M. K. Bhuyan
Multimedia Analytics Lab.	Dr. Prithwijit Guha
Power Electronics Lab	Dr. A. Ravindranath
Power System Lab.	Dr. Praveen Tripathy
Systems Simulation Lab	Dr. Suresh Sundaram
VLSI-ADSP and Communication Lab	Dr. N. Nallam
Electric Mobility Laboratory	Dr. Praveen Kumar
HPC and FPGA Design Lab	Dr. Gaurav Trivedi
Power and Control Lab-I	Dr. Shabari Nath
Power and Control Lab-II	Dr. Sanjib Ganguly
Signal Informatics Laboratory	Dr. K. Karthik
VLSI Laboratory-II	Dr. Arun Tej M

**12. My coursework is completed. Within how many months I have to complete my Comprehensive Examination?**

Ans: You have to complete your Comprehensive Examination within 18 months for MTech qualified and within 24 months for BTech qualified persons from the date of admission. Generally, within 6 months after the course work.

**13. How is a comprehensive committee formed? Which form to fill up? Where are the forms available for PhDs?**

Ans: At IITG, generally your Doctoral Committee(DC) will be your Comprehensive Committee. The DC committee is formed by the Supervisor within One month from the date of appointment of the Supervisor.

The form no. 6 of PhD forms given at [https://www.iitg.ac.in/acad/Phd\\_forms.php](https://www.iitg.ac.in/acad/Phd_forms.php) need to be filled to form the Comprehensive Committee.

14. What happens if there is a repeat in my comprehensive for the 1<sup>st</sup>/2<sup>nd</sup> time?

Ans: A student failing in the Comprehensive Examination in the first attempt is given a second attempt not before one month and within six months from the date of the first attempt. If the student fails in the second attempt, he/she is not allowed to continue in the PhD programme.

15. After completion of the comprehensive, which form to fill up?

Ans: You have to register for the SOAS in the LAAPS portal.

16. What is the Doctoral Committee? Is it the same as the Comprehensive Committee? Which form to fill up?

Ans: To monitor the progress of research of a student, there will be a Doctoral

Committee with the following composition:

(i) A faculty member other than the Supervisor(s) to be nominated by the DPPC----->Chairman

(ii) Supervisor(s) ----->Member(s)

(iii) Two other faculty members of which one should preferably be from another department----->Members.

The DC Committee is the same as the Comprehensive Committee in IITG.

Form no. 4 of the PhD forms available at

[https://www.iitg.ac.in/acad/Phd\\_forms.php](https://www.iitg.ac.in/acad/Phd_forms.php) needs to be filled for formation of DC Committee.

17. How to register for the next SOAS examination in LAAPS? Which form to fill up? After how many months from completion of the Comprehensive exam do I have to give my SOAS examination?

Ans:

An email will be sent to you from the Academics to register for the semester. You can open your LAAPS profile and see a course registration icon where you can fill your registration details. You have to give your SOAS examination within 6 months from the date you completed your Comprehensive Examination.

18. What happens if my current academic status is still pending in LAAPS even though I have cleared the exam? What if my stipend is delayed? Whom to contact?

Ans: For such issues contact Academic Affairs Section office ([acadoff@iitg.ac.in](mailto:acadoff@iitg.ac.in))

19. What after SOAS? APS? How many years do we get stipend for? How to register for APS?

Ans: After SOAS, you have to show your annual progress in the APS. Registration of APS is done in the LAAPS. You get a Stipend for 5 years from the date of admission.

**Campus:**

1. What are the utilities in the campus? Sports, food, stores, cycle stands, spots to visit? One stop app?

Ans: All important utilities are available in the Campus.

Sports: Indoor and Outdoor stadiums

Gyms

Food Court, CCD, Canteens, Juice Centres.

Stationary Shops at hostels and also at Academic Buildings.

Cycle Repairing Shops

Market Place where all groceries, restaurants, gift shops, vegetable counters etc all necessary things are available.

Bus Facilities: Bus facility is free of cost for students. The Bus Timings can be obtained from the hostel office or OneStop IITG app.

Banks and ATMs: Canara Bank (IFSC: CNRB0008652, MICR Code: 781015008) SBI Bank (IFSC: SBIN0014262, MICR Code: 781002053) ICICI Bank (IFSC: ICIC0003325)

Institute's Guesthouse, Lakshinath Bezbaroa central library, Institute's Hospital (24 X 7 services)

**OneStop IITG app** can be installed and logged in by the institute mail or can also be used as a guest.

It gives all-round information of IITG including daily mess menus in the hostels, events happening at IITG, maps, Bus Timings etc. It can be installed from

[https://play.google.com/store/apps/details?id=com.swc.onestop&hl=en\\_IN&gl=US](https://play.google.com/store/apps/details?id=com.swc.onestop&hl=en_IN&gl=US).

2. How to configure my Internet LAN in room? How to give complaints regarding infrastructure?

Ans: You can visit the Computer and Communication Services(CC) page

<https://www.iitg.ac.in/cc/internet> where the process to configure your LAN is provided. Or you can contact them from here contacts given here <https://www.iitg.ac.in/phones/phones.jsp?deptid=44> or you can book complaint at <https://intranet.iitg.ernet.in/cb/index.php> .

- For all network, Internet related issues: [netadmin@iitg.ac.in](mailto:netadmin@iitg.ac.in)

- For all mail related issues: [mailadmin@iitg.ac.in](mailto:mailadmin@iitg.ac.in)
- For all intranet related issues: [web\\_intra@iitg.ac.in](mailto:web_intra@iitg.ac.in)
- For all other web related issue(excluding intranet) : [webmaster@iitg.ac.in](mailto:webmaster@iitg.ac.in)

For infrastructure related issues, complaint can be made at [maintenance@iitg.ac.in](mailto:maintenance@iitg.ac.in) or you can call maintenance from phone nos. given here <http://www.iitg.ac.in/phones/phones.jsp?deptid=27>. This link will give you all the maintenance phone nos. and extensions in iitg.

### **Important contacts:**

#### **EEE Department:**

**Head of the Department, EEE:** Prof. Roy P. Paily sir, Email ID: [hodeeee@iitg.ac.in](mailto:hodeeee@iitg.ac.in)

**EEE Office:** [eeeoff@iitg.ac.in](mailto:eeeoff@iitg.ac.in)

#### **Departmental Postgraduate Programme Committee (DPPC):**

**DPPC, Chairman:** Prof. Roy P. Paily sir.

**DPPC, Secretary and PhD Faculty Advisor:** Dr. Ramesh Kumar Sonkar sir, Email ID: [dppceeee@iitg.ac.in](mailto:dppceeee@iitg.ac.in)

**TA Coordinator:** Dr. Suresh Sundaram sir, Email ID: [sureshsundaram@iitg.ac.in](mailto:sureshsundaram@iitg.ac.in)

**Continuing PhD Students info:** <https://www.iitg.ac.in/eee/phdcont.html#phdcontStart>

**Continuing Dual Degree Students info:** [https://www.iitg.ac.in/eee/dual\\_stud.html#dual\\_studStart](https://www.iitg.ac.in/eee/dual_stud.html#dual_studStart)

#### **Administration:**

**Dean of Student Affairs:** [dos@iitg.ac.in](mailto:dos@iitg.ac.in) . Phone no: +91 3612582083

**HoS Student Affairs Section:** [hossa@iitg.ac.in](mailto:hossa@iitg.ac.in)

**ADOAA (PG):** K.V. Krishna. email: [adoaapg@iitg.ac.in](mailto:adoaapg@iitg.ac.in) .

**ADOSA:** email: [adosa\\_1@iitg.ac.in](mailto:adosa_1@iitg.ac.in), [adosa\\_2@iitg.ac.in](mailto:adosa_2@iitg.ac.in) .

#### **Wardens:**

**Barak:** [warden.barak@iitg.ac.in](mailto:warden.barak@iitg.ac.in)

**Brahmaputra:** [warden.brahmaputra@iitg.ac.in](mailto:warden.brahmaputra@iitg.ac.in)

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**Dibang:** [warden.dibang@iitg.ac.in](mailto:warden.dibang@iitg.ac.in)



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Married Scholar Hostel: [warden.married@iitg.ac.in](mailto:warden.married@iitg.ac.in)

Siang Hostel: [warden.siang@iitg.ac.in](mailto:warden.siang@iitg.ac.in)

Subansiri: [warden.subansiri@iitg.ac.in](mailto:warden.subansiri@iitg.ac.in)

Umian: [warden.umiam@iitg.ac.in](mailto:warden.umiam@iitg.ac.in)

YourDost: <https://yourdost.com/> (You can login with your iitg email id)

Welfare Board: Chairman: [chrwb@iitg.ac.in](mailto:chrwb@iitg.ac.in)

General Secretary: [gensec\\_welfare@iitg.ac.in](mailto:gensec_welfare@iitg.ac.in)

Gymkhana: [vp@iitg.ac.in](mailto:vp@iitg.ac.in)

Library: [librarian@iitg.ac.in](mailto:librarian@iitg.ac.in)

Sports: [sportsec@iitg.ac.in](mailto:sportsec@iitg.ac.in)