

Indian Institute of Technology Indore

IITI/Acad/2014-15/Reg-Autumn-2014

July 16, 2014

Schedule of Orientation and Registration Program for NEW Students

Date: 22 July 2014 (Tuesday);

Time: 08:45 a.m. to 06:30 p.m.

Venue: New Dinning Hall, PACL Campus

Pre-orientation Program Activities	:	Time
Departure of Institute Buses for NEW students, their parents, faculty & staff members	:	
➤ From Silver Springs Hostel (outside the mess) to PACL Campus		8.15 a.m.
➤ From IET Campus to PACL Campus		8.15 a.m.
Distribution of Registration Kit and Attendance of NEW Students: 2014 PhD Students: Mr. Himanshu Kuril 2014 MTech Students: Mr. Shailendra Verma 2014 MSc Students: Mr. Ashwin Wagh 2014 BTech Students (CSE): Mr. Kailash Jamra 2014 BTech Students (EE): Mr. Sunil Sawle 2014 BTech Students (ME): Ms. Shagufta Rahim	:	08.45 to 09.00 a.m.
Refreshment (Ground Floor Corridor @ PACL Campus)	:	09.00 to 09.25 a.m.
Schedule of Orientation Program (9.30 to 10.45 am)		
Compering and Start of the Orientation Program: Ms. Shagufta Rahim	:	09.28 to 09.30 a.m.
Welcome address, Introduction of Academics and Registration Process by the Acting Director and Dean, Academic Affairs, Prof. Neelesh Kumar Jain	:	09.30 to 09.40 a.m.
Introduction of Co-curricular activities and Internet Usage rules by the Dean, Student Affairs, Dr. Antony Vijesh	:	09.40 to 09.45 a.m.
Address by HOS (Engineering) Dr. M. Anbarasu	:	9.45 to 9.48 a.m.
Address by HOS (Science) and Dean (Administration): Dr. C. Venkatesh	:	9.48 to 9.51 a.m.
Address by HOS (HSS) Dr. C Bharat Kumar	:	9.51 to 9.54 a.m.
Introduction of Hostels facilities and Hostel rules by the Chief Hostel Warden, Dr. Biswarup Pathak	:	09.54 to 10.00 a.m.
Introduction of Mess facility, Mess Rules and other policies by Mess Warden Dr. Sharad Gupta	:	10.00 to 10.03 a.m.
Presentation of Medical Facilities, Policies and Issues by Medical Officer, Dr. Shilpa Rout and Dr. P. Matkar	:	10.03 to 10.10 a.m.
Introduction of Library Facilities by Dy. Librarian, Ms. Anjali Bandiwadekar	:	10.10 to 10.15 a.m.
Introduction of Placement activities by Faculty-In-charge, Placement, Dr. Santosh Kumar Vishvakarma	:	10.15 to 10.20 a.m.
Introduction of activities by the Student Gymkhana by General Secretary, Mr. Kartikeya Upasani	:	10.20 to 10.25 a.m.
Introduction of Institute Policy and Measures for Anti-Ragging & Anti-Harassment by Convener, Dr. Sharad Gupta	:	10.25 to 10.28 a.m.
Introduction of the Counseling facilities by Student Counselor, Ms. Monika Gupta	:	10.28 to 10.35 a.m.
Introduction of Safety & Security Rules and Protocols by Convener, Safety and Security Committee, Dr. Sanjay Kumar Singh	:	10.35 to 10.38 a.m.
Introduction of Institute Functionaries by Ms. Shagufta Rahim (All Deans, All HODs, Conveners of DPGC and DUGC, Hostel Wardens, Registrar, DRs, Dy. Librarian, Asst. Librarian, CSO, ASW, IT and Hospitality Manager, Academic Office Staff)	:	10.38 to 10.43 a.m.
Vote of Thanks: Ms. Shagufta Rahim	:	10.43 to 10.45 a.m.

Schedule of Registration & Other Activities

Time: 11:00 a.m. to 06:30 p.m.

Academic Program	Venue (Associated Staff)	Faculty Members required to guide and help the NEW students	Activities by the students
PhD	PF-01 (Computer Lab) Himanshu Kuril Sunil Sawle Sandeep Patil Shailendra Verma	DPGC Conveners of CSE, EE, ME, BSBE, MSE. Chemistry, Physics, Mathematics and HSS	<ol style="list-style-type: none"> 1. To show the original offer letter and Identity proof. 2. Verification of the degrees, certificates and other documents 3. To deposit the required registration and mess fee. If already deposited then collect fee receipt. 4. Online registration of courses for 2014 Autumn Semester after showing the fee receipts. 5. To take print out of the Course Registration Form and sign it with date. 6. To fill the various undertakings and other relevant forms. 7. To deposit all the documents to the concerned staff 8. Sign on the roll register.
MTech [Communication and Signal Processing]	PF-02 (Computer Lab) Kailash Jamra Ashwin Wagh Santosh Sharma	Program Coordinator Dr. R. B. Pachori Dr. I. A. Palani	
MTech [Production and Industrial Engineering]		HOD of Chemistry and Physics or their his representatives	
MSc (Chemistry and Physics)			
BTech (CSE)	PS-10 (2 nd Floor) Rinki Kukreja Farhan Babu	DUGC Convener, CSE	
BTech (EE)	PS-12 (2 nd Floor) Shagufta Rahim Lalit Jain	HOD (EE)/DUGC Convener, EE	
BTech (ME)	PS-13 (2 nd Floor) Tapesah Parihar Jitendra Gupta	DUGC Convener, ME	
Fee Deposition	PS – 09 (2 nd Floor) Divya Bangar Vijayendra Sastri Pravah Shukla Murali Nair Rahul Geed	NA	
Bank Counters	PG-12, PG-13, PG-14 (Ground Floor)	NA	For opening bank account, availing education loan, etc.
Counters for Mobile Sim cards	Near room PS-09 (2 nd Floor)	NA	For availing mobile SIM cards.
Lunch	New Dining Hall (from 1.00 p.m. to 2.00 p.m.)		
Campus Visit:	<p>PACL Campus: 2.15 p.m. to 3.30 pm [For CSE students: Dr. Surya Prakash & Shailendra Verma; for EE Students: Dr P K Upadhaya and Ragvendra Hanswal, For ME Students: Dr. M. Santhakumar and Sandeep Gour]</p> <p>IET Campus: 4.15 p.m. to 5.15 pm [Dr. S S Bulusu, Dr. Rajesh Kumar, Dr. Anand Prakash, Dr. Amit Kumar, Ghanshyam Bhavsar, Manish Kushwah, Ujjawal Kulkarni, Nilu Roy]</p>		
English Diagnostic Test [Only for NEW BTech. Students]	5.30 p.m. to 6.30 p.m. in Classroom no. M-211, IET Campus (Coordinator: Dr. Nirmala Menon)		
Departure from IET Campus to Silver Springs Hostel	6.30 p.m.		

Please Note that:

- All Faculty and staff members who have been assigned the responsibility/duty should be available for tasks assigned to them during the above-mentioned time.
- All HODs, DPGC and DUGC conveners are required to be present during the course registration of new students to guide and help them.
- All HODs should ensure that all the labs are neat and clean and the concerned Lab staff and PhD students are present in their labs during the visit of NEW students on **22nd July 2014**.

Dean, Academic Affairs