

Indian Institute of Technology Indore

IITI/Acad/2018-19/Reg-Spring 2019

December 21, 2018

Schedule of Orientation and Registration Programme for NEW PhD students : Spring Semester-2019 (AY 2018-19)

Date: December 26, 2018

Day: Wednesday

Venue: Titanium (1B) – 203 (CAD Lab)

Course Registration

Time	Venue	Faculty Members required to guide and help the new students	Staff Members for Course Registration	Activities by the STUDENTS	Responsibilities for STAFF
9:15- 9:50 hrs	Titanium (1B)-201	NA	Mr. Kailash Jamra and Ms Rinki Kukreja	Collection of Welcome Kit	Distribution of Welcome Kit
10:00-11:30 hrs	Titanium (1B)-201	Orientation program – Address by the Hon'ble Director, DOAA, DORD, DOSA, Chief Warden and presentation by Heads of Disciplines, Dy Librarian, Senior Medical Officer, Counselor and Convener Safety and Security Committee.			
11:30 - 12:00 hrs	First Floor Titanium Building	Hi-Tea			
12:00 to 17:30 hrs. (Lunch 13:30 to 14:30 hrs)	Titanium (1B)-203 (CAD Lab)	DPGC Conveners of CSE, EE, ME, CE, MEMS, BSBE, Chemistry, Physics, Mathematics,	Desk – 1 (Chemistry, Mathematics and Physics) Mr. Sunil Sawle Mr. Mahesh Jhade Desk – 2 (CSE, EE and ME) Mr. Ashwin Wagh Mr. Satish Bisen	1. Signed course registration form submit to concerned staff members for registration process. 2. All documents to be arranged in order for registration process.	1. To check the identity of candidate and original offer letter, Fee receipt and distribution of the registration kit. 2. Course registration form signed by each student with date. 3. Documents Verification. 4. To get the signature of each student on Roll list.

			Desk – 3 (Civil and BSBE) Mr. Kinny Yogesh Pandey Mr. Amit Kumar Mishra Desk – 4 (MEMS) Mr. Shagufta Rahim Mr. Amit Jadav		
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Fee Deposition

Time	Venue	Staff Members for fee Collection	Activities by the STUDENTS	Responsibilities for STAFF
12:00 to 17:30 hrs. (Lunch 13:30 to 14:30 hrs)	Titanium (1B)- 201 For PhD Students	Staff of Accounts Section	Fee deposition and collection of the Institute fee receipt with signature and Stamp from accounts section.	To collect the fee from students.

Cc:

1. DRFA and Accounts office for necessary arrangements of fee deposition
2. Concerned Students and Concerned Staff Members

Sd/-
Administrative Officer, Academic Affairs