REGISTRATION PROCESS FOR NEW UG STUDENTS FOR AY 2022-23 AUTUMN SEMESTER

Procedure for Registration, Document Upload and **Offline verification** of original documents for new UG Students for **Autumn Semester of AY 2022-23**

1. On receipt of Student allocation list from JoSAA, the Academic office will send an Offer Letter to the e-mail ID received from JoSAA. Therefore, candidates are requested to keep checking their personal IDs provided to the JoSAA.
2. List of students will be updated on Academic Portal.
3. Candidates are required to submit the Fee as per the Fee Notice and guidance which will be available on Academic portal soon.
4. Academic Office will issue the AROL ID and Password to long on to AROL on Academic Portal of IITI website : https://academic.iiti.ac.in/

5. Step by step process for upload of documents on AROL of Academic Portal:
    I. Log on to the AROL on academic portal with the AROL access ID and Password.
    II. Fill the required information on profile window. All fields are mandatory.
    III. Upload the duly self-attested copies of all documents as per the Check list provided on academic portal.
    IV. Fill the required Registration confirmation credentials.
    V. It is mandatory for all the students to **upload the self-attested documents on AROL for physical verification of original documents at the time of Registration.**
    VI. **All documents uploaded as per the check-List on AROL will be verified with the original documents in person at the time of Registration. Your admission will be confirmed only after the physical verification of the documents until then the admission will be treated as provisional.**

4. Registration and physical verification of documents will be held on **27th October 2022.**

5. Please visit academic portal frequently to get the updates on Registration/Orientation and classes.

CHECK-LIST

Check List for documents to be uploaded by UG candidates
The documents must be in PDF format and should not exceed maximum of 5 MB

1. Photograph and General Documents

Photo (JPEG Format)
Signature
Date of Birth Certificate
Caste Certificate (ST/SC/OBC-NC) (If Applicable)
EWS Certificate (If Applicable)
Parental Income Certificate (If Applicable)
PwD Certificate (If Applicable)

3. Educational Qualification Certificate

High School or Equivalent Marksheet
High School or Equivalent Certificate
Higher Secondary or Equivalent Marksheet
Higher Secondary or Equivalent Certificate
Seat Allotment Letter from JoSAA
Migration/ Transfer Certificate (Whichever is applicable)
ID proof: Aadhar Card/Passport/Driving License/Voter Card
Offer Letter from IIT Indore
Any Other Document

4. Fee Receipts and Undertaking Forms

Seat Acceptance Fee Receipt
Balance Fee Receipt
Medical Fitness Certificate For Indian Students / For International Students
Consolidated Policies and Undertaking Form (Format Enclosed) (Students should sign on all Pages)
Undertaking for Non-submission of certificate (Format Enclosed)
Library Membership Form (Format Enclosed)
Check List for Confirmation by Students (Format Enclosed)

**It is mandatory for all students to bring all original documents at the time of Registration for physical verification of the documents uploaded.