



Indian Institute of Technology Indore

Khandwa Road, Simrol, Indore – 453552

Helpline No. +91-731-2438700 Ext. 728 /994 https://academic.iiti.ac.in/prospective_students.php

Academic Year 2019-20

Detailed Schedule of Orientation and Registration Program and Important activities for New BTech Students

Activity	Date & Time	Venue	Contact Persons
How to Reach IIT Indore: IIT Indore is located at Simrol on Indore–Khandwa Road at a distance of 35 kms. from the Airport, 27 kms. from the Indore Railway Station and 22 kms. from Navlakha Bus Stand at Indore. The destination can be reached by City Buses regularly plying at an interval of 30 minutes from Bhawarkuan Square or may hire cab/ taxi.			
Reporting to the J.C. Bose Hall of Residence	July 23, 2019 (Tuesday) Throughout the day	J.C. Bose Hall of Residence IIT Indore,	Hall of Residence Office (Hostel): Mr. Digant Karve (hostel@iiti.ac.in) – 0731-2438700 Ext. 583 Ms. Shrishti Sharma 0731-2438700 Ext. 583 Chief Warden (chiefwarden@iiti.ac.in)
Biometric Verification and distribution of Welcome Kit	July 24, 2019 (Wednesday) 08:00 to 10.00	Carbon Building (New dining hall) IIT Indore Campus.	Biometric Verification: JEE Chairman- IIT Indore (jeechairman@iiti.ac.in) - 0731-2438700 Ext. 584 Welcome kit distribution: CSE – Mr. Shailendra Verma ME – Mr. Ashwin Wagh CE – Ms. Rinki Kukreja EE – Ms. Shagufta Rahim MEMS – Mr. Brajesh Dwivedi
Orientation Program	July 24, 2019 (Wednesday) 10.00 to 11:30	Carbon Building (New dining hall) IIT Indore Campus.	Academic Office Mr. Tapes Parihara, (doaa-office@iiti.ac.in) - 0731-2438700 Ext. 994 Mr. Kumar Gaurav, Administrative Officer, Academic Affairs (aoaa@iiti.ac.in) 0731-2438700 Ext. 975
Lunch	July 24, 2019 (Wednesday) 11:45 to 12:45	Carbon Building (New dining hall) IIT Indore Campus.	Hospitality Mr. Vinay Choudhary, (hospitality@iiti.ac.in) 0731-2438700 Ext. 513 Dining Warden (diningwarden@iiti.ac.in)

Verification of Medical Fitness and Disability Certificates of Students	July 24, 2019 (Wednesday) 13:00 to 17:00	Classroom No. 1E-104, Manganese Building, IIT Indore.	Health Centre (healthcentre@iiti.ac.in) - 0731-2438700 Ext. 552 Senior Medical Officer (smo@iiti.ac.in) Note: PwD category candidates must bring disability certificate as per the prescribed format available on JoSAA Website and Medical Certificate format available under Business Rule – Page No. 61 (Annexure 8) duly signed by CMO/DMO and Doctor of concerned specialization. (For example, vision related impairment should be certified by ophthalmologist)
Document Verification, and Registration	July 24, 2019 (Wednesday) 13:00 to 17:00	Manganese Building, IIT Indore. MEMS: Classroom No. 1E-201, 1 st floor EE: Classroom No. 1E-204, 1 st floor ME: Classroom No. 1E-205, 1 st floor CE: Classroom No. 1E-303, 2 nd floor CSE: Classroom No. 1E-304, 2 nd floor	Academic Office Mr. Nitin Parashar (nitinp@iiti.ac.in) - +91-731-2438728 Mr. Tapesh Parihar, (doaa-office@iiti.ac.in) - 0731-2438700 Ext. 994 MEMS – Mr. Brajesh Dwivedi EE – Ms. Shagufta Rahim ME – Mr. Ashwin Wagh CE – Ms. Rinki Kukreja CSE – Mr. Shailendra Verma
Fees payment	July 23-24, 2019 (Tue-Wed) throughout the day	Help desk at Hostel on July 23, 2019 (Tuesday) and Classroom No. 1E-203, Manganese Building at IIT Indore campus on July 24, 2019 (Wednesday) 13:00 to 17.00	Finance and Accounts Section Mr. Roshan Bhatia, roshanb@iiti.ac.in 0731-2438700 Ext. 952/964 Payment can be made ONLINE ONLY using following methods: 1. Paytm:- www.iiti.ac.in Facilities>pay through PAYTM 2. Online:- “SB Collect” facility by logging on to https://www.onlinesbi.com/sbicollect/icollecthome.htm
Loan, Banking and Mobile SIM Card arrangement	July 24, 2019 (Wednesday) 13:00 to 18:30	Manganese Building Counter for Banks: Classroom No. 408 (3 rd floor), 505 and 506, (4 th floor) Counter for SIM Cards: Classroom No. 406, 3 rd floor	Academic Office Mr. Kailash Jamra (kjamra@iiti.ac.in) - 0731-2438700 Ext. 844
Interaction of students and parents with respective faculty Advisors and Counselor	July 24, 2019 (Wednesday) 17:00 to 18.30	Manganese Building (1E), IIT Indore. CSE: Classroom No. 1E-201 and 202A, EE : Classroom No. 1E-204 and 205, ME : Classroom No. 1E-303 and 304, CE : Classroom No. 1E-305, MEMS: Classroom No. 1E-404.	Counseling Control room 1E 202-B 1st floor Ms. Monika Gupta, Counselor, (counsellor@iiti.ac.in) - 0731-2438700 Ext. 511 Dr. Ajay Kumar Kushwaha, Associate Dean of Student Affairs (adosa@iiti.ac.in)
Commencement of classes	July 25, 2019 (Thursday),	As per the class timetable (detailed timetable will be placed in welcome kit on the day of orientation)	

The following duly signed documents to be produced at the time of registration by BTech students:

1. Seat Allotment Letter received from JEE-2019 (Advanced).
2. Original photo identity proof (any one): Aadhaar Card/Driving License/PAN Card/Bank Pass book (with photograph)/Voter ID/Passport.
3. Class X Pass Mark sheet (self-attested photocopy & original for verification).
4. Class XII Pass Marksheet (self-attested photocopy & original for verification).
5. Category certificate for OBC-NCL/EWS/ST/SC candidates (self-attested photocopy & original for verification).
6. Deficiency Certificate for PwD category candidates (format available on JoSAA Website) and Medical Certificate format available under Business Rule – Page No. 61, Annexure 8)
7. Anti-ragging Rules and Undertaking Form duly signed by student and parents ([Format enclosed](#))
8. Dining Rules and Undertaking Form duly signed by student and parents ([Format enclosed](#))
9. Hall of Residence Rules and Undertaking Form duly signed by student and parents ([Format enclosed](#))
10. Internet Usage policy and Undertaking Form duly signed by parents ([Format enclosed](#))
11. Library form ([Format enclosed](#))
12. Mandatory Medical Fitness Certificate along with authentic record of vaccination. ([Format enclosed](#))
13. Safety and Security rules and Undertaking Form duly signed by student and parents ([Format enclosed](#))
14. Student Bio data Form ([Format enclosed](#))
15. Two latest passport size color photographs

Important Points:

- All NEW students must attend the Orientation and Registration Program.
- No accommodation in hall of residence will be provided for students before 23rd July 2019.
- Institute is not in position to provide accommodation to the Parents / Guardians accompanying the students.
- For more information please log on to https://academic.iiti.ac.in/prospective_students.php
- Fee notice ([Notice enclosed](#))
- **New Students Helpline No. +91-731-2438700 Ext. 728 / 994.**

Other Essential Items required:

- Pillow, Mattress, Bed sheet, Blanket, Umbrella, Mug, Bucket, Raincoat etc. (these items can be purchase from local market or La-Fresco at IIT Indore campus. Although there is no uniform, students are expected to be dressed in decent manner before attending the classes.