

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Dean of Students' Affairs Office

December 29, 2017

NOTICE

Sub: Registration schedule for 2nd semester 2017-18

The following arrangements have been made to conduct the registration process on 2nd and 3rd January 2018.

2nd January 2018 (Forenoon i.e. 10.00 am to 1.00 pm)

Room No.	Batch
LHC – 8	M. Tech./Ph.D. & MBA (IME department)
LHC – 9	Ph.D. (HSS department)
LHC – 10	Ph.D. (MTH department)
LHC – 11	Ph.D. (CHM department)
LHC – 12	M. Tech./Ph.D. (BSBE & CGS department)
LHC – 13	M.DES/M. Tech. & Ph.D. (DES & NET department)
LHC – 14	M. Tech./Ph.D. (PHY & ES department)
LHC – 15	M. Tech./MS(R) & Ph.D. (MSP & PSE department)
LHC – 18 &19	I-Card Updation

2nd January 2018 (Afternoon i.e. 02.00 pm to 05.00 pm)

Room No.	Batch
LHC – 10	BT/BS 2016 Batch (160002 to 160414)
LHC – 11	BT/BS 2016 Batch (160415 to 160832)
LHC – 12	BT/BS 2017 Batch (170001 to 170417)
LHC – 13	BT/BS 2017 Batch (170418 to 170830)
LHC – 14	All dual degree students who have already migrated to the PG part
LHC – 15	BT/BS 2013 & Earlier Batches
LHC – 18&19	I-Card Updation



3rd January 2018 (Forenoon i.e. 10.00 am to 1.00 pm)

Room No.	Batch
LHC – 8	M. Tech./MS(R)/ Ph.D. (ME department)
LHC – 9	M. Tech./MS(R)/ Ph.D. (EE department)
LHC – 10	M. Tech./MS(R)/ Ph.D. (AE department)
LHC – 11	M. Tech./MS(R)/ Ph.D. (CHE department)
LHC – 12	M. Tech./MS(R)/ Ph.D. (CE department)
LHC – 13	M. Tech./MS(R)/ Ph.D. (All New PG)
LHC – 14	M. Tech./MS(R)/ Ph.D. (MSE & EEM department)
LHC – 15	M. Tech./MS(R)/ Ph.D. (CSE department)
LHC – 18&19	I-Card Updation

3rd January 2018 (Afternoon i.e. 02.00 pm to 05.00 pm)

Room No.	Batch
LHC – 10	BT/BS 2014 Batch (14001 to 14413)
LHC – 11	BT/BS 2014 Batch (14414 to 14832)
LHC – 12	BT/BS 2015 Batch (150001 to 150424)
LHC – 13	BT/BS 2015 Batch (150425 to 150845)
LHC – 14	All M. Sc. (2-years) students
LHC – 18&19	I-Card Updation



(J. Sarangi)

Assistant Registrar, Students' Affairs

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Dean of Students' Affair Office

December 28, 2017

REGISTRATION 2017 – 2018 – II SEMESTER

All students of the Institute are required to register in each semester. The registration process for this semester is the same as was in the last semester.

1. Pay Institute dues on line through SBI collect / Payment Gateway or at the Counter of Accounts Section to be opened at Lecture Hall Complex (L-1 and L-2).
2. Clear Hall dues at your Hall of Residence and obtain a receipt.
3. Clear other dues such of Library, NCC, SBF, Book Bank, NCC, Physical Education and other Sections before registration and collect no dues receipt.

ACADEMIC REGISTRATION

- (I) **ALL STUDENTS (UG/PG) WHO DID NOT UNDERGO ACADEMIC PRE-REGISTRATION SHOULD REPORT DIRECTLY TO THEIR DPGC/DUGC CONVENER FOR ACADEMIC ADVICE.** After manually filling the designated forms, please get it signed by the Convener DPGC/DUGC before registration.
- (II) Submit the completed Academic Registration Form at the appropriate **ACADEMIC DESK (DoAA Counter)** in Lecture Hall Complex (L3/ L4/ L5/ L6) where the forms will be stamped and a copy will be collected. Keep other copies for presentation, along with the dues receipts, at the **DoSA REGISTRATION DESK (L-8 to L-15)** for final registration.
- (III) All students who did not **pre-register** are required to pay a fine of Rs. 1000/- before they proceed for registration.

Note:- Students who are on AP / Warning are required to contact Convener DUGC/ DPGC and Chairman SUGC/ SPGC.

A STUDENT WILL BE DEEMED TO HAVE REGISTERED FOR THE SEMESTER WHEN HE / SHE SIGNS THE DESIGNATED ROLL REGISTER AND COMPLETES OTHER REGISTRATION FORMALTIES DESCRIBED BELOW. REGISTRATION FORMALTIES ARE TO BE CARRIED OUT IN THE LECTURE HALL COMPLEX (LHC). SCHEDULE FOR SIGNING THE ROLL REGISTER WILL BE PUT ON THE DOSA WEBSITE.

For this a student will present himself / herself at the appropriate **REGISTRATION DESK IN LECTURE HALL COMPLEX** with the following documents:

- A: IDENTITY CARD
- B: INSTITUTE DUES RECEIPT
- C: HALL DUES RECEIPT INCASE OF OUT STANDING DUES
- D: ONE COPY OF THE ACADEMIC REGISTRATION FORM DUELY STAMPED IN CASE OF PRE REGISTRATION NOT DONE.
- E: PERSONAL ACCIDENT NOMINATION FORM AND ANTI RAGGING FORM (For new admission)
- F: IDENTITY CARD UPDATION WILL BE DONE (L-16 & L-17) AFTER THE REGISTRATION AT DOSA DESK.
- G: THOSE STUDENTS WHO WANT TO AVAIL FEE REMMISSION ON ACCOUNT OF FAMILY ANNAUL INCOME SHAL PRODUCE A COPY OF THE FAMILY INCOME PROOF AT THE REGISTRATION DESK OF DOSA OFFICE.

NOW REGISTRATION PROCESS IS COMPLETE.

