

Important Information On Orientation & Registration for New UG Student (2020 Entry)

A. General

All the UG students who have opted to join IIT Delhi in the Session 2020-21 are invited for the UG Orientation, which will provide a glimpse of the various facets of education at IITD. Besides, all the important information required for you to start the new session will be made available through a mix of recorded and live sessions. At a glance, the UG orientation will consist of the following:

I. Addresses by the Director; Dean Academics; Dean Student Affairs;

Recordings of these addresses will be available on the same page (UG Admissions Portal) where you are seeing this document by November 11, 2020.

II. Live Sessions

Live sessions will be organized for interaction of incoming New UG Students 2020 Entry separately with the teams of Dean Academics & Dean Student Affairs on **12.11.2020**. For this, students will be divided in two batches. Batch 1 will interact with Dean Academics team from 3:00 P.M to 3:30 P.M. & Batch 2 will interact from 3:40 P.M. to 4:10 P.M. at the link :

<https://iitd1.webex.com/iitd1/j.php?MTID=m32c8843538b84799d82c69e4f8c22e0c>

Similarly Batch 1 will interact with Dean Student Affairs Team from 4:30 P.M. to 5:00 P.M. and Batch 2 will interact from 5:10 P.M. to 5:40 P.M. at the link :

<https://iitd1.webex.com/iitd1/j.php?MTID=m595691ee493791b19099ae633713cccf>

Batch 1 includes student taking admission in :

- Biochemical Engg.& Biotechnology (BB1)
- Civil Engg. (CE1)
- Chemical Engg. (CH1)
- Chemical Engg (CH7)
- Computer Science and Engineering (CS1)
- Computer Science and Engineering (CS5)

Batch 2 includes student taking admission in :

- Electrical Engg. (EE1)
- Electrical Engg. (Power & Automation) (EE3)
- Mechanical Engg. (ME1)
- Production & Industrial Engg. (ME2)
- Mathematics & Computing (MT1)
- Mathematics and Computing (MT6)
- Engg. Physics (PH1)
- Textile Tech (TT1)
- Materials Science and Engineering (MS1)
- Applied Mechanics (AM1)

III. Information about

- a. Library
- b. Security
- c. Board for Student Welfare and Student Counselling Service
- d. Computer Services Centre (CSC) Resources and ERP for e-administration
- e. Educational Technology Services Centre (ETSC) and Online Teaching Methods

(Relevant videos from each unit can also be accessed on this page wef November 11, 2020.

IV. Welcome by the respective Academic Units (Departments/Centres/Schools)

The recordings of the welcome address by the Heads of the Departments offering UG programmes will also be available on this page wef November 11, 2020.

V. Interaction with Mentors

At IITD, every student is assigned a mentor who is a senior student from 3rd or 4th year, selected for this purpose by the team of Board for Student Welfare (BSW). For every programme, there will be a “Mentor Coordinator”, whose contact will be communicated to you by **November 13, 2020**.

B. Activities related to Online Registration

In this regard it is useful for you to understand a few terminologies first.

Entry Number: Each student will get an Entry Number which is a unique ID for the student during the entire stay at IIT Delhi and beyond. All records of IIT Delhi are tagged to the Entry Number.

Form A: This is a form to be filled online by each student during the registration. The form will be a record of all the personal information of the student. It must be filled carefully and correctly. In future, if there is any change in the information provided, it will have to be communicated to the UG section at the earliest. This form must be filled by November 12, 2020.

Kerberos ID: This is the login ID for the secure IITD network. This ID will enable you to use various services and resources available at IITD. **You also need this ID for attending online classes.:**

B.1 Getting Entry Number and Access to Registration Portal

A welcome email with important information will be sent from IIT Delhi to the email address provided by the student in JEE Advanced form on November 08, 2020. The email will contain:

- The entry number of the student
- A link of a google form in which the student will have to indicate whether in 12th class, the student had Computer Science as a subject or not. This form needs to be filled before **12:00 Noon of November 9, 2020**. The data from this form is extremely important for starting pre-processes by Academic section to ensure the student is mapped correctly to courses in time before the classes start.
- A **temporary** login ID and password for accessing the Registration Portal. On this portal, the student will be required to do the following:
 - FILLING **Form A** online, downloading the filled form for student’s record;
 - DOWNLOADING empty Forms B to H5
 - UPLOADING filled forms along with other required documents (Please see **section B.4** below)
- Name and contact of the “mentor coordinator” for the programme of the student.

If you do not receive such an email by **5:00 P.M. of 8th November 2020**, please inform eadminhelp@iitd.ac.in. Communication must be from the email ID provided in the JEE form. Subject of the email should be: "No Welcome Email from IITD"

B.2 Payment of Fees

- The student has to pay fees during the period November 9-17, 2020. After this period, fine will be charged. Information about the amount to be paid (**Instruction Sheet 3-UG**) is available at : <https://owncloud.iitd.ac.in/nextcloud/index.php/s/8Ax5JtzcN75mSKg>
- Payment of institute fees is allowed only in the ONLINE MODE. Step by step instructions for fee payment is available at : <https://owncloud.iitd.ac.in/nextcloud/index.php/s/CmyWQeLX4Df5esn> (**Annexure B**)
- It is mandatory to have savings bank (S/B) account in State Bank of India (any branch in the country) for the hostel residents. If a student does not have S/B account in SBI, then it is advised to open S/B account in SBI, IIT Delhi Branch on arrival in the campus (Mandatory). The form for opening an account in SBI can be obtained after joining Institute campus.

B.3 Filling Form A and getting Kerberos ID and Password

The login ID into the IITD's secure network is called Kerberos ID. Once you have filled the online Form A and submitted it online, you will be able to see your IIT Delhi Kerberos ID and Password. For Filling Form A and getting the Kerberos ID, please follow the following steps:

Step 1: Use your temporary login ID and password (obtained in the welcome email from IITD) for logging on to the Registration portal at <https://ecampus.iitd.ac.in/scorner>

Step 2: Click on the link provided on this portal for Form A.

Step 3: Fill the Form A; make sure you fill all the required fields; then click on the "submit" button.

Step 4: Now, click on the link provided for Kerberos ID and password. You will see the following information on the screen.

Name:

Entry No:

Kerberos ID:

Password:

Step 5: Note down this information.

Step 6: You can test this login ID and password by clicking on

<https://eacademics.iitd.ac.in/sportal>

and then entering your ID and password. In case your Kerberos ID is not working, please send an email to sysadm@cc.iitd.ac.in immediately with subject "Kerberos ID not working"

Step 7: Remember to LOGOUT.

This ID will enable you to access IIT Delhi network **including attending online classes**. This ID will also be used for accessing IITD official email-id, Course Registration portal and other important services in the Institute. Please note that the temporary username and password for the UG registration portal given through welcome e-mail will be deactivated after you get the Kerberos ID and password. For accessing any of the services provided by the Institute, you will need to use the Kerberos ID and Password for logging on to IITD network.

B.4 Uploading of Documents

B.4.1 After logging in to the UG registration portal, you will see a link for downloading **Forms B to H5**.

B.4.2 Fill these forms, scan them to get pdf files of these filled forms.

B.4.3 On the registration portal, you will find a link for uploading the documents. Please upload the pdf files of each form on this link (All forms have one file)

B.4.4 To see the list of other documents to be uploaded, the technical specifications is in Annexure A, available at: <https://owncloud.iitd.ac.in/nextcloud/index.php/s/YRE2Pe8Mp4dxbnq>

Get these documents, scan them to get pdf file for each and upload them as instructed in B.4.3

B.4.5 If you do not have any document/ certificate available with you at the time of online registration, you need to upload an undertaking in the prescribed format available at :<https://owncloud.iitd.ac.in/nextcloud/index.php/s/SByG5EFgSzPins8>

B.4.6 After you have uploaded all the forms and other documents on the registration portal, these will be verified online by the Academic (UG) Section. Any shortcoming will be communicated to you on your IITD official email address. Verification of documents may take a few weeks from the date of submission of form/ documents. So, please be patient and wait for verification message/ email.

B.4.7 All original documents will be required for physical verification at a later date once it is safe to come to the campus. **Till then your admission will be provisional.** The schedule for the same will be notified and informed to all of you over email.

C. Information about Courses and Class Schedule

The 1st year students are divided in 40 groups. You can view group number and courses registered for in the semester by logging to Academics ERP portal at this link :

<https://eacademics.iitd.ac.in/sportal/login> using Kerberos ID and Go to the Registration page.

The entire UG 1st year batch is divided into two batches. Student in group number 1-20 are in Batch A and students in group no. 21-40 are in Batch 2. The courses to be done in First Semester along with the time table can be accessed from : https://home.iitd.ac.in/uploads/1st_year_1-2sem_2020-21.pdf There is one page for each batch. Kindly refer to the time table for your batch.

D. IITD email

- An IITD email account is associated with Kerberos ID and it can be accessed through this address <https://webmail.iitd.ac.in/src/login.php>
- You can also access it through IITD main website. On the Home page, click on “For Students” and then on “Access IITD e-Mail”. Then, use your Kerberos ID and password for logging in.
- Please note that after orientation, all the students will get any official notification from any office or faculty member of the Institute ONLY on their IITD e-mail. This E-mail address is the only channel through which the Institute would communicate with the student. **Thus, it is very important to check the IITD email regularly (at least once a day).**
- For cyber security reasons, e-mail accounts/Kerberos logins that are not used for a certain length of time are disabled and such accounts are locked/deleted by the Institute.
- Students must therefore login into their e-mail accounts/ Kerberos logins regularly. **Further, the Kerberos login password should not be shared with anyone as it may lead to many legal complications including disciplinary action.**
- The connection between Kerberos ID, entry number and Email ID will be explained in the Orientation Session “Information about ERP and CSC Resources”

E. Attending Classes

- All the classes in this semester will be conducted online. Either there will be live lectures or recorded videos will be shared with you by the course instructor. The percentage of the live sessions and recorded lectures can vary from course to course.
- The online classes (live or recorded) will be accessible through Moodle/ Impartus platform or MS Teams Platform. Both will be accessible through your Kerberos ID.
- Trial classes will be conducted on November 16-17, 2020 and formal classes starts from November 18, 2020.
- Details of the platforms to be used for each course will be communicated to your IIT Delhi email account on or before **November 13, 2020**.