

IMPORTANT INFORMATION

On Orientation & Registration for New B.Des Students (2022 Entry)

A. General

All the B.Des students who have opted to join IIT Delhi in the Session 2022-23 are invited for the Orientation, which will provide a glimpse of the various facets of education at IITD. At a glance, the Orientation will consist of the following:

I. Addresses by the Director; Dean Academics; Dean Student Affairs, Venue – Seminar Hall (Ground Floor, Main Building)

<i>Please be seated in Seminar Hall by 02:45 P.M.</i>	
Welcome by the Director	01st August 2022
Presentation by the Dean, Academics	3:00 P.M. to 04.00 P.M.
Presentation by the Dean, Student Affairs	

II. Welcome by the Department Venue – Seminar Hall (Ground Floor, Main Building)

Welcome by Department and Meeting with Programme Coordinator(s)	01st August 2022 04:00 P.M. to 05:00 P.M.
Refreshments (Outside Seminar Hall, Ground Floor)	

III. Information about followings: Venue – Dogra Hall (Ground Floor, Main Building)

Topic	Session Timings	2nd August 2022
Orientation on Library	09:00 - 09:30	
Orientation on Security	09:30 - 10:00	
Orientation on Student Counselling Services	10:00 - 10:30	
Orientation on Student Clubs	10:30 – 11:00	

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 August 1, 2022.

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 UCEED form from July 26th, 2022, Noon till 1st August 2022, Midnight. The email will contain:

- The entry number of the student.

- 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)

If you do not receive such an email by 5:00 P.M. of 29th July 2022, 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 July 26th, 2022, Noon till 1st August 2022, Midnight. After this period, fine will be charged. Information about the amount to be paid (**Instruction Sheet 1-UG**) is available at the following link <https://owncloud.iitd.ac.in/nextcloud/index.php/s/3GH9SMZ7BrLkpCt>
- Payment of institute fees is allowed only in the ONLINE MODE. Step by step instructions for fee payment is available at the following link <https://owncloud.iitd.ac.in/nextcloud/index.php/s/i2QEgNDwtgyERwn> (**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 UG Instruction 2 and Annexure A, available at the following link

<https://owncloud.iitd.ac.in/nextcloud/index.php/s/NBozb5bf7xsziJ>

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 the following link

<https://owncloud.iitd.ac.in/nextcloud/index.php/s/X7dY8EdGPKXFLQS>

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 on **2nd August 2022** as per schedule given below –

Verification of Original documents, Issuance of Medical Booklet & Temporary ID Card in LH114(Lecture Hall Complex)	03:30 P.M. to 5:00 P.M.	2nd August 2022
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C. Information about Courses and Class Schedule

will follow.

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”