

## **STEPS FOR REGISTRATION FOR THE MS PROGRAM IN IIT KHARAGPUR**

### **Motivation:-**

*This is an informal algorithm to facilitate the fresh MS aspirants of IIT Kharagpur to register/enrol themselves with minimal hassles. Candidates, particularly who are working as PGDIT Programme Facilitator and get selected for MS Program often find the registration process a bit difficult and confusing. This is an effort on my part to enable the future aspirants, especially Programme Facilitators, to avoid all sorts of ambiguity before taking registration in the MS Program. Besides the registration hassles getting hostel accommodation for the MS aspirants who are Programme Facilitator is difficult on unusual grounds. So the aspirant needs to take this into consideration as there is a crisis for rooms in the campus presently.*

*MS Aspirants who are coming through Projects may also follow this algorithm but the procedure may be slightly different since SRIC takes the responsibility for their registration and is probably a more transparent one. But the overall procedures are the same.*

*I believe that the future aspirants may get benefited from the algorithm.*

### **Pre-requisites:-**

1. The aspirants who will come to Kharagpur for the first time must have a bi-cycle prior to do any sort of activities. Possessing a bi-cycle is indispensable as the distances among the various departments is not a walk able one.
2. The aspirant must bring all his original documents/testimonials, sufficient number of passport size and stamp size recent photographs.
3. The aspirant must have loads of patience to withstand the registration process hassles and hazards.
4. If you are a Program Facilitator, for hostel accommodation invoke the Centre - in-Charge even before the registration process begins.

## **ALGORITHM:-**

### **Step-1:-**

Approach to the office of your department/school to verify whether you have been selected for the MS Program. This is essential since one may not receive a mail from the department office regarding the selection.

If found selected for the MS Program then,

Goto step-2

Else exit.

### **Step-2:-**

Find out the name of the Prof. under whom you will be doing your research i.e which Prof. is your guide.

Ask the department office to refer your name to the Academic Section as early as possible if not on that very day.

### **Step-3:-**

Invoke the Academic Section to find out whether your name has arrived from the department office.

If your name has not arrived till then

Re-ask with request the office to send your name.

Otherwise Goto Step-4.

### **Step-4:-**

When your name will arrive in the Academic Section,

Forward it to Assistant Registrar's office to get approval.

### **Step-5:-**

Assistant Registrar will send you an approval letter furnishing your name and the program you are allowed to pursue.

### **Step-6:-**

Get that approval letter photocopied.

Submit the original copy to the HOD of department.

Keep one photocopy with yourself for future reference.

Submit one photocopy in the Academic Section.

Step-7:-

The Academic Section will ask you to deposit a DD of worth Rs. 500/- drawn in favour of IIT Kharagpur from any nationalized banks preferably from Syndicate Bank located in the main building itself.

Step-8:-

By submitting the DD in the Academic Section you will get a brochure of PG Programs containing a form for enrolment.

Step-9:-

Fill up the form carefully

Get your mark sheets and certificates, starting from your HS Exam till the last qualifying exam, attested by any Professor. Also attest your passport size photograph along with the documents. Beside this attach a photocopy of your appointment letter, service extension letter along with the form.

Step-10:-

Get the form signed and attested by the HOD of your department.

Step-11:-

Submit the form and all its enclosures to the Academic Section. The Academic Section (PGS&R) will now send the details to the DEAN for processing and will inform through your department when the approval comes.

Step-12:-

PGS&R section will give you an offer letter that contains various forms viz. Student bio-data form, medical certificate form, guardian's undertaking form, student's declaration form. The offer letter will also specify the fees that you have to pay for registration. This fee structure does not include the hostel mess costs but gives the amount one has to pay for staying outside campus.

If the aspirant wants to stay outside then

Goto Step-14.

If the aspirant wants to have hostel accommodation then

Goto Step-15.

#### Step-13:-

Fill up the forms.

For Medical Fitness Certificate,

Move to B.C.Roy Technology Hospital.

Get your fitness form filled-up by a Medical Officer.

Get the form signed and attested by the HEAD of the hospital.

#### Step-14:-

If the aspirant wants to have an accommodation outside the campus then make necessary arrangements. You need to get an STO(Staying Outside) permission certificate and get that signed and attested by HOD of your dept., HMC Chairman, Coordinating Warden and so on.

#### Step-15:-

If the aspirant is a Programme Facilitator,

Request In-Charge of PGDIT KGP centre to make hostel arrangements.

As per his instructions, write an application addressing the Chairman of HMC, forwarded by the HOD of your department asking for a hostel room in students' accommodation category.

The Chairman, HMC will forward the letter to the Coordinating Warden (Allotment) for a room allotment.

The Coordinating Warden will mention the name of the hostel on the letter with his signature and seal.

Get that letter photocopied for future references.

If the aspirant is a Project Scientist,

He will get accommodation in the VSRC Hall.

#### Step-16:-

Along with all the forms attach the attested photocopies of your mark

sheets, certificates and also a copy of the hostel allotment letter and submit in the Academic Section.

The Academic Section will send the aspirant to the Scholarship Section to obtain a 5 fold yellow colored bill that has the following parts:-Bank copy, PGS&R copy, Student copy, Hostel copy, Academic Section Copy.

Step-17:-

Fill up all the parts of the bills as directed by the Academic Section.  
Get the bill stamped by the Academic section against the Bank & PGS&R copies.

Step-18:-

Travel to the SBI Kharagpur branch and deposit the requisite amount of money as fees. The bank will retain its copy and will give you the remaining counterparts.

Step-19:-

Travel to the Scholarship section and get the counterpart of the Academic Section stamped from that section.

The Scholarship Section will retain the PGS&R counterpart and will give you the other slips.

Step-20:-

Submit the Academic Section counterpart.  
Get the roll number from the Academic Section.  
Get 3 copies of Joining Report that is to be filled by the aspirant.

Step-21:-

Submit one photocopy of the hostel Allotment letter in the Hall that is allotted.  
Submit the Hostel counterpart in the office of that Hostel.

Step-22:-

Move to the Department to get the filled joining reports signed by your guide and the HOD.

Return to the Academic Section with the attested joining reports.

Step-23:-

Get those joining reports signed and attested by the Assistant Registrar.  
Submit one of the joining reports in the Academic Section.  
Get a personal information form that needs to be filled.

Step-24:-

Submit one of the joining reports and the filled personal information form in the Department office.

That personal information form is also needed to be attested by the HOD.

Step-25:-

With the remaining joining report move to the Central Library.  
Get a Library Membership form by showing that joining report.  
Fill up the Membership form

Step-26:-

Move to the Department.  
Get the Library Membership form signed and attested by the HOD.

Step-27:-

Come back to the Central Library.

Submit the joining report & the attested Membership form in a Submission box that is kept in the library.

Step-28:-

Take necessary steps to get the following Identity Cards as early as possible:-

- \*Student Card.
- \*Library Card.
- \*Hostel Card.
- \*Employee Card.