



**Indian Institute of Technology Kharagpur
Academic (PGS&R) Section**

No: IIT/ACD(PGS&R)/PhD&MS//Admission/Autumn/2016-17/

Date: July 4, 2016

Admission to PhD & MS Programmes

The admission to PhD and MS Programme for Autumn Semester of 2016-2017 sessions will be held on **12-07-2016 (Tuesday)** at 10.00 a.m. in the **Kalidas Auditorium** located in the Vikramshila Complex of the Institute.

REPORT AT THE RESPECTIVE COUNTER AS UNDER

1	2	3	4	5	6
AE, AR, AG, AT, BT, BS	BM, CL, CR, CY, CE, ES	CH, CS, EC, EE, ET, EF	GG, GS, HS, IS, IP, ID, RJ	MM, MT, MA, MI, MS, RE	ME, NT, NA, PH, RT, WM, TS

STEPS FOR REGISTRATION

1st STEP: If student's **PROFILE** is not generated earlier through ERP, he/she is to report to Computer & Informatics Centre (Takshashila Building) for logging in and obtaining print out of the same.

2nd STEP: VERIFICATION OF DOCUMENTS

* **Photocopy of Application form, ERP Profile, Fee Payment receipt** duly signed by the candidate, Medical fitness certificate, Guardian's Declaration form, and Student's undertaking forms, duly filled-in and signed.

* **Resignation Acceptance letter from the Employer**, if the candidate is in a job and has got admission offer in the **Regular with Assistantship** category.

* Attested photocopies of all testimonials (including SC/ST/OBC (NCL)/PwD certificates) and Mark-sheet/Certificate of qualifying examination/GATE or NET (Fellowship), and other relevant testimonials. **Original documents are to be shown for verification.**

* Sponsorship certificate/Leave granting certificate/Permission letter-cum-no-objection certificate from the Employer (**for Sponsored candidate only**) as per format already sent along with offer letter.

To be displayed in the website. List 5/7/16

Contd...P/2

3rd STEP: JOINING THE DEPARTMENT/CENTRE/SCHOOL

1. Proceed to the Department/Centre/School and meet either Head of the Department of Research Student Coordinator for joining the Programme.
2. Head of the Department/Research Student Coordinator will confirm the joining of each student through ERP login.
3. Head of the Department/Research Student Coordinator will allocate the Supervisor for each student through ERP login.
4. Supervisor will allocate the DSC members through ERP login.
5. Each member of DSC will give their online consent through ERP login.
6. Supervisor will recommend the course work to the student.
7. All DSC members will give their online consent for subject recommendation through ERP login.
8. Student should register for the subjects which are offered in the current semester.
9. Print out of Enrolment for PhD/MS Programme of each student will be taken by the Supervisor.
10. All DSC members will sign on the hard copy of the Enrolment form.
11. The hard copy of the Enrolment form duly signed by all the DSC members should be submitted to the Academic (PGS&R) Section.

ALL THE ABOVE PROCESS SHOULD BE COMPLETED WITHIN 30 DAYS FROM THE DATE OF JOINING THE PROGRAMME.

Detailed of ERP implementation is available at erp.iitkgp.ernet.in.

Assistant Registrar (PGS&R)

To
All Heads of the Departments/Centres/Schools/Units

Copy to:-

1. All Deans
- ✓ 2. Chairman, Hall Management Centre
3. President, Technology Student's Gymkhana
4. Chairman, ERP
5. Assistant Registrar (Accounts)
6. Assistant Registrar (SRIC)
7. In-Charge, Audio Visual Cell, CWISS – for kind information and necessary action please.
8. Security Officer
9. Secretary to Director
10. Office file