Indian Institute of Technology Delhi PG Orientation (Cum Course Registration) Session 2021-22

Orientation Related Important Information for PG Students

A. General

All the PG students who have accepted the offer of admission to IIT Delhi for the session 2021-22 are invited for the PG 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 PG orientation will consist of the following:

I. **Addresses by the Director; Dean Academics; Dean Student Affairs; and Dean AAIP** Recordings of these addresses can be accessed at the link which will be provided on the IITD website under **"Admission Zone"** by **August 1, 2021, FN.**

II. **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
   f. Initiatives on Gender Equity and Sensitisation (IGES)

   (Relevant videos from each unit can also be accessed from the same link as mentioned in "I" above.

III. **Welcome by the respective Academic Units (Departments/Centres/Schools) and Meeting with the respective Programme Coordinators**
   This will be a live interactive online session conducted on any day from **August 2 to 6, 2021**. The details of the same are provided later in this document.

IV. **Welcome of International Students by the Dean, AAIP** in an online interactive session **(on August 7, 2021)**.

B. Pre-Orientation Activities

It is expected that after you have accepted the admission offer from IITD by paying the fees, the following would have been done:

   a. Getting your Entry number, a temporary login ID and password on your email for accessing the PG Registration portal.
   b. FILLING of **FORM A** (pertaining to your personal details) on the Online Document Submission portal.
   c. Downloading of Forms available on the portal.
   d. Uploading of Documents and filled and signed Forms on the portal.

   With regards to the above, please note the following:

   (i) Even if any or all of the above have not been completed in your case, you can still attend the Orientation Sessions.

   (ii) In case, you have not received the Entry number due to any of the reasons listed below:

- Admission was late and waiting for Offer Letter
- Received the Offer Letter but not paid fees
- Received Offer Letter and Paid the fees, but still waiting for Entry Number

Then, you are requested to inform us immediately giving your complete details such as your name, application number, department you applied in, date of interview, fee payment receipt (if paid) by sending an email to **admissions@admin.iitd.ac.in** with **subject line as "Entry Number Not Received".**

(iii) If you have not filled the FORM A, you will not get your login ID for the IITD secure network, (which is called the Kerberos ID) and password. Hence you will not be able to register for courses. So, please fill FORM A IMMEDIATELY.

(iv) If you have not uploaded all the documents and the completed forms due to any reason, please complete that process now. Otherwise, you will get a warning from the Institute when your documents are being scrutinized.

(v) If you have already uploaded the documents as mentioned above, some of you might have received an email from the Institute about verification of the documents. Since verification takes time, others will be notified about the verification soon. Receiving the email about verification is **NOT** a prerequisite for attending Online Orientation Sessions

C. Kerberos ID and Password

The login ID into the IITD's secure network is called Kerberos ID. Once you have filled the Form A and uploaded the documents, you can get your IIT Delhi Kerberos ID and Password from **August 1, 2021** onwards by following these steps:

Step 1: Use your temporary login ID and password for logging on to the Online Document Submission portal at **https://ecampus.iitd.ac.in/scorner**

Step 2: Click on the link provided on this portal for Kerberos ID and password. You will see the following information on the screen.

    Name:
    Entry No:
    Kerberos ID:
    Password:

Step 3: Note down this information. Please note that the password provided to you cannot be changed till you come to the campus. So, please keep this password secure and DO NOT SHARE IT WITH ANYONE.

Step 4: 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**

Step 5: Remember to LOGOUT

This ID will enable you to access IIT Delhi network (IITD official email-id, Course Registration portal and other important services in the Institute). Please note that the temporary *username* and password for the Online Document Submission portal given during admission 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.

Please note that according to IITD policy, you MUST NOT SHARE your Kerberos ID and Password with anyone. Sharing your password can call for disciplinary action.

D. Welcome by Departments/Centres/Schools and Meeting with Programme Coordinators

This session will be a live and interactive session. It will be conducted on any day from **August 2 to 6, 2021.** The date, time and link for the online session of your department and programme will be provided to you by July 30, 2021. If you do not receive such a link, please get in touch with them directly.

These sessions will also be recorded and made available on the website of the Academic Unit (Department/ Centre/ School). However, it is desirable that students attend the live sessions so that any queries can be clarified during the session.

Online Meeting with Programme Coordinators

In this session, the PG students will be informed about the core courses that they have to register for, the available elective courses and the corresponding time-table. This information will also be uploaded on the website of the Academic unit.

In this session, the students will also be apprised of all the rules and regulations specific to the academic unit and/or your academic programme.

E. Course Registration

- As stated in "D" above, you will get information about the courses to be registered for during the meeting with the respective Programme Coordinators. This information should also be made available by the Academic Units on their website. You should get this information during the live session with the concerned Academic Unit.

- It is desirable that students look at their academic programme structure in the latest Courses of Study available at the following link:

  https://home.iitd.ac.in/curriculum.php

- The students must register for the courses preferably by **August 7, 2021** so that their name can appear in the course mailing list before **August 9,** when the classes begin.

- The students must register for these courses on the Web-based Academic Management System by using their Kerberos ID and password.

  Weblink for registration: **https://eacademics.iitd.ac.in/sportal**

  The instructions for doing web-based registration of courses are available at the above link and can also be accessed at **https://owncloud.iitd.ac.in/nextcloud/index.php/s/nfznd8dYf8JJ8fq**

F. IITD email

- Once you have the Kerberos ID and password, you can access the IITD email (also known as the Webmail) from the Home page of IITD main website: 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 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"

G. 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.
- It is expected that the first class of the semester in any course will be a live session. However, this also depends on the course coordinator. Information about the first class of a course (date, time and link) will be sent to the IITD email ID of all those students who have registered for the course, through the "Course mailing List".
- After you register for a course, your IITD email ID will be added to the course mailing list within a day. So, if you delay registering for a course, you will not be able to receive any information regarding that course till your name gets added to the mailing list.
- It is possible that you may have courses from departments other than your parent department. Thus, you should follow instructions in every session carefully and attend classes accordingly. In case of any difficulty, you may contact your Programme Coordinator. Please get the Name and contact email ID of the Programme Coordinator during the meeting with him/her.