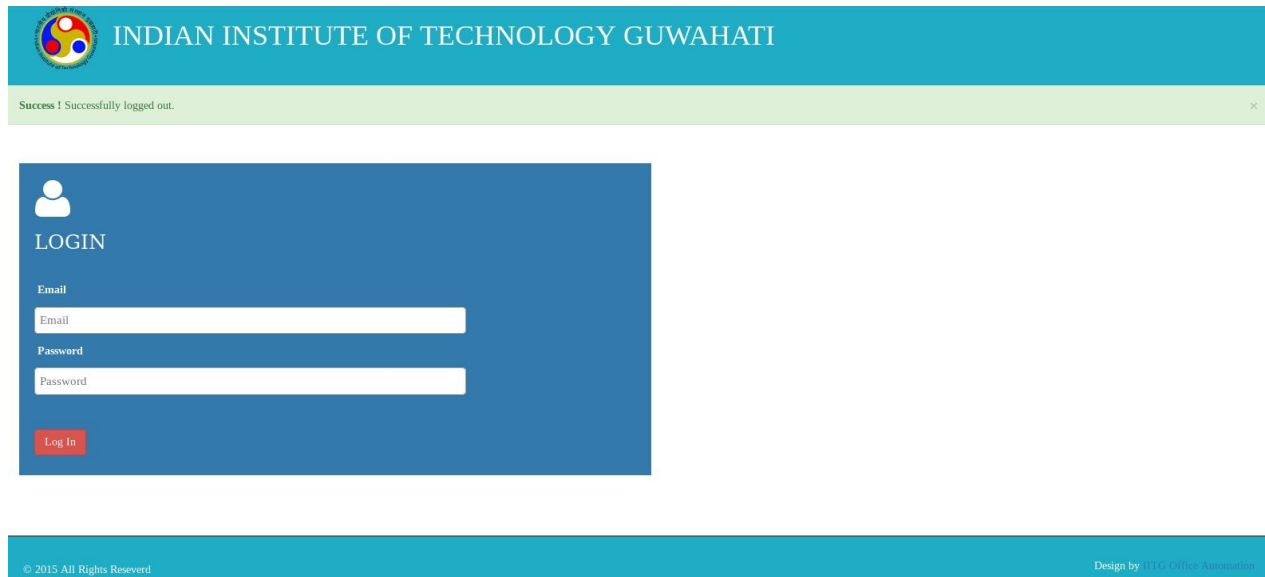


# Guidelines for Online Registration of New Students

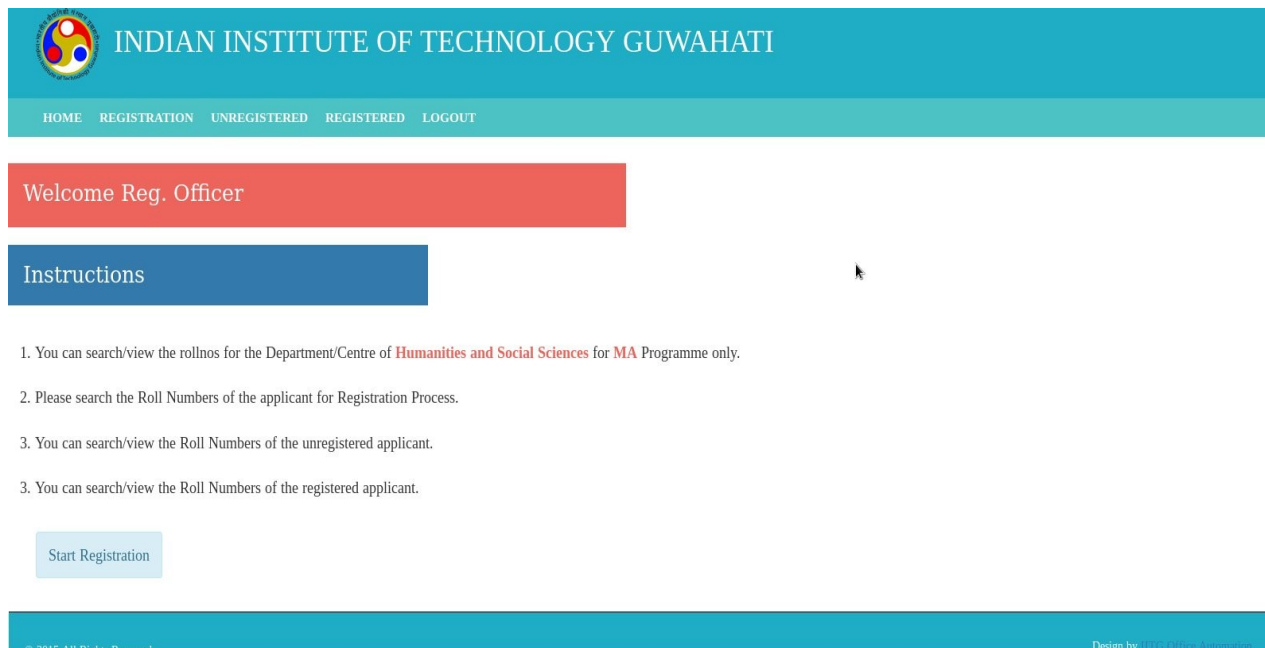
**Step-1:** Go to the website <https://automation.iitg.ernet.in/reg/>

**Step-2:** Login using your IITG Webmail id and password.



The screenshot shows the login page of the IITG Automation website. At the top, there is a teal header with the IITG logo and the text "INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI". Below the header, a green notification bar displays "Success ! Successfully logged out." with a close button. The main content area is a blue box with a white user icon and the word "LOGIN". It contains two input fields: "Email" and "Password", each with a white input box. Below the fields is a red "Log In" button. At the bottom of the page, a teal footer contains the copyright notice "© 2015 All Rights Reserved" and the text "Design by : IITG Office Automation".

**Step-3:** Registration Home Page. In this page you can view the **Department/Centre** and **Programme** allotted to you for New Registration along with some other basic Information.



The screenshot shows the registration home page of the IITG Automation website. At the top, there is a teal header with the IITG logo and the text "INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI". Below the header, a teal navigation bar contains the links "HOME", "REGISTRATION", "UNREGISTERED", "REGISTERED", and "LOGOUT". A red banner displays "Welcome Reg. Officer". Below this is a blue box with the word "Instructions". A list of instructions follows: 1. You can search/view the rollnos for the Department/Centre of **Humanities and Social Sciences** for **MA** Programme only. 2. Please search the Roll Numbers of the applicant for Registration Process. 3. You can search/view the Roll Numbers of the unregistered applicant. 3. You can search/view the Roll Numbers of the registered applicant. Below the list is a light blue button labeled "Start Registration". At the bottom of the page, a teal footer contains the copyright notice "© 2015 All Rights Reserved" and the text "Design by : IITG Office Automation".

**Step-4:** Select the “REGISTRATION” link from the top menu.

**Step-5:** Enter the Student Roll No.

The screenshot shows a web interface for student registration. At the top, there is a navigation bar with links: HOME, REGISTRATION, UNREGISTERED, REGISTERED, and LOGOUT. Below this is a blue header with the text "Enter Roll Number". A text input field contains the roll number "152241004" and a red "Show" button is next to it. Underneath, the "Student Details" section displays: Roll Number: 152241004, Name: ANJAN JYOTI DAS, Birth Category: ST, Admission Category: ST, Gender: Male, PD: NO, Department: Humanities and Social Sciences, and Programme: MA. Below the details are "INSTRUCTIONS" and a note: "\*OBC (NCL) certificate should be issued after June 01, 2015 only. Please click in the appropriate checkbox(es) if relevant documents/certificates/marksheets in original are produced by the student." A table for document verification follows, with columns for "MA OFFER LETTER", "PD CERTIFICATE & CLEARANCE CERTIFICATE FROM IITG MEDICAL BOARD (In Original)", "Caste Cert", "SPONSORSHIP LETTER OR NO OBJECTION CERTIFICATE (In Original)", "Class X Marksheet/Pass Cert", "Class XII Marksheet/Pass Cert", "QD Marksheet/Pass Cert", and "Remarks". Each of the first seven columns has a red "NO" button. The "Remarks" column has a text area with "Remarks (If any)". Below the table are three sections: "Fee Payable" with a text box containing "24114.0", "Fee Paid" with a red "NO" button, and "FEE Remarks" with a text area for "Remarks (If any)". At the bottom, there are two red buttons: "Provisional" and "Final".

Once you enter the Roll Number and click on “Show” button you can view a registration form with all the basic information of the student, Instructions and document verification items with fee details.

Please click the default “NO” button to make it “YES” once you verify the above mentioned document. You can write some remarks about the candidate’s registration in the “Remarks” field.

The amount of fee that the candidate has to pay will be available in “Fee Payable” textbox. Once the candidate pay his/her fees you can change the “Fee Paid” status from “NO” to “YES”. If the “Fee Payable” textbox contains “0.00” that means the candidate has already paid the fees, so you need to change the “Fee Paid” status from “NO” to “YES”. You can put some remarks about the fees in the “Fee Remarks” box.

If the candidate has produced all the documents and paid the fees and at the same time you have verified the same you just click on “Final” button to complete his/her Registration.

You can also do the provisional registration by clicking the “Provisional” button and you can change it from “Provisional” to “Final” after the candidate completes all the formalities.

Once you click on “Provisional” or “Final” registration button the candidate will be registered and a success message will appear as shown below.



Success ! Registration Done !!

Click here to Print Acknowledgement

### Enter Roll Number

Show

### Unregistered Candidates

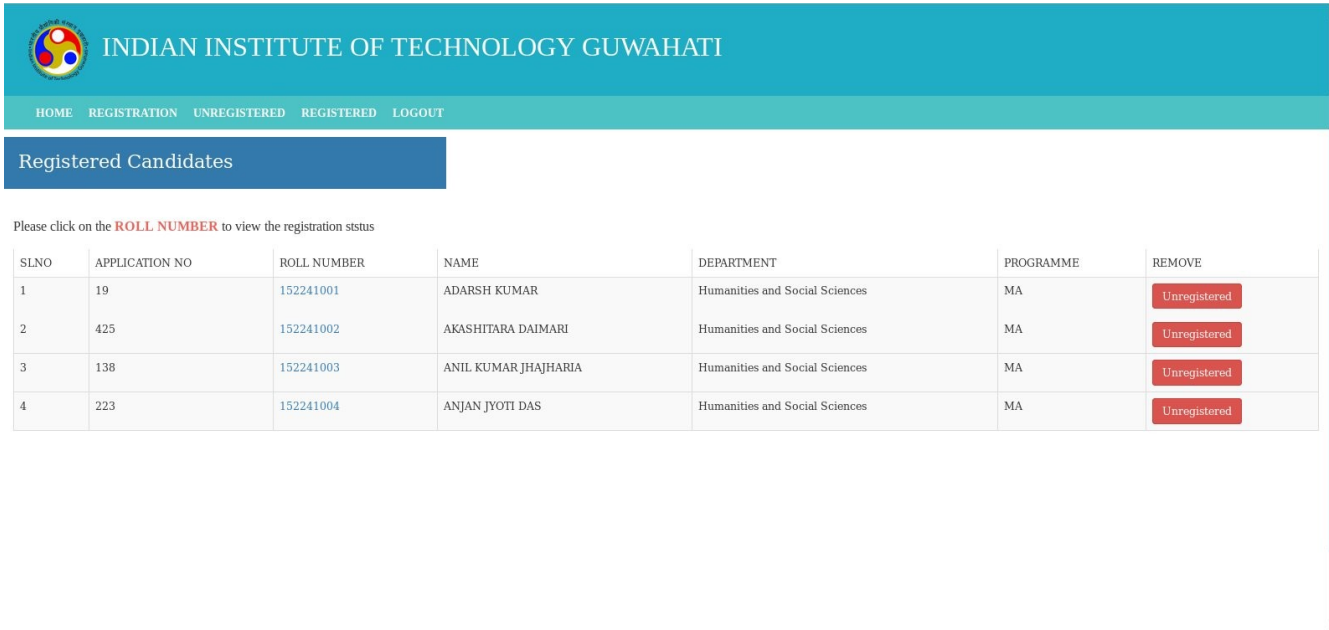
Please click on the **ROLL NUMBER** to register the Candidate

SLNO	APPLICATION NO	ROLL NUMBER	NAME	DEPARTMENT	PROGRAMME
1	301	152241005	ANNA ELIAS	Humanities and Social Sciences	MA
2	82	152241006	ANUJ SHARMA	Humanities and Social Sciences	MA
3	195	152241007	BALLABI MANJUL	Humanities and Social Sciences	MA
4	57	152241008	BIKASH KUMAR PASWAN	Humanities and Social Sciences	MA
5	342	152241009	BILIPHANG BRAHMA	Humanities and Social Sciences	MA
6	12	152241010	DRUPA DINNIE CHARLES	Humanities and Social Sciences	MA
7	398	152241011	FUNGKHA BASUMATARY	Humanities and Social Sciences	MA
8	356	152241012	HIMALAYA BORA	Humanities and Social Sciences	MA
9	337	152241013	HIMANGSHU KUMAR	Humanities and Social Sciences	MA
10	302	152241014	JEMIMAH BASUMATARY	Humanities and Social Sciences	MA
11	479	152241015	JOYDEEP BARO	Humanities and Social Sciences	MA
12	437	152241016	KABITA HAZARIKA	Humanities and Social Sciences	MA
13	147	152241017	KABYASREE BARMAN	Humanities and Social Sciences	MA
14	376	152241018	KASHMIR LAHARI	Humanities and Social Sciences	MA
15	149	152241019	KUMAR SHANU	Humanities and Social Sciences	MA
16	504	152241020	LJJA MERY RABHA	Humanities and Social Sciences	MA
17	262	152241021	MAYANK PARMAR	Humanities and Social Sciences	MA
18	278	152241022	MANJIBI DEBATHI	Humanities and Social Sciences	MA

Candidates who are not registered yet will be available in this link as shown above.

Registered candidate will not be available here. You can click on the Roll Number form the list instead of entering Roll Number in the “**REGISTRATION**” link to complete the registration of a candidate. Once a candidate registered successfully he/she will be removed automatically from this link and will be available in the “**REGISTRATED**” link.

**STEP-6:** Select the “**REGISTERED**” link from the top menu.



SLNO	APPLICATION NO	ROLL NUMBER	NAME	DEPARTMENT	PROGRAMME	REMOVE
1	19	152241001	ADARSH KUMAR	Humanities and Social Sciences	MA	Unregistered
2	425	152241002	AKASHITARA DAIMARI	Humanities and Social Sciences	MA	Unregistered
3	138	152241003	ANIL KUMAR JHAJHARIA	Humanities and Social Sciences	MA	Unregistered
4	223	152241004	ANJAN JYOTI DAS	Humanities and Social Sciences	MA	Unregistered

All the “**Final**” as well as “**Provisional**” Registered candidates will be available in this link.

You can unregister a candidate also by clicking “**Unregistered**” button from this link. Once you unregister any candidate, he/she will be again available in the “**Unregistered**” link.

For any other query or technical support please contact

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Thank You