ADDITIONALS / ELECTIVES / BREADTH

- What is the difference between additionals and breadth?
  - Additionals are optional courses that can be taken in addition to the mandatory curriculum. GPA obtained in additionals is counted separately from the overall GPA. On the other hand, breadth is a compulsory part of the curriculum, usually unrelated to the parent department, and GPA in breadth is part of the overall GPA.
- What is the procedure to drop an additional subject?
  - To drop an additional, approval is required from the respective faculty advisor and HOD via email. Then, the whole email thread should be sent to the Assistant Registrar Academics, requesting for the drop (arug@adm.iitkgp.ac.in).
- What effect does an average to bad Additional CG have during placements?
  - There would be no effect.
- How to check if a course clashes with our timetable?
  - Firstly, obtain the central timetable in the ERP from Academic > Time Table > Central Timetable, which shows the names of all the slots. Next, to check the slot of a specific course within the ERP, go to Academic > Time Table > Subject List with Timetable Slots. Select the department offering the course, and scroll the list obtained to find the course slot. For more details, read this article: https://web.scholarsavenue.org/understanding-the-timetable-9971bbab4cb7.
- Is there any way to apply for courses that clash with our timetable but we're highly interested in it?
  - No, the ERP does not allow registration in courses that clash with the depth timetable.
- What is the procedure to take an approved additional course as breadth instead?
  - There is no direct way to do so, but if the additional course is a prerequisite for a micro-specialization, applying for it can be used as a workaround.
- Can I change a breadth subject allotted to me?
  - Change of breadth is usually not allowed, except under special cases like branch change, backlog/additional slot clash etc. You need to request the subject teacher and your Faculty Advisor with proper justification, and if they approve of it, the breadth subject can be changed.
- Where can the slots for additional subjects be found?
  - Log-in to ERP, then Academic > Time Table > Subject List with Time Table Slots. Select the correct semester (e.g., Autumn 2021) and parent department for a particular additional course. Slots would appear in a list.
- How many credits should we opt for at max in one semester?
  - The total number of additional credits taken in all semesters cannot exceed 33% of the credit requirement for the major (close to 173 for BTech and 212 for Dual Degree and Int. MSc). In addition to this, the timetable of each semester would have at most 5 slots available, hence upto 5 additionals can be taken in one semester.
- Do my department and CGPA have any impact on the additionals or breadth courses I'm able to procure?
  - Additionals available are independent of department, but available choices of breadth courses do depend on the student's department.

- - A minimum CGPA of 7.5 is necessary to avail an additional, and for breadth, students are shortlisted for a particular course based on CGPA.
- Where can we find the list of courses necessary for a particular minor/micro? If we have completed those courses before applying for minor/micro, do they still count?
  - For Minor: ERP Login -> Academic Module -> Subjects -> Minor Curricula
  - For Micro Specialization: ERP Login -> Academic Module -> UG -> Student Academic Activities (UG) -> Click to view document for Micro Specialization
  - Minors are valid even if its courses are finished before applying, but Micro Specializations don't count
- Is it necessary to apply for additional subjects in terms of internship/placement?
  - It is not necessary, but recommended to do so.
- Is it possible to apply for courses absent in the department-specific breadth course list but still available in KGP? What is the procedure to do that?
  - In general, it is not allowed. But if there is a proper reason to do so, consult your Faculty Advisor

MINOR / MICRO / INTERDISCIPLINARY

- What is the difference between a minor and a micro specialization? When should we tentatively apply for either?
  - One significant difference is the size of curricular requirements: micro specializations require nearly half the number of minors' credits. Another difference is that micro specializations are offered by the schools and centers of the institute (Ex: VGSoM, Centre of Excellence in AI), whereas minors are from the departments (CS, ME, etc.).
  - Registration for Micro Specializations can be done at the beginning of any semester beyond the first year and for Minors to be done at the beginning of the 5th semester.
- What is the procedure to apply for an interdisciplinary dual degree? When should we opt for it?
  - It is necessary to have a minimum CGPA of 6 with no backlogs to be eligible
  - Application can be done in ERP Login -> Academic Module -> UG -> Switchover (InterDisciplinary)
- I'm doing a micro which has a term paper/project as component 3. How do I register for this?
  - The process is the same as that for additional subject registration.
- Can I register for minor/micro whenever I want to, or is there a fixed period for it?
  - Minor registration must be done at the commencement of the 5th semester, and that for Micro Specializations should be done at the beginning of any semester beyond the 1st year.
- What are the prerequisites to convert to the Artificial Intelligence Interdisciplinary program?
  - The prerequisites are listed here: https://www.facebook.com/ai.iitkgp/photos/a.443735679482425/1006940599828594/
- Can we do two minors/ micros?
  - You cannot take more than one minor. But there is no upper cap on the number of Micro Specializations that can be taken.
- Is it possible to drop a minor/micro?
  - It is possible to drop out of a Micro Specialization once taken, but not a Minor.
- Is it possible to revert a switch to interdisciplinary? What is the procedure?

- ○ It is not possible, unless permitted by the Dean, Undergraduate Studies. (deanug@adm.iitkgp.ac.in).

RESEARCH AND HIGHER STUDIES

- How can we reach out to professors for projects?
    - ○ The best way is by emailing the professors.
- Is it necessary to go for higher studies if we want to pursue research? What opportunities do we miss out on if we don't?
    - ○ It is recommended to do so.
- If someone is unsure of what research field interests them the most, what should they do? Given it's impossible to try out a project in every field.
    - ○ Keep trying and learning about various fields as much as possible, in an order of priority.
- How difficult is it to switch majors for higher studies?
    - ○ With a good justification and backup, it is not very difficult.
- Apart from academic training for higher studies, what other skills should we focus on? Should we start learning other foreign languages, or is English enough?
    - ○ Skills such as communication, personality development can be worked on. Knowledge of languages apart from English is usually not necessary.
- Are PORs important for research fields?
    - ○ No
- Do LoRs from senior faculty make my application stronger as compared to junior faculty?
    - ○ Yes, Letters of Recommendation from senior faculty or faculty with higher ranking are better than those from junior faculty.
- How to start preparing for GATE?
    - ○ Acquire relevant study materials and begin preparation from 3rd year
- How to apply for Research Internships?
- How hard is it to do MTP from a foreign university?
    - ○ Officially, there is no such provision.
- What are the keys to getting admission as a Ph.D. student in the Ivy league school/top-notch grad schools?
    - ○ Good CGPA, Letters of Recommendation, good work background, good performance in interviews.

GENERAL ACADEMIC QUERIES

- What is the procedure to obtain a Letter Of Recommendation from a professor for a scholarship?
    - ○ Reach out to the professor via mail, providing strong justification.
- How long does it take for the interim grade card and CGPA to percentage certificate to be available? And from where can it be downloaded?
    - ○ It can take about a week. The download would be available in the same place where it was applied from (i.e., ERP > Academic > Student > Application for Interim Grade Card, Various Certificates & Duplicate ID Card > Select Application Type)

- Should the internship report be submitted only in PPT format, or is PDF acceptable too? And, when should it be submitted? Is it before the presentation or after it?
  - There is no such rule for the file format. It should be submitted near the end of the semester (October or November).The submission is before the presentation.
- What should be the format and content of the internship report?
  - One format that can be followed is:
    - Introduction
    - Objective
    - Methodology
    - Result
    - Conclusion
    - Future scope of work
- Is it possible to register for the summer training course in the spring semester under some emergency?
  - Yes, with the permission of the HOD.
- If we mention department change in our CV, what is the certificate we need to upload for it? And when do these certificates get verified by the CDC?
  - The official department change list released by the ERP should be used.

CDC

- What to upload as a supporting document to CDC placement for self-project?
  - Declaration form as a doc file.
- How to mention patents in the CV generated by CDC?
  - There will be a separate section in the ERP's CV portal to provide patents
- Can I re-apply for those companies via off-campus which rejected me in the CDC session just because of my low CG in spite I scored 100% on their test?
  - Yes
- Is the company seal compulsory in CDC feedback?
  - Yes, otherwise some other form of signature from the company should be used
- What are some subtle mistakes people generally make while preparing for placements and internships that can get them rejected?
  - There must not be any false information in the CV.
- Can I answer different coding Questions in Different Programming Languages in the CDC Coding Test?
  - Varies from company to company. But a majority of them don't have programming language constraints unless stated explicitly.
- Can BTech students sit for CDC internships again next year after converting to dual degrees?
  - Yes, but only if they don't acquire an internship during their BTech period.
- Do the companies in CDC expect prior internships in your CV if you are a dual degree student?
  - No, but it is advised to be aware of companies' requirements beforehand.
- Is it mandatory to have a webcam for CDC internships?
  - Yes, a vast majority of companies require this.
- How much is CV important during CDC?

- ○ It is of paramount importance in the interview.
- Can a student with a backlog attend CDC?
  - ○ Yes, provided they are in the CDC list.
- Are the previous year's test papers asked by CDC intern companies (coding/non-coding) available openly?
  - ○ Yes (for example, in various Facebook groups)
- What is the whole process of a CDC internship?
  - ○ They are clearly stated here: http://www.cdc.iitkgp.ac.in/p/internship-placement

SUBJECT REGISTRATION

- What is the procedure for subject registration?
  - ○ At the commencement of each semester, after successful fee payment, registration can be done in ERP -> Academic -> UG -> Student Academic Activities (UG). The box beside EAA must be ticked (if present), and application for breadth courses and additional courses can be done on the same page. After that, select Save/Confirm.
- What to do if I mistakenly did not choose EAA during subject registration?
  - ○ If your Faculty Advisor has not digitally signed the registration card yet, you can repeat the procedure of subject registration with EAA enabled, within 7 days of applying. If registration has been finalized without EAA, then it must be taken for another semester beyond 2nd year.
- What happens if I choose a breadth course which hasn't been approved/ clashes with my timetable and goes along with subject registration? Do I get to change it afterward?
  - ○ ERP does not allow you to choose a course that clashes or hasn't been approved.
- How to apply for a prerequisite waiver?
  - ○ Go to ERP -> Academic -> UG -> Student Academic Activities (UG) -> Apply for prerequisite waiver.
- Is it possible to register for the summer training course in the spring semester under some emergency?
  - ○ Yes, it is possible in the 8th semester or later, but not in the 6th semester.
- How to register for a backlog subject if it's not showing on ERP?
  - ○ Contact hema@adm.iitkgp.ernet.in

FEES

- On uploading a new family income document leading to reduction of fees, if the approval comes after fee payment for that semester (based on previous family income), is there a procedure for the excess amount to be refunded?
  - ○ It will automatically be refunded to your ERP fees portal.
  - ○ It will be adjusted in next semester's fees, but if amount is needed immediately, mail to the accounts section, Assistant Registrar (ullas@adm.iitkgp.ac.in)
- How much extra time do we get after submitting a late fee application?
  - ○ The deadline is self proposed, but must be within reasonable bounds.
- How does a prerequisite waiver work, and who do we have to mail after applying for one?
  - ○ Mail to the subject teacher and HOD of the department offering the course.
- How to open an institute mail id through Gmail?

- ○ Open the Gmail app/website and simply log in with your username and password. If already logged in with a personal Gmail account, click on your account icon and add a new one with the required credentials.
- Due to some technical issues, if we make an excess payment of SEM FEE in ERP, or if we mistakenly pay fees twice, how can we get a refund?
  - ○ The amount can be adjusted in next year's fees. But, if you are willing to have a refund as of now, mail it to ullas@adm.iitkgp.ac.in (Assistant Registrar Accounts). Although it is time taking, they will process your request.
- Is it possible to adjust my last semester's extra fees to my current demand?
  - ○ Each section is updated automatically.
- In case of late submission of income certificate, will my extra fee be refunded or adjusted for next semester?
  - ○ Extra fees are refunded the day of applying itself.
- Whom to mail when the request under "Various Request Processing (Fees Revision)" is not being executed?
  - ○ Use the ERP complaints box. Else mail the Academic Section.
- How can we know different kinds of dues that exist and haven't been cleared?
  - ○ Each category of dues has a separate section in ERP.
- Is it mandatory that we make an income certificate in the specified format given by IIT Kharagpur?
  - ○ Yes.
- How long does it take for the income certificate to get verified on ERP, and how much time should I wait to mail the assistant registrar to ask about its status?
  - ○ Approximately 2 or 3 days.
- Is it possible to upload multiple years of Family Income Declaration together?
  - ○ No. For multiple years you can mail the accounts section.

MISCELLANEOUS

- Will the institute medical insurance pay a PWD student back if they start treatment to cure their disability?
  - ○ Same insurance for everyone, Rs. 1 lakh per annum.
- How to avail KGP Library resources?
  - ○ It has been explained in www.library.iitkgp.ac.in
- I want to avail myself of teleconsultation services from our counseling center, but for that, I need to attach a valid ID card. Last year I converted to a dual degree, and hence I don't have a valid ID card. How to get a new ID card or how to get an exception?
  - ○ Visit the academic section and bring the old ID card, a new one will be issued within a few minutes.
- How to change the mail id in ERP?
  - ○ Mail CIC (helpdesk@cc.iitkgp.ac.in) with a proper reason for the change.
- How do I officially audit a course?
  - ○ Contact SRIC (http://www.sric.iitkgp.ac.in/web/contact) or CEP (http://www.cep.iitkgp.ac.in/cep/?pid=379PWUT9&rmid=0&mpos=t)
- Is there any way to get our Institute email Id permanently after graduation?
  - ○ No, the institute email services are only available until graduation.

- Can students with a backlog in NSO apply for the companies whose eligibility criteria state there should be no current backlog?
  - No.
- What are some of the good fellowship programs available for UG students?
  - They are available in the UG Rules and Regulations (http://www.iitkgp.ac.in/files/stu_ad.pdf) under Awards, Medals and Scholarships.
- How do referrals help in shortlisting, and how can I obtain them? Should we contact people on LinkedIn, but how to convince them?
  - Referrals are helpful until the interview round; The relevant people can be contacted in any medium, preferably with a good reason to provide the referral.
- What document to upload to show your entrepreneurship experience in your resume if the startup is not registered?
  - A self-declaration form providing the same.
- Is the counseling center functional during the vacations? Also, how long do they take to respond to emails requesting appointments?
  - Yes, it is always functional. They generally reply instantaneously, but in case they don't, you can contact the General Secretaries, Students' Welfare, TSG (gsectsg-welfare@hijli.iitkgp.ac.in)
- Is there any method to avail waiver or financial aid for appearing CFA/FRM level 1?
  - No, but there is a waiver for attending academic conferences. It can be availed through ERP -> Academic -> Students -> Application for Financial Assistance for Conferences.
- Can I change the name that appears on my degree?
  - The name can only be changed after graduation. It can be done at https://erp.iitkgp.ac.in/DupCertReqPortal/auth/welcome.htm
- What is the procedure for applying for a Supplementary exam when you have a medical reason?
  - Mail the concerned subject teacher through Faculty Advisor and HOD

Following are the topics which need to be taken care of by Academic Deans/ERP/Academic Section etc.

1. Process to apply for fees receipt
   a. Open ERP -> Academics -> Fees -> Application For Late Registration/Fee Certificate.
   b. Select Application for Fee Payment Certificate and fill the required Session and Semester for which you need the same. Then click on get template.
   c. Fill in the form and save it. Then, download it as a PDF.
   d. Print the form. Fill the date on the left bottom corner and put your sign on the right bottom corner.
   e. Scan the PDF and sent it to studentunit@adm.iitkgp.ac.in
   f. They will reply to your mail with the scanned copy of the original fees receipt. Generally, it takes from 1-3 working days to process.

2. Process to apply for Bona-Fide Certificate

      a. Open ERP -> Academics -> Students-> Application for Interim Grade card, Various Certificate & Duplicate ID card.
      b. Select "Application For Bona-Fide Certificate" and write the purpose for the same.
      c. Click on "Click here to apply" and proceed.
      d. There is no fee payment required for this certificate as of now.
      e. The digitally signed certificate will be generated by the academic section in 1-3 working days. In case of a hurry, you may send a mail to arug@adm.iitkgp.ac.in requesting to generate the same along with your deadline.

3. Process to apply for Interim Grade Card
      a. Open ERP -> Academics -> Students-> Application for Interim Grade card, Various Certificate & Duplicate ID card.
      b. Select "Application For Interim Grade Card" and write the purpose for the same. You also need to select the semester upto which you need the grade card.
      c. Click on "Click here to apply" and proceed.
      d. The current fee is Rs. 25 which you need to pay from fee demand and payment portal.
      e. The digitally signed certificate will be generated by the academic section in 1-3 working days. In case of a hurry, you may send a mail to arug@adm.iitkgp.ac.in requesting to generate the same along with your deadline.

4. A. Process to apply for Instruction discourse language (IDL) - (Some Foreign University needs this for English as the medium of instruction instead of TOEFL)
B. Process to apply for CGPA to PERCENTAGE Certificate - (need this to convert CGPA to equivalent percentage)
      a. Open ERP -> Academics -> Students-> Application for Interim Grade card, Various Certificate & Duplicate ID card
      b. Select "Application For Instruction discourse language (IDL) / CGPA to PERCENTAGE Certificate" and write the purpose for the same.
      c. Click on "Click here to apply" and proceed.
      d. There is no fees payment required for this certificate as of now.
      e. The digitally signed certificate will be generated by the academic section in 1-3 working days. In case of a hurry, you may write a mail to arug@adm.iitkgp.ac.in requesting to generate the same along with your deadline.

5. Update Regarding dropping of additional subjects -
      a. Last date for applying for the same to Assistant Registrar is 4th Oct 2021
      b. The process for the same is as follows -
      A. Approval from faculty Advisor
      B. Approval from HOD
      C. Mail the whole thread to assistant registrar academics requesting for the drop. (arug@adm.iitkgp.ac.in)
      D. Confirm the drop from your end by checking on ERP (subject list in exam attendance options)

6. Alumni can use this website for various certificates - https://erp.iitkgp.ac.in/DupCertReqPortal/auth/welcome.htm

7. Website to see statistics for different IITs - https://iitsystem.ac.in/

8. Information regarding Grammarly new registration, turnitin new registration & activation, etc. Follow the instructions on the site. - http://www.library.iitkgp.ac.in/pages/eSearch2.1/grammarly.php

   Please register yourself with your institute email id and the mail id must be active. All other details are already there on the site.

9. For resetting the password of MS Team - helpdesk@cc.iitkgp.ac.in

10. Moodle related query - moodle.helpdeskiitkgp@gmail.com - 03222-281070

11. List of institute holidays - http://iitkgp.ac.in/holidays

12. Link to UG rules and regulation - http://www.iitkgp.ac.in/files/stu_ad.pdf (June 2021 version)

13. Subject Registration Guideline - https://erp.iitkgp.ac.in/SubRegGuideline.pdf

14. Link for Micro Specialization pdf - https://erp.iitkgp.ac.in/Acad/Micro_2014-2015_update.pdf

15. Steps to view Minor Curricula for UG students - ERP -> Academics -> Subjects -> Minor Curricula

16. For various clearance at the time of graduation - ERP -> Academic -> Final Graduation Processing -> Application For Degree, Grade Card, Final Dues Clearance.

17. Previous year QP on Library site - https://library.iitkgp.ac.in/pages/SemQuestionWiki/index.php/Main_Page

18. Regarding CDC query - http://www.cdc.iitkgp.ac.in/
    a. Intership Guideline - http://www.cdc.iitkgp.ac.in/ckfinder/userfiles/files/Open%20house%20Internship%202021-22_CDC.pdf
    b. NOC Guideline - http://www.cdc.iitkgp.ac.in/ckfinder/userfiles/files/NOC%20Guidelines(1).pdf
    c. CDC Manual - http://www.cdc.iitkgp.ac.in/uploads/manual_24_09_2019.pdf
    d. Can previous internships be considered as compulsory one - "Compulsory Internship for Dual Degree Conversion: Some students switch from a 4 year B.Tech degree course to 5 year dual degree course. If the student has already completed internship in an agency/ organization through CDC/ non CDC track (at the end of 3rd year), the department will take the final call on the following points:
        i. Whether to consider the aforesaid internship work as compulsory internship for dual degree course.
        ii. If not, the student has to do another internship at the end of the 4th year for dual degree completion. In that case, (if CDC has already provided internship opportunity) the student cannot enroll in the Internship Registration Process else the student can register.

      iii.   In a nut-shell CDC will provide the opportunity of internship to the students only once."

19. Regarding BTP equivalent subjects -

The students can take courses of any department/ center / school offered in that semester of 3 credits as their BTP equivalent subjects. You need to apply for the subjects and get it approved by the respective professor.

20. Extra credit registration for final year students -
    a. Approval from faculty Advisor
    b. Approval from HOD
    c. Mail the whole thread to the respective academic dean of your concerned department. Or ask respective faculty advisor/HOD to forward it to the concerned Academic Dean

21. late subject registration
    a. Apply through ERP -> Academics -> Fees -> Application for Late Registration
    b. Take Approval from faculty Advisor
    c. Take Approval from HOD
    d. Mail the whole thread to the respective academic dean of your concerned department. Or ask respective faculty advisor/HOD to forward it to the concerned Academic Dean

22. Extension of fee submission -
    a. Approval from faculty Advisor
    b. Approval from HOD
    c. Mail the whole thread to the respective academic dean of your concerned department. Or ask respective faculty advisor/HOD to forward it to the concerned Academic Dean

23. Contact Information -
    a. Academics
        i.   Assistant Registrar UG - arug@adm.iitkgp.ac.in - 032222-82054
        ii.   Academic Section UG Phone number- 032222-82077
        iii.   Academic Section PG Phone number- 032222-82075
    b. Accounts
        i.   Account Section - 032222-82162/63/65
        ii.   Assistant Registrar Accounts - 032222-82153
        iii.   Student Unit - 032222-82166
        iv.   Account Section (for various Scholarship issue) - 032222-82169
    c. ERP
        i.   Fees related issue related to ERP only- Sirshendup@iitkgp.ac.in
        ii.   If you have any permission from academics and want to reflect it on your erp, you may mail to Dck@adm.iitkgp.ac.in
        iii.   For subject registration related query - hema@adm.iitkgp.ernet.in, Anindita.maiti@iitkgp.ac.in (032222-81017)
        iv.   ERP contact Number - 032222-81017/18/19
        v.   Ajit Kumar Das - Chief System Manager - 032222-81017
    d. Library -
        i.   032222-82440 - Deputy Librarian Mr. SK Jalal
        ii.   For any query, mail to kumar@library.iitkgp.ac.in.

e. Guest House
  i. Guest House Incharge - 032222-83958
  ii. Guest House Booking - 032222-82834
  iii. Guest House Office - 032222-82840/42
  iv. Guest House Reception - 032222-82800
  v. mail - tgh@hijli.iitkgp.ac.in

24. Academic Deans contact Details and Hierarchy
  a. Dean, Faculty of Sciences (FoS)
     Prof. G P Rajasekhar
     Official Email - deanfos@iitkgp.ac.in
  b. Associate Dean, Faculty of Sciences (FoS)
     Prof. Joykrishna Dey
     Official Email - adeanfos@iitkgp.ac.in
  c. Dean, Faculty of Engineering and Architecture (FoE&A)
     Prof. V R Desai
     Official Email - deanfoea@iitkgp.ac.in
  d. Associate Dean, Faculty of Engineering and Architecture (FoE&A)
     Prof. Santanu Chattopadhyay
     Official Email - adeanfoea1@iitkgp.ac.in
  e. Associate Dean, Faculty of Engineering and Architecture (FoE&A)
     Prof. Maddali Ramgopal
     Official Email - adeanfoea2@iitkgp.ac.in
  f. Dean, Faculty of Bio-Technology and Bio-Sciences (BTBS)
     Prof. Saswat Chakrabarti
     Email - saswat@ece.iitkgp.ac.in
  g. Associate Dean, Faculty of Bio-Technology and Bio-Sciences (BTBS)
     Prof. Shiv Brat Singh
     Official Email - adeanbtbsi@iitkgp.ac.in,
  h. Associate Dean, Faculty of Bio-Technology and Bio-Sciences (BTBS)
     Prof. Soumen Das
     Official Email - adeanbtbsb@iitkgp.ac.in
  i. Faculty of Humanities, Social and Economic Sciences (FoHSES)   - to be headed by
     Dean and Associate Dean of FoS
25. Dean of Students' Affairs -
  a. Dean of Students affairs
     Prof. Dhrubajyoti Sen
     Official Email - deansa@hijli.iitkgp.ac.in

All the students are advised not to write any mail directly to any of the deans, without informing their faculty advisor. In case of any issue, we advise you to first inform your faculty advisor and ask for their guidance. For further help/guide, you can always contact the respective UG/PG/RS/Women students' Representative of your department.

In case any more help is required, you can fill the Students' Grievance Form on the Technology Students' Gymkhana Website under Links-> Grievance Form

Other important contact details -

1. Student's Insurance related- All students have been insured under Medi Assist Insurance under the IIT KGP student medical policy. The e-card for the same has already been issued by mail from e-cards@mediassist.in. The full list of network hospitals, pre-authorisation request form, reimbursement claim and other details can be found upon login at the portal.medibuddy.in and www.mediassistindia.com. The login details have also been provided through that mail. For further query, contact -
   a. Dr. Rajeev Rawat (Liaison Officer)
   b. Mr. Manab Kundu - (MEDI ASSIST) - 8584033178
2. Hall related problems - Mail Chairman, HMC through Hall President and Warden of your hall.
3. Gymkhana activities- Mail President, TSG through respective General Secretary or Vice President.
4. ERP related issues- Chairman, ERP
5. Rajbhasha Vibhag : Contact the Chairman, RajbhashaVibhag
6. NSS /NCC (Only for UG students) : Contact the Coordinator, NSS/NCC