

International Relations' Standard Operating Procedure

INDIAN
INSTITUTE OF
TECHNOLOGY
INDORE



INCOMING MOBILITY

➤ **Pre – Departure**

- Apply for a visa and book your tickets in advance
- Buy a Health Insurance
- Get a health certificate from authorized medical practitioner
- Documents checklist (in original for travel to India):
 - Passport & Visa
 - Citizenship ID
 - Travel Tickets
 - Health Certificates/Vaccination Certificates including COVID-19 double vaccination certificates and valid RT-PCR Negative report (72 Hours before travel)
 - Health insurance.
 - Other official documentation (e. g Offer Letter/Invitation from IIT Indore)
- Other necessary items checklist:
 - Prescription medicine (If any)
 - Money in Indian Currency
 - Other required necessary items required during your stay in India.
- Keep multiple copies of important documents in a safe place separate from original documents
- Save your certificates on electronic online drives for e.g., Google Drive, Digi locker, etc.
- Share your travel plans well in advance with our IAO office on intloffice@iiti.ac.in .
- Get your accommodation (in IIT Campus) booked well in advance.
- Get your transportation (pick up from Airport) booked at IIT Indore and do confirm the receipt of contact details of the CAB driver with IAO office.
- Share your details for creation of ID Card. Download format from our website under international students' section.

➤ **After arrival on IITI Campus**

- Visit International Relations Office, Abhinandan Bhavan, 7th Floor, West Wing, IIT Campus to get FRRO registration done within 24 hours of your arrival. You are also requested to collect the information on booked accommodation.
- Visit Academic Office, Abhinandan Bhavan, 1st Floor, East Wing, and IIT Campus to complete registration process. Carry all original documents mentioned in document checklist. Also, ensure opening of your Indian Bank Account and issuance of Indian SIM card. If not done within 2 days, inform International Relations Office.
- You can contact your student mentor (assigned with you from Student Affairs) / office of International Relations in case of any emergency or any need/concern.

- You are allowed to avail all the facilities available for other students on the IIT Campus.

➤ **Facilities at IIT Indore**



Accommodation: The Institute has 05 hostels which provide students with a homely environment, overseen by a dedicated and professional housekeeping team. Each hostel has 98 units with a capacity of accommodating a total of 490 students. Each unit has five bedrooms with single occupancy for each student. It also has a furnished living area, common kitchen, two toilets and two washrooms. IIT Indore ensures that students from different states, languages and different departments are allotted in a unit to promote interdisciplinary approach in study and research and for internationalization.

Meals: Meals can be a little challenge. Everyone has different eating habits, likes, and dislikes. Plus, you need to give yourself and your stomach time to get used to the new and spicy food you will be eating in India. There are plenty of cuisines available in veg & nonveg meals. Students are served healthy meals wherein the menu is decided by the dining committee which includes student representatives as well and is updated regularly. Flexible options are available to pay as you eat i.e., Meal wise (Breakfast/ Lunch/ Hi-Tea/ Dinner), Day, Monthly and Semester. The payment is done through Smart Card Facility and is totally cashless. Other than regular dining services, there are several kiosks viz. Shiru Café, Bakeology, Noor's Kitchen, Aladeen's Café, Daily Needs, My Village Coffee Shop, Sainath Juice Point, Amul Shop which serve delicacies round the clock.

Extra-Curricular activities: IITI houses many extra-curricular activity centers where you can advance your hobbies or develop new ones. Yoga & Fitness Club, Photography, Music, Chess, and Drama clubs are only a few amongst many clubs. You can contact various club coordinators to join these clubs. For more information, please log on to <http://gymkhana.iiti.ac.in/>

Health Center: We have a Health Center on campus that provides emergency and primary healthcare facilities to the campus residents.

La Fresco Store: The store works under the aegis of the IITI Co-operative Society and caters to the grocery needs of the campus residents. It also fulfills the petty stationery needs of the students. The store tries to fulfill the daily needs of the campus residents at a reasonable price so that they don't have to go outside for small purchases.

Safety and Hygiene: While in India, safety and hygiene might be a concern for you. However, with some care and little precaution, you can enjoy a perfectly healthy stay in the country.

Banking and Postal Services: The institute campus has a branch of Canara Bank with ATM facility and a post office. ATM facility of SBI and HDFC are also available for cash transaction.

Counseling Service: The IAO office will arrange a visit to the IITI Counseling Service. The Counseling Service ensures that IITI is not just an institute, but a home away from home for you. An Orientation Programme for the freshers is arranged at the very beginning of the session to acquaint them with the academic activities, facilities, services, personnel, rules, and regulations of the Institute. Student Counselor helps newcomers to settle in the new environment. For more information, log on to <https://iiti.ac.in/page/counselling-cell>

➤ **Do's**

- Have your meals i.e. (Breakfast/ Lunch/ Hi-Tea/ Dinner) within the designated time.
- Visit the recommended places but with proper precautions such as wearing a mask and sanitizing hands frequently.
- Keep in touch with the student mentor for any kind of help needed.
- As a rule, dress modestly, especially if you are in a small town.
- While traveling be careful in choosing the mode of transport, especially at night.
- Attend all your online/offline lectures and the laboratory practical (if exists in the chosen course) regularly.
- In case of any illness or physical problem immediately report to health center.
- Try to learn about living in India, try new cuisines, and see new places. Try and participate in each institute activity that is offered to you.
- In case of any help, approach your mentor, or international office immediately.

➤ **Don'ts**

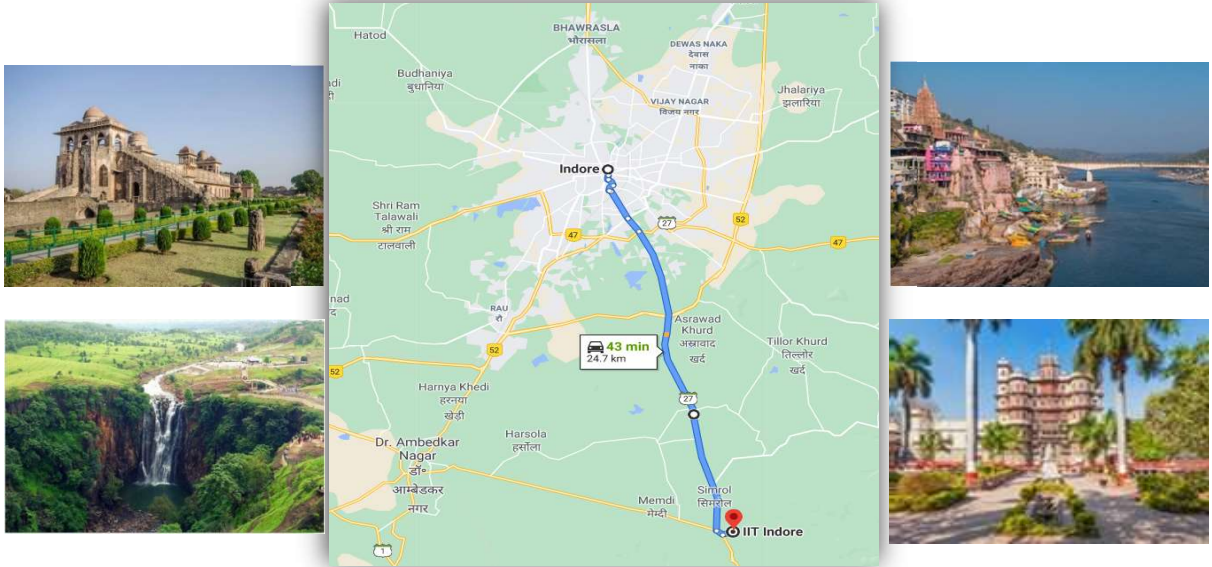
- Avoid the lip-smacking Indian street food on regular basis. Avoid drinking tap water and carry bottled water instead.
- Do not get offended if you find yourself being stared at. It is simply curiosity. However, trust your instincts as well.
- Outside campus, do not carry valuables, especially important documents (ex. Passport) in your wallet.
- Do not leave the campus without intimation to your student mentor, supervisor, and International Relations Office.
- Do not enter the restricted areas/surroundings (stray/wild animal may harm).
- Don't be afraid to speak in English. Learning language takes time & practice, and they can help you improve.
- Do not spend all your time in your room (using technology), come out and explore new things.

➤ **Travel & Tourism**

There is a lot to see and experience in India. Indore today is largely an industrial, educational, and business hub of Madhya Pradesh, the Malwa sultans, the Mughals and the Marathas left their mark on the region with magnificent monuments like forts and temples that are worth visiting on day trips or even for a night out of Indore. Nearby places of Indore: <https://ir.iiti.ac.in/#/Pros/places>

INDORE, INDIA

Indore is a city in west-central India. It's known for the 7-story Rajwada Palace and the Lal Bagh Palace, which dates to Indore's 19th-century Holkar dynasty. The Holkar rulers are honored by a cluster of tombs and cenotaphs at Chhatra Baag. The night market Sarafa Bazar and the Chappan Dukan are famous for street food delicacies. East is the Indo-Gothic Gandhi Hall and clock tower. Also, it is the cleanest city of India for the 5th time consecutively.



Contact us:

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Emergency Contacts:

- Security Control Room: 0731660-3524/ 9589518299
- On duty Security Supervisor: 6265224771
- Health Centre: 0731660 3571/ 3374/ 3433/ 3187

For more information, please visit: <https://ir.iiti.ac.in/>



QR code for the Map of our campus

Learn well, enjoy the rich heritage, and culture of India and stay safe!