



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

No.Acd./Ph.D./Ph.D.Progress Seminar/2011

Academic Office
1st December 2011

Sub: Presentation of Annual Progress Seminar by Research Scholars

All Ph.D. students shall after registration, submit Annual Progress Seminar Report (APS) for their **previous year work** through their supervisor(s) to the concerned DPGC/IDPC/SPC. The APS report required to be submitted once a year in August/January, depending upon their initial admission semester. The Annual Progress Seminar must be given on or before **30th August, by the students admitted in July** and on or before **31st January, by the students admitted in January**. **This schedule will be followed** till they submit pre-synopsis seminar.

The following guidelines approved by PGPC/PGAPEC, will be followed :

1. Every Ph.D. Student must present the Annual Progress Seminar (as per prescribed schedule) each year.
2. In case, if he/she is not able to present Annual Progress Seminar in time for valid reason, an application for extension must be made at least 15 days before the last date for presentation of APS.
3. Extension will be granted by PGAPEC on case to case basis with or without fine for late presentation. The fine would be @ Rs. 750/- per week, from 1st September/1st February (as the case may be) . Such fine at prescribed rate for delay, will be charged till the date of presentation of APS.
4. If the application for late presentation of Annual Progress Seminar is not made 15 days before expiry of last date, the concerned scholar will be charged additional fine of Rs. 750/- for not applying for extension in time.
5. The report of Annual Progress Seminar in a prescribed format should reach the Academic Office within **four days** after the presentation, for further necessary action.
6. Delay beyond 30th September/28th February (as the case may be) will cause for discontinuation /cancellation of Teaching Assistantship and or Studentship.
7. The Assistantship for the period beyond the due date of renewal/enhancement will be released only after receipt of satisfactory APS report.
8. **All Research Scholars (irrespective of their basic qualifications) should give Annual Progress Seminars after completion of one year from the date of joining. This is applicable to Research Scholars who have joined their Ph.D. programmes effective**

from July, 2003.

9. Ph.D. students who have been registered for five or more years in the Ph.D. Programme are required to submit a properly completed application on the approved form, for extension of Ph.D. registration to the subsequent year in the Ph.D. programme. This application must be completed and submitted on or before the last date for completing the Annual Progress Examination for the year prior to the year for which extension of Ph.D. registration is required. A penalty of Rs.750/- per week or part thereof, shall be imposed for any delay in completing this process, beyond this deadline.(Ref: 197th Senate adjourned meeting held on 27th January 2010).

It is mandatory to present APS by all category of Research Scholars such as Teaching/Research Assistantship/External/Sponsored/NBHM/QIP/Self Finance/ Project/ Institute staff/College Teachers etc.

In case of CSIR/UGC fellows, the dates of their Annual Progress Seminar may be fixed by considering requirements of funding agency and such fixed schedule be followed strictly.

The presentation of Annual Progress Seminar (APS) is also required for renewal /enhancement of Assistantship/confirmation /continuation of their programme.

This is issued for information of all concerned.

Assistant Registrar (Academic)

To

The Head/Convener of all Deptts, Centres, }

Schools/ IDP Groups

}with a request to bring it to the notice of all faculty
}and the Research Scholars.

Cc to: 1. Dean of Academic Programmes

2. Convener, PGAPEC

3. Dy. Registrar (F&A) 4. All Hostels 5. Main Building Notice Boards