

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Academic Office

No. Acad./PG/Circular/2018

Date : 2nd January 2018

Sub : ATTENTION M.TECH./M.PHIL. STUDENTS OF 2016 BATCH AND PART TIME / RA STUDENTS OF 2015 BATCH IInd (FINAL) STAGE PROJECT SUBMISSION AND ASSESSMENT

All full-time M.Tech./M.Phil. students of 2016 batch and part time students of 2015 batch may kindly note that the following period is fixed for submission and assessment of IInd (final) stage project :

Dissertation Submission: 19th April 2018 (Thursday) to 26th June 2018 (Tuesday)
Presentation/Assessment: 26th April 2018 (Thursday) to 3rd July 2018 (Tuesday)

In case of delay for submission due to unavoidable reasons, approval of the Convener, PGAPEC is required. Request for extension stating the reason in detail, must be made at least 15 days prior to submission/assessment dates stated above.

All the students who seek extension for submission of dissertation beyond 26th June 2018 will have to register and pay the fees for the next Semester (i.e. Autumn 2018-2019). However, there will be no grade penalty or restriction for delayed presentation or re-examination (after failure in the first presentation).

Students must obtain the clearance certificates from the Accounts and Hostel/SAU, at the time of submission of Dissertation. They are also requested to submit the Convocation form along with the four copies of the Dissertation submission form. The link to convocation form is available on external ASC site (<http://www1.iitb.ac.in/asc>).

It may also be noted that the Teaching Assistantship is payable upto the date of viva-voce of IInd (final) stage of their M.Tech./M.Phil. Project or upto the last date of assessment as per Academic Calendar i.e. 03/07/2018, whichever is earlier.

The final payment of Institute Deposits will be settled within reasonable time, only after all clearance certificates are received from all concerned, (i.e. hostels, library, accounts, etc.).

The student should submit the prescribed form for submission of dissertations/Reports to the academic units/academic office, duly signed by the concerned Academic Committees, within 30 days, from the successful completion of Masters' defence, failing which a fine of Rs. 5,000/- per month from the due date of submission till the date of submission of final version of the thesis will be levied to the concerned student.

The final transcripts/provisional degree certificate/final degree certificate will be issued only after receipt of following :

1. Final Dissertations/Reports (2 bound copies) submission form in the academic office.
2. Attested copy of their last qualifying degree certificate (BE/B.Tech./B.Arch./B.Des., Etc.)
3. Clearances of all the final dues, if any.

Sd/-
Assistant Registrar (Academic)

To

All Concerned :

1. The Head/Convener of all Depts./Centre/Schools/IDPs
2. Dean of Academic Programmes
3. Chairman, H.C. Unit
4. Librarian, Central Library
5. Deputy Registrar (F&A)
6. Notice Boards- Main Bldg./Dept./ Centres/Hostels