Circular for Ph.D. students

1. The rules and regulations for the PhD programme are available at http://www.iitb.ac.in/newacadhome/rules.jsp

2. The minimum course-work requirements (this includes Communication Skills courses and Credit seminar) should be completed as soon as possible after joining. Normally this should not take more than one/two semesters (if credit requirements are between 16-28 credits) and three/four semesters otherwise.

3. If the department has a qualifier requirement, then the Qualifier Examination should be arranged in consultation with the Head of Dept. and Dept office after the minimum course-work requirements have been completed. Care should be taken not to delay this process beyond a reasonable duration.

4. Confirmation of Ph.D. documents should be submitted immediately after the successful completion course-work requirements, and the qualifier if applicable (Rules 6.6, 6.9). The Supervisor, Research Progress Committee and Research Theme are formalized by this document.

5. If a student has difficulty in finding a supervisor and/or topic even after the completion of course-work, then he/she should contact the Head of Dept.

6. Students who have just completed coursework requirements, may meet the Research Progress Committee as soon as they have submitted their Confirmation Documents, and outline their research plans/survey to the committee. Based on this, the committee may mark the progress in the initial stage of the research as “Satisfactory/Unsatisfactory” in the Annual Progress Seminar (APS) form, and submit it to the academic office.

7. Thereafter, the APS should be held before 31st August or 31st January every year, depending on the date of joining (31st August for those who joined in July, and 31st January for those who joined in January.) APS is a progress-reporting mechanism and should not be delayed on account of other milestones. Inadequate work cannot be a reason for delaying an APS.

8. The application for extension of PhD registration beyond 5/6 years has now been combined with the APS form. The RPC may recommend an extension after a Progress Seminar, on the APS form itself (a separate form is not necessary).

9. M.Tech/M.Phil./M.Sc. + PhD dual degree students may see the rules and regulations applicable for them at http://www.iitb.ac.in/newacadhome/rules.jsp

To,

1. The Head/Convener of all Depts./Centre/Schools/IDPs
2. Student and Faculty Notices

Convener, PGAPEC