

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
Academic Office

No.Acd./Ph.D./APS/2024

Date : 21-12-2024

Sub: Circular for Ph.D. Students

The registration at the beginning of each semester, on the prescribed dates announced in the Academic Calendar, is mandatory for every student till she/he completes her/his programme.

All Ph.D. students, irrespective of their category, and even after completion of their coursework, have to register every semester giving a brief report on the work done in the earlier semester(s) and a plan for the ensuing semester.

The APS presentation is mandatory every year, after completion of one year from the date of joining, till the presentation of Pre-synopsis seminar.

The APS presentation schedule should be followed as per prescribed dates mentioned in the Academic Calendar for it and as per PhD rule R.8.2. In case of CSIR / UGC fellows, the dates of their Annual Progress Seminar should be fixed by considering the requirements of the funding agency and such a fixed schedule shall be followed strictly.

APS presentation schedule for Spring Semester 2024-25 is as below :

Project Report Submission: One week before Presentation /Assessment date

Presentation/Assessment: 04 Jan 2025 (Saturday) to 28 Feb 2025 (Friday)

Submission of online APS report to PGAPEC by: upto 06 Mar 2025 (Thursday)

The APS to be presented and its report is to be submitted online.

The APS interface access on the menu tree at asc.iitb.ac.in is:

1. For research scholars: Academic>Downloadable Forms>Ph.D. Forms>Ph.D. APS and Extension of PhD Registration Form.
2. For supervisor(s) and RPC members: Academic>Faculty Advisor>PhD Supervisor/FacAd > Pending APS.

For help while filling out the form on asc.iitb.ac.in, please click on the "Help" link for a help document. If you find a problem with the interface, or if you need further assistance, please click on the "Report Problem" button alongside the form.

The student has to schedule her/his APS presentation in advance and in consultation with the Supervisor/RPC members.

THE APS FORM WILL BE OPEN FOR THOSE STUDENTS WHOSE APS IS DUE FOR THE YEAR, TILL THE LAST DUE DATE OF APS PRESENTATION IN THAT SEMESTER (AS PER ACADEMIC CALENDAR) OR TILL APPROVED EXTENDED DATE FOR CONCERNED STUDENT.

If a student needs an extension for APS presentation, she/he has to send a request in the prescribed format, through proper channel, 15 days before the last due date of APS (refer the Academic Calendar for the last due date) for seeking approval from PGAPEC. The form is available at the academic homepage <<https://www.iitb.ac.in/newacadhome/downloadForms/phdforms.jsp>>. The form be

downloaded, duly filled in and the scan copy of the same be forwarded to the Assistant Registrar (Academic)-2 aracad2@iitb.ac.in. Only when the PGAPEC approves the extension, the APS form link will then be open till the approved extended date.

Students, who have completed six years are required to present a Progress Seminar bi-annually till the successful completion of the pre-synopsis and must fill **PART-B** of the same online APS form on the portal for further extension of Ph.D. registration. No separate application for extension of registration is needed.

Rule R.8.2 (PhD rule book) may be referred for detailed guidelines in this connection.

Dean (Academic Programmes)
30/12/24
23/12/24

To

The Head of all Academic Units – With a request to bring it to the notice of all faculty members and PhD students of your academic unit.

Copy to:

- The Head, ASC
- The Dean/Assoc. Dean of Academic Programmes office
- The GSAA-PG /ISR-Doctoral programme – with a request to bring it to the notice of all Ph.D. students.
- The Actg. Dy. Registrar (Acad)
- The Assistant Registrar (Acad)-PG
- Academic office staff – PG
- The Convener, PGAPEC
- Student Notices