

Information for Ph.D. New Entrants - Spring Semester 2024-25

Information related to Ph.D programmes **for the New Entrants -Spring Semester 2024-25**

Event	Date	Venue
Hostel availability	01 Jan (Wednesday) from 10 a.m	Respective hostels
Orientation Reporting	02 Jan (Thursday) at 9.00 a.m	Convocation Hall
Registration	03 Jan (Friday)	Respective departments
Document Verification	03 Jan 2025 (Friday) to 06 Jan 2025 (Monday)	Respective departments
Instructions Begins	06 Jan 2025 (Monday)	According to timetable visit https://www.iitb.ac.in/newacadhome/Spring_Sem_timetable_2024.pdf

Onboarding information

A welcome email will be sent to all Ph.D. new entrants on their registered email ID communicating login credentials for the IIT Bombay IT services.

Please read the information given below carefully and complete the requirements for a smooth transition to the campus life.

1. Your IITB roll number will be your primary identification number in the Institute.
2. Visit <https://www.cc.iitb.ac.in/page/newentrants> to accept IT Access Policy and activate your IT services login ID. Your login ID is your roll number (in lowercase), and your initial password has been shared on your registered email ID.
3. After accepting the IT policy, logon to <https://portal.iitb.ac.in/asc>:
 1. Fill out personal information and accept the declarations.
 2. Pre-filled forms are available on ASC Portal. Take a print out, affix photographs, sign, and bring the these pre-filled documents on your arrival
 - a. Hostel Registration Form (only for those who have paid fees with hostel, to be submitted to Hostel Office before collecting keys)
 - b. Medical File Record (to be submitted to the Hospital at the time of initial health-checkup)
 3. Upload documents (as displayed on the interface).
4. Students are welcome to occupy hostels from **10 am on 1st January, 2025**. For any Hostel related queries, the candidate shall directly contact Incharge, Hostel Co-ordinating Unit(HCU), Ground Floor, Main Building, IIT Bombay on 022-25768900/8901 or email at arhcu@iitb.ac.in / hcu.office@iitb.ac.in, for all hostel related queries.

5. On arrival, show the Visitor Entry Pass barcode (shared on your registered email ID) at the Main Gate.
6. Report at your allotted hostel along with the Hostel Registration Form for collecting keys to your room for the first year of study.
7. The [Student Mentor Program website](#) has been made to introduce incoming freshers to life at IIT Bombay. This will help you get to know more about the culture at IIT Bombay from a student's perspective!
8. Join the "[IIT Bombay Freshers 2023-24](#)" facebook group for information dissemination and resolving queries.
9. All Ph.D. entrants are expected to be equipped with laptops. Loan assistance for purchase of various IT requirements for study is being planned to help needy students. For more details, you may refer to the following link : <https://fap-iitbaa.org/>
10. All students have to meet an IITB Hospital doctor (according to a schedule that will be shared later) with a copy of the Medical File Record. On verification of this record the doctor will authenticate the records and create a personal medical file to be retained by the student. This file is compulsory for all hospital visits to IITB Hospital for the purposes of:
 - a. Medical consultation
 - b. Maintaining Medical/surgical history
 - c. For issuing medical certificate for treatment undertaken at IITB hospital
 - d. To know any previous drug allergy/ Any other allergy
 - e. Reimbursement of medicine/ treatment taken at referred empaneled hospital outside
 - f. To know patient's previous medical / Surgical history in case of emergency visit to IIT hospital

Checklist of Essential Documents to Bring

- Visitor pass (on phone or printed)
- Declaration form signed by student.
- Hostel Registration Form (after SMA payment) signed by student and parent/guardian
- Medical File Record Form
- Childhood immunisation certificates/records

The following are available on the Institute website

1. Rules and Regulations [Rules and Regulations at IIT Bombay](#)
2. Academic Calendar 2024-25
https://www.iitb.ac.in/newacadhome/Academic_Calendar_2024_2025.pdf
3. Course Structure and Course Curriculum of respective Department
<http://asc.iitb.ac.in>>Academics>course info>Browse Bulletin

Downloadable forms: <https://www.iitb.ac.in/newacadhome/downloadForms/phdforms.jsp>

1. Application form for Ph.D. registration
2. Undertaking by students qualifying through GATE 2022/2023/2024
3. Undertaking by students – Excerpts from the Ph.D. Rule.
4. Project Declaration form for candidates joining under Project Staff (PS) category.