IIT HYDERABAD
FAQs ON ACADEMIC MATTERS

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ACADEMIC TEAM, IITH

Frequently Asked Questions

Disclaimer: These FAQs are merely suggestive in nature. They are an attempt to facilitate information to students. These are subject to change, from time to time, based on the administrative exigencies/ institute requirements.

1. Common Queries (UG, PG and PhD)

1-Q1: Where can I find the Academic Calendar?
Ans.   Academic Calendar is available at the following link:
           https://iith.ac.in/academics/assets/files/calendars/B-Des-B-Tech-2020-Batch(I-and-II-Semesters).pdf

1-Q2: Where is the detailed Fee Structure available?
Ans.   Detailed Fee structure, is available at the link:
           https://iith.ac.in/academics/fee-structure/

1-Q3: What is meant by Financial Registration?
Ans.   Financial registration means payment of semester fee. It has to be done online through SBI collect mode. Please pay through the following link:
           https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=372897

1-Q4: Regarding fee payment issues to whom I have to contact?
Ans.   Regarding fee payment issues the scholar may write to Accounts section at:
           students.accounts@iith.ac.in

1-Q5: How to obtain various Bonafide Certificates?
Ans.   You may send a request email to **office.acad@iith.ac.in** with all relevant details.

1-Q6: I have not done my academic/financial registration? How to proceed?
Ans.   The students are advised to ensure to do their financial & course registration within the stipulated deadlines as mentioned in the academic calendar from time to time. In case of failure to do so will lead to the following fines/penalties and are applicable for all students.

1-Q7: I have paid the fees. The transaction was successful and I even got message from my bank. But when I want to print the receipt it is showing "No Payment Details Available". How to proceed?
Ans.   A student can download the transaction receipt by entering the required details in SBI collect under payment history. A screenshot is attached for reference.

1-Q8: Options to use debit cards or UPI to pay the application fee is not enabled in the SBI collect site.

Ans. Students can pay using Other Banks Net banking, NEFT/RTGS/ Credit Card. They can also pay through Bank challan at any SBI using debit card. We have not enabled debit cards and UPI payments as we are facing high failure rates.

1-Q9: What is the schedule to add or drop the course?

Ans. Students are allowed to add any course in the first week of start of the respective segment and

can drop 1 credit course - Within one week from the start date of course

can drop 2 credit course - Within two weeks from the start date of the course

can drop 3 credit course - within three weeks from the start date of the course

1-Q10: How to Check my Grades?

Ans. You can view your Grades in your AIMS login as per the academic calendar. Please note that submission of course feedback is mandatory and failure to do so will render you ineligible to access your grades.

1-Q11: When can we submit the course Feedback?

Ans. 10 days before completion of each course as per the segment.

1-Q12: How can I get an ID card / Duplicate ID Card?

Ans. You can apply for the student ID card in the online portal (AIMS Portal) under the section "Request ID card". Once your ID card is ready you will receive a mail to collect the same.

If you have lost the ID card, you have to file an FIR in any Mee Seva centre and pay the fee Rs.200/- in SBI collect. Submit the hard copy of FIR and fee payment receipt in the Academic office along with the new ID card application form. Once your ID card is ready you will receive a mail to collect the same.

1-Q13: Where to collect my Semester Grade Card?

Ans. You may collect your semester grade card after every semester from the Academic office.

1-Q14: Where can I get the CGPA to Percentage conversion certificate?

Ans. CGPA To Percentage conversion certificate, is available at link: **https://iith.ac.in/academics/assets/files/forms/CGPA-to-percentage-conversion.pdf**

1-Q15: Where can I get the Medium of instruction certificate?

Ans. Medium of instruction, is available at link: **https://iith.ac.in/academics/assets/files/forms/Intruction-of-English-language.pdf**

1-Q16: Where can I get the forms?

Ans. All forms are available at link**: https://intranet.iith.ac.in/wiki/FormsCirculars**

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2. **Queries related to Undergraduate Programs (BTech and BDes)**

2-Q1: Is there any tuition fee reimbursement for BTech/BDes Programs in IITH?

Ans. As per Govt. of India guidelines, the tuition fee remission is given as detailed below:

- The SC/ ST/ PH students shall get complete fee waiver.
- The most economically backward students (whose family income* is less than Rs. 1 lakh per annum) shall get full remission of the fee.
- The other economically backward students (whose family income* is between Rs. 1 lakh to Rs. 5 lakhs per annum) shall get remission of $2/3^{rd}$ of the fee.
- All students shall have access to interest free loan under the Vidyalaxmi scheme for the total portion of the tuition fee payable.
  (*Only the ITRs of both the parents will be considered as evidence for income proof)

2-Q2: What are the documents required to avail Fee remission.

Ans. The following documents are required to avail Fee remission:

- Fee remission form and
- Income Tax returns and Acknowledgement received from the IT department of both the parents for the respective Financial Year.

It is to inform that all the students have to submit full fee as per their category in the first semester. After registration in the institute, the student has to apply for the tuition fee remission as per the income criteria. Subsequently, the refundable tuition fee amount will be refunded as per rules. If you have any query / problem with regard to tuition fee waiver you may write to: **students.accounts@iith.ac.in**

2-Q3: Details of Vidyalaxmi Scheme:

Ans. Vidyalaxmi Scheme details are:

- If students opt for this scheme, the Institute will pay the interest on the loan for a period of five years. To avail this scheme, it is mandatory for students to submit Income Tax Returns of both the parents (irrespective of the fact that ITR need not be filed if income is below Rs 5 lakhs). If a student wishes to avail loan under Vidya Lakshmi, then they need to file ITR for both the parents.
- Since, the fee payment is time bound, some students may first pay the fee and then opt for an Education Loan. This is allowed and, in such cases, the bank will refund the amount once the loan is sanctioned. Further, in cases where fee remission is allowed as per income limits, banks will sanction loans only to that extent.

Branch Change details:

2-Q4: When can one apply for a Branch Change?

Ans. First year B. Tech students can apply for branch change at the end of the first semester.

2-Q5: What is the basis of allotment of a new branch?

Ans. The allotment of new branches is done on the basis of the CGPA at the end of 1st semester, for those who seek branch change. In case of a tie, the higher JEE rank student will be given allotment.

2-Q6: How many students are eligible to opt for a new branch within a department?

Ans. No more than 10% students can move to another department under branch change. Each department can take 10% of new students from branch change.

2-Q7: Once we are eligible for branch change, will we have an option to choose between the new branch and the current branch?

Ans. Once the allotment is made, there is no possibility of a further change either to a new branch or to the original branch.

2-Q8: Whom to consult regarding courses and curriculum of the new department?

Ans. Contact the Faculty Advisor of the new department for the courses and curriculum.

Minor / Honors Details:

2-Q9: What is the eligibility requirement for registration in terms of number of backlogs?

Ans. A student must have cleared all outstanding backlogs by the time of enrolment into Minor/Honors.

2-Q10: Is there a CGPA criterion for registration?

Ans. No CGPA criterion for Minor. However, a CGPA criterion for Honors can be set by the respective Departments.

2-Q11: Department-wise maximum number of students (or a percentage of existing student strength) that can avail this option?

Ans. To avoid overloading, departments offering Minor/Honors can put an upper limit on the number of Minor / Honors students they wish to take. The students have to understand that since the number of seats available for each of the programs will always be limited, one has to compete for a place; he/she thus cannot ignore the basic CGPA.

2-Q12: When can one apply, in which semester?

Ans. A student can enroll for Minor in fifth semester only. There is no CGPA criteria for enrolling into a Minor. A student can enroll for Honors in fifth or sixth semester, depending on the policy of the department. The department can plan the Honors from fifth or sixth semester. There is no CGPA criteria for enrolling into Honors at institute level.

2-Q13: Whom to inform/seek approval if a student wishes to pursue an option of Minor / Honor?

Ans. The student has to inform the Faculty advisor to pursue the Minor/Honors program.

2-Q14: Is any approval required from the other department if a student wants to pursue a Minor option?

Ans. Approval of the DUGC Convener of the other dept. is required to pursue a minor option.

2-Q15: What is the process of information flow?

Ans. Faculty advisor informs the academic office.

2-Q16: If a student would like to withdraw from minor or honors what is the procedure and when can that be done, again whom to contact?

Ans. The Student can withdraw from Minor/Honor at any point of time but the courses registered under Minor / Honors cannot be dropped after drop period, the registered/

completed courses will be shown under additional. Students can contact the Faculty advisor to withdraw from the Minor / Honors program.

2-Q17: Can a student be terminated from the program and under what circumstances?

Ans. After enrolling into Minors / Honors, if a student gets FS/FR grade in more than 3 credits his/her enrolment to the same will be terminated.

2-Q18: What is the department's take if a student wants to pursue more than one option such as major as well as minor or major as well as Honors?

Ans. Should be permitted on the recommendation of the Faculty Advisor. Minor and major cannot be done in the same department. Students can enroll for both Minors & Honors or for 2 Minors.

Additional Details for Minor / Honors:

- In order to earn a minor, a student has to earn a minimum of 12 extra credits from a basket of courses prescribed for each minor stream.
- In order to earn honors, a student has to earn a minimum of 12 extra credits out of which six credits from project work and at least six credits are from courses offered by the student's major department. These can change as per department guidelines
- The final transcript will only show the basic CGPA corresponding to the minimum requirement for the degree. The Minors / Honors will be indicated by a separate CGPA. The additional courses taken will also find separate mention in the transcript.
- Students can be allowed to convert the credits as shown below from their Minor / Major degree, given he / she has completed the 2/3rd number of total credits:
  - For Minor – Up to 3 credits may be converted to Free electives.
  - For Honours – Up to 3 credits may be converted to Free elective / Departmental electives.

Double Major Details:

- Double major means a student can get ONE BTech degree mentioning two different departments.
- A student may join the IITH in any particular discipline. S/he may then require additional courses (24 credits) in a different discipline. An additional 24 credits as listed by the second-department needs to be completed by the student and the second department may also list an additional set of prerequisite courses in some cases.
- This program is based on the premise that there is a fair amount of fundamental and common subjects amongst engineering curriculum and a reasonable amount of additional work can also make the student eligible for degree requirements of two departments.
- An additional one year is permitted for the student to complete these additional requirements.
- There will be a cap on double major registrations: 10% of the UG intake of the host department.
- The guidelines may vary from time to time, as per IITH Senate norms.

Double Major FAQs:

2-Q19: What is the eligibility requirement for Double Major registration in terms of number of backlogs?

Ans. There should not be any backlogs (Fail courses) at the time of registration for double major.

2-Q20: Is there a CGPA criterion for registration?

Ans. Department will shortlist and select the students for Double Major registration.

2-Q21: Department-wise maximum number of students (or a percentage of existing student strength) that can avail Double Major option?

Ans. 10% of the UG intake of the host department.

2-Q22: When can one apply for Double Major, in which semester?

Ans. Starting from 4th Semester

2-Q23: Whom to inform/seek approval if a student wishes to pursue an option of Double Major?

Ans. The student has to inform the Faculty advisor

2-Q24: Any approval required from the other department if a student wants to pursue the Double Major option?

Ans. Approval of the other department's DUGC convener is required to pursue the Double Major option.

2-Q25: If a student would like to withdraw from major, what is the procedure and when can that be done and whom to contact?

Ans. The Student can withdraw from Double Major at any point of time but the courses registered under Double Major cannot be dropped after drop period, the registered/ completed courses will be shown under additional. Students can contact the Faculty advisor to withdraw from the Double Major option.

2-Q26: Can a student be terminated from the program and under what circumstances?

Ans. After enrolling into majors, if a student gets FS/FR grade in more than 3 credits his/her enrolment to the same will be terminated.

2-Q27: Can a student pursue more than one option such as major as well as minor or major as well as honours'?

Ans. Should be permitted on the recommendation of the Faculty Advisor. Minor and major cannot be done in the same department.

2-Q28: Whether Students are allowed to convert the credits given if he/she has completed the 2/3rd number of total credits?

Ans. If the Double Major – Up to 6 credits may be converted to Free electives.

Conversion from B. Tech to B.Tech. plus M. Tech details:

- The option to convert will be given at the end of 6th semester and no conversion related request will be allowed after the add/drop period (1-2 segment) of seventh semester.

- A formal application must be submitted through the Head of the Department.
- The candidate will appear for a technical interview with a panel of at least 3 faculty members nominated by the HoD.
- Minimum CGPA requirement for B.Tech. to M.Tech. is 8.5 for General category, and 8.0 for OBC/SC/ST. This rule will be applicable for students' of 2019 batch onwards; for earlier batches, the old cut-off will be applicable i.e., CGPA$\geq$ 7.0 for general category and 6.5 for SC/ST/OBC.
- B. Tech fees will be paid up to the 8th semester.
- Degree requirement for both degrees should be fulfilled.
- Maximum time allowed for the completion of the degree is 7 years.
- In case, the student decides to leave at the end of fourth year, he/she may be awarded a B.Tech. provided all the appropriate credit requirements are completed.
- Fifth year later, he/she may be awarded an M.Tech. degree provided all the appropriate credit requirements are complete.
- M.Tech Fellowship will be paid after 8th semester.

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Queries related to Scholarships

Institute Scholarships:

Merit- cum- Means (MCM)

- GEN, GEN-EWS / OBC category students can apply
- Parental Income shall not exceed Rs. 4.5 Lakhs for any category.
- Income Tax Return with Acknowledgement from IT Department has to be submitted as Income Proof of Parents (Father and Mother or Guardian if any)
- The number of students to be awarded MCM scholarship will be limited to 25% of Class Strength.
- The student should secure a SGPA / CGPA of 7.0 and above with no active backlogs (Fail Grade) in any type of courses (Including Additional courses).
- The Shortlisted students are eligible for Pocket Money of Rs. 1,000 per month.

ST / SC Scholarship

- Students belonging to SC / ST category can apply.
- Parental Income shall not exceed Rs. 4.5 Lakhs for any category.
- Income Tax Return with Acknowledgement from IT Department for the AY 2020-21 has to be submitted as Income Proof of Parents (Father and Mother or Guardian if any)
- There is no ceiling on the award of SC / ST scholarship subject to fulfilling the required criteria.
- The student should secure a SGPA / CGPA of 7.0 and above with no active backlogs (Fail Grade) in any type of courses (Including Additional courses).
- The Shortlisted students are eligible for Pocket Money of Rs.250 per month and are eligible for refund of License Fee and Dining Charges at actuals and as per the eligibility.

Scholarship FAQs:

2-Q29: When to apply for the scholarships

Ans. Government Scholarships once a year (kindly refer to the NSP website regularly). Institute Scholarships – once a year, notified through email.

2-Q30: How will students know about various scholarships?

Ans. Students will be informed through email whenever the institute receives the information from the sponsored government/ agency.

2-Q31: Can a student avail dual Scholarship / Financial benefit?

Ans. No, however please refer to the guidelines from time to time for updates.

2-Q32: W.r.t dual scholarships, how does the Institute ensure the transparency / integrity of students?

Ans. Institute takes following measures:
- Students are asked to submit an undertaking / declaration that they are not availing any other financial benefit / scholarship other than what they are applying for
- Students are asked to produce a valid ITR as income proof for claiming any financial benefit from the Institute

2-Q33: What is the Grant receiving mechanism?
Ans.

- Government scholarships- The amount is directly sent into the student's account via DBT mode through PFMS, only the admission fee component will be remitted to the Institute account and the same will be disbursed to the Student.
- Institute scholarships – Remitted directly to the student's bank account.

2-Q34: Which income will be taken into consideration for award of scholarship - Gross income / taxable income?
Ans. Gross Income will be taken into consideration.

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3. Queries related to Post Graduate Programs

Queries Related to Fresh Admissions:

3-Q1: Do we need to submit the migration certificate also during the physical verification process? What is the tentative date for the submission of the same?

Ans. Migration certificate is not required

3-Q2: Is a medical certificate required? If yes, then is there a condition that the medical certificate should be signed by a government doctor. Can I consult a private hospital for a medical certificate?

Ans. Yes, any qualified medical practitioner

3-Q3: Is the original degree certificate required? I have uploaded a provisional certificate. Will it be sufficient?

Ans. Original degree certificate is required for claiming stipend

3-Q4: What is academic registration? When is the academic registration?

Ans. Academic Registration means course registration. The course registration for every semester will be placed on our website in the Academic calendar page. Please follow the link:
https://www.iith.ac.in/academics/calendars-timetables/

3-Q5: How do I know the procedure for academic registration?

Ans. On receiving the fee payment confirmation from the student, a roll number will be created, which will be communicated to the student by e-mail (available as per IITH records). The roll number is needed for the academic registration in AIMS (Academic Institute Management System) portal.

The step wise procedure for Academic Registration is as follows:
a) AIMS Login ID is the Roll No. - A unique id (roll number) and password will be communicated to the student through email. Students are advised to change the password.
b) Please follow a step by step procedure outlined in the demo link which will be shared through e- mail.
c) Students are advised to complete the AIMS registration.
Link: https://aims.iith.ac.in/aims/

In AIMS portal, the stages of updation required are for following fields- Request ID card, my details, Course Registration (you may consult your Faculty advisor, for list of courses, if required)

3-Q6: If I do not have a valid OBC-NCL Certificate?

Ans. You have to provide an undertaking and provide the valid OBC-NCL certificate at the time of registration. Undertaking form is available at the below link:
https://iith.ac.in/academics/forms/

3-Q7: Is GATE qualification mandatory for IIT Graduates?

Ans. No, it is not mandatory. You must have 8.00 CGPA in the qualifying degree. However, at the time of applying at IITH you have to enter the digit "zero" in the GATE registration number field and proceed further.

3-Q8: Is COAP registration mandatory for IIT Graduates?

Ans. No, it is not mandatory for IIT graduates. However, at the time of applying at IITH you have to enter the digit "zero" in the COAP registration field and proceed further.

3-Q9: Is there any separate provision for OCI candidates to apply for the M. Tech/M. Des/MA program at IITH?

Ans. No separate provision for OCI candidates in MTech Program, they have to apply online through IITH admission portal subject to fulfilling required eligibility criteria as prescribed.

3-Q10: Can I apply with a valid temporary PWD Certificate?

Ans. Yes, you can apply with a valid temporary PWD Certificate

3-Q11: What Should I do if I do not get security code?

Ans. Please check your spam folder if you do not get in inbox/spam folder, then write to **acad.pg@iith.ac.in** mentioning the user ID.

3-Q12: If the final results are awaited what should I fill in the Percentage/CGPA column?

Ans. You may enter the Percentage/CGPA of the previous semester.

3-Q13: Does the candidate have to pay separately when applying for admission in different funding programmes such as MHRD/Project/Govt. Lab/Self Sponsored in the same department?

Ans. Yes, the candidate has to pay separately when applying for different funding programs in the same department.

3-Q14: In case of failure of online transaction for application fee whom shall I contact?

Ans. You may please mail to **students.accounts@iith.ac.in**

Queries Related to Courses, Curriculum and other Miscellaneous Items:

3-Q15: What are the Guidelines for Dual Degree?

Ans. Minimum CGPA requirement for any conversion of degree, such as B.Tech. to M.Tech., B.Tech. to PhD, M.Tech. to PhD, is CGPA of 8.5 for General category, and 8.0 for OBC/SC/ST. This rule will be applicable for students of 2019 batch onwards;

For earlier batches, the old cut-off will be applicable i.e., CGPA$\geq$ 7.0 for general category and 6.5 for SC/ST/OBC.

M.Tech/M. Des to PhD Conversion:

For M Tech/M Des students, the conversion should be based on 2nd semester CGPA and this should be done before the start of regular MHRD PhD interviews for the next semester.

B. Tech to M. Tech Conversion:

B. Tech student should apply before the add and drop period (1-2 segment) of 7th semester and 6th semester CGPA will be considered for shortlisting.

3-Q15: Can I be entitled for short leave/ Semester break?

Ans. Yes, you are entitled on medical grounds subject to submission of medical certificate and approval from competent authority

3-Q16: Can I get the details of Guide allocation for Thesis/Dissertation?

Ans. Details are available in Academic Hand Book available at the following link: **https://intranet.iith.ac.in/chrome/site/files/academic/20200306-Academics-Handbook.pdf**

Queries Related to Fees, Scholarships etc.,

3-Q17: Is a medical certificate mandatory for getting a stipend?

Ans. Medical certificate is mandatory to ensure that the student is medically fit to take up the studies.

3-Q18: What exactly are the certificates that we have to upload for getting our stipend (Please provide a list)?

Ans. SSC, Intermediate, UG/PG, All qualifications marks sheet and final degree/provisional certificate, GATE / GPAT / CEED Score Card, Medical Certificates, Fee Receipt, Passbook/Account Details, Category Certificate (OBC, ST, SC and EWS), PWD Certificate (if any), Aadhar Card.

3-Q19: Can we upload bank statements (with all the details of bank, account no. IFSC code), cancelled cheque instead of passbook?

Ans. Yes, it must contain your bank account number and IFSC details.

3-Q20: Is a TC, migration certificate necessary to get a stipend?

Ans. Not required.

3-Q21: Due to some reason I am not able to upload my bank details this month, so if I will upload at a later date will it be considered?

Ans. Stipend will be paid only after submission of bank details along with all required certificates.

3-Q22: Is the original degree certificate required? I have uploaded a provisional certificate. Will it be sufficient?

Ans. Original degree certificate is required for claiming stipend.

3-Q23: Would a change in bank account details (IFSC and branch name) be entertained later in the academic years?

Ans. Yes, however you have to inform the accounts section whenever there is a change in IFSC and branch name.

3-Q24: Is e-account statement ok in place of passbook? (It has all relevant details as a passbook)?

Ans. Electronic account statement will be accepted.

3-Q25: All the required documents have been submitted at the time of admission, is there anything else required apart from the Bank Passbook?

Ans. Please ref. Sl. No. 2 above, if it is fulfilled then not required to upload any documents.

3-Q25: What is the expected date to receive a stipend in our account?

Ans. **First List:** Students have to apply in AIMS portal from 20th to 25 of each month and FA has to approve the same by 26th to 29th, processing of bill by academic section is 30th, forwarding of bill to academic section is 31st/1st. Stipend will be credited tentatively by 05th of each month, subject to fulfilling all the prescribed norms.

Second list: Students have to apply in AIMS portal from 05th to 10th of each month and FA has to approve the same by 11th to 13th, processing of bill by academic section is 14th, forwarding of bill to accounts section is 15th. Stipend will be credited tentatively by 20th, subject to fulfilling all the prescribed norms.

3-Q26: What is meant by Financial Registration?

Ans. Financial registration means payment of semester fee. It has to be done online through SBI collect mode. Please pay through the following link:
https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=372897

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4. Queries related to Ph.D. Program

4-Q1: I have got the Ph.D. admission offer letter. In the offer letter it is mentioned that I have to pay the advance fee and have to do the Financial Registration. What is meant by Financial Registration?

Ans. Financial registration means payment of semester fee. It has to be done in online mode through SBI collect. The following is the SBI collect payment link: **https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=372897**

4-Q2: What is meant by Academic Registration? When is the Academic Registration?

Ans. On the day of Academic Registration scholars have to report the Institute along with their original certificates for the verification. On the same day scholars have to do Course registration in the online portal. The scholars will be given a demo on Course registration.

The date of Academic Registration is mentioned in the Academic Calendar which is available at the following link: **https://iith.ac.in/academics/calendars-timetables/**

4-Q3: What is the Roll number? How can I get the roll number?

Ans. After the completion of Academic Registration, scholars will be allotted a Roll number and e-mail ID. The roll number, e-mail ID and online portal login credentials will be communicated to the student through personal e-mail ID (available as per IITH records).

4-Q4: How can I register the courses in the online portal?

Ans. The step wise procedure for Academic Registration is as follows:
   a) The student has to login to his/her IITH mail ID
   b) In his inbox, the student will find the AIMS Login ID (which is also the Roll No.) and the password.
   c) With this AIMS login ID (roll number) and password he/she needs to login to AIMS portal **https://aims.iith.ac.in/aims/**
   d) Students are advised to login to AIMS
   e) Please follow the step by step procedure to register in AIMS
   f) Students are advised to enter their personal details, upload the certificates, fill the details in the request ID card section and do the course registration

4-Q5: Which courses I have to choose while doing the course registration in the portal? To whom I have to contact to discuss about the courses?

Ans. The scholars may contact the Faculty Advisor to discuss about the courses to be register.

4-Q6: When will the classes start?

Ans. The date of commencement of classes is available in the Academic calendar. The complete Academic schedule is mentioned in the Academic calendar. The link for Academic calendar is as follows: **https://iith.ac.in/academics/calendars-timetables/**

4-Q7: Who should be contacted regarding Hostel allotment?

Ans. Hostel office should be contacted. Mail ID of Hostel office is: **office.hostel@iith.ac.in**

4-Q8: I want to withdraw my admission. How can I withdraw my admission? Will I get my fee refund?

Ans. To withdraw the Ph.D. admission the scholar may fill the "Admission withdraw form" & "No-Due's form", get the necessary signatures on the form and submit in Academic office.

Academic office will take the necessary approvals and inform the scholar. The same will be forwarded to Accounts section to process the fee refunds.

The forms are available at the link: **https://iith.ac.in/academics/forms/**

The policy of fee refund in case of admission withdrawn/ cancellation is available at the following link, under "Seat Acceptance Fee and Refund Policy": **https://iith.ac.in/academics/fee-structure/**

4-Q9: What is the maximum duration of the Ph.D. program?

Ans. The maximum duration of Ph.D. program is as follows:
For Regular PhD (Full time) - 6 years
For External Ph.D. (Part time) - 7 years

4-Q10: What is the procedure for Guide/Supervisor selection?

Ans. Ph.D. scholars can select the Guide/Supervisor at the beginning of enrolling semester i.e., before the first course add/drop period of the semester (or) at the end of the enrolling semester. Regarding Guide allocation, the scholar may contact Faculty Advisor/DPGC/HOD. Once the Guide is allotted the scholar has to submit the "Guide consent form" along with the necessary signatures in the Academic section.

The Guide Consent form is available at the following link:
https://iith.ac.in/academics/forms/

4-Q11: What is Doctoral Committee?

Ans. Each Ph.D. scholar will be guided by a Doctoral Committee (DC). The Guide will constitute the DC. The DC may be constituted within a month from the date of Guide allocation. The DC has at least 3 members including the Guide. The DC will have at least one external member i.e., member from other departments. After the DC constitution the form has to be submitted in the Academic office along with the necessary signatures. The DC constitution form is available at the following link:

https://iith.ac.in/academics/forms/

4-Q12: How many credits I have to complete during my Ph.D. coursework? In how many semesters, I have to complete my coursework? What is the minimum CGPA that I have to secure during my course work?

Ans. Ph.D. scholar has to complete their minimum course work requirement in the first two semesters and has to secure minimum 7 CGPA.

The minimum course work credit requirement is as follows:

Scholar's highest qualification	Admitted to	Minimum no. of credit requirement
B.Tech	Ph.D.	24
M.Tech (from Non-IIT/IISc /IISER)	Ph.D.	12
M.Tech (from IIT/IISc/IISER)	Ph.D.	12 (DC may waive off up to 6 credits on case to case basis)
Master's Degree (from Non-IIT/IISc/IISER)	Ph.D. (Sciences, Liberal Arts, Design and Entrepreneurship & Management departments)	12
Master's Degree (from IIT/IISc/IISER)	Ph.D. (Sciences, Liberal Arts, Design and Entrepreneurship & Management departments)	12 (DC may waive off up to 6 credits on case to case basis)
M.Sc.	Ph.D. (Engineering departments)	24

4-Q13: How can I get the Semester grade cards for the coursework I have completed?

Ans. Scholar may request for the semester grade card through mail. Please mail to: acad.phd@iith.ac.in. Please note that the request has to be given 4 working days in advance.

4-Q14: Is Clean India (CI1010) a mandatory course?

Ans. Yes. It is a mandatory course for all the scholars. Each scholar has to complete this course once in entire duration of the program. The scholars may register this course as additional.

4-Q15: I have completed my Ph.D. course work still do I need to register in the AIMS portal for every semester?

Ans. Yes. You have to register in the AIMS portal for each semester until completion of your final Ph.D. Viva. Even if not registering for any courses the scholar may mention the comments in the comments box and submit the course registration.

4-Q16: How can I apply for the Ph.D. Fellowship?

Ans. The fellowship initiation and application process for different funding agencies is mentioned below.

    a) MoE (MHRD), PMRF, QIP & ASEAN Fellowship: Upon receiving the confirmation from Academic office, the scholars can apply for monthly fellowship in the AIMS portal between the dates 20-25th of every month. Guide and TA may approve the same by 29th. Academic office will process further.

If scholar misses to apply for the fellowship within the said dates then the scholar can apply in the second spell i.e., from 05-10th of next month. The Guide and TA may approve the same by 13th of the same month. Academic office will process further.

b) Project: The procedure of initiation of Ph.D. Project funding fellowship is as follows:

Step-I: Application for fellowship (format available in intranet) should be submitted in R&D section **(office.rnd@iith.ac.in)** through Faculty in charge/ Project PI(Guide)

Step-II: R&D office will prepare a Project approval (with the details of fellowship amount and tenure) and will forward to the Academic office**(acad.phd@iith.ac.in)**

Step-III: Academic office will update the Project details in the AIMS portal. The same will be informed to the scholar concerned, so that the scholar can apply for the fellowship in the AIMS portal as mentioned in the point (a) above.

c) DST INSPIRE, DBT & ICMR: Scholars has to submit the joining report and other documents as mentioned by the funding agency in their respective funding agency website login. Upon receiving the funds from the funding agency, R&D office will forward the information to the Academic office. Academic office will update the details in the AIMS portal then will inform the same to the concerned scholar. Subsequently, the scholar can apply for the fellowship in the AIMS portal as mentioned at point (a).

d) CSIR Fellowship: Scholar has to submit the joining report, bank account details and other documents as mentioned by CSIR in the Academic office (acad.phd@iith.ac.in). Academic office will send all the documents to CSIR. After receiving the sanction letter from CSIR the fellowship process will be started. Scholar has to submit the monthly fellowship claim bill with the approval of Guide in the Academic office every month, the same will be forwarded to CSIR. The fellowship will be paid to the scholar through DBT mode from CSIR. To claim the contingency scholar has to submit the respective form in the Academic office. For further details please refer the CSIR website at: **https://www.csirhrdg.res.in/Home/Index/1/Default/1886/60**

e) UGC Fellowship: Scholar has to submit the joining report, bank account details and other documents as mentioned by UGC in the Academic office(acad.phd@iith.ac.in). Academic office will upload the same in the UGC online portal. Upon the approval of UGC, the fellowship process will be started. Scholar has to submit Continuation certificate and HRA form in the Academic section with the approval of Guide, once in three months.

4-Q17: What is Comprehensive Exam?

Ans. Each Ph.D. scholar has to attend the Comprehensive Exam within 12 months from the date of joining. After the completion of the course work (at least 75% of credits), student is eligible for Comprehensive exam. The scholar needs to achieve a minimum CGPA of 7.0 in coursework to be eligible for the comprehensive exam. The Department will decide and inform the pattern of the exam to the scholar. It is

applicable from July/Aug'2020 batch onwards. The format for Comprehensive Exam is available at the following link:**https://iith.ac.in/academics/forms/**

4-Q18: What is meant by Proposal Defence (or) RPS (or) Research Proposal?

Ans. Each Ph.D. scholar has to present the Proposal Defence (or) Research Proposal Seminar (RPS) (or) Research Proposal. Scholar has to present the RPS within 3 months from the date of passing the Comprehensive exam. RPS for regular and direct PhD students should be done within 18 months of registration.

The format for Proposal Defence (or) RPS (or) Research Proposal is available at the following link: **https://iith.ac.in/academics/forms/**

4-Q19: What is the procedure to convert from JRF-SRF?

Ans. Ph.D. is a 5-year tenure program. The first 2-year period is called as JRF and the next 3-year period is called as SRF. The scholar's JRF-SRF upgradation has to be done in the presence of the committee members out of which one should be an external examiner. Upon successful completion of the upgradation, the scholar's JRF fellowship will be upgraded to the SRF fellowship amount. Each full-time scholar has to go through this to receive SRF fellowship amount. Scholar has to follow the respective funding agency guidelines and formats in this regard. For MoE funded scholars, the format is available at the following link:
https://iith.ac.in/academics/forms/

4-Q20: What is the schedule of "Research progress Review" (or) DC meetings?

Ans. The "Research progress Review" (or) a DC meeting for the PhD students should be held every year for the first 3 years and subsequently, every six months until 5 years. Beyond 5 years, DC meetings have to be conducted every 3 months and an extension need to be sought, if required, in each of these DC meeting for 3 additional months. The Guide will conduct this meeting. The format is available at the following link: **https://iith.ac.in/academics/forms/**

4-Q21: What is the procedure to submit Open Colloquium (OC) and final Thesis for evaluation?

Ans. Upon the recommendation of the DC, the scholar can submit the Open Colloquium (OC) request. Along with the OC request form the scholar has to submit the list of documents as mentioned in the form. The proposed date for the OC has to be mentioned in the form. OC request form has to be submitted at least 7 days before the date of OC. After the verification, Academic office will take the approval of Dean Academics and will inform the same to the guide. Then the OC may be conducted. After the OC, the report form needs to be submitted to the Academic office.

The OC Request and Report forms are available at the following link:
https://iith.ac.in/academics/forms/

4-Q22: What is the procedure of Thesis evaluation and Viva?

Ans. After the successful completion of OC, scholar has to submit the final thesis to the Academic office within one month along with a copy to Guide for the evaluation. The Thesis will be sent to the external examiners for the evaluation in mode (A) or (B) as chosen by the scholar in the prescribed form.

Mode/Option (A): The competent authority will select the two examiners/ referees to evaluate the thesis. After the acceptance by the examiners, their details will be shared with the supervisor(s) by the Academic office. Thereafter, supervisor(s) can directly contact these referees, requesting for timely completion of evaluation and fixing the date of final Viva. Both the referees have to attend the final Viva. The Acad office is to be kept informed about the scheduled date of Viva.

Mode/Option (B): The competent authority will select the three examiners/ referees to evaluate the thesis. After the acceptance by the referees, they will be given two months' time to submit a report. Once, two positive reports are received, the competent authority will select a final examiner for the Viva. The examiner details will be shared with the Guide, Subsequently, the Guide will contact the examiner and schedule a final Viva date. The Acad office is to be kept informed about the scheduled date of Viva.

4-Q23: I have submitted my Ph.D. final thesis. Will I get any thesis submission proof document?

Ans. Yes, we will issue the "Thesis submission" certificate. In the certificate we will mention the Thesis submission date. Scholar may submit the request through mail to acad.phd@iith.ac.in. The document will be issued in 3-4 working days.

4-Q24: How can I apply for Provisional Degree certificate?

Ans. Scholar may submit the request through mail to <acad.phd@iith.ac.in> with the recommendation of Guide. To apply for the Provisional Certificate, the scholar should have defended his final Viva successfully and needs to submit the No-Dues certificate. The provisional Degree certificate will be issued in 4-5 working days.

4-Q25: Till when do I have to pay the semester fee?

Ans. Ph.D. scholars have to pay the semester fee till the date of final Ph.D. Thesis submission (for evaluation after the OC).

4-Q26: What is the procedure to get the No-Dues certificate?

Ans. The format for No-Dues certificate is available at the following link:

https://www.iith.ac.in/academics/forms/

The scholar has to get the No-Dues confirmation/signature from all the offices individually and finally submit in the Academic Section. Only on submission of No Dues the scholar will be issued the Provisional certificate.

4-Q27: How can I get my Ph.D. final Degree certificate?

Ans. The final Degree Certificate will be awarded in the immediate (next) Convocation. If the scholar is unable to attend the Convocation the certificate will be sent to the scholar through post.

4-Q28: How can I get my Consolidated Grade report?

Ans. The Consolidated Grade report will be awarded along with the Degree certificate.

4-Q29: What are the Joint Ph.D. programs/exchange programs with the foreign universities available at IITH? How can I apply for them?

Ans. Please contact the "Office of International & Alumni Affairs (IAR)" office. You may reach the IAR office at the mail ID: **office.iar@iith.ac.in.** Also, please visit our website at: **https://www.iith.ac.in/iar/**

4-Q30: I have Graduated from IITH. How can I get my Alumni ID card?
Ans. Please contact the "Office of International & Alumni Affairs (IAR)" office. You may reach the IAR office at the mail ID: **office.iar@iith.ac.in**

4-Q31: I have an issue with login to my institute mail ID. Whom do I need to contact?
Ans. Regarding all network issues, please visit the website of Computer Centre and follow the instructions. The link for website of Computer Centre is: **https://iith.ac.in/computer-centre/**

4-Q32: I have submitted my Ph.D. thesis within 4.5years. What is the procedure to apply for the Institute PDF fellowship?
Ans. The Ph.D. scholars who submit their thesis within 4.5 years are eligible to get the Institute PDF fellowship for a 6-months period. After the submission of thesis, the scholar has to submit a request along with the approval of Guide and HoD. The scholar may submit the request through mail.

4-Q33: What is the procedure and eligibility criteria to convert from Project to MoE(Institute) funding?
Ans. The scholar who has met the following eligibility criteria may submit a request to her/his guide. The Guide may forward the request to the Academic office(acad.phd@iith.ac.in) for further processing.

Eligibility Criteria guidelines:

1. S/he should have minimum 2.5 years of support as on application date & should be SRF
2. Minimum 1 Journal article (in Scopus or web of science indexed; 1st Author or equal contribution authorship) or 1 Patent application (filed). Only For CSE Dept.: Minimum 1 Journal/Conference article* (in Scopus or web of science indexed; 1st Author or equal contribution authorship).
   * For Conference Article: Should be published in a proceeding with page number given.
3. Not more than 1 project student per faculty will be eligible for such support

Once approved, following points to be noted:

1. The approval will be effective from the date of approval
2. Approval will be for 1 year
3. After 1 Year, if DC recommends, then some extension can be given (3 months at the maximum).
4. These project Ph.D. students are not eligible for the institute post-doc facility.

4-Q34: Whom to contact to know further details not covered here about the Ph.D. program?
Ans. Please write to Ph.D. Academic office at: acad.phd@iith.ac.in

4-Q35: Can I have an overall Ph.D. program structure as a flow chart?
Ans. Please see the following flow chart:

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                        ┌─────────────────────────────┐
                        │        Ph.D Admission        │
                        └─────────────────────────────┘
                                      │
                        ┌─────────────────────────────┐
                        │     Student Registration     │
                        └─────────────────────────────┘
                                      │
                        ┌─────────────────────────────┐
                        │    Ph.D Course Registration  │
                        └─────────────────────────────┘
```

Ph.D Admission

Student Registration

Ph.D Course Registration

If the scholar's highest qualification is Master's Degree: Course work –

MSc>> PhD Engg>> Min 24 Cr -
MSc>> PhD Sci >>Min 12 Cr
M.Tech >> Min 12 Cr (6 Cr, If DC recommends the candidates from IITs/IISER/ IISc)

If the scholar's highest qualification is Bachelor's Degree:

Course work - Min 24 Cr

Guide Selection
Before or after first semester

Within 1 month

Doctoral Committee Constitution

If CE failed re-exam is conducted within 1-3 months

Comprehensive Exam
- Within 12 months from the date of joining
- 75% of the credit requirement with minimum 7 CGPA to be achieved

If CE failed 2nd time

Quit or Exit with MS

Within 3 months

PhD Research Proposal Seminar

Review of Ph.D Research Progress in presence of Doctoral Committee
Yearly once for first 2 years and every 6 months subsequently

2 years from the date of Joining

JRF to SRF upgradation

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                                    ( @ )

                                                                    If OC is not satisfactory

                          ┌─────────────────────────────────┐
                          │        Open Colloquium           │
                          └─────────────────────────────────┘

              Within 1 month            If OC is satisfactory

                          ┌─────────────────────────────────┐
                          │    Revised Thesis to be submitted │
                          └─────────────────────────────────┘

                          ┌─────────────────────────────────┐
                          │        Thesis submission          │
                          │ (Scholar has to submit Ph.D thesis with the choice either A or B) │
                          └─────────────────────────────────┘

  ┌──────────────────┐                                                      ┌──────────────────┐
  │ VIVA OPTION "A"  │    ┌─────────────────────────────────┐              │ VIVA OPTION "B"  │
  └──────────────────┘    │           Final Viva             │              └──────────────────┘
                          │ (Based on the viva report issued by the External Examiner/s) │
         ( # )            └─────────────────────────────────┘                    ( $ )

                               Award of Ph.D Degree
                          (Upon the successful completion of Final Viva,
                               Ph.D degree will be awarded)
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5. Queries Related to Certificate Charges

5-Q1: How can I get the additional transcripts/ Migration/Duplicate grade card /Duplicate degree certificate/Attestation certificate /Courier /postal and Handling charges?

Ans. Send an email to concern section for example for UG: acad.pg@iith.aca.in. Certificate charges details are available at the following link:
https://www.iith.ac.in/academics/assets/files/pdf/certificate-charges.pdf

5-Q2: How to get Certificate of Medium of instruction (English)/ CPI to Percentage (%) Conversion Certificate

Ans. **CGPA-to-percentage-conversion.pdf /Intruction-of-English-language.pdf**

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Penalty for Late Financial / Course Registration

5-Q3: What are the late penalty for financial registration?

Ans. A penalty of Rs. 1,000/- per day after the date of financial registration till one week and Rs. 10,000/- beyond one week with necessary approvals of Department & Dean Academics.

5-Q4: What are the Penalty for Late Add / Drop of Courses:

Ans.

    a) Penalty of Rs. 500 per day up to one week - for add/drop of courses after the deadline.

    b) Beyond one week add /drop request - after obtaining approvals from FA & DUGC/DPGC and Dean Academics, the penalty would be Rs.5000/-.

5-Q5: What are the uniform seat acceptance fee to be collected for various PG/PhD Programs/ Refund of fees

Ans. Please refer the link for the information: Seat Acceptance Fee and Refund Policy

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6. FAQs On Ticketing System Information

6-Q1: How to get Bonafide certificate for various purposes (like Scholarship / ID / BANK /SIM / laptop / credit card / education loan / ID (Aadhar, Voter card / Passport / Visa etc.)?

Ans. The student can upload the filled template (based on his /her own requirement/ format/or institute template)

6-Q2: How to get No Objection certificate for placement/internship/attending conference related activities?

Ans. Student can avail no objection certificate by following these steps.
- Details to be provided in remarks Box: Template attached as format 2 (Name of the company and duration of internship/ visit etc. required)
- Upload documents as per requirement
- Approval (email) copy for UG programs - of Faculty Advisor, HoD
- Approval required for internship - M. Tech and PhD scholars need to take approval (from Guide, HoD and the same approval (email) copy needs to be uploaded.
- To upload other formats (if any) provided by the company.

6-Q3: How to get provisional certificate for BTECH / BDES / MTECH / MDES / MSC / MA

Ans. Please upload the copy of NOC from all sections/departments. The provisional certificate will be issued in 4-5 working days.

6-Q4: How to get Migration Certificate?

Ans. Please upload following documents
- Upload the copy of NOC from all sections/departments.
- Upload the fees receipt (charges of Rs. 500/-)

6-Q5: How to get expected graduation certificate?

Ans. Student needs to upload approval email copy from his FA/ Guide, DUGC/DPGC and HoD.

6-Q6: How to get duplicate Grade Cards copy/transcripts/consolidated grade card

Ans. Following are the requirements:
- Duplicate Grade Card: Student has to pay Rs.200/- as per the institute charges
- Attested Grade Copy: Student has to pay Rs.50/- as per the institute charges
- Please upload: Payment Receipt / In case of attestation copy student need to upload copy of grade card along with payment receipt

6-Q7: How to get my Transcript?

Ans. Students should be awarded grades for all courses (there should not be any **"I"** grade). He needs to pay:
- Student has to pay Rs.200/- per copy as per the institute charges
- For each copy of attestation Rs. 100/-
- Please upload Payment Receipt / In case of attestation copy student needs to upload copy of transcript along with payment receipt.

(The on roll students will get the transcript till last semester and consolidated grade report will be given to passed out students)

6-Q8: How to get Duplicate Degree Certificate/Attested copy

Ans. Student has to file the police complaint (FIR) and has to pay the fee as per the institute norms.

- Degree Attested copies: Student has to scan his original Degree certificate and forward it to the Institute while filling the form.
- **Please Upload Payment** Receipt (Rs 2,500/- for duplicate and Rs. 100 for attestation) & copy of FIR for duplicate / In case of attestation copy student needs to upload copy of degree certificate along with the payment receipt.
  1. FIR Copy
  2. Approval Copy
  3. Payment Receipt

6-Q9: How to get Permission for Conferences?

Ans. Permission can be availed by following these steps.

- Upload the approval from Guide/FA, the Department HoD.
- Upload filled in template.

6-Q10: How to get Course completion certificate?

Ans. Following are required to get the certificate Requirement:

- Approval of FA/Guide and HoD.
- Please write any additional information required in Remarks Box.
- Upload Option: PhD scholars need to take approval from Guide, approval copy from guide needs to be uploaded, & filled in template need to be uploaded.

6-Q11: How to get PhD Thesis submission certificate/ Viva completion certificate?

Ans. Please write in Remark's box: Thesis submission/ Viva completion certificate

6-Q12: How to get provisional certificate for PHD?

Ans. Follow these steps:

- No dues clearance certificate needs to be submitted.
- PhD Scholars should have completed VIVA successfully and submitted the necessary docs.
- If attested copy is needed, then student has to pay Rs.100/- as per the institute charges.
- Upload the copy of NOC from all departments.
- In case of attestation copy, payment receipt & copy of provisional need to be uploaded.

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Organogram of

ACDEMIC OFFICE
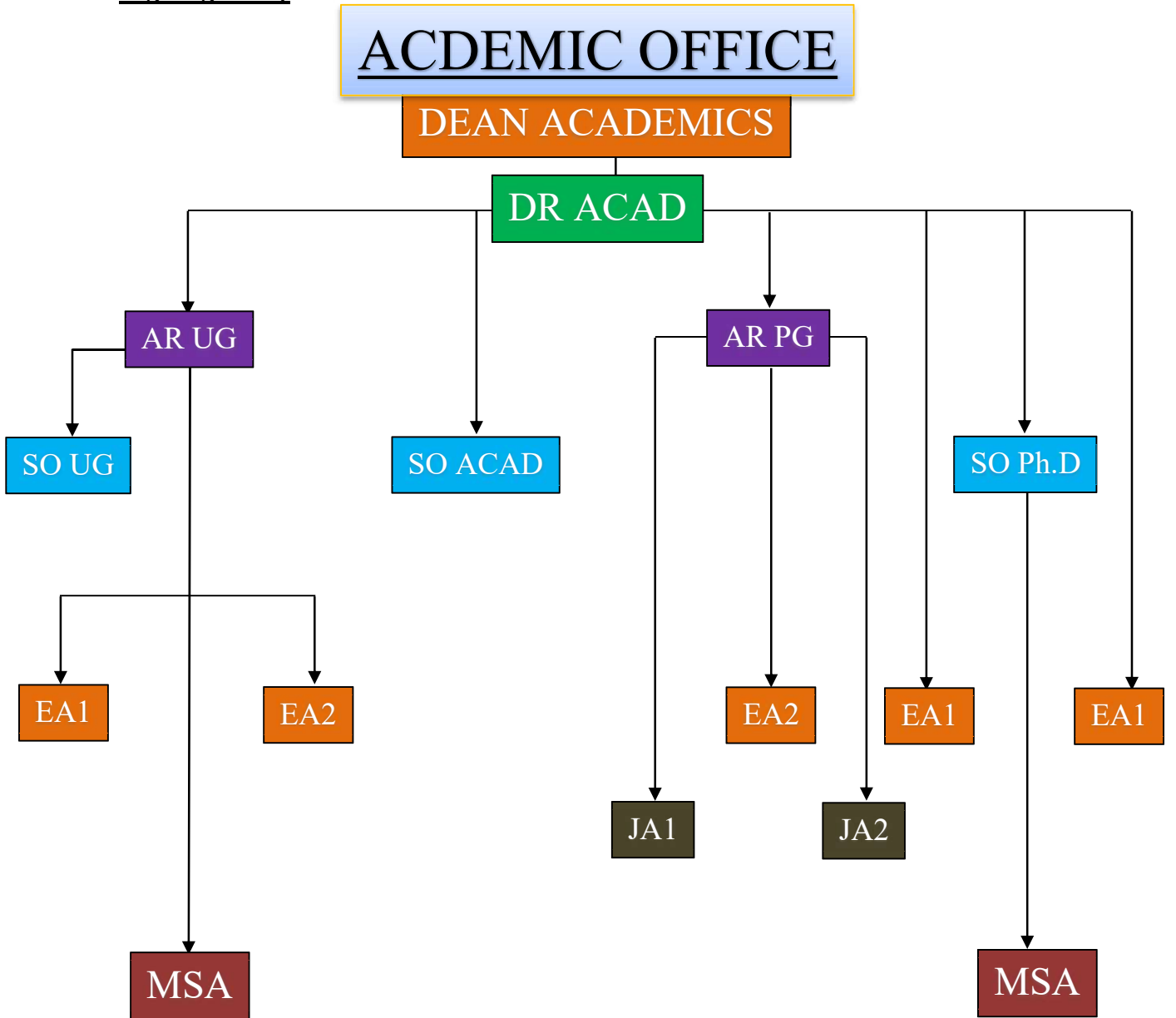
DEAN ACADEMICS

DR ACAD

AR UG

SO UG

SO ACAD

AR PG

SO Ph.D

EA1

EA2

EA2

EA1

EA1

JA1

JA2

MSA

MSA

SECTION WISE	:	CONTACT INFORMATION
UG Under Graduate	:	Email: acad.ug@iith.ac.in
PG Post Graduate	:	Email: acad.pg@iith.ac.in
Ph.D	:	Email: acad.phd@iith.ac.in
Common Issues	:	Email: office.acad@iith.ac.in
Other Departments	:	Email: Mail to relevant section based on the issues

ESCALATION CHAIN

Section	SO/AR	Deputy Registrar	Dean (Academics)
If not resolved, please write to respective department EA/SO	If not resolved, please write to respective department SO/AR	If not resolved, please write to DR Academics	If not resolved, please write to Dean Academics
Email: acad.ug@iith.ac.in acad.pg@iith.ac.in acad.phd@iith.ac.in	Email: ar.acadug@iith.ac.in ar.acadpg@iith.ac.in	Email: dr.acad@iith.ac.in	Email: dean.acad@iith.ac.in

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Turnaround Time

Academic Section - No. of working days for each work

S. No	Category	Sub-category	Response time (Working days)	Contact details
1	Admission related activities	Creation of roll no. & Email ids	1-2 days	
		Final list of selected Students	7 days	
		Approval for opening admission portal	5 days	
		Approval for PG & PhD admission selection list	15 days	
		Approval for admission forms	7 days	
2	Bonafide Certificate	ID	3-5 days	
		NOC	3-5 days	
		Bank Account /SIM	3-5 days	
		Passport verification /visa	3-5 days	
		Education loan	3-5 days	
		Scholarship/ Fellowship	3-5 days	
3	AIMS	Grade change	3-5 days	
		Course Add/Drop	3-5 days	
		Room booking	3-5 days	
		Course conversion	3-5 days	UG-acad.ug@iith.ac.in
		Dual Degree Conversion	3-5 days	PG- acad.pg@iith.ac.in
		Late Grade submission by Faculty	3-5 days	PhD-acad.phd@iith.ac.in
		Semester extension	7 days	
		Admission withdrawal	7 days	
		Medical leave	3-5 days	
4	Factsheet	Data of students as on date	5 days	
5	International Student /executive students	ICCR/Study in India	Specific timing	
		Exchange program – Swinburne/ Hokkaido	7 days / Or within given deadline	
		DRDO/Armed Forces	7 days / Or within given deadline	
6	Certificate & Grade cards	Semester Grade Card	3 days	
		Transcript	3 days	
		Consolidated grade report	3-5 days	
		Duplicate Semester grade card	3-5 days	
		Attestation of certificates	3 days	
		Expected graduation certificate	3-5 days	
		Migration certificate	3-5 days	
		Course completion certificate	3-5 days	
		Provisional Certificate	3-5 days	
		Thesis Submission certificate	3- 5 days	
7	Education Verification	Education Verification	5-7 days	

S. No	Category	Sub-category	Response time (Working days)	Contact details
8	Exclusive for UG Program	Processing Branch change applications	3- 5 days	UG-acad.ug@iith.ac.in
		Processing Minor/Honors Major applications	3- 5 days	
		Processing Double Major applications		
9	Exclusive for PG & PhD Program	Selection of Guide	3-5 days	PG- acad.pg@iith.ac.in PhD-acad.phd@iith.ac.in
		Change of guide	3-5 days	
		Fellowship: As per the below schedule **For 1st list** Dates for applying by students:20th to 25th. For approval of faculty :26th to 29th Processing by Academic section: 30th Forwarding of bill to Accounts section31st / 1st. **For 2nd list** Dates for applying by students: 5th to 10th. For approval of faculty : 11th to 13th Processing by Academic section: 14th Forwarding of bill to Accounts section: 15th		
		To attend Conference	5-7 days	
		Termination of non-performers	7 days	
		Casual leave	3-5 days	
10	Exclusive for PhD Program	DC constitution	3-5 days	PhD-acad.phd@iith.ac.in
		Comprehensive exam	5-7 days	
		Proposal Defence	5-7 days	
		JRF to SRF	5-7 days	
		Review meeting	5 days	
		Open Colloquium	7 days	
		Thesis evaluation & Viva	7 days	
		Action taken report	7 days	
		Honorarium	5 days	

S. No	Category	Sub-category	Response time (Working days)	Contact details
11	Queries	Parliament – (Rajya Sabha /Lok Sabha)	1-2 days or as per deadline	office.acad@iith.ac.in
		Ministry	2-3 days or as per deadline	
		RTI	10-15 Days	
		Audit	2-3 days or as per deadline	
		Media agencies	7 days or as per deadline	
		Data/information sought from other sections	5-7 Days	
		Data/information sought from faculty	5-7 Days	
		Data/information sought from student representatives	5-7 days	

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