



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल  
Indian Institute of Science Education and Research Bhopal

Office of Academic Affairs

IISERB/DOAA/2015/121

September 15, 2015

NOTE

All Ph.D. students must submit the joining/progress reports related to their Ph.D. program, as per the below mentioned timeline:

1. Joining Report: Students must submit all documents for activation of external funding as soon as they are awarded with the scholarship/fellowship.

Newly admitted students must submit the joining documents to the concerned Departmental Office within a week of Registration. UGC funded students must open a bank account in the branch/bank prescribed by UGC and submit all joining documents to the bank. A copy of these joining documents must also be submitted to Departmental Office.

2. Progress reports: Yearly/half yearly progress reports must be submitted to the concerned Departmental Office within a period of 30 days from the date of registration for each semester. Also, the progress report should be accompanied by the attendance record verified by the concerned thesis supervisor(s).
3. JRF to SRF activation report: The report must be submitted within one month after completion of two years of JRF funding to the concerned Departmental Office. If the end of JRF funding coincides with the semester registration dates, then the report must be submitted within a month of the registration date.
4. The SRF activation letter/approval letter of the funding Agency shall have to be submitted to the concerned Departmental Office and the Office of the Dean, Academic Affairs within 3 months of completion of two years.

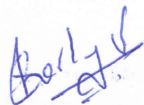
Duly completed documents having signatures of concerned officials of the respective Department(s) must be verified for completeness/correctness by the Departmental Office. The Departmental Office must then submit the documents compiled for all students of their department to the Office of the Dean, Academic Affairs.

Henceforth documents for external funding agencies will be posted by Office of Academic Affairs under cover letter of Dean, Academic Affairs. No documents received after timeline will be accepted for posting.

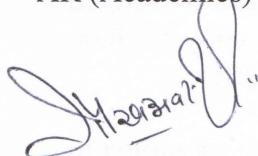
Director's Office
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Also please note the following:

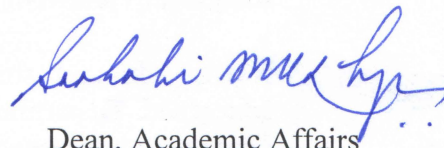
1. Students are exclusively responsible for submitting the correct and required documents within the time frame as mentioned above. Neither the Departmental Offices nor the Office of Academic Affairs will be responsible for the same. Noncompliance of norms of the funding agency for submission of annual progress report along with other requisite documents within one month after completion of yearly tenure may result in termination of fellowship.
2. If there is any delay in submitting the required documents within the time frame as mentioned above, the difference between the salaries of JRF and SFR will not be paid for that intervening period.
3. After completing the entire Ph.D. program, the student has to submit a completion report to the Departmental Office which will again be sent to the Office of Academic Affairs for informing the concerned funding agency. Unless this document is submitted, the no dues certificate will not be issued.



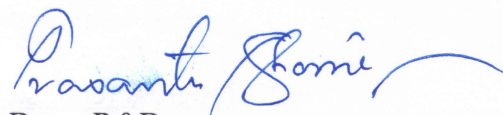
AR (Academics)



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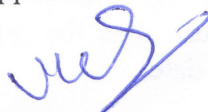


Dean, Academic Affairs



Dean, R&D

Approved



Director