

# INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

## DEPARTMENT OF METALLURGICAL ENGINEERING AND MATERIALS SCIENCE

Date: 27.12.2024

### Sub: Round 1 of Uploading and Verification of documents of PG/Ph.D. students admitted during the year 2024-25 (Spring Semester)

All the PG/Ph.D. students admitted during the year 2024-25(Spring Semester) are requested to upload all the necessary documents on <https://portal.iitb.ac.in/asc/Login> as per the below instructions.

#### Round 1:

**Uploading of documents by the students:** 27<sup>th</sup> December 2024 to 2<sup>nd</sup> January 2025

#### Verification of documents in the MEMS Department:

Programme	Date & Time	Venue
Ph.D.	3 <sup>rd</sup> January 2025 to 6 <sup>th</sup> January 2025 (during working hours)	Department Office, MEMS

#### Documents/Certificates to be uploaded by the Student:

A] Compulsory Certificates to be submitted:

1. Date of Birth/ 10<sup>th</sup> Class leaving certificate
2. Marksheets/ transcript of Qualifying Degree Examination ( All Semester in one pdf)
3. Qualifying Degree Certificate or Provisional Degree Certificate
4. Qualifying Exam Certificate (Gate/CEED/CSIR/UGC or any other)
5. Migration/ Transfer Certificate (Optional)

B] Certificates to be submitted, if applicable

- Caste Certificate (OBC-NC (Non Creamy) / SC/ ST) ( as available in the link <https://www.iitb.ac.in/newacadhome/extrainfo.jsp>)
- Physical Handicapped Certificate ( for PwD category students)
- EWS Certificate (as available in the link <https://www.iitb.ac.in/newacadhome/ews.jsp>)
- No objection certificate from the employer (for students admitted in CT/SW/ Study Leave Category)
- Reliving Certificate (for all students, irrespective of category, who are/were working at the time of admission)
- Sponsorship certificate and relieving certificate from parent employer (applicable to sponsored (SW), teaching assistantship through project (TAP) and external (EX) category candidates -
  - SW category - certificate for full-time (2 years) candidates with/without financial support -appendix -I & certificate for part-time (3 years) candidates (with/without financial support) – appendix-II as per the format in information brochure 2024-25.  
<https://www.iitb.ac.in/newacadhome/phdRules.pdf>
  - TAP category – Certificate from the supervisor from IIT Bombay

- EX Category - Sponsorship certificate and biodata of external supervisor
- Experience certificates if any.
  - NOC from Principal Investigator (PI) as per format – Appendix III in Information Brochure 2024-25 and having 6 months exp. In Project of IIT Bombay (applicable to candidates working as Project Staff of IIT Bombay).  
<https://www.iitb.ac.in/newacadhome/phdRules.pdf>
  - For IS Category, submission of NOC from the present employer, IITB.
- Undertaking by students qualifying through GATE 2022/2023/2024.  
<https://www.iitb.ac.in/newacadhome/UndertakingformGATE2024.pdf>

**Guidelines for document verification:**

1. Bring all the original documents that you uploaded to the ASC for verification.
2. Submit the Joining Report/ Declaration-Cum-Application form along with the Xerox copy of all the documents submitted for verification-  
<https://www.iitb.ac.in/newacadhome/Joiningreportdeclarationformapplicationform.pdf>

**Faculty Advisor-**

Ph.D.

- Prof. MJNV Prasad