

# INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

No.Acad/PG/2024-25

Academic Office  
Date: 15.07.2024

## **Sub: : Checking and Verification of documents of PG/Ph.D students admitted during the year 2024-25 (Autumn Semester)**

As done in the past, the 'Checking and Verification of Documents of New Entrants' for Ph.D., M.Tech./ M.Tech. +Ph.D. (Dual Degree), M.Des and M.Des. By Research., MA By Research, MBA, MS BY Research, MPP, MDP, MA+Ph.D. (Dual Degree), 2 yr. M.Sc., M.Sc. + Ph.D Programmes 2024-25 (Autumn Semester) is to be done at the respective Academic Units and also in the Academic Office.

ASC has developed a module for CHECKING AND VERIFICATION OF DOCUMENTS FOR NEW ENTRANTS. THE STUDENTS NEED TO LOGIN ON EXTERNAL ASC AND SELECT "FORMS/REQUESTS" -> DOCUMENT VERIFICATION to upload the requisite documents.

The schedule for CHECKING AND VERIFICATION OF DOCUMENTS OF NEW ENTRANTS IN OFFLINE MODE IS AS FOLLOWS,

<b>Uploading of documents by the concerned students</b>	<b>: 22<sup>nd</sup> July to 26<sup>th</sup> July, 2024</b>
<b>Verification by the concerned academic units</b>	<b>: 27<sup>th</sup> July to 5<sup>th</sup> August,, 2024</b>
<b>Verification by the academic office</b>	<b>: 9<sup>th</sup> August to 12<sup>th</sup> August, 2024</b>

### **All Heads of the Departments/Centres/Schools/IDPs are requested to kindly send an email to all NEW ENTRANTS,**

1) Instructing them to upload the requisite documents as per the schedule mentioned above along with the schedule/slot /timing of Verification of their respective academic unit.

2) Communicating all TA/RA/TAP/RAP students to enter their Bank details in the ASC student portal to credit the Assistantship/Fellowship amount to their respective bank account using the external ASC portal.

Department office users should login to ASC with their office logins. After login, go to Academic > Students > Document Verification. On selecting the program and or/specialization combination for their department, they will get the list of students whose document verification has to be done. Click on the roll number to start the verification in person/physical Mode.

For the students who could not participate in this process, due to several reasons, the subsequent round of 'Checking and Verification of documents of New Entrants' could be held in the subsequent months, as per the following schedule,

### **2nd Round :**

<b>Uploading of documents by the concerned students</b>	<b>: 16<sup>th</sup> August to 19<sup>th</sup> August, 2024</b>
<b>Verification by the concerned academic unit</b>	<b>: 21<sup>st</sup> August to 26<sup>th</sup> August, 2024</b>
<b>Verification by the academic office</b>	<b>: 29<sup>th</sup> August to 31<sup>st</sup> August, 2024</b>

### **3rd Round :**

<b>Uploading of documents by the concerned students</b>	<b>: 16<sup>th</sup> September to 19<sup>th</sup> September, 2024</b>
<b>Verification by the concerned academic units</b>	<b>: 20<sup>th</sup> September to 25<sup>th</sup> September, 2024</b>
<b>Verification by the academic office</b>	<b>: 26<sup>th</sup> September to 29<sup>th</sup> September, 2024</b>

Further, all Heads of academic units are requested to instruct the concerned staff member to check and verify the documents meticulously and enter the attendance in the system accordingly for release of Assistantship/Fellowship during the period 1st September to 7th September 2024 on the basis of which their Assistantship/Fellowship amount could be credited to their respective banks, accordingly.

### **ENCLOSED PLEASE FIND:**

- \* Procedure for verification of Documents and Action to be Taken by the Departmental Office on Online VC mode.
- \* Documents/Certificates to be uploaded by the students

**All Heads of Departments/ Centres/Schools/IDPs are requested to forward the 'Check-list' to the Academic Office on 1<sup>st</sup> August, 2024 to enable the Academic Office to process the timely payment of Assistantship/Fellowship.**

Dean of Academic Programmes

All HoDs/Conveners of Depts./Schools/Centres & ID groups.

Copy to : All Academic Staff



**Procedure for verification of Documents and Action to be Taken by the Departmental Office / Academic Office**

**A) Compulsory Certificates**

<b>List of Documents to be verified</b>	<b>Action to be taken by Department office/ Academic Office</b>
GATE/CEED/CSIR/UGC/CAT Score Card	Check the uploaded copy of Score Card of the respective exam and verify with original.
Mark sheets/transcript of Qualifying Degree Examination (All Semesters)	Check the copies of mark sheets/transcript and verify with original (Please check that the student is fulfilling the minimum requirement as stated in the Information Brochure of each programme)
Provisional / Qualifying Degree Certificate	1. Check uploaded copy of the provisional /qualifying degree certificate and verify with original. 2. In case of uploading only Provisional Certificate, a copy and reiterate/remind/advise the student to submit copy of the degree certificate before completion of the programme provided the degree certificate of IIT Bombay will not be issued.
Migration	Check uploaded Migration, if available (Optional) (If issued by University/College)
Transfer Certificate	Check uploaded Transfer certificate, if available (Optional) (If issued by University/College)
Date of Birth Certificate/10 <sup>th</sup> Class leaving certificate	Check date of Birth certificate or 10 <sup>th</sup> class leaving certificate having date of Birth and verify with original

**B) Certificates to be submitted, if applicable**

Caste Certificate (OBC-(Non Creamy)/SC/ST))	Check the uploaded Caste certificate and verify with original. Kindly ensure that the OBC-NC certificate is in given format and is issued on or after 01/04/2024
EWSs Certificate	Check the uploaded EWS certificate and ensure that the same is issued for the financial year 2023-24 and valid for 2024-25.
PwD Certificate for benchmark disability in Prescribed format (if applicable)	Check that the uploaded certificate is in Prescribed format and the disability should be 40% or more.
Sponsorship, Biodata of External Supervisor (for External category) and Relieving certificate for course work.	Kindly ensure that the Sponsorship certificate, Biodata of External Supervisor are as per the format available in the Information Brochure.
Resignation letter/Relieving Certificate (For TA/TAP/RA/RAP categories, if they were working in any Institutions)	Check the resignation letter/Relieving certificate with Original. Candidates who were working during the admission Process should submit the resignation letter/relieving certificate, The TA/Fellowship will be released after the date of relieving, in case they have been relieved after the date of joining the Institute.
Project Staff	No Objection Certificate (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).
Institute Staff (IS) category	Submission of NOC from the present employer, IITB
Experience Certificate (For SW/Institute Staff/ Project Staff) and for M.Mgt. - Self Finance Students	Check the uploaded copy of the experience certificate against original
No Objection Certificate (NOC) from employer (for students admitted in CT/ SW/ Study Leave category)	Check the uploaded copy and verify with original
Any other relevant certificate (s)	Check the uploaded copy and verify against original.

**Documents/Certificates to be uploaded by the students:**

**[A] Compulsory Certificates to be submitted**

- ☐ **Qualifying Degree** Certificate (QDC)      **OR**      ☐ **Provisional** Degree Certificate (PC) <sup>(\*)</sup>
- ☐ Mark sheets/transcript of Qualifying Degree Examination (All Semesters)
- ☐ Date of Birth Certificate /10<sup>th</sup> class leaving certificate
- ☐ Qualifying Exam certificate (GATE/CEED/CSIR/UGC or any other)
- ☐ 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> )
- ☐ Physically Handicapped Certificate (for PwD category students)
- ☐ EWSs Certificate (as available in the link <https://www.iitb.ac.in/newacadhome/ews.jsp> )
- ☐ No Objection certificate from employer (for students admitted in CT/SW/Study Leave category)
- ☐ Relieving Certificate (for all students, irrespective of category, who are/were working at the time of admission)
- ☐ Sponsorship certificate' and relieving certificate from present employer (applicable to Sponsored (SW) category candidates). 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 format in Information Brochure 2024-25.
- ☐ Sponsorship Certificate and Biodata of External Supervisor (for External category students)
- ☐ Experience Certificate (if any)
  - ☐ No Objection Certificate (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).
- ☐ For IS category, submission of NOC from the present employer, IITB.