VIII. INSTRUCTIONS FOR COMPLETING THE ONLINE APPLICATION

General Instructions

1. The website link for application is: https://www.cep.iitkgp.ac.in/qip Click on “QIP Admission 2022-23”.

2. The candidate should first register by clicking “New Registration”. An email confirming the registration will be sent by assigning the Application Number and a Password. The application number and the password are required for subsequent operations. Hence, the candidate should remember both of them or keep them at a safe place.

3. Candidate can start filling up the online application by logging in through https://www.cep.iitkgp.ac.in/qip.

4. Online application can be completed in one or more sessions by revisiting the website using the assigned application number and password.

5. The candidate should enter all required information correctly in all fields of the online application.

6. After filling the fields, the candidate can save the data and move to other pages by using “Next” and “Previous” button.

7. It is now required that the candidates upload soft copy (scanned copy) of their stamp size photo, signature and all relevant certificates/documents on the online portal.

8. The candidate can edit data in any field till the final submission. Once the applicant submits the final submission the application form will be locked. The last date for submission of the application is 31st March, 2022 (Thursday), 17:00 hrs.

Personal Information

9. Provide all the personal information carefully: Name, Designation, Department and Address fields, Date of Birth, Gender, Category, Physically Disabled Category (Yes/No), and Married (Yes/No).

Educational Qualifications and Academic Data

10. During the process of entering the application details, additional details such as semester wise/Year-wise academic details needs to be provided in appropriate places.

11. For filling academic data and additional qualification, if the absolute marks are awarded, then fill, e.g. 650/800 where the total marks obtained is 650 out of total of 800. If the Grade Point Average (GPA) is awarded, fill, e.g. 6.7/10 where 6.7 is GPA obtained on a scale of 10. If the
candidate has failed in any subject during any semester examination and cleared that subject in a later semester, the marks obtained in that subject should be added back to the semester in which it was supposed to have been cleared and then the total marks is to be calculated. **Candidate should take the marks of all the semesters for calculating the overall percentage or CGPA (irrespective of the methodology adopted by the university/college in awarding final class/division).**

12. During the entry of details like detailed semester wise / year wise information, detailed teaching experience etc., the candidate has to enter the details for which documents of proof are to be uploaded.

**Institute and Department Preferences**

13. A candidate can apply to a maximum of three institutions and a maximum of two departments in each of the chosen Institutes (i.e., maximum of total six options only).

14. Select the Institution by using the pull-down-menu as per the order of your preference. Then enter the programme code desired as per preferred choices with valid code.

15. Appropriate list of ‘valid codes’ can be viewed using links provided. The Programme code contains 6 characters; the first 2 alphabets identify the Institute, the next 2 alphabets identify the department within the Institute, and the last 2 digits identify the field of specialization. For example, a code ‘KNAE01’ represents a particular field of specialization in the Department of Aerospace Engineering at IIT Kanpur.

**Preview of Application**

1. Once the complete details about the candidate are entered and saved, and all the relevant certificates/documents along with the photo and signature etc. are uploaded, applicant will be forwarded to the “Final View” of the application, where applicant can verify the information(s) and check the uploaded files. if needed, corrections can also be made before the submitting final submission. To toggle between pages please use “Previous” and “Next” button. **Once the FINAL SUBMIT button is clicked, the candidate will not be allowed to modify the contents of the application.**

**Payment and Printout**

1. After the final submission applicant will be redirected to “Application Dashboard” from where applicant can pay the application fee using the “Pay Application Fee” button. After successful payment the applicant can print the application form by clicking on the Print Final Application button. **The FINAL version should be printed only on A4 sheet with the print orientation as ‘portrait’, and margins as 20 mm (left, right, top and bottom).** Take a print for the Principal Coordinator QIP, and the same must be sent to: The Principal Coordinator QIP, Associate Dean, Outreach (CE&T/IoE), IIT Kharagpur, Kharagpur-721302, West Bengal. ONLY ONE COPY IS REQUIRED TO BE SENT.

2. The candidate should affix his/her recent stamp-size photograph in the space provided.
3. The candidate should thoroughly verify the contents of the printed documents and sign at the appropriate places.

4. In the “Forwarding Note” of the Application Form, the space provided for the Name of the Candidate and Teaching experience must be duly filled in and signed by the Principal / Head of the Institution along with full contact details Name, Designation, Contact No., E-mail and AICTE affiliation No., etc., and Office Seal.

5. Applications submitted without signatures of the candidate and the appropriate authorities with seal, and/or without the required enclosures will automatically be deemed invalid.

IX. APPLICATION FEE

Online Payment Receipt of Rs 1000/- for General/OBC Category and Rs. 500/- for SC/ST/PwD/Female Candidate should be attached with the form marked as, Copy for Principal Coordinator on top of the form. Candidate should write their application number, name, address and courses applied on back side of the receipt. Candidate should note that the fee paid by other means, i.e., by DD, IPO, cheques, etc. are not acceptable. Application fees once paid cannot be refunded.

Procedure for Payment of Application Fee:

An online payment portal is created within the application process for payment of Application Fee. The candidates should first follow the registration steps as mentioned above. The fee will be required to be paid using the online portal just before printing the final version of the application.

X. CHECKLIST FOR THE APPLICATION FORM

- In Forwarding Note, the candidate should check his/ her name, years and months of experience, signature, date, and and signed by the Principal / Head of the Institution along with contact details Name, Designation, Contact No., E-mail and AICTE affiliation No. and office seal.
- Photographs: Affix recent stamp size photographs at the space provided on the Principal Coordinator’s Copy.
- Signatures of the Applicant: The candidate should sign in all the print-outs at relevant places.
- Candidate should ensure that all information are properly filled in, and the print out of the Principal Coordinator’s Copy along with all relevant enclosures are sent to the following address: The Principal Coordinator QIP, Associate Dean, Outreach (CE&T/IoE), IIT Kharagpur, Kharagpur-721302, West Bengal.

Enclosures:

All the certificates/documents along with photo and signature are required to be uploaded on the online portal. Attested hardcopies of all these certificates/documents are also required to be sent along with the application form to the Principal Coordinator (only one copy is required to be sent).
1. **Application Fee:** Online Payment Receipt of Rs 1000/- for General/OBC Category and Rs. 500/- for SC/ST/PwD/ Female Candidate.

2. Candidates belonging to SC/ST/OBC category, must attach an attested copy of the [caste certificate](#) issued by a [competent authority](#) as per the Government of India rules.

3. **Physically Disabled** candidates must attach a copy of the [certificate](#) issued by a [competent authority](#) as per Government of India rules.

4. Checklist: Enclose attested copies of all the relevant certificates
   - Certificates of the Qualifying Examination (Bachelor and Master) and other Degrees
   - Age proof Certificate
   - Mark Lists of all years/semesters of qualifying examination (mark sheets clearly showing total marks obtained out of maximum marks according to semester or year)
   - Teaching Experience
   - Industrial/Research Experience Certificates
   - Certificates of Short Term Courses attended
   - All Research Publications
   - Any other Academic qualifications/Awards etc.

   Please note that the candidates must upload soft copy (scanned) of all these certificates on the online portal during the registration.

**XI. INSTRUCTIONS FOR DESPATCHING**

1. For the convenience of the candidate, a check list is also provided under point No. X. One can use this list and ensure the completeness of application. Once completed, the entire bunch is to be dispatched ONLY to The Principal Coordinator QIP, Associate Dean, Outreach (CE&T/IoE), IIT Kharagpur, Kharagpur-721302, West Bengal along with the copy of Online Payment receipt. The envelop containing the Principal Coordinator’s Copy and enclosures should preferably be sent by Speed Post or a Courier Service so as to reach on or before April 11, 2022 (Monday). Applications received after this date will not be considered. For any clarification contact us: Phone: 03222-282033, 03222-282112; Email: adeanoutr@iitkgp.ac.in

   Candidates are required to post only one copy of the printed copy of the application form along with the relevant documents/certificates to the Principal Coordinator.

2. Before mailing the completed form, please ensure that the application form and all the enclosures are properly fastened with a tag separately at the left-hand top corner.

3. In case, your applications are submitted by your sponsor, it is your responsibility to ensure that the application is forwarded to the above mentioned address so as to reach on or before April 11, 2022 (Monday). Applications received after this date will not be considered.

4. In case, the candidate has forgotten the password, the candidate should send an email (using the email ID mentioned in the online application) to adeanoutr@iitkgp.ac.in furnishing the following details: Application Number, Name of the Candidate, Date of Birth, and Address for correspondence, Gender and Category. After verification, the candidate will be informed the password through email only.
XII. LAST DATE

The last date for online submission of application is March 31, 2022 (Thursday). Printout of online filled-in application along with its enclosures should reach to: The Principal Coordinator QIP, Associate Dean, Outreach (CE&T/IoE), IIT Kharagpur, Kharagpur-721302, West Bengal, on or before April 11, 2022 (Monday). Applications received after this date will not be considered.

XIII. PROCEDURE FOR ADMISSIONS UNDER QIP

1. **Short-listing** of the candidates will be done first by the office of the Principal Coordinator QIP, then finally at the Department/Institute concerned. Interview letters will be sent to the short-listed candidates by the Department/institute concerned.

2. **ONLINE Interviews** will be conducted in the Departments at the individual Institutions where the admission is sought by the candidate. Schedule of online interviews will be declared in due course of time.

3. **Selections** will be made by the National QIP Coordination Committee (NQCC) based on the recommendations of various institutions.

4. **Final Results** will be available at the web site: [www.cep.iitkgp.ac.in/qip](http://www.cep.iitkgp.ac.in/qip)

5. **Admission** letters will be issued to the selected candidates by the respective QIP centres or Academic sections of the institutions offering admission.

XIV. SCHEDULE OF INTERVIEWS FOR ADMISSION TO Ph.D. DEGREE PROGRAMMES UNDER QIP

Interview will be conducted in **ONLINE mode** only. The final schedule will be announced in due course of time.

XV. DEPARTMENTS & FIELDS OF SPECIALIZATION AT VARIOUS INSTITUTIONS

- The department offering admission to Ph.D. degree programme at various institutions and the fields of specialization in the department/centre are listed in the Tables.
- Specializations mentioned indicate only areas of interest and are not exhaustive. There may not be admissions open to all the areas indicated, and candidates, if found suitable, may be admitted to related areas also.

The details given are subject to variation and change from time to time and only those operating in the respective institutions at the time of actual admission are applicable. Candidates desirous of more information on the matter may write to the individual institution or visit their website.