

## **PROCESS FLOW FOR PhD ADMISSION PROCESS**

1. **Request for intake in admission to Aug 2017 session of:**
  - a. PhD(Sciences): regular, direct for undergraduate applicants and sponsored candidates
  - b. PhD (Engineering): regular, direct for undergraduate applicants and sponsored candidates
  - c. Admission routes are (i) **Fresh candidates:** candidates normally having a fellowship over and above eligible qualification, and (ii) **Research scholars** who are currently working a respective CSIR Laboratory as per provisions contained in **Ordinance No. 3.6.2**
2. **Documents to be prepared before initiation of the admission exercise:**
  - a. Program-wise Seats being offered by each participating CSIR Lab/ Institute under each of the route as above in the prescribed format of AcSIR.
  - b. **Advertisement shall be released centrally by AcSIR**
  - c. Program Brochure: General brochures are available in AcSIR website; however, these will be modified based on the participation of CSIR Labs
3. Reservation Guidelines of GoI shall be required to be followed at each step of admission process.
4. Applications shall be made through **ONLINE EXERCISE ONLY**.
5. Admin Controls shall be provided to respective AcSIR Coordinators to view/ download applications in XLS and PDF format.
6. Time line of milestones in the Admission process:

Sl. No	Activity	Schedule	Date
1.	Uploading admission related information (activation of AcSIR Online Admission Portal)	3 <sup>rd</sup> Friday of April	April 21, 2017
2.	Advertisement in National Dailies	4 <sup>th</sup> Monday to Wednesday of April	April 24-26, 2017
3.	Last date of submission of Online Application	4 <sup>th</sup> Thursday of May	May 25, 2017
4.	Shortlisting of Applications		
<b>Roles</b>	1. Shortlisting shall be done by the Screening Committee constituted by Director of CSIR Lab, as under ( <i>Ref. Ordinance 3.2</i> ): <ol style="list-style-type: none"> <li>a. Coordinator (Convener)</li> <li>b. Nominee of the Dean of the corresponding faculty</li> <li>c. Among others</li> </ol> 2. Shortlists may be provided to AcSIR at least two days before the date of intimating the same to shortlisted candidates		
5.	Intimation to shortlisted candidates	31 <sup>st</sup> May	May 31, 2017
<b>Roles</b>	1. Coordinators may electronically intimate Shortlisted Candidates 2. AcSIR shall host the shortlisted lists on the AcSIR Website ( <b>PDF File in a Standard Format</b> )		

6.	Aptitude Test/Interview	4 <sup>th</sup> Monday of June to 2 <sup>nd</sup> Friday of July	June 26-July 14, 2017
<b>Roles</b>	1. Selection Committee shall be constituted by CSIR Lab Director, as under( <i>Ref. Ordinance 3.2</i> ): <ul style="list-style-type: none"> <li>• Coordinator</li> <li>• Nominee of the Dean of the corresponding faculty</li> <li>• Among others</li> </ul> 2. Coordinators shall provide the list of Selected Candidates to Interview Committees, they would be interviewing.		
7.	Declaration of results (on the web)	3 <sup>rd</sup> Wednesday of July	July 19, 2017
<b>Roles</b>	1. List of selected candidates shall be sent to the Dean (or the Associate Dean in absence of Dean) of the corresponding faculty for approval. 2. List (along with approval of Dean/ Associate Dean) shall be sent to AcSIR for publishing on the AcSIR website. 3. Successful candidates shall be intimated electronically by Lab Coordinators.		
8.	Enrolment	2 <sup>nd</sup> Monday-Tuesday of August	August 14-15, 2017
<b>Activity</b>	1. Selected candidates shall report to concerned Lab. 2. Selected candidates shall be provided with the list of faculty members who are available to be Supervisor to the new students. 3. Labs shall send joining details along with proof of payment of semester tuition fees in the format for issuance of Enrolment number, ID Card and AcSIR e-mail id.		
9.	Commencement of Academic Session	2 <sup>nd</sup> Friday of August	August 18, 2017
<b>Further Academic Timeline</b>			
10.	Mid Semester Exams	2 <sup>nd</sup> week of October (Monday to Saturday)	October 9-14, 2017
11.	Session Ends	1 <sup>st</sup> Friday of December	December 1, 2017
12.	End Semester Exams	2 <sup>nd</sup> week of December (Monday to Friday)	December 11-16, 2017
13.	Grades Finalization	2 <sup>nd</sup> Friday of January	January 12, 2018
14.	Publication of Grades	2 <sup>nd</sup> Monday of January	January 15, 2018