

This is a short summary of student milestones & procedures in IISc Department of Physics. The details are available in the latest IISc [Student Information Handbook](#), which is the definitive document on institute policies. Some of these are Physics policies not covered by the Student Handbook so please contact Ms. Sumithra in the Physics office if something is unclear.

Milestone	IPhD	PhD	JAP
Joining	Institute & Department orientation IPhD convenor as guide on SAP Course registration (to finish with required credits in first 2 years) Must maintain a minimum CGPA 7 to continue	Institute & Department orientation Guide allotment on SAP Course registration (to finish with required credits in year 1) Must maintain a minimum CGPA 7 to continue	Institute & Department orientation Nominal Guide allotment on SAP Course registration (to finish with required credits in year 1) Must maintain a minimum CGPA 7 to continue
Guide Allotment	Research Guide and Department (among Physics, CHEP, IAP) allotment on SAP by 3 rd year	Research Guide allotment on SAP within a month of joining	Research Guide allotment on SAP. For Research Guide outside IISc (RRI, ISRO, IIA), allotment of an additional Nominal Guide from IISc after 1 year
Comprehensive Examination (CE)	To finish CE within 3 years; else registration revoked Registration reinstated only after Dean/Director approval Can appear once again within 2 months for CE if failed in first attempt; must pass CE to continue for PhD MS option: IPhDs can leave with MS after 3 years on submitting an MS thesis (CGPA must be 7 or above); need not take CE if leaving with MS	To finish CE within 3 (preferably by 2) years; else registration revoked Registration reinstated only after Dean/Director approval Can appear once again within 2 months for CE if failed in first attempt; must pass CE to continue for PhD	Same rules as PhD
Colloquium, Thesis Submission & Oral Defense	Thesis Colloquium (within 7 years of joining); thesis submission within 6 weeks of colloquium; wait for referees' reports; oral PhD defense	Thesis Colloquium (within 5 years of joining); thesis submission within 6 weeks of colloquium; wait for referees' reports; oral PhD defense	Same rules as PhD
Registration Revocation	After 8 years of joining; can be reinstated without	After 6 years of joining; can be reinstated without	Same rules as PhD

	Dean's committee in less than 9 years	Dean's committee in less than 7 years	
	Reinstated between 9-10 years with Dean's committee	Reinstated between 7-8 years with Dean's committee	

The following provisions apply to all students (PhD, IPhD, PhD-JAP):

Break in studies	On medical grounds up to 1 year; apply on SAP for consideration by SCRC Can also be granted under exceptional cases by approval of Director following SCRC recommendation
Internship/collaborative research	Maximum of 6 months without collaboration; 12 months with collaboration; 18 months with MOU for research collaboration; paid full scholarship for approved period; request to be submitted through SAP
GARP funding for conference travel support	For presenting a talk/paper in a workshop/conference/school; can be used for maximum 3 occasions; maximum budget Rs. 2 Lakh over the full duration; students supported by external funds can get Rs. 4 Lakh on approval of competent authority; available only before thesis defense and before registration revocation; must book tickets through IRCTC/Ashoka Travels/Balmer Lawrie; must apply for approval prior to travel; no post facto approval will be considered; must apply for leave on SAP
SAP (Student Assistance Programme) or Teaching Assistance	Rendering Teaching Assistance (TA) is mandatory for all PhD & IPhD students. 3 compulsory TAships: 2 in core (100/200 level) courses (one of them must be Lab) and another may be core or elective (300 level) course. From 2nd TAship onward (IPhD students must be 4 th year or beyond), TAs can be paid for their assistance (Rs. 200 per hour; 60-120 hours in a term; should not be more than 50 hours a month).
Discontinuation of studies	Student must initiate the request on SAP attaching a request letter justifying the reason for discontinuation recommended by Supervisor and Department Chair. Refund request to be made with Finance & Accounts section
NOC for attending a conference	Student should request on ADSER ; need to attach leave request & Invitation Letter
NOC for applying for a visa from Department	Student should write email addressed to Chair Physics to chair.phy@iisc.ac.in , Cc'ing sumithra@vendor.iisc.ac.in with supporting documents as attachments
Thesis submission certificate/provisional certificate from Department	Student should write email addressed to Chair Physics to chair.phy@iisc.ac.in , Cc'ing sumithra@vendor.iisc.ac.in
Leave	Students must apply for appropriate leave on SAP whenever they are away from IISc for any purpose.

For any clarification and assistance please first contact the Physics Office. Please do not email the Chair/Convenor/Dean/Director directly.