

INSTRUCTIONS FOR COMPLETING THE ONLINE APPLICATION

General Instructions

1. The website link for application is : <http://www.qip.iitb.ac.in/applications2016>
2. The candidate should first register by clicking “New Registration”. An email confirming the registration will be sent by assigning an application number and a password. The application number and the password are required for subsequent operations. Hence the candidate should remember them or keep them at a safe place.
3. Candidate can start filling up the on-line application by logging in through “View/Edit Application”.
4. On-line 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 **on-line** application.
6. After filling the fields, the candidate can save the information in between by using the SAVE button. The candidate can edit data in any field till the final submission and printout is taken. The last date for on-line submission of application is **November 3, 2015 (Tuesday)**.

Personal Information

7. For the Designation field, the candidate should choose one of the following designation codes from the combo box. For designations not covered, the candidate should specify the exact designation under the other designation field, failing which his / her application cannot be considered.

| Designation | Code | Designation | Code | Designation | Code |
|--------------------|------|---------------------|------|---------------------|------|
| Assistant Lecturer | 1 | Senior Lecturer | 4 | Associate Professor | 7 |
| Associate Lecturer | 2 | Reader | 5 | Professor | 8 |
| Lecturer | 3 | Assistant Professor | 6 | Other Designation | 9 |

8. After completing the Name, Designation, Department and Address fields (using the pull-down menu) enter Date of Birth; Gender as ‘Male’ or ‘Female’; the category by ‘General’, ‘SC’, ‘ST’, or ‘OBC’; put ‘Yes’ if you belong to Physically Disabled Category and ‘No’ if you do not; Married as ‘Yes’ if you are married and ‘No’ if you are single.

Educational Qualifications and Academic Data

9. During the process of entering the application details, additional sub-links are provided in appropriate places. For example, while entering the overall performance of the candidate under ‘Educational Qualifications’, there will be a link through which the candidate can furnish the semester wise / year wise particulars.
10. 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 a 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).**
11. 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 attached.

Institute and Department Preferences

12. 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).
13. 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.
14. Appropriate list of ‘valid codes’ can be viewed using links provided. The 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 ‘RRME01’ represents a particular field of Specialization in the Department of Mechanical and Industrial Engineering, IIT Roorkee.

Preview of Application

15. Once the complete details about the candidate are entered and saved, the online application can be printed. To preview the completed application, the candidate can print a draft copy of the application. The candidate should check the completeness and correctness of the information; if needed, corrections can also be made before the final submission.

Final Confirmations and Printouts

16. After finalizing the contents of the application, the candidate should invoke the FINAL version of the application. Click here for printing the FINAL version of the application. **Once the FINAL version option is chosen, the candidate will not be allowed to modify the contents of the application. 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).** The print report contains multiple copies of the application. The first copy corresponds to the 'copy for the Principal Coordinator, QIP, Continuing Education & Quality Improvement Programmes, Main Building, 2nd Floor, Indian Institute of Technology Bombay, Powai, Mumbai - 400076 (M.S) and one copy each for the preference code related to the number of institutions and departments, a candidate proposes to apply to.
17. The following Table indicates the number of printouts to be taken and the number of sets of enclosures required as related to the number of institutions and departments a candidate proposes to apply.

| No. of Institutions chosen | Total No. of Departments (streams or specialisations) chosen | No. of applications to be printed and No. of sets of enclosures required |
|----------------------------|--|--|
| 1 | 1 | 2 |
| 1 | 2 | 3 |
| 2 | 2 | 3 |
| 2 | 3 | 4 |
| 2 | 4 | 5 |
| 3 | 3 | 4 |
| 3 | 4 | 5 |
| 3 | 5 | 6 |
| 3 | 6 | 7 |

18. In each copy, the candidate should **affix his/her recent stamp-size photograph** in the space provided.
19. The candidate should thoroughly verify the contents of the printed documents and sign at the appropriate places.
20. 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 the Office Seal.
21. Applications submitted without signatures of the candidate and the appropriate authorities with seal, and/or without the required enclosures will **automatically be deemed invalid**.

APPLICATION FEE

A demand draft for Rs.1,000/-for General/OBC Category and Rs.500/-for SC/ST/PD/Female candidates, drawn in favor of 'Registrar, IIT Bombay' payable at 'Mumbai' should be attached with the form marked as, Copy for Principal Coordinator QIP, on top of the form. Candidate should write their application number, name, address and courses applied on back side of the Demand Draft. Candidate should note that the fee paid other than DD i.e., by IPO, cheques, etc. are not acceptable. Application fees once paid cannot be refunded.

CHECKLIST FOR EACH COPY OF THE APPLICATION FORM

- In Forwarding Note, the candidate should check his/her Name, years and months of experience, signature (Head of Institution), date, and office seal.
- *Photographs:* Affix recent stamp size photographs at space provided on all printed copies of Application Forms including the **Copy for Principal Coordinator**.
- *Signatures of the Applicant:* The candidate should sign in all the printouts at relevant places.
- Candidate should ensure that all information are properly filled in and required number of print-outs taken and all copies are to be send in a single envelope to the Principal Coordinator CE&QIP office, IIT Bombay.

Enclosures

1. **Application Fee:** Demand Draft of Rs.1,000/- for General/OBC Category and Rs.500/- for SC/ST/PD/Female candidates should be enclosed with the **copy of the Principal Coordinator QIP form only**.
2. Candidates belonging to **SC, ST** or **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. Enclose attested copies of all the relevant certificates
 - *Certificates of the Qualifying Examination and other Degrees*
 - *Age proofing 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.*

INSTRUCTIONS FOR DESPATCHING

1. For the convenience of the candidate, a check list is also provided under point No. IX. One can use this list and ensure the completeness of application. Once completed, the entire bunch (all copies) is to be dispatched to **The Principal Coordinator QIP, Continuing Education & Quality Improvement Programmes, Main Building, 2nd Floor, Indian Institute of Technology Bombay, Powai, Mumbai - 400076** along with the DD of the relevant amount.
2. **Before mailing the completed forms, please ensure that each copy of application form and its 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 Office of “**The Principal Coordinator QIP, Continuing Education & Quality Improvement Programmes, Main Building, 2nd Floor, Indian Institute of Technology Bombay, Powai, Mumbai - 400076 (M.S)**” well within the time so as to reach **on or before November 10, 2015 (Tuesday). 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 on-line application) to qip@iitb.ac.in furnishing the following details: Application Number, Name of the Candidate, Date of Birth, Address for Correspondence, Gender and Category. After verification, the candidate will be informed the password through email only.
5. The requisite number of the print-outs of the application submitted on-line, along with the required number of enclosures, as mentioned, should be sent to **The Principal Coordinator QIP, Continuing Education & Quality Improvement Programmes, Main Building, 2nd Floor, Indian Institute of Technology Bombay, Powai, Mumbai - 400076 (M.S)**, preferably by **Speed Post or Courier Service**, to reach the Office **on or before November 10, 2015 (Tuesday). Applications received after this date will not be considered:** All the completed forms along with enclosures should be sent only to the Principal Coordinator QIP, Office of Continuing Education & Quality Improvement Programmes, Main Building, 2nd Floor, Indian Institute of Technology Bombay, Powai, Mumbai - 400076 (M.S). For any clarification contact Phone: 022 -25767048, 25726199; Fax: 022-25723480; Email: qip@iitb.ac.in

LAST DATE

The last date for on-line submission of application is **3rd November 2015 (Thursday)**. Print-outs of the on- line filled-in application, including the Copy for Principal Coordinator, with its enclosures, complete in all respect should reach “**The Principal Coordinator QIP, Continuing Education & Quality Improvement Programmes, Main Building, 2nd Floor, Indian Institute of Technology Bombay, Powai, Mumbai – 400076, on or before November 10, 2015 (Thursday). Applications received after this date will not be considered.**”

PROCEDURE FOR ADMISSIONS UNDER QIP

1. **Short-listing** of the candidates will be done first by the office of the Principal Coordinator, then finally at the Department/Institute concerned. Interview letters will be sent to the short-listed candidates by the Department/institute concerned.
2. **Interviews** will be conducted in the Departments at the individual Institutions. **Schedule of interviews** is provided in the next Section. Please note that **No TA/DA will be paid to candidates** for attending the interviews.
3. **Selections** will be made by the National QIP Coordination Committee based on the recommendations of various institutions.
4. **Final Results** will be available at the website www.qip.iitb.ac.in
5. **Admission** letters will be issued to the selected candidates by the respective QIP Centres or Academic section of the institutions offering the admission.