

Summer Research Fellowship Programme 2024

Guidelines for Online Application Process

Step 1 : Registration and Login

Registration:

1. The candidate must register in order to fill the application form.
2. To register, choose a valid username. (The system will check for the availability. If not available, choose any other username)
3. Enter a password and confirm the password in the next field. (Make sure that you remember the username and the password for future use)
4. Enter a valid e-mail address and re-enter the email id in the next field for confirmation. (Make sure that your e-mail address is correct, as this will be used for any future correspondence)
5. Enter an alternate e-mail address and confirm this in the next field. (This is not mandatory)
6. Choose a security question from the list.
7. Enter a relevant answer to the security question you have chosen (Remember the security question and answer as this will be useful in case, you forget the password)
8. Enter the Security Key shown below the text box. (This is case sensitive)
9. Click on '**Register Me**' to register. (You will be directed to the Login page)

Login:

1. Enter your username and password in the first two fields.
2. Enter the security key. (This is case sensitive)
3. Click on **Login**. You will be directed to the Online Application Form.

(In case, you forget the password, click on 'Forgot Password'. You will be directed to a page where you are required to enter your username or the email-id given at the time of registration. You will have to select the security question and provide answer (case sensitive) as given by you in the registration details. You are also required to enter the security key given. Once you have entered this information correctly, click on 'Get Password' given on the bottom of the page. The password will be shown to you on the screen.)

Step 2 : Online Application Form

Personal Information

1. Enter your full name. (As registered at your home institution)
2. Enter your Date of Birth (MM-DD-YYYY). For accuracy, you may refer to the calendar given on the right side of the field.
3. Please select your gender (Male/ Female)

Mailing Information

1. Enter your valid postal address.
2. Enter you telephone number with STD code. (This is not mandatory)
3. Enter your mobile number. (This is not mandatory)



Educational Information

1. Select the name of your institution from the drop-down list. If the name is not in the list, please select "Others" from the bottom and enter the Full name of your Institution in the text box that appear.
2. Select the degree programme you are pursuing. If your degree programme is not listed, please select "Others" from the bottom and enter the programme name in the text box that appear.
3. Select the Discipline/ Specialization you are pursuing. If your Discipline/ Specialization is not listed, please select "Others" from the bottom and enter the Discipline/ Specialization name in the text box that appear.
4. Enter your performance (Marks/ CGPA) at the end of 3rd/5th Semester. Choose the grading type — Percentage or CGPA. If you choose grading type as CGPA, please make sure that you choose the correct scale (i.e. out of 4, out of 10 etc.)
5. If you choose percentage as grading type, please enter your marks in percentage, upto 2 decimal points.
6. If you choose CGPA as grading type, please enter CGPA on appropriate scale, upto 2 decimal points.
7. Please enter the Rank (position) and the class size (max no of students). The rank should be in whole discipline/branch in the preceding year/semester.

Research Interest

1. Mention broad Area of Interest (viz. Computer Science/Nanotechnology/Electronics etc.) in maximum 200 characters (inclusive of spaces).
2. Enter the Statement of Interest to elaborate the research interest in maximum 1000 characters (inclusive of spaces).

Other Academic Achievements

1. Mention the Academic Achievements such as Awards/ Medals/Competitions won or any other achievement related to academics in maximum 500 characters (inclusive of spaces).
2. After filling all the above information, please click next. (This will take you to the page where you upload the photograph and the scanned copies of the documents required. Please keep these ready.)

Documents Upload

1. Select the **photograph** file to be uploaded. This should be in jpg format and maximum size allowed is **50 KB**.
2. Select the **No Objection Certificate** file. This should be in PDF format and maximum size allowed is **2 MB**.
3. Select the **Rank Certificate** file. This should be in PDF format and maximum size allowed is **2 MB**.
4. Select the **Marksheet/ Gradesheet** file. This should be in PDF format and maximum size allowed is **2 MB**.

If you wish to make any changes to the previous information, click 'Back' and make changes and click "next" to come back to the upload page. Please crosscheck the selected files before uploading and make necessary changes if you want. If everything is in order, please click on 'Submit' to finally submit the form. **Please note that once you submit the form, you will not be able to make any changes in the information. Also, if you do not submit the form by the last date and time, your application will not be submitted in the database.**

Once you submit the application, you will be shown the information as a pdf page. You can save it for future reference. You need not submit the hard copy of the application.

(Note: All fields tagged with * are mandatory)

