No: IITM/SPS/2026-2027/1313 Date:-26-10-2026

Protocol to be followed by students for required documents and submission timelines

Purpose: To ensure that students submit all required documents within the given timelines so that the documents can be checked, approved, and processed on time, avoiding unnecessary delays and ensuring smooth administrative work.

Sr. No.	Document / Request	Timeline for Submission	Department to Submit To
1.	Leave Application Form	At least **10 working days** before the visit, as per the notification. Click here to view the notification.	School office
2.	Letter of Recommendation for Teaching Assistant (TA), Experience Certificate, etc	At least **two working weeks** before the last date for application.	School office with the approval of Faculty advisor/Teaching Assistant
3.	Financial budget approval	At least **two working weeks** in advance	School office with the approval of Club Coordinators/Faculty advisor etc.
4.	Application for Travel Grant for National/ International Conferences, Workshops, Field Trips, and Research Collaboration	At least **two working weeks** in advance to allow sufficient time for obtaining the NOC/Sanction Order.	School office with the approval of DC members
5.	Endorsement Certificate to get the international conference travel support from ANRF Grant.	At least **one working week** in advance.	Academic Section with the recommendation of Supervisor
6.	Synopsis submission documents	Within **three working days** to school office with the DC member signature/approval.	**within one week of the synopsis presentation.** through **School office to Academic Section**. Kindly refer PhD ordinance R.21(C) https://iitmandi.ac.in/pdf/ordinances/Ordinances_PhD_2026_onwards.pdf
7.	Thesis submission	within **one month** of acceptance of the Synopsis,	**Academic Section** Kindly refer PhD ordinance R.22 Submission of Thesis https://iitmandi.ac.in/pdf/ordinances/Ordinances_PhD_2026_onwards.pdf

Note: The timelines mentioned above are the minimum advance notice required for submitting the respective requests. Scholars are advised to adhere to these timelines to ensure timely processing and issuance of the required documents before the scheduled visit or applicable deadline.

Chairperson, SPS

Chairperson
School of Physical Sciences
Indian Institute of Technology Mandi
Kamand-175075, Himachal Pradesh, INDIA