

## Homi Bhabha National Institute, Mumbai

### Standard Operational Procedure for Online Submission of Annual Progress Report (Re-registration) for Ph.D.

1. Type the following address <http://www.anuvidhya.in/> in the Browser / click the link given.
2. Select the User named "Student". The Password is "g123" ; After successful login you will goto Home Page.
3. Then Click on "Existing Student Login" in the Main Menu, then it will display User ID, Password and Proceed Button.
4. Enter your Enrolment No as a User ID without space.
5. First time your password will be combination of the first two letters of your Constituent Institute name (eg.for BARC : "BA" ; IGCAR : "IG" ; RRCAT : "RR" ; VECC : "VE" ; SINP : "SI" ; IPR : "IP" ; IOP : "IO" ; HRI : "HR" ; TMC : "TM" ; IMSc : "IM" ; NISER : "NI") and your Date of Birth in the YYYY-MM-DD continuous without any space. (Eg. If CI is BARC and Birth Date is 15-June-1995 then your password will be "BA1995-06-15").
6. After your Successful Login with Enrolment No and Password, immediately Change your Password for Security.
7. If you are logging in for the First time, "Change your Password" screen appears automatically.
8. After your Successful Login with Enrolment No and Password, you will see the Welcome screen containing Two parts- one, the Menu on the Left-hand side and the other, on the Right side, a Portal called "Students Communication Portal" with your Name and Enrolment No.
9. In the Left-hand side Menu options available.
10. For Submission of Annual Progress Report (Re-Registration), First Update Academic Information (if not (like Enrolment Date, OGCE Held date, Last Annual Progress Report Date(if any)); then click on the label "Annual Progress Report", then you will get a page that displays in the Right side "**Annual Progress Review Report Submission**".
11. It displays "CI Name", 'Date of Enrolment', 'Review Period', 'Next Progress Report due on' automatically;(if any error in this details pls contact web manager before submission). Update your Date of Meeting and upload the file (Signed copy of Annual Progress Review report) and press the Submit button.
12. Once submitted; if you click the menu in left side ("Annual Progress Report"), it will show your Uploaded file.

**Incase of difficulty please mail your queries to [helpdesk@hbni.ac.in](mailto:helpdesk@hbni.ac.in) 022-25597596**