

Ref. No: NIT/AP/Acad/Ordinane(FT)/01

ORDINANCES AND REGULATIONS

(Revised in 51st Meeting of the Senate)

(Revision 4th)

for

Doctor of Philosophy (PhD)

for Full-time Scholars

(Applicable for July-Dec' 2024 batch onward)



**NATIONAL INSTITUTE OF TECHNOLOGY
ARUNACHAL PRADESH
ARUNACHAL PRADESH– 791113**

List of Forms and Certificates with Description in Annexure – I

Sl No.	Particulars	Description	Remarks
1	Form 'A'	Registration Form During Admission	Clause No. 4
2	Form 'X'	Student Consent for Supervisor	Clause No. 5.1
3	Form 'B'	Inclusion of Co-Supervisor	Clause No. 5.3
4	Form 'C'	State of Art Seminar	Clause No. 12.3
5	Form 'D'	Progress Seminar	Clause No. 12.4
6	Form 'Y'	PHD Progress Report For JRF To SRF	Clause No. 12.5
7	Form 'F'	Thesis Evaluation Examiner Proposal Form	Clause No. 15.2
8	Form 'E'	Thesis Evaluation Report	Clause No. 15.4
9	Certificate 'A'	Certificate from Supervisor	Clause No. 14.4
10	Certificate 'B'	No dues certificate from Account Section	Clause No. 14. 6
11		Undertaking Form	Clause No. 4

1. Minimum Qualifications for Admission:

1.1 Ph. D. for Indian Nationals:

Engineering Departments: Master's Degree in Engineering/Technology / M.S in the relevant area of research along with Bachelor's Degree in an appropriate branch of Engineering/Technology with first class with 60% aggregate or 6.5 CGPA at both UG and PG for GEN/ GEN-EWS/ OBC-NCL category and minimum 55% aggregate marks or 6.0 CGPA for candidates under SC/ ST/ PwD category*.

OR

Bachelor's in Engineering/ Technology /M.Sc/MCA and at least CGPA of 8.0/10 or 75% of marks under GEN/GEN-EWS/OBC-NCL category and at least CGPA of 7.5/10 or 70% for candidates under SC/ST/PwD category*.

Sciences/humanities/Management Departments: Master's Degree in an appropriate branch of Science/Humanities/Social Sciences/Management with a first class or minimum 60% marks (or CGPA of 6.5 on 10 point scale or equivalent) or equivalent at Master's level. Relaxation in minimum Percentage/Equivalent grade Point requirements will be given as per the National Reservation Policy of Govt. of India .*

*. Final year students are also eligible to apply, provided at the time of admission he/she should produce final grade card failing which his/her admission will stand cancelled.

1.2 Ph. D. for Foreign Nationals:

Foreign National candidates, who apply through Ministry of Human Resource Development, Govt. of India, or Indian Council of Cultural Relations, Govt. of India, are eligible to apply provided that they possess the same minimum qualifications as given in 1.1.

1.3 Category of Ph.D scholar

Candidates who have joined under Institute fellowship/fellowship received from agencies like CSIR, UGC etc will be under 'Full Time'.

Sponsored Candidates from industry, corporate, any Govt. organization and faculty of recognized Institute sponsored by the respective employer of the candidate. The candidate must have to reside in the Institute for at least 36 months from the date of first registration.

2. Ph. D Advertisement Procedure

Applications in prescribed format for admission to Ph. D programme will be invited twice in a year (i.e. 'Jan-June' session and 'July-Dec' Session) through advertisement in the national dailies/media and on Institute's website. The advertisement shall include the predetermined seats/research area and as per the guidelines of reservation policy of Govt. of India. The candidates who desire to apply in more than one department/ category shall be required to apply on separate application forms along with the requisite fee. The candidate shall be required to submit a write-up (1-2 pages) of his/her proposed area of research along with the application.

2.1 Screening Committee:

A Screening Committee will comprise of the Head of the Department and three faculty members (co-opted by HoD from the department). The committee is expected to verify

the eligibility of the applicant (s) for the Entrance Test based on his/her details mentioned in the application (s) and the documents enclosed. After the screening of all applications, the Head of the Department shall publish the list of eligible/shortlisted candidates for written and Interview through appropriate means.

2.2 Entrance Test:

All the candidates to PhD Programme shall be admitted through an Entrance Test. Candidate who will secure atleast 40% marks in entrance test will be eligible for an interview to be organized by the respective department. The syllabus for the same will be notified on the Institute website. At the time of the interview, candidates are expected to discuss their research interest/area of interest.

2.3 Interview:

Candidates, who fulfill the minimum eligibility criteria of the Entrance Test, shall be called for interview. The preference shall be given to the UGC/CSIR/NET/GATE qualified candidates. The final selection will be preferably based on the performance of written test, interview and UGC/CSIR/NET/GATE score.

2.4 Interview Committee/ Departmental Research Committee (DRC)

The eligible candidates who will qualify Entrance Test shall have to appear before Departmental Research Committee (DRC) for an interview. The Departmental Research Committee (DRC) shall comprise of:

- A. HoD – Chairperson.
- B. DIC (R&D) – Member
- C. Proposed Supervisor - Member
- D. All faculty members of the concerned department – Member
- E. One faculty member from the department(Nominated by HoD) – Convenor

Keeping in view the available seats, the Interview Committee shall recommend the names of candidates found suitable for admission to PhD Programme for the approval of the Chairman, Senate. At the same time, the committee will recommend the supervisor's name. Chairman Senate may select a few/ all candidates out of the recommended candidates by the interview Committee /DRC. The Dean (Academic) shall notify the list of selected candidates through appropriate means.

2.5 Fellowship to Full-Time candidates

Candidates are allowed to receive revised monthly fellowship as per Government and Institute norms subjected to availability of funds, maximum upto five years.

3. Admission

Candidates, whose selection is recommended by the DRC and approved by Chairman Senate, shall be offered admission and advised to deposit the prescribed fee. After depositing the fee, he/she shall be designated as “PhD Scholar (PS)”. For all purposes, the date of registration of a PS shall be the date on which he/she has deposited the fee in the institute. After registration, Research Advisory Committees (RACs) for the individual PS shall be constituted by the concerned Head of the Department in consultation with the Supervisor (s). After the constitution of the RACs, the first meeting shall be held within six months to approve the broad area of Research.

4. Registration process

The PS is required to follow the instructions given below for registration:

- I He/she is required to register himself/herself (in person) on the scheduled dates of registration (only). There shall not be any provision of deputing any representative by him/her for registration purposes. Further, he/she shall be required to register himself/herself (in person) in subsequent semesters till the submission of Ph D thesis.
- II However, in exceptional circumstances, such as the death of close family members, or a student's serious illness, the registration of a student may be permitted with the submission of valid documents for his default within maximum of 15 working days after the deadline for registration (as per the academic calendar) with a late fee of Rs. 500/day. Moreover, only in case of natural disaster he/she may be permitted for registration when the situation restore to the normal condition without any late fee.
- III He/she shall deposit the requisite fee at the time of registration in every semester.
- IV He/she is required to fill the registration form and deposit it with the department through his/her supervisor (s).
- V He/she shall be allowed to register for the subsequent semester (s) if his/her progress report by his/her supervisor (s)/HOD during the previous semester (s) is found satisfactory.
- VI The act of not-depositing the fee or not-completing the registration process as mentioned above on the scheduled dates shall be treated as the "voluntary discontinuation" of studies by the PS. In such case, he/she will cease to be a bona fide student with immediate effect.
- VII Late registration will be with a late fee of Rs. 500/- per day up to one week beyond the last date specified for the registration. However, under special circumstances (Not mentioned under serial no. II), the period may be relaxed by the Dean (Academic).
- VIII The candidate is required to follow the registration rules till he/she submits his/her PhD. thesis.
- IX Under no circumstance, registration will be allowed through any representative.
- X At the time of registration, candidate has to submit dully filled in **Form 'A'** (**Annexure I**) and **Undertaking Form**.

5. Research Guidance

5.1 Selection of Supervisor: The academic cell is advised to collect the willingness from the individual members of faculty (Through HoD), in respect of the number of students that he/she wants to supervise. Further academic cell has to share a **Form 'X'** (Annexure I) to all newly admitted / registered Phd students to collect consent for preference list of Phd supervisors based on their field of interest. Finally, the DRC will recommend the name of Supervisor(s) to the Chairperson Senate through Dean Academic for approval.

5.2 Criteria of Ph. D. Supervisor:

A faculty member (regular) of the institute with PhD qualification is eligible for the supervision of Ph.D students. However, it shall be the responsibility of the Departmental Research Committee (DRC) to bring the matter to RAC for the candidate (s) registered with the Supervisor. The PS will be assigned Supervisor(s) from the department of NIT

Arunachal Pradesh in which he/she has registered only. If the Supervisor is likely to be superannuated/retired/reemployed to other Institute etc. till thesis submission from the date of registration of a Ph.D Scholar, he/she may act as Supervisor/Co-supervisor subject to the recommendation of the DRC.

5.3 Co-Supervisor: Depending upon the nature of the research problem, co-supervisor may be allowed in addition to the supervisor (main). In such cases, the number of co-supervisor allowed per scholar is one. A scholar may thus have a maximum of two supervisors, one of whom will serve as the main supervisor and the other one as a co-supervisor. Co-supervisor may be from the same/other department from NIT Arunachal Pradesh, or he/she can be (in-service or retired) from an organization other than NIT Arunachal Pradesh, preferably a centrally funded institution/ university/ Research laboratory of Government of India/Public Sector undertakings. The consent (on the official letterhead) of the proposed Co-supervisor shall be forwarded to Head of the Department for consideration in the RAC. The RAC may recommend the name of Co-supervisor with the submission of **Form 'B'**. The request for the appointment of a co-supervisor may be entertained within 18 months of the registration of the PS.

6. Course Work

Minimum Credit and CGPA requirements:

Every Internal/External Ph.D Scholar (Full Time/Part Time) admitted under Ph.D Programme is required to pass the theory courses approved by the RAC/DRC (for minimum 12 credits (P.G.) and 18 credits (B.E./B.Tech)) securing CGPA = 6.5 (minimum) .

6.1 Courses:

The coursework must include one course of Research Methodology and the rest of the three courses may be taken as per the recommendations of RAC.

Total courses have to be completed within one year (first two consecutive semesters). If a candidate fails to complete the coursework in the first two semesters, the RAC may recommend an extension of one more semester with proper justification.

PhD Scholars with B.E./B.Tech degree have-to complete the course work within the first three semesters. If a candidate fails to complete the coursework in the first three semesters, the RAC may recommend an extension of one more semester with proper justification.

6.2 Mandatory requirements:

- I. The PS having atleast 75% attendance in the specific registered course work (offered by institute) as well as minimum 40% marks intotal (Quiz, assignment and Mid-sem examination) are reuired for appearing before the end-semester examination. Otherwise, will be awarded 'F' grade in the respective registered course. However, final gradation will be awarded only if the students secured 40% in the end semester examination, as well.
- II. If PS fails to clear his/her course work (offered by institute) in first attempt or awarded F grade, then he/she will have to appear for second attempt in form of supplementary examination/ summer course, as per preveling rules.
- III. If PS fails to clear the registered course in his/her second attempt will led to cacle

his/her registration.

- IV. If any Course work opted from NPTEL/Swayam, the PS has to pass the examination conducted by NPTEL/Swayam, only. However, the PS may claim for reimbursement of NPTEL/Swayam registration fee on successful completion of course. However, if the candidates fails to clear the NPTEL exam then a new Course work may be assigned by RAC/DRC.

Grading System:

- I. The grading system for the registered Course work can be awarded as follows:

Relative Grading System of NIT-Arunachal Pradesh will be followed

- II. As the marks obtained is furnished by NPTEL/Swayam the gradation of the same will be followed as follows:

Relative Grading System of NIT-Arunachal Pradesh will be followed

7. Discipline

- 7.1 The PS is required to observe proper discipline and decorous behavior both inside and outside the campus. He/she should not indulge in any activity, which will tend to lower the prestige of the institute.
- 7.2 Any act of indiscipline on the part of PS, which is reported to the Dean (Academic), will be referred to the Discipline Committee of the Senate from time to time. The Committee will investigate the charges. If the charges are substantiated, it will recommend suitable punishment for the same to the Director for approval. The decision of the Director will be final in this regard.
- 7.3 If the PS will be caught for involving in any sort of malpractice during the examination, will be punished as per prevailing institute norms.

8. Leave Rules for Regular Candidates

- 8.1 The PS is required to apply to the concerned HOD through Supervisor for leave stating the reasons whenever they are not in a position to attend classes/performance thesis work.
- 8.2 All PS are eligible for leave of 30 days in a year (January to December) @ 15 days per semester. The intervening holidays will be treated as part of leave with the provision of suffixing and prefixing holidays. In no way, the leave rules would affect the attendance requirements for the PS.
- 8.3 All PS shall be allowed to leave the station for visiting other places preferably after completion of their course work or during vacations when there is no teaching work scheduled, if recommended by Supervisor (s) and HOD, and approved by Dean Academic well in advance for various purposes like library consultation, meeting

experts, presentation of research papers/participation in the conferences/short term courses/symposiums etc., getting samples tested from other laboratories, using the lab facilities elsewhere if the same is not available at NIT Arunachal Pradesh, interaction with the External Supervisor, and any other similar purpose as recommended by his/her Supervisor (s) and HOD. For these purposes, he/she shall be permitted 60 days per year @ 30 days per semester. The leave as mentioned in Clause 8.2 shall be in addition.

8.4 Maternity:

The woman PS will be eligible for 135 days of Maternity Leave with financial Assistantship or 15 days of paternity leave with financial Assistantship as applicable only once during the Ph.D programme. Any leave beyond the mentioned leaves will be without assistantship for a maximum period of 180 days, once during PhD program. Beyond that period will lead to the re-registration of the PhD program.

9. Duration of Ph. D. Programme

(a) The minimum period of completion of coursework is 1(one) semester from the date of registration for all categories Ph.D students. In addition, the minimum period of thesis submission will be as per point (b).

(b) The minimum period of thesis submission shall be 36 months for all categories of Ph.D students (enrolled with P.G. degree) and 48 months (enrolled with B.E/B. tech degree) from the date of registration. However, the maximum period of submission should not exceed five years (enrolled with P.G. degree) and seven years (enrolled with B.E/B. Tech degree) from the date of registration.

OR

If a PS has completed all of his/her pre-requisites (course work, comprehensive examination, state of the art seminar, and minimum requirement of PhD thesis submission criteria as per PhD ordinance of NIT-Arunachal Pradesh), and his/her main supervisor is about to leave NIT-Arunachal Pradesh to other institutions/superannuation, he/she may be allowed to submit his/her thesis under his/her main supervisor only before 36 months for all categories of Ph.D students (enrolled with P.G. degree) and 48 months (enrolled with B.E/B.Tech degree) from the date of registration with strong recommendation of RAC and due approval of Chairman, Senate.

Delay beyond the stipulated period of submission may be extended by the Senate as a special case @ 06 months at a time to a maximum of 2 years (enrolled with P.G. degree) and 3 years (enrolled with B.E/B. Tech degree) after which the registration shall stand cancelled.

10. Research Advisory Committee (RAC)

The RAC shall be constituted within six (06) months of the registration of the Ph.D Scholar. The Head of the Department shall prepare the case and will submit the same in the office of the Dean Academic.No further extension will be given for the same.

10.1 Composition of Research Advisory Committee:

- I. Head of the concerned Department (Chairperson).
- II. All approved Ph D supervisors of the PS (Member(s)).
- III. Subject expert (s) outside the institute to be nominated by the Chairman, Senate.

The concerned supervisor (s) shall provide a list of three Subject Experts with their addresses, telephone numbers, a short CV and e-mail IDs to the Head of the Department within one six month from the date of registration of PS.

However, based on the recommendation of Dean (Acad), NIT-Arunachal Pradesh the Chairman, Senate may also nominate subject expert(s) outside the list.

Designation and Affiliation of external expert for RAC:

Minimum Designation / Affiliation may be preferably a professor from any of the IITs/NITs/IISC/ISI/IIM/CUs/CFIs/R&D Lab/etc, or person of equivalent rank from Central Government Institute/Industry or retired eminent professors from IITs/NITs/IISC/ISI/IIM/CUs/CFIs/R&D Lab/etc as a RAC expert or eminent professor from the institute under NIRF ranking within 100.

IV. Faculty member from the concerned department/outside department/outside NIT Arunachal Pradesh (relevant to the area of research of PS) (Member).

10.2 Responsibilities of the Research Advisory Committee:

- I. Confirmation of supervisor to the PS.
- II. To monitor the performance of the PS.
- III. To recommend the Courses of studies for the concerned PS. However, if a RAC is not established, the first semester's coursework may be chosen by the DRC.
- IV. To conduct the comprehensive presentation of PS.
- V. To conduct the pre-submission seminar (Synopsis) of PS.
- VI. To recommend the extension to PS as given in 9(b).

11. Minimum Residential Requirements:

For a regular PS under scholarship, the minimum period of the residential requirement for study and research at the institute from the date of registration to the date of submission of the thesis shall be 36 months and 48 months (for B.E./ B. Tech). During this residential requirement, the PS (s) shall report to his/her supervisor (s) from the department where he/she is registered. The PS is allowed to leave station to visit other libraries/ laboratories/ industry etc. For consultation/experimentation/ data collection/ attend a conference/ present a paper in a conference / symposium after due permission from his/her supervisor (s) and approval of the concerned Head of Department.

12. Comprehensive examination and State of art seminar

12.1 The comprehensive examination of the PS shall be held after the completion of coursework prescribed by the RAC/DRC. The chairperson, RAC should conduct the examination (written) within the first 15 (fifteen) months from the date of registration of PS. The syllabus of the comprehensive examination is based on any three registered courses recommended by the RAC/DRC. If PS fails the exam on the first try, he or she may be allowed another chance within two months. PS's registration with the Institute will be terminated if he/she fails the exam on his/her second attempt as well.

12.2 State of the art seminar

Within 20 months of the date of registration, the candidate who passed the comprehensive examination must propose his or her research plan to the RAC. Based on the summary of the literature study, PS should identify the goal of his or her research in

the state-of-the-art seminar. The Chairperson, RAC should conduct the state of the art seminar. The state of the art seminar shall preferably be prepared on the following guidelines:

- I. The proposal may have the following Sections:
 - a) Introduction
 - b) Literature Review
 - c) Research gap and Objectives
 - d) Proposed Methodology (optional)
 - e) Bar Chart indicating time
 - f) Conclusions
 - g) List of most appropriate references
- II. The title page should contain the proposed title of the research, name and roll number of the PS, name (s) of the supervisor (s), department, institute, month, and year of submission.
- III. It should be typed on an A4 size paper, Times New Roman 11 point font size, preferably at 1.5 line spacing with 30 mm margin on left and 25.4 mm margin on right, top, and bottom.
- IV. The Major Headings as given in S. No. I. Above shall be in bold block capitals having 12 point font size. The Sub headings (if any) shall be in bold title case.

12.3 Based on the performance of comprehensive examination and state of art seminar **Form 'C'** (Annexure I) needs to be submitted by the chairperson, RAC to the Academic office.

12.4 Progress seminar

After successful completion of state of the art seminar, a PS is required to give at least one progress seminar in front of DRC in every academic semester before registration for next semester till his/her Pre-submission Seminar / submission of synopsis. A consolidated report **Form 'D'** (Annexure I) needs to be submitted to the academic office when the progress seminar is finished.

12.5 Rules and regulations for conversion of JRF to SRF

After completion of two years from the date of registration, the candidate may be converted from JRF to SRF subject to the fulfillment of the following criteria.

1. The candidate has to apply in the Academic section for SRF through Supervisor(s) and HoD.
2. Minimum of one SSCI/SCOPUS/SCI/SCIE indexed Journal publication/accepted or one granted Patent is required.
3. The candidate has to appear for a progress seminar. For that, a committee has to be formed with an external member by the Supervisor(s) through the respective HoD for evaluation of the progress of the Junior Research Fellow (JRF) for the last two years.

The evaluation Committee is as follows:

S1 No.	Designation	Member (s)
01	Dean (Academic)	Chairperson
02	HoD	Member Convener
03	Supervisor	Member
04	Co-Supervisor (if any)	Member
05	An External Expert	Member

	(RAC expert)	
06	An External Expert (Same subject field)	Member

The Supervisor(s) will submit three names (Excluding the names submitted at the time of RAC formation) to the Dean of Academic for consideration for choosing an external expert through HoD. Finally, the Chairman of the Senate will select the external expert for the JRF's progress seminar.

The evaluation committee will forward the recommendation (**Form 'Y'**) to the Senate Chairman for further necessary action.

13. Submission of synopsis.

- 13.1** Upon satisfactory completion of all criteria which shall form part & parcel of Ph.D Programme, PS can give an open house presentation (Synopsis) after the due recommendation of RAC. In this regard, a notification may be issued by Dean (Academic) to the concerned HoD for further necessary action.

Before the presentation, he/she will submit the synopsis copy (maximum of 20 pages) 10 days before the presentation to the RAC through Supervisor. If the RAC is satisfied with the performance of PS, he/she is required to submit the final synopsis (2 copies) of his/her research work to the academic cell. The maximum duration allowed to PS for synopsis presentation is preferably 25 minutes.

If RAC is not satisfied with the synopsis presentation then he/she can give the presentation again after six months.

Committee members for Synopsis presentation:

- I. Dean (Academic) (Ex-officio)- Chairperson
- II. RAC members

13.2 PhD Synopsis should be submitted preferably in the given outlines:

- i. Abstract
- ii. Introduction and objectives
- iii. Methodology
- iv. Results and discussions
- v. Conclusions and Future scope
- vi. References

- 13.3** For submitting a thesis or presenting a synopsis PS must have two research publications linked to his or her thesis published or accepted in a SSCI/SCI/SCIE/SCOPUS/SSCI journal, one of which must be in a SSCI/SCI/SCIE journal or one granted patent. In all publications relating to his or her research, PS must be the first author and the corresponding author must be under the affiliation of NIT Arunachal Pradesh.

14. Submission of thesis

- 14.1** On the recommendations of RAC, Dean (Academic) may allow a PS to submit his/her thesis (within 90 days from the date of synopsis presentation) and final synopsis copy (after 10 days of synopsis presentation). Under no circumstances thesis submission

beyond 90 days from the date of synopsis presentation is allowed. If he/she fails to submit the thesis within 90 days from the date of the synopsis presentation, PS must have to reappear for the synopsis presentation.

- 14.2** The PS is required to submit three copies of Ph D thesis (spiral bound) and one electronic copy to the Office of Dean (Academic) through his/her supervisor (S) and the concerned HOD provided he/she has already submitted his/her synopsis.
- 14.3** The thesis should be written in English in a format, which may include preferably the following sections:
- i. Abstract
 - ii. Introduction and objectives
 - iii. Literature review
 - iv. Methodology (as applicable)
 - v. Results and discussions
 - vi. Conclusions and Future scope
 - vii. References
- *The thesis format is attached as Annexure -I and is available on the Institute website.
- 14.4** The PS will submit a **certificate – ‘A’** (Annexure I) from his/her research supervisor stating that the research work undertaken has been original and has not been published/printed anywhere else for the award of any degree.
- 14.5** The PS is required to attach the report of TURNITIN. The reports shall be examined by Dean Academic as Chairperson before accepting Ph. D thesis for evaluation.
- 14.6** A **certificate ‘B’** (Annexure I) from the Accounts Section of the institute stating “no dues pending” against PS will also be submitted along with the thesis.

15. Evaluation of thesis

- 15.1** The thesis shall contain the account of the research work carried out by the PS leading to the discovery of new facts and should give evidence of originality either in the interpretation of data, development of new experimental or theoretical techniques or definite contribution to the advancement of knowledge. The thesis should give evidence regarding the capability of the PS to do independent research work.
- 15.2** Along with the synopsis of PhD thesis submitted by the PS, the supervisor (s) shall forward a panel (**Form F, Annexure I**) of eight examiners comprising four foreign examiners and four Indian examiners (Designation and Affiliation for Indian examiner should satisfy the clause as stipulated in 10. 1), in a sealed envelope through the proper channel (through HoD) to the Dean (Academic). The examiners must be experts in the research area and preferably, their names may appear in the list of “References” in the Ph D thesis. Later, the senate chairperson will furnish the preference list by numbering, accordingly the Dean (Academic) will obtain the willingness from the appointed examiners by sending them a copy of the synopsis submitted by the PS. The Chairman, Senate is empowered to amend the panel of examiners submitted by the research supervisor (s). Dean (Academic) should wait for at least two weeks before sending consent mail to the next examiner.

- 15.3** After getting the willingness from the appointed examiners, Dean (Academic) will send two copies of the spiral bound/electronic copy thesis to Examiners (one Indian and one foreign) for detailed evaluation. If no response is received from the examiner(s) within six weeks (after given at least two reminder) from the date of first communication, a consent/request letter may be sent to the next examiner and so on. Dean (Academic) will convey to the thesis examiners that their evaluation reports should include:
- i. Definite statement as to whether the thesis is acceptable or not acceptable for the award of Ph. D. Degree.
 - ii. List of questions to be asked or clarifications to be sought from the PS during the viva-voce examination.
 - iii. The detailed statement regarding the quality of the work undertaken.
 - iv. Statement whether the quantity of work done is sufficient for the award of Ph. D Degree or not.
 - v. In case the examiners feel that:
* Definite Revision of the thesis is required
- *Or, the thesis is not acceptable in the present form and has to be completely re- written due to insufficient quantity and/or quality of research work undertaken, it should be clearly stated.
- 15.4** After receiving the examiners' reports (**Form 'E'**), the Photostat copies of the reports shall be forwarded to the concerned research supervisor (s) by Dean (Academic). The research supervisor (s) shall send his/her comments to the Dean (Academic) for further action.
- 15.5** If one or both examiners ask for complete/partial revision of the thesis, the PS will be asked to re-submit the thesis after incorporating the necessary changes in light of the comments of the examiner(s) within a period of six months. The re-submitted thesis may be sent to the same examiner(s) again for evaluation, if required.
- 15.6** If one or both examiners recommend the thesis for the award of PhD degree, subject to minor changes, the PS will be asked to re-submit the thesis after incorporating the changes in light of the comments of the examiner within a period of three months. The re-submitted thesis may be sent to the same examiner(s) only if the Examiner(s) has mentioned about it in his/her report(s).
- 15.7** In case, both the examiners give positive/favourable reports, the thesis will be considered accepted. However, if one of the examiners gives positive/favourable report and the other rejects the thesis, then another copy of the thesis shall be sent to a third examiner (same set of examiners) appointed by the Chairman, senate from the panel already given by the research supervisor(s). If the report of the third examiner is found positive/favourable, then the thesis shall be considered accepted. In case, the third examiner rejects the thesis, then the Senate should take a decision on the recommendation of the RAC.
- 15.8** In all other cases, not covered by the above regulations, the matter will be referred to the RAC for consideration.
- 15.9** A PS whose thesis has been accepted for the award of Ph.D. degree shall be required to appear in the Open House Viva Voce Examination before the following committee/panel:

- i. Dean (Academic) - Chairperson
- ii. One of the External Examiners (preferably India).
- iii. Head of the concerned department
- iv. Research supervisor (s)

After the satisfactory performance of the PS in the open house viva-voce examination, this committee shall forward its recommendations to the Chairman Senate for the award of Ph D degree to the PS. The Chairman Senate will recommend to the Senate for the award of Ph. D degree to the successful PS.

15.10 In case the PS fails in the open house viva-voce examination, he/she may be permitted to reappear in the open house viva-voce examination at a later date (approved by the Chairman, Senate) after the recommendation has been made by the RAC in this regard.

15.11 If the open house viva voce examination committee/panel finds that the performance of the PS is not satisfactory even on the second occasion, the matter will be referred to the Institute Senate for a decision.

15.12 Submission of final thesis: After successful defense of Viva voce , the PS is required to submit eight hardbound copies of his/her Ph D thesis as per the approved format along with a soft copy (in a CD) in PDF format. The distribution of these six copies is as follows:

- a. For central library (along with CD/DVD)
- b. For departmental library
- c. For the PS
- d. For one supervisor
- e. For second supervisor
- f. For the Office of Dean (Academic)
- g. In case, there are more than two supervisors, then the number of copies to be submitted by the PS will be increased accordingly, i.e. six plus the number of supervisors more than two.
- h. One CD/DVD to be deposited with UGC
- i. For Department/ R & D Cell

15.13 Issuance of Provisional Certificate: On successful completion of the Open House viva after evaluation of the thesis the candidate shall be issued a provisional certificate (not Degree). The certificate shall be issued after submission of the hard bound final thesis. This is applicable to all on rolled PS. The certificate will be issued by Dean (Academic)

16. Award of Degree

If the performance of the PS has been satisfactory in the Open House viva-voce examination, he/she will be awarded Ph. D. degree on the recommendations of the Senate and with the approval of the Board of Governors.

17. Conversion of full-time admission to part-time for PS

The PS (full-time) may be allowed to continue as PS (part-time) if he/she satisfies the following conditions:

17.1. The request from the PS in this regard is made to Dean (Academic) through the proper channel and he/she has already passed the prescribed course work.

- 17.2. His/her progress report by his/her supervisor (s) is found satisfactory.
- 17.3. If the PS is employed by a government agency, a private company, or a research and development centre, they may change their status from full-time to part-time. The case must be placed in the senate with due recommendation of the RAC.
- 17.4. The PS may be allowed to register as part-time candidate only after the recommendation of the RAC and approval of the Chairman, Senate.
- 17.5. The Full-time PS after conversion to part-time PS shall not be considered for any scholarship/stipend/contingency grant/ teaching assistantship as meant for Full-time PS.
- 17.6. All rules and regulations of part-time programme shall be applicable for such PS. Further, once changed to part time candidature, the concerned PS cannot revert back.
18. **Remuneration to Examiners**
The remuneration payable to each examiner shall be decided by the Institute from time to time.
19. In case of any non-availability or clarity of clauses in this Ph. D. rules & regulation, the matter may be placed before Chairman, Senate for necessary directives/solution.