

MANUAL

FOR

Ph.D.

(DOCTOR OF PHILOSOPHY)

PROCEDURES & REQUIREMENTS



INDIAN INSTITUTE OF TECHNOLOGY
(Indian School of Mines), Dhanbad

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The Indian Institute of Technology (Indian School of Mines) Dhanbad offers Ph.D. Programs in the areas of Engineering, Science, Management and Humanities & Social Sciences. This manual broadly provides the rules, procedures and necessary requirements for successful completion of Ph.D. Programs being offered by the Institute.

1.1 Classification of Candidates

1.1.1 Full-time Candidate

- (a) A candidate who does her/his courses and research at the Institute (IIT (ISM) Dhanbad) is a full-time candidate. Such candidates are required to stay in the Institute during the entire period of their academic program.
- (b) A full-time candidate may have financial support in the form of
 - (i) Institute Teaching/Research Assistantship
 - or
 - (ii) Fellowship/Scholarship from External Agencies
 - or
 - (iii) R&D Project at Institute
 - or
 - (iv) Sponsorship by an Organization

1.1.2 External Candidate

- (a) A candidate working in an academic institution or in an R&D establishment equipped with necessary research facilities, and registered for Ph.D. at IIT (ISM) Dhanbad, is considered as an external candidate. Such a candidate may require to stay in the Institute, as applicable and subject to availability of accommodation, during the course work for fulfillment of the attendance criteria of the registered courses. The candidate is expected to carry out maximum research work at her/his parent organization.
- (b) Such a candidate must be sponsored by her/his employer and must have been in employment with the sponsoring organization for at least 2 years at the time of admission. In case of mentoring under TEQIP and other such programs under MoUs the experience requirement may be relaxed.
- (c) The candidate must obtain a No objection Certificate / Permission from the employer to stay in IIT (ISM) Dhanbad for the specified period to complete the prescribed course work and other academic requirements.
- (d) A certificate must be obtained by such candidates from their parent organization that the adequate facilities related to the research topic/area of the candidate will be available for carrying out the research work at the parent organization. The details of all such facilities will be required to be mentioned on the certificate.
- (e) The candidate should also provide the bio-data of the prospective external supervisor from her/his organization who will supervise the candidate's work at her/his organization. The external supervisor will be a Co-supervisor (External). The main supervisor of all such candidates will only be from IIT (ISM) Dhanbad.
- (f) No financial assistance will be provided to such type of scholar by IIT (ISM) Dhanbad.

1.1.3 Part-time Candidate

- (a) A part-time candidate is a professionally employed person who can, while being employed, enroll in the Ph.D. program of the Institute. The candidate may do her/his research in the Institute (IIT (ISM) Dhanbad) or in their parent organization.
- (b) Candidates having minimum 2 years of experience in a regular post in PSUs/Research Organizations/ Organizations having MoU with Institute/ Higher Education Institutions approved by UGC/AICTE/ globally reputed corporate organizations will be considered for admission to part-time Ph.D without the requirement of GATE/NET/CAT/GMAT. However, they should satisfy the eligibility for admission as defined in Ph.D. manual in para 1.3.
- (c) In case of mentoring under TEQIP and other such programs under MoUs the experience requirement may be relaxed.
- (d) The institute will not ask for the NOC from the candidates seeking admission to the Part-time Ph.D. Programme. However, the candidate shall be responsible for seeking consent from their employer, if required, as per their service rules. Institute will not be held responsible for any violations by the candidate in this regard.
- (e) No financial assistance will be provided to such scholars by IIT (ISM) Dhanbad.

1.2 Stream in which Ph.D. Programs are offered

1.2.1 Engineering

The following departments offer Ph.D. program in the Engineering Stream:

1. Chemical Engineering
2. Civil Engineering
3. Computer Science and Engineering
4. Electrical Engineering
5. Electronics and Communication Engineering
6. Environment Science and Engineering
7. Fuel, Minerals and Metallurgical Engineering
8. Management Studies & Industrial Engineering
9. Mechanical Engineering
10. Mining Engineering
11. Petroleum Engineering

1.2.2 Science

The following departments offer Ph.D. program in the Science Stream:

1. Applied Geology
2. Applied Geophysics
3. Chemistry and Chemical Biology
4. Mathematics and Computing
5. Physics

1.2.3 Humanities and Social Sciences

The Department of Humanities and Social Sciences offers Ph.D. program in the stream of:

1. English
2. Psychology
3. Philosophy
4. Sociology

1.2.4 Management

The following department offers Ph.D. program in the Management Stream:

1. Management Studies & Industrial Engineering

1.3 Eligibility for Admission

The eligibility criteria for admission to Ph.D. programs of different streams along with the possessing qualifications are mentioned below:

1.3.1 Ph.D. in the Engineering Stream

- (a) An applicant must have a Master's degree in Engineering in the relevant subject with first class/division or a minimum of 60% marks/CGPA of 6.0 (on a 10 point scale),
OR
- (b) An applicant must have a Bachelor's degree in engineering with a minimum of 70% marks/CGPA of 7.0 (on a 10 point scale),
OR
- (c) An applicant must have a Master's degree in science or an allied area with first class/division or a minimum of 60% marks/CGPA of 6.0 (on a 10 point scale).

1.3.2 Ph.D. in the Science Stream

- (a) An applicant must have a Master's degree in the relevant subject with first class/division or a minimum of 60 % marks/CGPA of 6.0 (on a 10 point scale),
OR
- (b) An applicant must have a Bachelor's degree in engineering with a minimum of 70 % marks/CGPA of 7.0 (on a 10 point scale),
OR
- (c) An applicant must have a Master's degree in science or an allied area with first class/division or a minimum of 60 % marks/CGPA of 6.0 (on a 10 point scale).

1.3.3 Ph.D. in the Humanities and Social Sciences Stream

- (a) An applicant must have a Master's degree in the relevant subject, arts, commerce, humanities and social sciences with first class/division or a minimum of 60 % marks/CGPA of 6.0 (on a 10 point scale),
OR
- (b) An applicant must have a Master's degree in engineering / technology/science/ commerce / management with first class/division or a minimum of 60 % marks/CGPA of 6.0 (on a 10 point scale),
OR
- (c) An applicant must have a Bachelor's degree in engineering with a minimum of 70% marks/CGPA of 7.0 (on a 10 point scale).

1.3.4 Ph.D. in the Management Stream

- (a) An applicant must have a Master's degree or equivalent in management or allied areas or engineering / technology with first class/division or a minimum of 60 % marks/CGPA of 6.0 (on a 10 point scale),
OR
- (b) An applicant with a Bachelor's degree in engineering with a minimum of 70 % marks/CGPA of 7.0 (on a 10 point scale),
OR

(c) An applicant must have a Master's degree in science/arts/commerce with first class/division or a minimum of 60 % marks/CGPA of 6.0 (on a 10 point scale),

OR

(d) An applicant who has qualified for CA/ICAI/ICMA/CS, with first class/division or a minimum of 60 % marks/CGPA of 6.0 (on a 10 point scale) in Bachelor's degree.

Note:

1. *Bachelor's degree in Engineering means regular full-time Bachelor's degree. A candidate with AMIE or similar degree is not eligible for admission.*
2. *The exact qualification and eligibility requirements, and the list of programs to be offered in a year will be available in the Information Brochure published by the Institute before the start of admission process for every Academic Year.*

1.4 Admission Procedure

1.4.1 Regular Admissions

This section covers the admission procedure for all candidates wishing to be admitted to the Ph.D. program in the Institute, irrespective of whether they opt for full-time, external, or part-time Ph.D. programs. This section also applies to candidates holding positions in projects at the Institute.

- (a) The admission procedure consists of (i) online submission of application form (ii) shortlisting through GATE/NET/Appropriate National Level Examination and/or written examination conducted by the department, and (iii) interview.
- (b) A candidate who has qualified CAT/GMAT is eligible to apply for Ph.D. in the area of Management.
- (c) For Masters and/or Bachelor's degree holders from Centrally Funded Technical Institutes (CFTIs) having a CGPA of 8.0 or above, the requirement of GATE/NET is waived off.
- (d) A candidate, selected under Prime Ministers Research Fellowship (PMRF) scheme, shall be directly admitted to the Ph.D. program without any interview.
- (e) In very exceptional cases, for example for faculty rigorously selected under TEQIP for a mentee institution of IIT (ISM) Dhanbad, the Senate may directly admit candidates for the part-time Ph.D. program, provided the minimum eligibility criteria (refer Section 1.3) for admission is fulfilled.
- (f) Regular Ph.D. admissions will be conducted twice in an academic year - once at the beginning of the Monsoon Semester (Phase I admission) and then again at the beginning of the Winter Semester (Phase II admission). For further details of admission process, an Information Brochure will be published by the Institute before the start of admission process for each phase of admission.
- (g) The Departmental Selection Committee shall consist of all the faculty members from the Department and at least one faculty member from another department. The constitution of the Departmental Selection Committee shall be proposed by the Convener, DPGC in consultation with the HoD.
- (h) The DPGC will send the list of shortlisted candidates to the Admission Cell. The Chairperson Admission (PG-Ph.D) will send the final list of the candidates to the Chairman, Senate through Dean (Academic) for approval. All admissions to Ph.D. program will be made upon the approval of the Chairman, Senate. All such approvals shall be reported to the Senate.

- (i) Candidates in the final year of the qualifying degree may be considered for provisional admission provided that s/he will give an undertaking by stating that the results will be made available to Institute on or before the date specified for the purpose in the Academic Calendar of the Institute. The provisional admission of such candidates will stand cancelled if they fail to produce the result or fail to obtain the required class/division or CGPA/percentage of marks by the specified date.
- (j) On approval by the Chairman, Senate, admission offer letters will be issued to the candidates by the Admission Committee of the Institute. The candidates who are offered admission will be required to accept the offer of admission by filling an online admission form and depositing the prescribed fee within the specified date.
- (k) In case a candidate does not fill admission form or does not pay the prescribed fee within the specified date, the offer of admission may stand cancelled, and the admission may be offered to the eligible candidate in the waiting list, if any, in the order of merit.

1.4.2 Admission for Externally Funded Candidates/Part Time Candidates

- (a) Apart from applying through the regular admission process (Phase I / Phase II admission), the externally funded candidates (such as awardees of Prime Minister's Research Fellowship, Visvesvaraya Ph.D. scheme fellowship, CSIR-UGC fellowship, DST-Inspire fellowship, UGC-JRF fellowship etc.) & Part time Candidates are allowed to apply for admission to Ph.D. throughout the year using a separate application portal made exclusively for such candidates.
- (b) In case of externally funded candidates, the online applications received from such candidates through the Institute portal will be scrutinized and processed as per the procedure mentioned in Annexure VII.
- (c) In case of part-time candidates, the online applications received from such candidates through the Institute portal will be scrutinized and processed as per the procedure mentioned in Annexure VIII.

1.4.3 Admissions under AICTE - Quality Improvement Programme (QIP)

- (a) Eligible applicants shall apply as a full-time candidate for admission under this category on QIP admission portal of AICTE during the period of QIP admission process.
- (b) The procedures and requirements for admission of QIP candidates will be as per Institute norms. These candidates will have to satisfy the prescribed minimum eligibility criteria (refer Section 1.3) for admission to the Institute.
- (c) For scholars admitted under QIP category, the Institute may allow to follow the AICTE guidelines in the matters (such as leave, stipend, program duration etc.) where they vary from the Institute guidelines. Having a valid GATE/NET/CAT/GMAT score may not be a mandatory requirement for such candidates.

1.4.4 Admission for Sponsored (ICCR etc.) / Self-funded International students

- (a) An applicant shall be eligible to apply as a full-time candidate for admission under this category during the period of admission process of the respective Institute/Organization/IIT (ISM) Dhanbad, as applicable.
- (b) The applications of foreign nationals/international students, sponsored by the Indian Council of Cultural Relations (ICCR)/or sponsored by any Institute/organization having MoU with IIT (ISM) Dhanbad, shall be scrutinized by the concerned Department to assess their suitability for admission to the program. Admission to such applicants shall

be offered by the Institute after considering the recommendation of DPGC and SPGC and the approval of the Chairman, Senate.

- (c) Admission of Non-Resident Indians (NRI)/Persons of Indian Origin (PIO)/Overseas Citizens of India (OCI) and Foreign Nationals to Ph.D. Program is provided under the following subsections:

(i) NRI candidates must have been residing abroad continuously for at least one year at the time of submission of their application for admission; however, PIO/OCI candidates shall have no such restriction. The equivalence of their qualifications (except that of GATE/NET, etc.) with that of the general candidates shall be assessed by the DPGCs of respective Departments and considered and approved by the SPGC. All such candidates who meet the qualifications may be admitted to the appropriate program.

(ii) Non-sponsored candidates who belong to NRI/PIO/OCI/foreign national category, shall also be considered for admission to the Ph.D. program. Such candidates who are currently in India but have not taken GATE/NET may also seek admission to Ph.D. program, provided that the respective Department recommends their application for admission based on their qualifications and other credentials and these recommendations are considered and approved by the SPGC. Admission of such candidates, however, shall be subject to the clearance from the Central Government.

- (d) Admission of Scholars of other institutions (Non-Degree scholars) for carrying out research or for study. For admission under this category, the details are provided under the following subsections:

- (i) A scholar registered for Ph.D. program at another Institute/University or under twinning program at both the Institutes with guides from both the Institutes may also be allowed to work at the Institute. For such studies/research, the scholar has to pay to the Institute requisite academic fee/hostel fee and other charges as may be specified at the time of joining the Institute.
- (ii) Such a scholar must be sponsored by the parent Institute/University of the scholar and s/he must submit an application during the admission process to the Dean (Academic) for seeking admission to the Institute. All such applications will be scrutinized by a committee comprising of Dean (Academic), Dean (IRAA), concerned Head of Department and the Convener, DPGC, as the case may be. The recommendation of the Committee shall be considered by the SPGC and their recommendation will be considered by the Chairman, Senate for granting approval.

1.4.5 Option to convert PG program to Integrated PG-Ph.D program

An opportunity is given to all the Postgraduate (PG) students of IIT (ISM) to change their registration from PG program to Integrated PG-Ph.D. program subject to fulfillment of the certain norms and eligibility criteria. The basic objective is to provide an opportunity to the meritorious PG students having inclination towards research to continue their research pursuits and also earn a Ph.D. degree along with the respective PG degree.

For details please refer to the Chapter 5 of the PG manual.

1.5 Reservation of Seats

Reservation policy is applicable as per the Government of India norms.

2.1 Components of the curriculum

- Departmental Compulsory (DCPG): Theory Courses (Level 5) that are compulsory for scholars in their parent discipline/department.
- Departmental Elective (DEPG): Theory Courses (Level 5) that are offered as Elective Courses by the respective departments for their own scholars.
- Open Elective (OEPG): An Open Elective course is any Level 5 DE/OE course offered by any department across the programs that can be taken by a scholar as OEPG. The DEPG courses offered by the parent department can also be taken as OEPG courses by the scholars of the same parent department.
- Research & Technical Communication (RTC): This theory course is offered by the department of Humanities & Social Sciences and is compulsory for all scholars.
- Thesis: A mandatory research component for scholars in their parent discipline/department.

2.2 Credit Distribution of Ph.D. Program

- The following will be the credit distribution for course work of Ph.D. Program for the scholars admitted from the academic year 2023-24 and thereafter -

Table 2.2 (A): Credit Distribution of Course Work (for scholars admitted from AY 2023-24)

Course Component	Minimum Course Credits		
Departmental Compulsory (DCPG) / Departmental Elective (DEPG) / Open Elective (OEPG) / Including Research and Technical Communication (RTC) for HSS Scholars	45		
Research Methodology	09	09	09 (S/X)
Research and Technical Communication (RTC) other than HSS Scholars	09	09	09 (S/X)

Important Notes:

- Five PG Level Courses (offered as DCPG/DEPG/OEPG), total of 45 credits, will be assigned by the respective DSC in consultation with the scholar. The DSC may assign one UG course of nine credits of Level 4 along with four PG level courses. However, if the supervisor feels that some extra course(s) beyond the 45 credits need to be cleared by the scholar then the same need to be recommended by the concerned DSC.
- The scholars must complete the course work requirements (45 credits) in maximum four semesters to avoid termination of academic program.
- In addition, the scholars who are admitted in Ph.D. program after BE/B.Tech. will take two extra courses of minimum 18 credits to satisfy the minimum credit requirement of course work.
- Research Methodology (RM) course is mandatory with S/X mode. The scholar may clear it in any semester as per his/her choice but before the request for Pre-Submission Seminar is submitted.
- Research & Technical Communication (RTC) course is mandatory with S/X mode. All scholars, except scholars of HSS Department, may clear it in any semester as per their choice but before the request for Pre-Submission Seminar is required to be submitted. This course is full credit course, with letter grade, for the HSS scholar and it needs to be cleared within first 4 semesters. For HSS scholars, the obtained letter grade will be counted towards the CGPA calculation.
- For part-time Ph.D. Scholars, suitable full semester NPTEL/SWAYAM courses or courses completed from UGC/AICTE approved Higher Education Institutions fulfilling credit requirements of the Institute where appropriate credit transfers are possible may also be prescribed by DSC for course work.

- (b) The distribution of course work credits among different components **for current scholars who are yet to complete their course work and had been admitted in the Winter Semester 2022-23 or before** is as given hereunder:

Table 2.2 (B): Credit Distribution of Course Work for current scholars who are yet to complete their course work and had been admitted in WS 2022-23 or before

Course Component	Min	Max	Course Credits
Departmental Compulsory (DCPG)	45	54	45-54
Departmental Elective (DEPG) / Open Elective (OEPG)	00	36	36
Research & Technical Communication (RTC)	--	--	S/X
Total	--	--	81-90

Note:

1. For completion of four DEPG/OEPG courses (36 credits) in second semester, the DSC may recommend at the most one UG course of nine credits of Level 4.
2. In addition, for the scholars who are admitted in Ph.D. program after BE/B.Tech. or Masters (not in relevant field), two extra courses of minimum 18 credits are required to satisfy the minimum credit requirement of course work.

- (c) The distribution of research credits for all the scholars is given in Table 3:

Table 3: Credit requirement from Research Work

Course Component	Min	Max	Course Credits
Thesis (Maximum of 36 credit in a regular semester)	216	--	S/X

2.3 Course Structure of the Ph.D. Program

- (A) Course structure to be followed for scholars admitted from Monsoon semester 2023-24 onwards:

1. The course structure to be followed for course work will be as per the credit distribution mentioned in Table 2.2 (A).
2. The supervisor, in consultation with the scholar, will assign elective courses to the scholar at the time of admission. The DSC will recommend the list of all courses, including assigned elective courses, to be cleared by the scholar as a Ph.D. Course work and the same will be sent to the Academic Section [**Form PH3 is applicable**].
3. In principle, students cannot take two courses having similar contents and floated by different departments with different course code/course name. Academic Page of the Institute website may be checked for the details of courses of all the programs. At the

time of assigning the courses to scholar, it is the responsibility of supervisor to must visit the course catalogue where contents of the courses are given. If any similarity is found between any two courses registered by a scholar then one of the courses will not be counted towards the fulfillment of the course work requirements.

4. The scholars need to register for a minimum of 36 credits in a semester and complete the course work in maximum four semesters (including clearing backlog/failed courses). The number of credits falling short (less than 36 credits) after taking all the DSC recommended courses offered in a semester may be fulfilled by the proportionate number of research (thesis) credits.
5. For research (thesis) credits, Table 3 may be referred.
6. For part-time Ph.D. Scholars, suitable full semester NPTEL/SWAYAM courses or courses completed from UGC/AICTE approved Higher Education Institutions fulfilling credit requirements of the Institute where appropriate credit transfers are possible may also be prescribed by DSC for course work.

(B) Course Structure applicable to Ph.D scholars presently registered for coursework but admitted in Winter semester 2022-23 or before is enclosed in Annexure I.

2.4 Credits

The following formula is to be employed to calculate the credits of a course: $C = 3L + 2T + P$, where, C is the number of credits, L is the number of lecture hours, T is the number of tutorial hours, and P is the number of laboratory/practical hours per week in a course.

2.5 Modular Course

A modular course will run exactly for half a semester and will have only one examination at the end with at least one quiz in addition to this examination. Modular courses will either be offered before mid-semester examination or after mid-semester examination. However, the scholars will have to register for all such courses during the pre-registration period along with other courses of that semester. The examination period for a modular course will coincide with the mid-semester examination /end-semester examination.

3.1 Academic Session/ Year

Academic Session of the Institute is also called the Academic Year and spans a period, generally from August to July (including summer semester) of the next year as specified in the Academic Calendar.

3.2 Duration

Each academic session comprises of two regular Semesters: Monsoon (August to December) and Winter (January to May) comprising of 13 weeks of classes for each semester; and a Summer semester (May to July). The exact duration of each semester is specified in the Academic Calendar.

Each week comprises of five working days for instruction, from Monday to Friday. Classes are normally avoided on Sundays and holidays. However, if for some reason, any working day(s) is lost, it may be compensated by any other day of the week (preferably Saturday). The total hours of instruction for a course in the Summer Semester are exactly similar to that in the regular semester.

3.3 Academic Calendar

The Academic Calendar, as approved by the Senate, is a schedule for all academic activities including semester registration, first and the last days of classes, examinations period, semester break, deadline for final grade submission, result declaration, vacation period etc.

No deviation from the Calendar is allowed except for some unforeseen and unavoidable reasons. In all such cases, approval of the Chairman, Senate is necessary and the same is to be reported in the subsequent Senate meeting.

3.4 Semester Registration

Each admitted scholar must register herself/himself before the commencement of each regular semester / summer semester (if required) on the date specified in the Academic Calendar. However, if a scholar is likely to submit her/his thesis before the commencement of classes of the subsequent semester then s/he need not register for that semester.

If a scholar submits her/his thesis within Four Weeks from the date of commencement of classes of the subsequent semester then s/he may apply for a refund of the applicable fee paid by him/her for that semester. Mess charges and other semester/annual charges will be deducted on pro-rata/actual basis, as applicable, in such cases.

The scholars who are admitted to the first year of Ph.D. program but are awaiting the final result of their qualifying degree examination for admission to Ph.D. are allowed to register provisionally. Such scholars must submit all documents showing that they have passed the qualifying degree examination on or before the last date specified in the Academic Calendar. The admission of such scholars, who will not be able to submit the required documents by the due date, shall be cancelled automatically.

Scholars are required to complete the following parts of the semester registration process sequentially:

- i. Academic Registration (Pre-registration)

ii. Administrative Registration (Fee payment & Physical Registration/Reporting)

Scholars who fail to register for a semester (by missing any or all the three steps to be completed for semester registration i.e. Pre-registration, Fee payment and Physical Registration/Reporting) will be dropped from the semester and will be able to register only in the next semester.

3.4.1 Pre-Registration

Each scholar is required to pre-register for the next semester online through the institute's Management Information System (MIS) /Parent Portal on or before the last date specified in the Academic Calendar for Window 1. It is mandatory for a scholar to register for a minimum 36 credits per semester. The scholar must register for all remaining courses, prescribed by the DSC, if offered in that semester. For registration of the minimum number of credits (i.e., 36 credits per semester), the scholar will be allowed to register required number of research (thesis) credits along with the course credits starting from the first semester.

A scholar may select the number of courses and the course load as per the prescribed course structure of the Ph.D. program, while ensuring that there is no time-table conflict amongst the selected courses. One or more courses with a time-table clash will be rejected from the registration form of the scholar, either during registration or later, if it is found at a later stage. When all the courses planned to be taken by the scholars in the next semester are finalized, the same is to be verified by the scholar at the time of physical registration/reporting. The discrepancies, if any, must be reported to the Office of the Dean (Academic) in writing until the next working day from the date of physical registration/reporting. No request will be entertained in this regard after the deadline cited above and scholars will not be allowed to add any course(s). However, scholar may drop the course during the semester on or before the last date specified for the purpose in the academic calendar.

Note: The registration for the externally funded scholars, joining for the first time in the middle of a running semester, will be carried out by the academic section. The registration will be for the proportionate thesis credits. The formula to be used for this purpose could be, for each 28 days remaining in a semester – 09 research credits may be registered. The course work will start from the subsequent semester.

3.4.2 Pre-Registration with Late fine

If a scholar is unable to complete the pre-registration by the due date or her/his pre-registration is cancelled due to any reason, s/he will be given two more opportunities to complete the pre-registration with a late fine:

- (i) Window 2: The window for Pre- registration and Fee payment with late fine of Rs. 5000/- will be re-opened during the period specified for the purpose in the Academic Calendar.
- (ii) Window 3: The window for Pre- registration and Fee payment with enhanced late fine of Rs. 10,000/- will be re-opened during the period specified for the purpose in the Academic Calendar.
- (iii) As the allotment of electives will be done after the pre-registration closes after Window 1, the scholars who register late (either in Window 2 or 3) will have to choose electives only from the electives where seats are available.

If any scholar misses to complete pre-registration during windows 1/2/3, the scholar will be dropped from the semester.

Late pre-registration fine may be waived off, if the scholar has taken prior permission from Dean (Academic) for the late registration. Such waive-off shall not be a general rule but will be considered on case-to-case basis only.

3.4.3 Fee Payment

All scholars who have completed their pre-registration process within the specified duration must pay the applicable fee for the semester within the stipulated period mentioned in the Academic Calendar.

In case of an approved Semester Drop or approved Semester Leave, no hostel facility will be provided and no fee is required to be paid by the scholars for that semester.

3.4.4 Fee Payment with Late Fine

If a scholar is unable to complete the fee payment by the due date, s/he will be given two more opportunities to complete the fee payment with a late fine:

- (i) Window 2: The window for Pre- registration and Fee payment with late fine of Rs. 5000/- will be re-opened during the period specified for the purpose in the Academic Calendar.
- (ii) Window 3: The window for Pre- registration and Fee payment with enhanced late fine of Rs. 10,000/- will be re-opened during the period specified for the purpose in the Academic Calendar.

If any scholar misses to complete the fee payment during windows 1/2/3, the scholar will be dropped from the semester.

3.4.5 Physical Registration/Reporting

1. All scholars who have completed their academic & administrative registration process within the specified duration, must physically be present for physical registration/reporting. It is **mandatory** to do the physical registration/reporting as per the timeline specified in the Academic Calendar.
2. Completion of this registration/reporting requires:
 - (a) Verification of the registered list of courses.
 - (b) Verification of fee payment and clearing all outstanding dues, if any.
 - (c) Signing the registration roll **in person** in the office of the Dean of Students Welfare (DSW).
3. The physical registration/reporting will be permissible only during the respective slots allotted to individual batch/program, which will be notified by the Office of Dean (SW).
4. Any registered scholar who misses the scheduled date of physical registration will be allowed to join up to 2 weeks after commencement of classes. No fine for late physical registration would be imposed up to 1 week of commencement of classes. Thereafter a fine of Rs. 5000/- will be imposed on scholars reporting later than the end of 1st week and up to the end of 2nd week. After 2 weeks of commencement of classes, no physical registration will be allowed. The minimum attendance requirement for the semester will not be relaxed in case of late

reportees. The leave entitlement for the semester of scholars reporting after start of classes will be adjusted accordingly.

5. For part-time Ph.D. scholars, Physical registration/reporting period shall be as per the duration specified in the academic calendar. The scholars need to report in their department and then in DSW Office.
6. Undertaking, if required to be submitted for academic warning/probation, will be submitted by the scholar in academic section along with a copy of the physical registration slip issued by the DSW Office.
7. All pending dues (fines, library dues etc.) must be cleared by the scholars on annual basis (during physical registration for the Monsoon Semester) through MIS.
8. However, the externally funded scholars joining for the first time may be allowed to join the institute in the middle of a running semester as per the schedule shared with them.

Note: *In case, any full-time scholar pursue the research work related to Thesis outside the institute by taking Academic Leave (with prior approval from the academic section) without any course work in that particular semester, then there will be no need to be present in person on the physical reporting date. However, for getting prior permission for absence on the date of Physical Registration/Reporting should be obtained by sending an email, at least one week before the schedule of the physical registration/reporting date to the DSW office.*

3.4.6 Semester Drop / De-Registration from the Academic Program

- (i) Scholars who fail to register for a semester (by missing any or all the three steps to be completed for semester registration i.e. Pre-registration, Fee payment and Physical Registration) will be dropped from the semester and will be able to register only in the next semester.
- (ii) If a prior approval for semester drop had not been obtained from Dean (Academic) in the previous semester, a fine of Rs.10,000/- will also be imposed during the registration for the subsequent semester.
- (iii) Dropping two semesters without any prior approval from Dean (Academic) shall lead to automatic de-registration from the academic program. The Scholars who have been de-registered will require an approval from the Chairman, Senate through DPGC and Dean (Academic) before re-registration for a semester is allowed to them. The period of drop/de-registration will be counted in the maximum duration required to complete the program by such scholars.
- (iv) In case of an approved Semester Drop or approved Semester Leave, no hostel facility will be provided and no fee is required to be paid by the scholars for that semester.
- (v) The dropped semester(s) will be counted in the maximum duration required to complete the program.

3.5 Change of Registration from Full-Time to Part-Time/External Ph.D. Program

A scholar admitted as a full-time Ph.D. scholar may be permitted to convert to a Part-Time/External Ph.D. scholar subject to fulfillment of the following requirements and once the registration is changed, scholar cannot revert back from Part-Time to Full-Time:

- (a) Cleared all the courses prescribed in the course structure.

- (b) Cleared the Comprehensive Examination with “SATISFACTORY” grade within the specified duration.
- (c) Delivered the Research Proposal Seminar satisfactorily.
- (d) Request of the change of registration from Full-Time to Part-Time should be endorsed by the supervisor(s) and to be recommended by the concerned DSC [in **Form PH20**] and submitted to academic section before joining the job.

Such conversion, if approved by the Dean (Academic), will be subject to the following conditions:

- (a) Since the scholar joins the Ph.D. program as a Full-Time scholar the maximum duration for completion of the academic program will remain the same. The scholar must complete her/his thesis within the time limit stipulated in the Table 8.1(A/B), as applicable.
- (b) Provision of conversion from full-time to part-time/external status can be availed only once by the scholar during her/his program.

After completion of all formalities and clearance of dues, the scholar will be allowed to change her/his registration from Full-Time to Part-Time provisionally subject to the condition that a 'No Objection Certificate' (NOC) from the employer will be submitted within two months from the date of issuing the Office Memorandum. The change of registration of the scholar from Full-Time to Part-Time will be confirmed only after submission of the NOC to the Academic Office.

If the NOC from the employer is not submitted within the stipulated period then the provisional change of registration from Full-Time to Part-Time will be null and void. Consequently, the absence of the scholar will be considered as unauthorized absence and will result in termination of the academic program of the scholar. However, if the scholar resigns from the organization before completion of two months given for submission of NOC and is willing to continue his/her Ph.D. as full time scholar the same may be allowed subject to fulfillment of the following conditions:

- (i) Relieving letter from the organization
- (ii) Consent of the Supervisor
- (iii) No fellowship arrears will be given for the period from the date of provisional conversion (from Full time to Provisional Part time) to the date of re-conversion (from Provisional Part time to Full Time).

3.6 Cancellation of Registration

3.6.1 Cancellation of Semester Registration

Registration of a scholar in all the courses in a Semester shall be cancelled, if a scholar remains absent from all academic activities for more than twenty (20) working days during a semester, even with an approved leaves (including medical grounds) or initiation of any disciplinary action against the scholar. In such cases, the scholar shall be granted a semester drop. However, fee paid for the semester will not be refunded.

3.6.2 Cancellation of Registration in a Course

Registration of a scholar in a course may be cancelled at any stage, if it is found that there is a clash in time-table, (even one lecture) of two courses chosen by the scholar or if it is found that

s/he is not eligible to register for that course for any other reason. Initiation of any disciplinary action against the scholar may also lead to de-registration of course(s).

3.7 Academic Registration for Summer Semester

A scholar (joining the program either after Master's degree not in relevant field or after Bachelor's degree in Engineering) may register for the summer semester as per the Academic Calendar to meet the course work requirements a semester in advance.

3.7.1 Guidelines for opting courses in Summer Semester

- (a) The maximum number of courses that can be registered in the summer semester of the session will be limited to two full courses. One modular course will be equivalent to half of a full course.
 - (b) Scholars may also choose DE/OE courses from the list of offered courses to satisfy the credit requirements of the remaining semesters in advance. By doing so, they may be able to meet their course work requirements a semester in advance. That is within the specified maximum limit (as indicated in (a) prescribed for the summer semester. No DC/DP courses will be offered during summer semester.
 - (c) Classes will be conducted regularly irrespective of the number of registered students.
 - (d) The attendance requirement will be the same as that of regular semesters.
-

The DPGC shall review the academic performance of scholars at the end of each regular semester. A deficient scholar may be placed on Warning or Academic Probation or Termination.

4.1 Criteria for placing scholars on Warning / Academic Probation

The criteria for placing scholars on Warning / Academic Probation depends on the evaluation of the research credits of every semester and is described as:

Academic Warning : On Accumulation of 2X
Academic Probation : On Accumulation of 3X

A letter of academic warning/probation will be issued to a Ph.D. scholar by the office of the Dean (Academic) with a copy to the concerned Supervisor/Convener, DPGC. A list of the deficient scholars placed on Warning and Academic Probation to be reported to the Senate at the end of every semester.

In case of accumulation of 2X/3X, a message showing warning/academic probation will also be visible on the MIS portal of the respective scholar.

In addition, the scholar shall also abide by the following rules when s/he will be placed on Academic Probation:

- (a) No financial assistance shall be given to the scholar during the academic probation period to present/attend any conference/workshop/etc. However, fellowship of the scholar will not be stopped.
- (b) No vacation leave shall be permissible to the scholars during the entire period of the Academic probation.

Note:

1. *If any scholar placed on academic deficiency **shows better performance in the subsequent semester and obtains 4S grades**, then s/he will be out of academic warning/ academic probation and the following terms and conditions which were imposed due to academic deficiency shall be revoked:*
 - (a) *No financial assistance shall be given to the scholar during the academic probation period to present/attend any conference/workshop etc. However, fellowship of the scholar will not be stopped.*
 - (b) *No vacation leave shall be permissible to the scholars during the entire period of Academic Probation.*
2. *However, at the time of counting of the X grade for fulfilment of “Academic Deficiency Criteria of Accumulation of X grades”, the criteria shall remain the same till the termination by accumulation of 4X grades.*
3. *After termination, if the academic program is reinstated in any semester then all the previously accumulated X grades for which academic program was terminated shall not be counted towards the further accumulation of X grades. In this case, fresh accumulation of X grades shall be counted from the semester which the academic program of the scholar is reinstated.*

4.2 Criteria for Termination from the Academic Program

The academic Program of the scholars may be terminated due to any of the following academic reasons:

- (a) Failed to complete the course work within the specified duration.
- (b) *Obtained 'F' grade in any course.
- (c) Secured the CGPA less than the required minimum CGPA of 6.5 after completion of the course work.
- (d) Non-Completion of the Comprehensive Examination within the specified duration.
- (e) Unsatisfactory Grade (twice) in the Comprehensive Examination.
- (f) Non-Completion of the Research Proposal Seminar within the specified duration.
- (g) Unsatisfactory Grade (twice) in the Research Proposal Seminar.
- (h) Accumulation of 4X against the registered thesis credits.
- (i) Non-Completion of the academic Program within the specified maximum duration (maximum duration to be counted including the periods of semester leave and termination).

Note:

- *The scholar admitted in year 2023 onwards will be given an opportunity to clear the failed courses ('F' Grade) within four semesters from the date of admission. The failed DCPG courses must be repeated and the elective courses (DEPG/OEPG) may be repeated or substituted (as per the recommendation of the DSC).

4.3 Appeal against Termination

A scholar may appeal to the Chairman, Senate for reinstating her/his academic Program. In the case of termination due to inadequate and unsatisfactory academic performance, the scholar must clearly explain the reasons for the poor academic performance, including how those reasons will not adversely affect her/his performance in the future. Only those appeals will be put up before the Senate for consideration which will be admitted by the Chairman, Senate. The Senate shall take a final decision after considering the inputs of the supervisor and the recommendations of the DSC and the DPGC.

A scholar may re-appeal, in case of rejection/non-admittance of her/his appeal. However, the re-appeal will be admitted for consideration by the Senate only if it is found that some new inputs are provided or a vital piece of information missed earlier has been provided subsequently by the scholar.

All such appeals/re-appeals must be submitted online through the parent portal within the deadline given for the purpose. Appeals/Re-appeals submitted through any other mode may not be processed by the Institute.

4.4 Terms and conditions for considering of the appeal of the Ph.D. scholars whose academic program is terminated due to academic/non-academic reason(s)

- (a) Appeals of scholars terminated in a semester, if admitted, will be considered for reinstatement only from the next regular semester i.e., if academic program of a scholar is terminated in Monsoon/Winter Semester then the appeal of that scholar, if admitted, will be considered for a possible reinstatement from subsequent Winter/Monsoon Semester respectively.

- (b) For the Full-Time scholars (availing the Institute fellowship), the terminated period will be counted towards the maximum duration of getting the fellowship [i.e., five years (sixty months)]. Duration of the fellowship will be counted from the date of admission in the Ph.D. program including the period of termination, if any. After reinstatement in the Ph.D. program, no arrear will be paid for the period of termination.
- (c) The reinstated Part-Time/External scholars as well as those full-time scholars who are not getting Institute fellowship are allowed to register for a semester subject to deposition of a fine amount of Rs.10,000/- along with the usual semester fee.
- (d) If the academic program of the scholar is terminated, whether due to academic or non-academic reason, or/and s/he avails semester leave(s) then the **entire period of termination/semester leave will be counted**, at the time of calculation, towards the minimum and maximum duration prescribed for completion of the Ph. D. program.

The supervisor in consultation with the Convener, DPGC shall constitute **[Form PH2 is applicable]** a Doctoral Scrutiny Committee (DSC) for each candidate admitted to the Research Program leading to Ph.D. degree. All the process for constitution of DSC has be completed after allotment of supervisor and before allotment of elective courses to the scholar.

The Doctoral Scrutiny Committee (DSC) of the scholars admitted in Winter Semester (2022-2023) or afterwards will have at least three members as mentioned below.

- Chairperson : A Faculty member out of a panel of three Faculty members suggested by the Supervisor (s). The Chairperson of DSC shall be from the same department of the Institute and preferable having same area of research as that of scholar. In any case, the Supervisor will not be the Chairperson of the DSC for the same scholar.
- One Member from a Sister Department: From a panel of three members suggested by the Supervisor(s).
- Supervisor and Co-Supervisor (if any)
- The Supervisor shall be the Convener of the DSC.

However, the Doctoral Scrutiny Committee (DSC) of the scholars admitted in Monsoon Semester (2022-2023) or before will have at least six members as mentioned below.

- Chairperson : A Faculty member out of a panel of three Faculty members suggested by the Supervisor (s). The Chairperson of DSC shall be either from the same department or from other Department of the Institute. Provided that the Chairperson so proposed has expertise in the same discipline as that of research proposal. In any case, the Supervisor will not be the Chairperson of the DSC for the same scholar.
- Two Members from the Department: To be suggested by the Supervisor
- Two Members from a Sister Department: From a panel of four members suggested by the Supervisor(s)
- Supervisor and Co-Supervisor (if any)
- The Supervisor shall be the Convener of the DSC.

The list of faculty members recommended for DSC (in PH2 form) should be sent to the Office of Dean (Academic) through the Convener, DPGC. The Constitution of DSC will be approved by Dean (Academic) / Associate Dean (Academic – PG).

The quorum for any meeting of the DSC shall be the following:

- Chairperson
- One Member from the Sister Department
- One Member from the Department (not required for the scholars admitted in Winter Semester 2022-2023 or afterwards)
- Supervisor (s)

If a DSC member (excluding Supervisor) goes on leave for more than one year or resigns/retires from IIT (ISM) Dhanbad, the Dean (Academic) will nominate another member on the suggestion of the DSC Chairperson. In case the DSC Chairperson goes on leave for more than one year or resigns/retires from IIT (ISM) Dhanbad, the Dean (Academic) will nominate a new DSC Chairperson on the recommendation of the Convener, DPGC.

Notice for DSC meeting should preferably be issued at least seven working days prior to the date fixed for the said meeting. All the decisions and recommendations made by the DSC shall be specified in the prescribed forms which must then be forwarded to the office of Dean (Academic) for approval and further course of action.

6.1 Medium of Instruction and Duration of Classes

The medium of instruction & evaluation in the Institute is English. Therefore, the answers written in languages other than English language will not be taken cognizance of and the part written in language other than English may not be graded. Duration of a class is normally fifty (50) minutes. However, depending on the need, the duration of the class may be of 75 minutes.

6.2 Offering a New Course

The process for offering a new course(s) is presented below:

- (a) A new course can be proposed, in the approved format, by a faculty member.
- (b) The proposal should be sent to DPGC Convener of the respective department for its consideration. The Convener will present the same in the DAC for the necessary consideration.
- (c) As per the approved guidelines of the Senate and decision of the DAC, the Course Content will be finalized by the DPGC in consultation with the concerned course instructor(s).
- (d) Convener, DPGC will circulate the proposal through email among the faculty members of the Institute for comments/feedback.
- (e) The finalization of course content in consultation with DAC based on comments/ feedback received.
- (f) DPGC will send the final course proposal to the SPGC for consideration. The DEPG/OEPG courses will be approved by the SPGC.
- (g) For DC courses the approval from the Senate through SPGC is mandatory.
- (h) The HoD will implement the approved courses in the academic curriculum.

The approval for any new course to be offered in a semester must be taken 30 days before the start of pre-registration for that semester.

6.3 Courses to be offered in a given Semester

The list of courses to be offered by a department under an academic program in the subsequent academic year is to be finalized at least Thirty days prior to the starting of the Pre-registration for next semester by the Head of the Department through the Departmental Advisory Committee (DAC). All the requirements of the course structure are to be considered before deciding the courses to be offered in a regular semester.

6.4 Conduct of Courses

Each course is preferably conducted by a single instructor with the assistance of Teaching Assistants (TAs). The instructor is responsible for instruction, giving home assignments, holding quizzes and examinations, evaluating the performance of the scholars, and awarding and submitting the grades. In certain cases, faculty from other departments may have to provide tutors for tutorial, laboratory work, grading etc.

Course Coordinators who are conducting courses with a large number of scholars in multiple sections will be assisted by Instructors and TAs. The Coordinator is responsible for planning the course instructions, giving home assignments, holding quizzes and examinations, evaluating the performance of the scholars, and awarding and submitting the grades. Tutorial classes should not be converted to lecture classes.

6.5 Minimum Number of Scholars in an Elective Course

Normally, a minimum of five (5) students is required to run an elective course. The approval of the Chairman, Senate should be taken for running the courses with less than five students. The maximum numbers of students in an elective course may be one hundred or more depending on the need.

6.6 Attendance in Class

All scholars are required to attend every lecture, tutorial and practical classes. Minimum 75% attendance is compulsory for all the students for appearing in the semester examinations. All approved leaves (including leave on medical grounds) availed by the scholars during the semester comes under the rest of 25% attendance. However, the course work attendance is not mandatory for part-time scholars.

The Course Coordinator/Instructor taking the class is required to upload the attendance regularly on MIS. Each scholar is expected to check and keep a record of her/his attendance through MIS. In case of non-availability of the attendance on MIS or any discrepancy in uploaded attendance, the scholar should approach the Instructor/Head of Department immediately for availability/rectification.

If any scholar has a shortage of attendance, s/he will not be allowed to appear in the examination.

If a scholar remains absent from all academic activities for more than 20 working days in a semester, even with an approved leave (including medical ground), her/his registration for all the courses in that semester will be cancelled resulting in a semester drop.

6.7 Evaluation

The evaluation of the performance of a scholar in a course is a continuous process. The performance in a course is evaluated through a mid-semester examination, an end-semester examination, quizzes, assignments, class tests, laboratory work (if applicable), etc.

Only the registered scholars will be evaluated for each courses. Even though the scholar have attended all the classes of a course and somehow also appeared for quizzes, mid semester examination of that course, s/he will not be evaluated if that is not a registered course(s) for her/him.

The Course Coordinator/Instructor must do the following on the very first day of the class:

1. Uploading of the lecture plan, in approved format, on MIS. It should also include prescribed text/reference books.
2. Informing the details of lecture plan to the scholars.
3. Informing about the mode of examination: Closed Book / Open Book. In case of Open Book examination, an intimation to be sent to the office of Dean (Academic) within 7 days from the commencement of the classes.
4. Informing the weightage of each component of evaluation, for e.g., examination, quizzes, assignments etc., which are used to determine the final grade in the course. The following guidelines to be adopted for the same:

(a) For Regular Course:

The grade may have the following percentage of weightage:

- (i) 70-80% in mid-semester and end semester examination. The proportion in mid semester and end semester will be 4:6.

(ii) Remaining 20-30% weightage may be based on quizzes, case studies, assignment etc.

(b) For Modular Course: The weightage for various components for the Modular courses may be 30-40% weightage for Quiz (at least 1) and 60-70% for the End-semester Examination.

5. Any other useful information.

6.8 Examinations

The arrangement for mid-semester and end-semester examinations are made by the Academic Section during the period as specified in the Academic Calendar. No deviation is allowed in the examination schedule and location, without the specific written permission of the Dean (Academic).

The Course Coordinator/Instructor may take an open-book or closed book examination in a given course. In case of open-book examination of any course, the instructor must inform the scholar on the very first day of the class.

The following conditions are applicable for the open book examination:

- (a) Laptops, mobile phones, and other such digital media are generally not permitted for such examinations.
- (b) Laptops may be allowed for the courses in context of programming/statistics/data mining where respective course instructor may want to assess by giving data based example. All such examination will be conducted at the computer lab (without Internet connectivity). The course instructor should ensure the availability of the required data sets/software well in advance (i.e., at least a week before the date of examination). In such case an intimation to be sent to the office of Dean (Academic) well in advance (i.e., at least a week before the date of examination).
- (c) Exchange of any examination materials like books, notes, laptop etc. during the examination are not permissible.
- (d) The examination duration will remain unchanged for open book examination.

Note:

1. *If reports of any unfair means adopted during the mid-semester and/or end-semester examination of a course is submitted by the course instructor/invigilator, 'F' Grade will be awarded in the relevant course of the particular semester for the first offence. On the subsequent offence(s) during the entire period of her/his academic program, the student will be declared as failed in all the courses for which s/he has registered in that particular semester.*
2. *In case of entering in the Examination Hall with mobile phone or any other electronic gadgets or keeping it surrounding the area of Examination Hall (even in Washroom) it will be seized and as a fine an amount of Rs.5000/- will be charged. The mobile phone and the electronic gadget will be returned to the student/scholar only after depositing the fine.*

6.8.1 Guidelines for Setting of Question Papers

- (a) The question paper may comprise of different difficulty levels, such as 50% of average level, 30% of moderate level and remaining 20% of high difficulty level. At least 30-40%

numerical problems may be given in Engineering, Science and Management courses, wherever possible.

- (b) The questions of mid-semester and end-semester examinations normally cover the syllabus proportionately, i.e. the end semester question paper must include at least 60 percentage covered after mid semester and the remaining 40% may be divided between the portions before and after mid semester examination.
- (c) The course instructor must set descriptive type questions for the examination. MCQs/Fill-in-the-blanks/True-False are not allowed.

6.8.2 Conduct of Examinations

- (a) Duration of the mid-semester examination is 2 Hours and end-semester examination is of 3 Hours.
- (b) Students are not allowed to bring any bag/book/notes/paper/mobile phones etc. **inside the premises** where examination halls are situated.
- (c) Entry of students into the examination premises will be closed after 10 minutes of the start of a two-hour examination, and after 15 minutes of the start of a three-hour examination.
- (d) Students will be allowed to leave the examination hall only after one-hour of the start of an examination.
- (e) The examination (mid-semester & end-Semester) schedule will be declared by the academic section in line with academic calendar.
- (f) The sitting arrangement for mid-semester and end-semester examinations are made by the Academic Section during the period as specified in the Academic Calendar.
- (g) The examination materials (except question papers) will be provided by the academic section.
- (h) The course instructor should bring the required number of question papers during the examination.
- (i) The MIS generated updated attendance sheet for mid-semester and end-semester examinations must be brought by the concerned course instructor for using the attendance purpose, and retained with the course instructor for records.
- (j) The invigilators should verify and sign against the course of examination in the Hall Tickets. In case of any discrepancy between the attendance sheet & the hall tickets, the same to be reported to the academic section along with report of conduct of the examination.
- (k) The course coordinator is required to submit a hard copy of the Examination Conduct Report [**Form F2 is applicable**] to the office of the Dean (Academic) within 24 hours after completion of examination.
- (l) In Closed Book examination, students are not allowed to carry Mobile phone, Smart Watch, Laptop, Tablet, Bluetooth enabled devices etc. inside the examination hall during the examination. The possession of the same during the examination shall be considered as adoption of unfair means (UFM). Only in Open Book examination this restriction may be waived off with some terms and conditions.
- (m) Any kind of adoption of unfair means (UFM) has to be reported by the invigilators in the separate envelope with the following:
 - (i) Answer Booklet of a student.
 - (ii) Device, Chit etc. or Photograph of the prohibited material found in possession.

- (iii) Declaration from the student with the remarks/feedback of the invigilator.
- (n) Guidelines given in the **Annexure-V** to be followed for conducting examinations of PwD/DA scholars.

6.8.3 Mid-Semester Examination

Appearing in the Mid Semester Examination is mandatory. If a scholar is absent in the mid-semester examination and does not appear for the Make-Up examination, s/he will be awarded Zero marks in the mid semester irrespective of her/his performance in end-semester examination and other internal evaluation.

In case of absence during the mid-semester examination due to the medical reason or for any exceptional circumstances such as family calamity or any kind of exigency, the Make-up of Mid-semester examination may be conducted preferably within two weeks from the date of completion of the mid-semester examination period.

6.8.4 End-semester Examination

To clear a course, appearing in the end-semester examination is mandatory.

If a scholar is absent in the end-semester examination and does not appear for the Make-Up examination, s/he will be awarded “F” grade in the course irrespective of her/his performance in mid-semester examination and other internal evaluation.

6.8.5 Make-up Examination

In principle, scholars/scholars are allowed for Make-up Examination for Mid-semester/End-semester Examination only on medical grounds. However, in exceptional circumstances such as family calamity or any kind of exigency scholars/scholars may be allowed for Make-up Examination after considering the reason on a case-to-case basis.

If a scholar fails to appear in the mid-semester/end-semester examination in one or more course(s) due to above cited reason(s) then s/he may submit an application [**Form A4 is applicable**] to the Dean (Academic) for a make-up examination as per the below mentioned timeline:

- (a) For Mid-Semester Make-up Examination: As specified in the academic calendar.
- (b) For End Semester Make-up Examination: As specified in the academic calendar.

The application must be submitted by stating the reasons for failure to appear in the examination along with the supporting documents. In case of an illness, a certificate from the Medical Officer of the Institute’s Health Center must be submitted. Dean (Academic) may consider the application and take a decision on a case-to-case basis.

6.8.6 Relative Grading

Relative grading will be used to award grades. Grading will be template free for all programs. However, A, A+ should not exceed 25% and D, F should not exceed 10% as indicated in Table 4. For the non-contact and practical courses, grading will be made template free, like Table 5.

Table 4: For Theory Courses

Table 5: For Non-contact and
Practical courses

Grades	% of Students		
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A+, A	Max 25 %		Template Free Grading
B+, B, C+, C	65 to 100%		
D, F	Max 10%		

A course in which a student gets F grade will be considered as ‘0’ grade point for SGPA and CGPA calculation.

6.8.7 Letter Grades and Weightages

At the end of the semester, scholars are awarded a letter grade in each registered course(s) by the concerned course coordinator taking into consideration their performance in various examinations, quizzes, assignments, laboratory work (if any), etc., and their regularity of attendance in classes (if applicable). The grades will be assigned on the basis of total marks obtained in a course. But for thesis credits, Satisfactory (S) / Unsatisfactory (X) grade is awarded by the supervisor through Convener, DPGC which is not used in the calculation of SGPA/CGPA.

The letter grades, their descriptions, and the numerical equivalents on a 10-point scale (called Grade Points) are as shown in Table 6:

Table 6: Details of Letter Grades

Grade	Grade Point	Description
A+	10	Outstanding
A	9	Excellent
B+	8	Very Good
B	7	Good
C+	6	Above Average
C	5	Average
D	4	Pass
F	0	Fail
S	0	Satisfactory
X	0	Unsatisfactory
I*	0	Incomplete

**To be converted in Pass/Fail grade after completion of the required process of that semester.*

‘I’ grade shall be awarded to a scholar in case s/he is unable to appear in the regular end-semester examination and has been allowed for the make-up examination. In this case, “I” grade will be converted to a letter grade depending on her/his performance in the make-up examination. Otherwise, all “I” grade will be converted in to “F” grade automatically at the time of publication of result of that respective semester.

If a scholar's make-up end-semester examination of a course is evaluated after the regular grades of the same course has been submitted, then the scholar should be assigned a grade based on the cut-off marks for the regular grades and will be considered supernumerary.

6.8.8 Results of Examinations and Quizzes

The final grades of all the registered scholars in a course must be submitted as per the timeline given in Table 7:

Table 7: Timeline for submission of Grades

Sl. No.	Scholar registrations for a course	Time to show answer scripts (days*)	Mark submission & Grading (days*)	The hard copy of Grading Details & Statistics is to be sent to the Academic Section by (days*)
1	Up to 25	3	4	5
2	26 to 100	6	7	8
3	101 to 150	8	9	10
4	Above 150	9	10	11

** To be counted from the date of examination (excluding the exam date).*

Answer books for mid-semester and end-semester examinations must be shown to the scholars at a mutually convenient time, within the specified period as mentioned in academic calendar. Answer books for quizzes must be shown to the scholars within seven working days from the date of the quiz. The written comments of the scholars may be considered before assigning the final grades.

Solutions to examinations/quizzes with stepwise marking for each question must be uploaded in MIS before showing the answer books to the scholars. Scholars are responsible to be present to see the answer books, assignments, etc. at the time specified by the Course Coordinator/Instructor.

All answer books shall be preserved for one year from the date of examination by the concerned course instructor.

6.8.9 Semester Grade Point Average (SGPA)

The following formula may be used for calculating the Semester Grade Point Average (SGPA):

$$SGPA = \frac{TCP}{TC} = \frac{G_1C_1 + G_2C_2 + G_3C_3 + \dots}{C_1 + C_2 + C_3 + \dots}$$

where, G_1 , G_2 , etc. stands for the Grade Point obtained in the specified courses and C_1 , C_2 , etc. stands for the Credits of the respective courses. TCP stands for Total Credit Points and TC stands for Total Credits. SGPA stands for the Semester Grade Point Average and will be calculated up to 2 places of decimal.

S and X grades shall not be considered in the calculation of SGPA.

6.8.10 Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) indicates the cumulative academic performance of a scholar. It is computed in the same manner as the SGPA, except that all the courses registered up to and including the latest completed semester are considered in the calculation of CGPA, as indicated below.

The CGPA (Cumulative Grade Point Average) at the end of the second semester onwards until the program is completed shall be calculated on the basis of the Total Credits for courses of each semester as indicated below:

$$CGPA = \frac{TCP_1 + TCP_2 + TCP_3 + \dots}{TC_1 + TC_2 + TC_3 + \dots} = \frac{\sum_{i=1}^n TCP_i}{\sum_{i=1}^n TC_i}$$

Where, 'i' is the number of the semester. Along with the SGPA, the Cumulative Grade Point Average (CGPA) shall also be shown in the Grade Card / Report of every semester of the program.

6.8.11 Declaration of the Final Result

The grades earned by a scholar in each semester examination can be seen and downloaded from the MIS. A Final Grade Sheet shall be issued to each scholar on completion of the academic program. A duplicate copy, if required, can be obtained on payment of the prescribed fee.

6.8.12 Conversion of CGPA to Percentage

The graduating CGPA multiplied by 10 will give the graduation marks in percentage.

6.8.13 Withholding of Grades

The grades of a scholar may be withheld, if s/he has not paid the dues, or if there is a case of misconduct / unfair means / non-submission of semester feedback / disciplinary action pending against her/ him, or for any other appropriate reason as per the directives of the Senate.

6.8.14 Change of an already Awarded Grade

A grade once awarded shall be final. However, upon a request from the Course Instructor [**Form F1 is applicable**] routed through the Head of the Department, the Chairman, Senate in consultation with the Dean (Academic) may allow the revision of grades with proper justification.

The change of grade request should contain the proper justification about the request and that should include:

- (a) Existing details of marks distribution against each course components.
- (b) Corrected details of marks distribution against each course components.
- (c) Highlighting the portion of the answer scripts (if any), which has affected the marks/grade awarded.

No request for a change of grade(s) shall be considered, if the request is made after six weeks of the declaration of the result.

6.9 Course Feedback

The students will give feedback against all the registered courses of every semester and the instructors involved in teaching those courses through MIS, within the specified duration given in the Academic Calendar.

This is mandatory for the students to give the feedback. If any student fails to give the feedback within the specified duration then the result of the student will not be declared of that particular semester and the grade card of the student will not be generated on the MIS portal. In addition,

the student will not be eligible for participating in the branch change and getting any kind of financial assistance. A fine of Rs.1000/- may also be imposed on the defaulters.

6.10 Guidelines for appointment of Supervisor / Co-supervisor (Internal) / Co-supervisor (External)

A. Appointment of Supervisor / Co-supervisor (Internal) / Co-supervisor (External)

Appointment of Supervisor	<ul style="list-style-type: none"> For scholars <u>admitted in the Monsoon Semester 2022-23</u>, the appointment of supervisor will take place after completion of the First Semester (based on the choices as well as academic performance of the first semester and other modalities decided by the department). <u>From the Winter Semester 2022-23 onwards</u>, the supervisor will be allotted after the admission process is completed and within five working days of the physical registration of the newly admitted scholars. At least four years should remain for attaining the age of superannuation of the Supervisor. Otherwise, another faculty member with at least six years of remaining service at IIT (ISM) will be nominated as a Co-Supervisor for that Ph.D. scholar along with the Supervisor. The maximum number of research scholars that one Supervisor can supervise, at any point of time should normally be five (excluding the scholars who are selected on the basis of getting financial assistance from other prestigious National and International bodies). For the calculation of the number, 50% weightage will be considered for the part-time / external candidates and for joint supervision. The scholars who have already submitted the thesis will not be counted in the number of scholars under the Supervisor. 	
Appointment of Co-Supervisor (Internal)	<ul style="list-style-type: none"> May be appointed from the Institute. Should at least be at the post of Assistant Professor or equivalent having a Ph.D. degree. At least six years should remain for attaining the age of superannuation of the Co-Supervisor. If it is required to appoint a non-faculty member as a Co-Supervisor (internal), then the rank of the Co-Supervisor should not be below the rank of Senior / Principal Scientific Officer. The person should have outstanding knowledge and experience in the specific research area. 	One or two Co-Supervisor(s) is (are) permissible, but not more than two.

	<ul style="list-style-type: none"> • CSIR / other Emeritus Fellows / Scientists / Emeritus/Visiting/Chair/Adjunct Professors having a Ph.D. degree and currently holding office at IIT (ISM) with an appointment period of at least two years can be a Co-Supervisor (internal) along with a Supervisor who has at least 6 years of service remaining at IIT (ISM). • Recommendation of DSC is mandatory. • Approval of the Chairman, Senate is mandatory. 	
Appointment of Co-Supervisor (External)	<ul style="list-style-type: none"> • May be appointed from other Institutes / Organizations subject to fulfillment of the eligibility criteria prescribed for appointment of a co-supervisor (external). • In principle, Co-Supervisor (external) should at least be at the post of Assistant Professor or equivalent having a Ph.D. degree. • Will be done subject to completion of all the procedural aspects, such as submission of curriculum vitae; consent letter of the Co-Supervisor; No-Objection Certificate from the institutions / organization / R & D Unit where Co-Supervisor is currently employed. However, NOC is optional in case of the Co-Supervisor to be appointed from the foreign organizations. • In case of collaborative research, if any scholar makes a request to appoint a Co-Supervisor and the Co-Supervisor is appointed on the request of the scholar subject to satisfying the qualification criteria, then IIT (ISM) will not have any financial responsibility for the research visit (s), if required. • Faculty from other CFTIs / Universities, or Experts from Industry with a Ph.D. in relevant area/ Master's degree in Engineering / Management with adequate professional experience in the relevant field, may be nominated as a Co-Supervisor (external), based on the recommendation of the DSC after duly considering the Co-Supervisor's credentials. If the Co-Supervisor's organization does not have a MoU with IIT (ISM), then s/he shall sign an Intellectual Property Rights (IPR) / Non-Disclosure Agreement (NDA). IIT (ISM) will have no financial obligation towards this Co-Supervisor (external). • Recommendation of DSC is mandatory. • Approval of the Chairman, Senate is mandatory. 	

B. Change/Addition of Supervisor or Co-supervisor (Internal/External)

Supervisor resigns or superannuates after pre-submission seminar	Having Co-Supervisor (Internal)	<ul style="list-style-type: none"> • If that scholar wants to complete her / his thesis under the supervision of the existing supervisor and the concerned supervisor expresses her / his willingness that s / he will continue to be a supervisor after superannuation, then no change in supervisor(s) is required. And the Institute will not have any kind of financial responsibility towards the supervisor related to supervision of the scholar after superannuation. • Otherwise, DSC in consultation with the co-supervisor, may recommend for appointing a new supervisor or the existing co-supervisor may be appointed as a supervisor. • Approval of the Chairman, Senate is mandatory.
Supervisor resigns or superannuates before pre-submission seminar	Having Co-Supervisor (Internal)	<ul style="list-style-type: none"> • DSC, in consultation with the co-supervisor, may recommend for appointing a new supervisor or the existing co-supervisor may be appointed as a supervisor. • The current supervisor may guide the scholar as a co-supervisor (external). And the Institute will not have any kind of financial responsibility towards the co-supervisor (external) related to supervision of the scholar after superannuation. • Approval of the Chairman, Senate is mandatory.
Supervisor resigns or superannuates before pre-submission seminar	Not having Co-Supervisor (Internal)	<ul style="list-style-type: none"> • DSC, in consultation with the supervisor, may recommend for appointing a new supervisor. • The current supervisor may guide the scholar as a Co-Supervisor (External). And the Institute will not have any kind of financial responsibility towards the Co-Supervisor (External) related to supervision of the scholar after superannuation. • Approval of the Chairman, Senate is mandatory.
If the Supervisor of any scholar proceeds on leave (Sabbatical / FST/ Special Leave) for less than a year.	Not having Co-Supervisor (Internal)	<ul style="list-style-type: none"> • DPGC, Convener may appoint a program coordinator based on the recommendation of the DSC. • Approval of the Chairman, Senate is mandatory.
	Having Co-Supervisor (Internal)	<ul style="list-style-type: none"> • Co-Supervisor will play the role of supervisor during the entire leave period of the supervisor. • Approval of the Dean (Academic) is mandatory.
If the Supervisor of any scholar proceeds on leave (Sabbatical / FST / Special Leave) for more than a year.	Not having Co-Supervisor (Internal)	<ul style="list-style-type: none"> • DSC, in consultation with the current Supervisor, may recommend for appointing a new Supervisor. • The current Supervisor may guide the scholar as a Co-Supervisor (External). And the Institute will not have any kind of financial responsibility towards the Co-Supervisor (External) related to supervision of the scholar after superannuation. • Approval of the Chairman, Senate is mandatory.
	Having Co-Supervisor (Internal)	<ul style="list-style-type: none"> • DSC, in consultation with the Co-Supervisor, may recommend for appointing a new Supervisor or the existing Co-Supervisor may be appointed as a Supervisor. • The current supervisor may guide the scholar as a Co-Supervisor

		<p>(External). And the Institute will not have any kind of financial responsibility towards the Co-Supervisor (External) related to supervision of the scholar after superannuation.</p> <ul style="list-style-type: none"> • Approval of the Chairman, Senate is mandatory.
Change of Supervisor / Co-Supervisor for other reasons		<ul style="list-style-type: none"> • May be allowed subject to the consent of the research scholar, the present Supervisor / Co-Supervisor and the proposed Supervisor / Co-supervisor. • Should be done at least one year prior to the last date of completion of the maximum duration of the Ph.D. program. The scholar cannot make any request to extend the duration of completion of the Ph.D. program due to changing / appointing of Supervisor/Co-supervisor. • Recommendation of DSC is mandatory. • Approval of the Chairman, Senate is mandatory. • The scholar will be allowed to submit of her / his thesis only after completion of Twelve Months from the date of approval of the change / addition of Supervisor / Co-Supervisor. However, this constraints is not applicable if the change of supervisor took place due to any administrative reason (leaving institute on lien to other institute, resigned etc.).

In all such cases, the request must be sent to the academic office [**Form PH21 is applicable**].

6.11 Process for Appointment of a Co-supervisor (Internal/External)

The scholar may make request [**Form PH21 is applicable**] to the supervisor for inclusion of a Co-supervisor (Internal/External), with proper justification. Based on the consent of the supervisor, the Convener, DPGC will send the DSC recommendation to the Chairman, Senate through Dean (Academic) for approval. For including a co-supervisor, the following documents shall also be submitted:

- (i) Consent letter of the Co-supervisor and
- (ii) Brief bio-data, in case of the External Co-supervisor.

Note: After inclusion of Co-Supervisor, scholar will be allowed for Pre-Submission Seminar only on completion of twelve months from the date of inclusion. However, the condition to wait for a period of twelve months for Pre Submission Seminar after inclusion of Co-supervisor would not be applicable in case of retirement of Supervisor.

CHAPTER 7 ACADEMIC REQUIREMENTS FOR THE AWARD OF DEGREE

7.1 Minimum and Maximum Duration

Table 8.1(A) lists the minimum duration and maximum duration allowed in the program, and credit requirements for graduation for presently registered scholars who were admitted in academic year 2022-2023 or before. "Course Work" includes only postgraduate course credits unless otherwise stated. The Minimum and the Maximum Duration shall be counted from the scholar's first registration date, i.e., admission date and shall include the periods of semester leave, drop, de-registration and termination, if any. CGPA will be calculated on the basis of all permitted courses taken by the scholar.

Table 8.1(A): Minimum Duration, Maximum Duration and Academic Requirements (For presently registered scholars who were admitted in academic year 2022-2023 or before)

Sl. No.	Program [Qualifying Degree]	Minimum Total Credits (# ^)	Minimum Credit through Course Work#	Minimum Credit through Research Work^	Minimum Duration (Semester)^^	Maximum Duration (Semester)^^ \$
1	Ph.D. [after Masters in relevant field]	306*/315**	90*/99**	216	8 Semester	12 Semester
2	Ph.D. [after BE/B. Tech or Masters not in relevant field]	324*/333**	108*/117**	216	9 Semester	14 Semester

* - For Option I of Ph.D. Course Structure.

** - For Option II of Ph.D. Course Structure..

Note:

Course work credits are calculated as follows: $C = 3L + 2T + 1P$; where C = credits, and L , T and P refer to lecture, tutorial and practical hours/week in a course. In our definition, course is same as subject.

As per the Course Structures of Ph.D. Program [Option I/Option II]

^ Details are provided in Section 2.2

^^ Excluding Summer Semester.

\$ For Part-time/External scholars, an additional two semesters may be given. For scholars (Full-Time/Part-Time/External) admitted in the year 2017 or before, the maximum duration will be 7 years from the date of registration.

Table 8.1(B) lists the minimum duration and maximum duration allowed in the program, and credit requirements for graduation for the scholars admitted in the academic year 2023-2024 and later. CGPA will be calculated on the basis of all permitted courses taken by the scholar.

Table 8.1(B): Minimum Duration, Maximum Duration and Academic Requirements (For Scholars admitted in the academic year 2023-2024 and later)

Sl. No.	Program [Qualifying Degree]	Minimum Total Credits (^)	Minimum Credit through Course Work	Minimum Credit through Research Work	Minimum Duration (Semester)^^	Maximum Duration (Semester)^^ \$
1	Ph.D. [after Masters in relevant field]	279	63	216	8 Semester	12 Semester
2	Ph.D. [after BE/B. Tech or Masters not in relevant field]	297	81	216	9 Semester	14 Semester

[^] Details are provided in Section 2.2

^{^^} Excluding Summer Semester.

^{\$} Additional two semesters may be given to Part-time/External Scholars.

7.1.2 Guidelines for extending the duration of Ph.D. Registration

- a) All the Ph.D. scholars (Full-Time/Part-Time/External) will have to register for 36 credits of thesis in every semester (Monsoon/Winter)
- b) No extension is required within the specified maximum duration.
- c) After completion of the maximum duration, the academic program of the scholar will be terminated automatically. However, the scholar may make an appeal for reinstatement. At the time of appeal, the following needs to be submitted by the scholar to the supervisor along with the application [**Form A5 is applicable**]:
 - (i) A proper justification for the reason for which the academic program has not been completed within the stipulated period.
 - (ii) An undertaking that the thesis will be submitted within the extended period failing which the academic program will be terminated automatically and no further appeal for reinstatement will be entertained.
 - (iii) A complete thesis in proper format representing the work done till date.
 - (iv) A schedule, specifying the tentative dates, by which the pending activities related to the completion of research and submission of thesis will be completed.
- d) All such appeals will be considered by the Chairman, Senate on case-to-case basis and maximum two semesters (one year) may be given to the scholar based on the progress on the research work and required duration for completion of the academic program, beyond the specified maximum duration prescribed for completion of the Ph.D. program. However, the exact duration of extension will be counted from the date of admission of the scholar and accordingly the academic program of the scholar will be reinstated.
- e) Semester registration and fee payment is mandatory during the extended period. And no semester leave is permitted during the extended period.

- f) Thesis submission has to be completed within the extended period given to the scholar.
- g) No further extension will be permissible after completion of the extended period whatever the reason may be and the academic program of the scholar will be terminated automatically at the end of the extended duration.
- h) During the extended period (two semesters) i.e., beyond the maximum duration, no financial support will be granted for attending/presenting papers in any conference/workshop including contingency to the Full-Time scholars. Moreover, if the academic program of the Full-Time scholar is reinstated then s/he will not be allotted any hostel accommodation for the rest of the period of completion of the academic program.

7.2 Course work

7.2.1 Scholars joining after Master's in relevant field

I. For a scholar admitted in academic year 2022-2023 or before:

During the first two to four semesters, scholars are preferably required to register only for the course work. Minimum ten to eleven courses have to be taken from the following:

- a) Three to Four Departmental Compulsory Courses.
- b) One Departmental Compulsory course on numerical methods/modeling/simulation use of Python/MATLAB/Mathematica etc. related to the Department offered by respective Department other than Humanities and Social Sciences. The scholar of Humanities and Social Sciences department will take another Departmental Compulsory Course in lieu of the course on numerical methods/modeling/simulation use of Python/MATLAB/Mathematica etc.
- c) Four Elective courses (36 Credits) of PG Level to be decided in consultation with the supervisor/DSC. However, the Ph.D. scholar may have an option to choose up to one UG level course (of Level 4) from the UG course structure for completion of the credit requirement subject to the recommendation of DSC.
- d) Research Methodology offered by the respective Department.
- e) Research and Technical Communication.
- f) If guide desires, s/he can ask the scholar to get registered for more courses in addition of the prescribed course structure.

Note:

- (1) *The scholars, except those registered in the Department of Humanities and Social Sciences, are required to clear the course on Research and Technical Communication before the Research Proposal Seminar. However, this course shall not be counted towards CGPA calculation. Above (i)-(v) will comprise of minimum ten to eleven courses.*
- (2) *The scholars registered in the Department of Humanities and Social Sciences will take another Departmental Compulsory Course in place of the course on Numerical Methods/Modelling/simulation, as given in (ii) above to fulfill the credit requirements.*
- (3) *The scholars registered in the Department of Humanities and Social Sciences have to clear the course on Research and Technical Communication as the normal course within the first two Semesters. This course shall also be counted towards CGPA calculation.*

The minimum credits through course work needs to be completed as per the timeline given below failing which the candidature is deemed to be terminated:

(a) For Course Structure as per Option I:

- The Full-Time scholars (joined after Masters in relevant field) must complete the required credits within the first two semesters.
- The Part-Time/External scholars must complete the required credits within the first four semesters.

(b) For Course Structure as per Option II:

- The Full-Time scholars (joined after Masters in relevant field) must complete the required credits within the first two semesters (Except course on Research and Technical Communication).
- The Part-Time/External scholars must complete the required credits within the first four semesters.

II. For a scholar admitted in academic year 2023-2024 and later:

During the first two to four semesters, scholars are preferably required to register only for the course work. Minimum five courses [except Research Methodology & Research and Technical Communication course (S/X Mode)] have to be taken from the following:

- a) One Departmental Compulsory Course (DCPG) based on their specialization.
- b) One Departmental Compulsory course (DCPG) on numerical methods/modeling/simulation use of Python/MATLAB/Mathematica etc. related to the Department offered by respective Department other than Humanities and Social Sciences. The scholar of Humanities and Social Sciences department will take *Research and Technical Communication* Course in lieu of the course on numerical methods/modeling/simulation use of Python/MATLAB/Mathematica etc.
- c) Three courses (offered as DCPG/DEPG/OEPG) (27 Credits) of Level 5 to be decided in consultation with the supervisor/DSC. However, the Ph.D. scholar may have an option to choose up to one UG level course (of Level 4) from the UG course structure for completion of the credit requirement subject to the recommendation of DSC.
- d) If guide desires, s/he can ask the scholar to get registered for more courses in addition of the prescribed course structure.
- e) For part-time Ph.D. Scholars, suitable full semester NPTEL/SWAYAM courses or courses completed from UGC/AICTE approved Higher Education Institutions fulfilling credit requirements of the Institute where appropriate credit transfers are possible may also be prescribed by DSC for course work.

The above mentioned courses of 45 credits shall be considered towards calculation of CGPA of course work (minimum requirement of CGPA is 6.5) for the continuation of academic program.

In addition to this, the following courses needs to be completed in any semester but before the request for Pre-Submission Seminar is submitted:

- (i) Research Methodology (RM) with S/X mode
- (ii) Research & Technical Communication (RTC) with S/X mode. This course is full credit course, with letter grade, for the HSS department and it need to be cleared within first 4 semesters.

7.2.2 Scholars joining either after Master's degree not in relevant field or after Bachelor's degree in engineering

I. For a scholar admitted in academic year 2022-2023 or before:

During the first two to four semesters, scholars are preferably required to register only for the course work [**Form PH3 is applicable**]. Minimum twelve to thirteen courses have to be taken from the following:

- a) Three to Four Departmental Compulsory Courses.
- b) One Departmental Compulsory course on numerical methods/modeling/simulation use of Python/MATLAB/Mathematica etc. related to the Department offered by respective Department other than Humanities and Social Sciences. The scholar of Humanities and Social Sciences department will take another Departmental Compulsory Course in lieu of the course on numerical methods/modeling/simulation use of Python/MATLAB/Mathematica etc.
- c) Six Elective courses (54 Credits) of PG Level to be decided in consultation with the supervisor/DSC. However, the Ph.D. scholar may have an option to choose up to one UG level course (of Level 4) from the UG course structure for completion of the credit requirement subject to the recommendation of DSC.
- d) Research Methodology from Department offered by the respective Department.
- e) Research and Technical Communication
- f) If guide desires, he/she can ask the scholar to get registered for more courses in addition of the prescribed course structure.

Note:

- (1) *The scholars, except those registered in the Department of Humanities and Social Sciences, are required to clear the course on Research and Technical Communication before the Research Proposal Seminar. However, this course shall not be counted towards CGPA calculation. Above (i)-(v) will comprise of minimum twelve to thirteen courses.*
- (2) *The scholars registered in the Department of Humanities and Social Sciences will take another Departmental Compulsory Course in place of the course on Numerical Methods/Modelling/simulation, as given in (ii) above to fulfill the credit requirements.*
- (3) *The scholars registered in the Department of Humanities and Social Sciences have to clear the course on Research and Technical Communication as the normal course within the first two Semesters. This course shall also be counted towards CGPA calculation.*

The minimum credits through course work needs to be completed as per the timeline given below failing which the candidature is deemed to be terminated:

- The Full-Time scholars (joined after Masters in non-relevant field or after B.Tech/BE) must complete the required credits within the first four semesters.
- The Part-Time/External scholars must complete the required credits within the first four semesters.

II. For a scholar admitted in academic year 2023-2024 or later:

During the first two to four semesters, scholars are preferably required to register only for the course work. Minimum seven courses [except Research Methodology & Research and Technical Communication course (S/X Mode)] have to be taken from the following:

- a) One Departmental Compulsory Course (DCPG) based on their specialization.
- b) One Departmental Compulsory course (DCPG) on numerical methods/modeling/simulation use of Python/MATLAB/Mathematica etc. related to the Department offered by respective Department other than Humanities and Social Sciences. The scholar of Humanities and Social Sciences department will take *Research and Technical Communication* Course in lieu of the course on numerical methods/modeling/simulation use of Python/MATLAB/Mathematica etc.
- c) Five courses (offered as DCPG/DEPG/OEPG) (45 Credits) of Level 5 to be decided in consultation with the supervisor/DSC. However, the Ph.D. scholar may have an option to choose up to one UG level course (of Level 4) from the UG course structure for completion of the credit requirement subject to the recommendation of DSC.
- d) If guide desires, s/he can ask the scholar to get registered for more courses in addition of the prescribed course structure.
- e) For part-time Ph.D. Scholars, suitable full semester NPTEL/SWAYAM courses or courses completed from UGC/AICTE approved Higher Education Institutions fulfilling credit requirements of the Institute where appropriate credit transfers are possible may also be prescribed by DSC for course work.

The above mentioned courses of 63 credits shall be considered towards calculation of CGPA of course work (minimum requirement of CGPA is 6.5) for the continuation of academic program.

In addition to this, the following courses needs to be completed in any semester but before the request for Pre-Submission Seminar is submitted:

- (j) Research Methodology (RM) with S/X mode
- (ii) Research & Technical Communication (RTC) with S/X mode. This course is full credit course, with letter grade, for the HSS department and it need to be cleared within first 4 semesters.

The minimum credits through course work needs to be completed within the first four semesters failing which the candidature is deemed to be terminated.

7.3 Course Waiver

No waiver in the course work will be given to the scholars admitted in academic year 2023-24 and onwards. If any scholar has cleared any of the prescribed mandatory courses in her/his master degree then the DSC will recommend a suitable substitute Level 5 course for the same.

For scholars admitted in academic year 2022-23, the following will be applicable:

A Ph.D. scholar who has completed Master degree from any IIT can be waived off a maximum of three courses (Two Compulsory Departmental courses and One Compulsory course on numerical methods/modelling simulation use of Python/MATLAB/ Mathematica etc.).

The scholar will get waiver of the courses only if:

- 1) Submitted an application [**Form PH1 is applicable**] to the DPGC convener of the department within one week from the date of commencement of the classes.
- 2) The course offered in the current semester of Ph.D. is matching (80-100%) with the course cleared in master program, and
- 3) A minimum of 60% marks or equivalent grade has been obtained in that course in master program.

Waiver of course must be recommended by the DPGC. The DPGC convener will submit the recommended course waiver list [**Form PH1 is applicable**] of the scholar to the Academic Section as mentioned in the academic calendar.

7.4 Comprehensive Examination

The Comprehensive Examination is designed to test the overall comprehension of the scholar registered for Ph.D program. A scholar can appear in the comprehensive examination only after s/he has completed the course work requirements [all courses except Research Methodology & Research and Technical Communication Course (S/X Mode). However, completion of Research and Technical Communication Course with a letter grade (instead of S/X) is mandatory for the scholars of the department of Humanities and Social Sciences] within the specified duration (*Refer Clauses 7.2.1 and 7.2.2*) and has secured a minimum CGPA of 6.5 (out of 10.0).

For securing the minimum required CGPA of 6.5, repeating or substituting of the course(s) in which a lower grade has been obtained is not permissible. However, the scholar admitted in academic year 2023-2024 onwards will be given an opportunity to clear the failed courses ('F' Grade) within four semesters from the date of admission. The failed DCPG courses must be repeated and the elective courses (DEPG/OEPG) may be repeated or substituted (as per the recommendation of the DSC). If after availing this one-time opportunity, the scholar cannot secure the minimum required CGPA of 6.5 then the academic program of the scholar will be terminated automatically at the end of 4th semester from the date of admission.

Maximum of two attempts is allowed to clear the Comprehensive Examination, failing which the academic program of the scholar is deemed to be terminated.

Scholars registered in the Ph.D. program must clear a Comprehensive examination (written or oral) with Satisfactory (S) grade within TWO months after releasing the list of the eligible candidates by the Academic Section. The Doctoral Scrutiny Committee of the scholar will be the Comprehensive Examination Board of the scholar.

On Unsatisfactory (X) result, the scholar will get one chance again to appear in Comprehensive Examination within ONE month from the date of last Comprehensive Examination. That is the maximum duration for completion of Comprehensive Examination is within THREE months after releasing the list of the eligible candidates by the Academic Section.

Modalities of the Comprehensive Examination will be decided by the DAC of the individual departments. Written part of the Comprehensive Examination is optional and the decision is left to the DACs. However, the Oral examination will be mandatory. If any department decides to conduct the written examination they should conduct the examination for all the scholars of the department. The decision of the department to conduct a written examination should be communicated to the Dean (Academic) in advance.

A scholar enrolled in the Ph.D. program is formally admitted to the candidacy for the Ph.D. degree only after the scholar completes the course requirements within the specified duration for the degree with a CGPA of at least 6.5 and has passed the comprehensive examination.

The DSC will submit the Comprehensive Examination Report [**Form PH4 is applicable**] of the scholar to the Academic Section on its completion through Convener, DPGC within one week from the date of conducting the Comprehensive Examination of a scholar.

7.5 Research Proposal Seminar

Every Ph.D. scholar admitted to the candidacy for the Ph.D. degree is required to deliver a Research Proposal Seminar on the area of research before the DSC. This seminar must be delivered within THREE months of clearing the Comprehensive Examination.

The DSC report of satisfactory completion of this requirement is to be communicated to the Academic Section by the supervisor within one week from the date of delivering the Research Proposal Seminar by a scholar.

If a scholar fails to successfully deliver the seminar/is unable to deliver the seminar due to some unavoidable circumstances within the stipulated three months, then on request of the scholar and recommendation from the DSC, the Dean (Academic) may grant an extension up to ONE month. That is the maximum duration to deliver a Research Proposal Seminar is within FOUR months after clearing of the Comprehensive Examination.

If a scholar fails to deliver the Research Proposal Seminar even after this extension or the result of seminar is unsatisfactory, academic program of the scholar is deemed to be terminated.

It is mandatory for all the eligible scholars to deliver the research proposal seminar, with satisfactory grade (S). Without clearing the Research Proposal Seminar, grades against the registered thesis credit cannot be awarded and the registered thesis credit will be dropped.

The DSC will submit the Research Proposal Seminar Report [**Form PH5 is applicable**] of the scholar to the Academic Section on its completion through Convener, DPGC within one week from the date of delivering the Research Proposal Seminar by a scholar.

7.6 Guidelines to be followed for conversion of the Ph.D. scholars from JRF to SRF.

The following guidelines will be followed at the time of conversion of the Ph.D. scholars from JRF to SRF:

1. The process of conversion from JRF to SRF will be done automatically on fulfilling the following eligibility criteria:
 - (a) Completion of minimum two years *i.e.*, at the end of four semesters (*excluding the termination period, if any*).
 - (b) Satisfactory completion of Research Proposal Seminar within the stipulated duration.
 - (c) Obtaining 72 research credits in thesis with Satisfactory grade at the end of 4th semester.
2. The effective date of the conversion from JRF to SRF will be considered from the date of completion of Two Years and the scholar will be eligible for getting the fellowship with the enhanced rate from the date of completion of two years.
3. The scholars who take admission in Ph.D. program after BE/ B.Tech. or Masters in non-relevant field will be eligible after completion of 5th semester (excluding the termination

period, if any) subject to fulfilment of the eligibility criteria specified at Sl. No. 1. However, if such scholars fulfil the criteria mentioned at Sl. No. 1 at the end of 4th Semester, they will be considered as eligible for getting the fellowship with the enhanced rate from the date of completion of two years.

4. The scholar, having less than 72 research credits in thesis at the end of 4th semester (5th semester for BE/ B.Tech. or Masters in non-relevant field), may be eligible for conversion from JRF to SRF only after obtaining 36 research credits (i.e., 4S) out of 36 registered credits in any subsequent semester.
5. In case a scholar (as mentioned in Sr. no. 4 above) cannot fulfill the prescribed eligibility criteria after 4/5 semesters and fulfills it in her/his 5th/6th or onward semesters, then the effective date of the conversion from JRF to SRF in that case will be the date of the commencement of classes of the subsequent semester.
6. No arrear of enhanced fellowship will be paid to the scholar under any circumstances.

7.7 Guidelines to Monitor the Research Progress

- (a) All Ph.D. scholars (Full-Time/Part-Time/External) will have to register for 36 credits of thesis in every semester (Monsoon/Winter) after completion of the course work.
- (b) The thesis (36 credits) per semester will be evaluated by the Supervisor/DSC in S/X mode.

7.8 Credit through Research Work

A scholar earns 9 credits for each Ph.D. thesis s/he is registered in a semester. The grade S or X will be awarded for thesis credits as follows:

At the end of the semester, the thesis supervisors(s)/DSC will assess the scholar's progress towards the thesis work during the semester and will award the grade S for each unit if the work is satisfactory and X for every unsatisfactory unit. Thus, a scholar registered for 36 credits can get one of the following five combinations SSSS, SSSX, SSXX, SXXX, XXXX. Format for the Ph.D. thesis grades in scholar's transcripts is given in Table 9.

Table 9: Grading options for Thesis

Thesis*	Thesis Credit	Grading Options
4	36	4S, 3S1X, 2S2X, 1S3X, 4X
3	27	3S, 2S1X, 1S2X, 3X
2	18	2S, 1S1X, 2X
1	9	1S, 1X

The four thesis* could be assigned by supervisor to the Ph.D. scholars subject to full filling the following criteria:

- Scholar's literature survey and basic understanding of adopted problem.
[continuous evaluation in regular intervals throughout the semester]
- Progress in Research work.
[continuous evaluation throughout the semester by Supervisor]
- Usefulness and impact of research work done to cater the gaps in existing knowledge.
[continuous evaluation throughout the semester]
- Credit on the basis of Lab Assignment/Field work, etc.
- Semester evaluation through a progress and oral presentation at the end of semester [by

supervisor/DSC].

7.9 Pre-Submission Seminar

The registered scholar is allowed to deliver the pre-submission seminar on completion of research work and the process of doing so is presented below:

7.9.1 Eligibility criteria for Pre-Submission Seminar

The scholar will be eligible for Pre-Submission Seminar only after completing the following requirements:

- (a) Clearing of the minimum thesis credits i.e., 216.
- (b) Cleared courses on Research Methodology & Research and Technical Communication.
- (c) Completion of the minimum duration prescribed for completion of the Ph.D. program.
- (d) At least one research paper is published in Q1 or Q2 Journals of JCR as per JIF/JCI based Web of Science (WoS) ranking. For doctoral candidates of the HSS department, the journals should be indexed in SSCI Q1/Q2 journals based on JIF/JCI or SJR Q1 Journals. For doctoral candidates of Management Studies & Industrial Engineering department, at least one research article must be published either in Q1/Q2 Journals of JCR as per JIF/JCI based Web of Science (WoS) ranking or in ABDC ranked A*/A quartile journals.

However, the Ph.D scholars having minimum two papers in -

- i. SCIE (Applicable for all departments)
 - ii. ABDC (Applicable for MS & IE)
 - iii. SJR/A&HCI (Arts & Humanities Citation Index)/SSCI (Social Sciences Citation Index) (Applicable for HSS)
- may also be permitted to submit thesis.

(e) Regarding the quartile rank of the Journal, the following needs to be considered–

- i. Quartile rank (Q1/Q2/Q3/Q4) of the Journal for both the database i.e. JIF & JCI in JCR will be acceptable and the best journal rank, either based on JIF or JCI will be accepted.
 - ii. Research papers will be considered only when the same are available online when searched through their DOI number.
 - iii. While deciding the quartile rank of published journals, the year of publication will be considered. If the quartile rank gets downgraded, in that situation, the quartile rank of the year of acceptance will be considered.
- (f) The scholar should publish at least one paper (as per (d) above) as First or Corresponding author. However, this is not applicable if the paper(s) is/are published with Supervisor/Co-Supervisor (Internal/External) only.
- (g) Thesis should be ready in all respect, as per the guidelines specified for preparation of thesis given in Annexure-VI.

- (h) The entire draft of the thesis has cleared the plagiarism check as prescribed and is certified by the supervisor for submission of the thesis. The permissible levels of plagiarism is up to 10% excluding the following:
 - a. All quoted work reproduced with all necessary permission and/or attribution.
 - b. All references, bibliography, table of content, preface and acknowledgements.
 - c. All generic terms, laws, standard symbols and standards equations.
- (i) The research work carried out by the scholar shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.
- (j) Registration in the ongoing semester is mandatory.
- (k) Payment of the fees of the entire duration of the Ph.D. program must be paid.

7.9.2 Request for Pre-Submission Assessment

The scholar may apply for a Pre-Submission Seminar of the thesis on satisfying the above mentioned eligibility criteria. Such scholar will submit an application [**Form PH6 is applicable**] to her/his supervisor for the further processing.

After going through the prescribed eligibility criteria as indicated above, the concerned DSC will give its recommendation for seeking permission to conduct pre-submission seminar of the thesis through Convener, DPGC to the Academic Section.

7.9.3 Clearance for Pre-Submission Seminar

Based on the request of the scholar received through DPGC convener, the academic section will release an officer order to conduct Pre-submission seminar subject to verification of submitted documents along with other requirements. On clearance for a Pre-Submission Seminar from the Academic Section, the scholar needs to finish the Pre-Submission Seminar and submit the thesis for evaluation within three months from the date of issuance of clearance for Pre-Submission Seminar.

7.9.4 Conduct of Pre-Submission

The notice for Pre-submission seminar shall be uploaded on the Institute website at least one week before the date of seminar. It is expected that all the Departmental Faculty members and research scholars would be attending the seminar.

The Panel of Examiners for Pre-Submission Seminar will consist of all members of the Doctoral Scrutiny Committee, including of the Chairperson of the scholar.

If the scholar fails to deliver the pre-submission seminar within three months from the date of issuance of clearance for pre-submission seminar, the approval for pre-submission seminar will become null and void. In this case, the scholar will have to apply [**Form PH6 is applicable**] again for the same.

7.9.5 Documents to be submitted after Pre-Submission

The following documents, duly endorsed by the supervisor, need to be submitted to the academic section by the Supervisor after completion of Pre-submission seminar and within one week from the date of Pre-submission seminar of a scholar:

- (a) Copy of signed notice of Pre-submission Seminar.
- (b) Report of DSC for Pre-submission seminar. **[Form PH7 – Hard Copy]**
- (c) Details about the General and Technical features of thesis in a separate sheet. **[Point Nos. 7A, 7B and 7C of Form PH7 – Hard Copy]**
- (d) Panel of Examiners (should be in the position of regular Associate Professor or Professor) [Foreign – 06 Nos. and Indian – 08 Nos.] – Duly signed by the Supervisor and HOD in each page. The soft copy to be emailed to phdexam@iitism.ac.in. **[Form PH8 – Hard and Soft Copy]**
- (e) Particulars of Research Scholar. **[Form PH9 – Hard Copy]**
- (f) Duly signed copy, by Supervisor and Scholar, of Full Plagiarism Report (Digital Receipt and %age of Similarity Index page) bearing the exact title of the thesis to be considered. **[Hard Copy]**
- (g) Synopsis – a soft copy to be emailed to phdexam@iitism.ac.in. **[Hard and Soft Copy]**

7.10 Submission of Thesis for Evaluation

Only soft copy of the thesis, as per the guidelines specified for preparation of thesis given in Annexure-VI, to be submitted to the Academic Section for the evaluation purpose.

The following documents in hard copy (duly endorsed by the Supervisor / Co-Supervisor - Internal/External, as applicable) need to be submitted, along with thesis, to the academic section by the Supervisor for the evaluation purpose within three months from the date of issuance of clearance for pre-submission seminar:

- (a) Copyright and Consent Form. **[Form PH10 – Hard Copy]**
- (b) Certificate for Classified Data. **[Form PH11 – Hard Copy]**
- (c) Certificate regarding English Checking. **[Form PH12 – Hard Copy]**
- (d) Certificate from the Supervisor(s). **[Form PH13 – Hard Copy]**
- (e) Thesis to be emailed to arpg@iitism.ac.in and phdeaxm@iitism.ac.in. **[Soft Copy]**
- (f) Duly signed copy, by Supervisor and Scholar, of Full Plagiarism Report (Digital Receipt and %age of Similarity Index page) of the submitted thesis bearing the exact title of the thesis to be considered. **[Hard Copy]**
- (g) Certificate of Acceptance of Draft Thesis by DSC, if applicable. **[Form PH7A]**

In addition of providing a fresh report, the Turnitin Report (Digital Receipt and % Similarity Index pages) shall also be attached in the thesis as annexure for the submission at Academic Section for evaluation purpose.

If the scholar fails to submit the thesis for evaluation within three months from the date of issuance of clearance for pre-submission seminar, the approval for pre-submission seminar will become null and void. In this case, the scholar will have to apply **[Form PH6 is applicable]** again for the same and will have to deliver the Pre-Submission Seminar again for submission of the thesis.

On the successful submission of the thesis, the Academic section will issue an acknowledgement of the submission of the thesis to the Scholar and Supervisor, Co-supervisor (Internal/External), if any.

7.10.1 Evaluation of thesis

After the successful submission of the thesis by the scholar and on issuance of an acknowledgement, it is sent to the external examiner(s) [01 Foreign + 02 Indian], as appointed by the Examination Board from the panel of examiners suggested by the Supervisor.

On receipt of the evaluation reports from all the appointed examiners, the Standing Committee takes the decision for conduction of Ph.D viva-voce examination and the same is further communicated to the concerned Supervisor, along with the masked reports and comments.

In case of any revision suggested by the examiners, the scholar is advised to incorporate all the suggested corrections in the thesis and prepare the Statement of Correction [**Form PH14 is applicable**] along with annexures to be submitted to the academic section for further consideration by the Standing Committee.

7.11 Ph.D Viva-Voce Examination & Final Submission of Thesis

The Panel of Examiners for Final Thesis Defense Seminar will comprise of the members of the Doctoral Scrutiny Committee of the scholar along with one External Examiner [External Examiner to be decided by the Dean (Academic)].

If any DSC member is absent/not in a position to attend the Final Ph.D. Viva-voce examination, the concerned Supervisor shall send a request suggesting replacement for approval from the Dean (Academic).

The notice for Ph.D Viva-Voce Examination shall be uploaded on the Institute website at least one week before the date of examination. It is expected that all the Departmental Faculty members and research scholars would be attending the examination. The Viva-Voce Examination shall be open to all in the Institute.

The final version of the thesis (soft copy) as per the guidelines specified for preparation of thesis given in Annexure-VI, after incorporating all the suggestions indicated at the time of viva-voce examination, is to be submitted to the Central Library for record purpose.

The following documents need to be submitted to the academic section by the Scholar/Supervisor for the record and award purpose:

- (a) A copy of the notice of the conduction of Final Viva-voce, certified.
- (b) Report on Viva-Voce Examination for Doctor of Philosophy. [**Form PH15 – Hard Copy**]
- (c) Certificate for Final Version of Thesis. [**Form PH16 – Hard Copy**]
- (d) Receipt of Soft Copy of Thesis at Central Library. [**Form PH17 – Hard Copy**]
- (e) Remuneration Bill of External Examiner (Indian). [**Form PH18 – Hard Copy**]

7.12 Withdrawal of the Degree

Under exceptional circumstances, where gross violation of graduation requirements is detected at a later stage or the awardee of the degree has been convicted by a court of law for moral turpitude.

In all such cases, the Senate may recommend to the Board of Governors for withdrawal of the degree already awarded to the person.

Attendance requirement will be applicable as per the prevailing Institute norms. Leave is not a right. Approval must be taken before proceeding on leave, as per the Institute guidelines.

All the Full-Time Ph.D. scholars may be granted leave of absence during the semester. Leave of Absence is not considered as a right but it is a privilege extended during the semester based on the request of the scholars after considering the necessity of the leaves. The Ph.D. scholars are eligible for availing the following leaves which s/he may apply through MIS (Leave Application Portal):

- A. Vacation Leave
- B. Medical Leave
- C. Semester Leave
 - (i) On Medical Ground,
 - (ii) Other Reasons
- D. Academic Leave
 - (i) Proceeding to other Institute/University for pursuing academic activities
- E. Maternity Leave
- F. Paternity Leave
- G. Special Leave (SPL)
- H. Extra Ordinary Leave (EOL)

Details of the leaves are cited below:

Sl. No.	Leaves	Maximum Duration	Procedures & Guidelines
A	Vacation Leave	Thirty days in an Academic Year starting from Monsoon semester.	(a) Vacation Leave can be availed for a maximum period of TEN days at a stretch. However, this Ten days cap will not be applicable during the period of vacation when the semesters are not in progress. (b) Leave will be sanctioned for a bona fide reason except during the period of Mid and End Semester Examinations, if pursuing the course work or s/he is assigned any TA duty for conducting the examination. (c) The duration of vacation leave includes Saturday & Sunday (excluding the prefix and suffix). (d) Consent of the supervisor is mandatory. (e) To be applied through MIS (Leave Module) prior to availing the leave with station leave permission, if required for going out of station.
B	Medical Leave	Ten (10) working days in a regular semester and Five (05) working days in the summer semester.	(a) To be applied through leave module of MIS on the very same day when the Doctor of Institute Health Center advised the rest. (b) Leave will be sanctioned based on the medical certificate issued by the Institute Health Centre.

			<p>(c) Intimation to the supervisor is mandatory.</p> <p>(d) If a scholar is out-of-station (on approved leave) and fall sick and willing to extend the leave period on medical ground, then s/he needs to inform the supervisor and Convener, DPGC for further processing of sanctioning of leave, if deemed fit.</p>
C	Semester Leave		
(i)	On Medical Ground	Two Semesters in the entire academic program	<p>(a) Prolonged physical and mental illness;</p> <p>(b) Recommendation from the Institute's Medical Board will be mandatory;</p> <p>(c) Application to be submitted before the semester registration.</p>
(iii)	Other Reasons	One Semester.	<ul style="list-style-type: none"> • Serious family calamity. • If the compulsory course(s) is (are) left for completion of the academic program but not offered in that particular semester.
D	Academic Leave		
(i)	Academic Activities	Two Semesters in the entire academic program	Refer Section 9.1 of this Ph.D. manual for detailed information about the academic leave for pursuing academic activities in other institutions as a Non-degree scholars.
		Fifteen (15) working days in a regular semester and Ten (10) working days in the summer semester	Refer section 9.2 of the Ph.D. manual for detailed information about the academic leave for attending conference/seminar/workshop, field visit etc.
E	Maternity Leave	As per the prevailing GoI rules	Rules and regulations of the maternity leave including miscarriage, medical termination of pregnancy will be applicable as per the guidelines of the GoI.
F	Paternity Leave	As per the prevailing GoI rules	A male scholar may be granted paternity leave for a period as per the prevailing government guidelines.
G	Special Leave (SPL)	As per approval	<ul style="list-style-type: none"> • Special Leave can be approved only for representing the institute at various Sports/Cultural/Tech Fest events upon nomination/approval for the same by the institute. • Fellowship will continue to be paid to the eligible scholars. • No waiver in attendance requirement of 75%. • The duration of special leave includes Saturday, Sunday & Holiday (excluding the prefix and suffix).

H	Extra-Ordinary Leave (EOL)	As per approval	<ul style="list-style-type: none"> • Extra-Ordinary Leave can be approved only in extraordinary circumstances and only if all entitled leaves are exhausted. • No fellowship will be paid during leave duration to the eligible scholars. The maximum duration for payment of fellowship will also remain the same. • No waiver in attendance requirement of 75%. • The duration of Extra-Ordinary Leave includes Saturday, Sunday & Holiday (excluding the prefix and suffix).
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Note:

- (i) *The scholar will be de-registered from all the registered courses of a semester, if s/he remains absent from all academic activities for more than 20 working days during a semester, even with an approved leave (including medical ground, SPL, EOL). For appearing in the examination of a particular course a minimum of 75% attendance is mandatory.*
- (ii) *Absence without sanctioned leave or leave longer than that prescribed in the Leave Rules will entail loss of financial assistantship for the period of absence and may result in the termination of the academic program automatically due to unauthorized absence.*

CHAPTER 9 PERMISSION TO PROCEED FOR RESEARCH WORK AT OTHER INSTITUTE/ORGANIZATION

9.1 Permission to Proceed to Other Institutions for Research Work

A full-time scholar may be permitted by the Chairman, Senate to proceed to other academic institutions in India or abroad so as to broaden her/his horizons and gain course-work experience. The following guidelines and procedures shall apply for this purpose:

- (a) A full-time scholar, who satisfies the minimum eligibility conditions given below, may spend up to two regular semesters in any academic institution of repute in India or abroad with prior permission of the Chairman, Senate in consultation with the Dean (Academic).
- (b) The semester spent at other institute/organization will be counted as a part of the time spent in the pursuit of the degree.

9.1.1 Eligibility

- (a) Only for Full-time Research Scholars
- (b) Completion of course work.
- (c) Completion of Comprehensive Examination with Satisfactory grade.
- (d) Completion of Research Proposal Seminar with Satisfactory grade.
- (e) There should not be any disciplinary action against the scholar.

9.1.2 Application Procedure

- (a) The scholar shall apply to the DSC through supervisor by giving details of the proposed program and shall submit a statement of purpose with sufficient information about the Institution where s/he will pursue the research work.
- (b) A letter of permission from the host institute/organization should be sought and to be submitted to the DSC along with application.
- (c) The DSC shall examine the scholar's proposal to determine the utility of the proposed program with respect to the research work carried out by the scholar elsewhere.
- (d) On the recommendation of the DSC through DPGC, the Dean (Academic) may recommend the proposal to the Chairman, Senate for approval, with leave of absence to the scholar to proceed to the selected Institution/organization.
- (e) Approval of Dean (IRAA) is required in case of Research Work in any country other than India.
- (f) AR (PG) will issue Office Memorandum.
- (g) The scholar will be entitled to leave the institute and join the other institute/organization for research work only after issuance of the Office Memorandum from the academic section.

9.1.3 Award of Thesis Grade

The thesis grade, during the period of pursuing research work at other institute/organization, will be awarded by the supervisor based on the feedback received from the host institute/organization.

9.2 Permission to proceed for other academic-related activities

The scholars may be allowed to proceed for the following activities during their entire academic program:

- (a) To present their research findings in Conferences/Symposiums/Workshops/Seminar etc.
- (b) Short visit in industry/laboratories for practical exposure.
- (c) Field visit, sample collection etc. as part of their research activities and course curriculum.

9.2.1 Procedure to be followed for tour approval

- (a) Submission of Tour approval form, along with all relevant documents, to the Supervisor.
- (b) On recommendation of supervisor and HoD, the application (along with all relevant documents) will be forwarded to the office of Dean (Academic) for the consideration and necessary approval. The application should be routed through the office of Dean (R&D) in case of funding through the ongoing sponsored project.
- (c) All such application should reach to the office of Dean (Academic) at least 7 days prior to the date of journey.
- (d) The scholar will be entitled to leave the institute only on approval of his/her tour.

10.1 Financial Assistance

- (a) The Institute may provide financial assistance in the form of teaching or research fellowship to the full-time Ph. D. scholars.
- (b) Fellowship is provided for a period up to five years (sixty months) or up to the date of submission of thesis, whichever is earlier, subject to devoting up to eight hours per week towards teaching/laboratory assistantship assigned to them. The fellowship is paid at the approved rates as specified by the Ministry of Education, Govt. of India.
- (c) Full time Ph.D. scholars financially supported by research projects may avail institute fellowship after completion of the project (after submission of the project completion certificate obtained from the project coordinator), provided that they have been admitted through Institute selection process. The maximum duration of fellowship in all such cases will be up to five years (inclusive of Project and Institute funding) or up to the date of submission of thesis, whichever is earlier from the date of admission in the Ph.D. program.
- (d) A report on the scholar's performance in the fellowship task will be provided by the concerned faculty to the scholar's supervisor.
- (e) The fellowship will be released only after completing the semester registration, including payment of Registration Fees, and clearance of outstanding dues, if any, and if the DSC does not recommend adversely.
- (f) If the DSC observes, as per the feedback of the supervisor, that the progress on research work is unsatisfactory then a report should be sent to the Academic Section for reduction/discontinuation of fellowship of the scholar [**Form No. PH20 is applicable**].

10.2 Discontinuation/Reduction/Resumption of the Fellowship

Fellowship of the Full-time Ph.D scholar will be discontinued due to the following reasons:

- (a) If the CGPA falls below 6.5 at the end of first semester then the fellowship will be stopped automatically from the date of declaration of result of End Semester Examination.
- (b) The fellowship will be resumed only after the requirement of CGPA of 6.5 is fulfilled and fellowship will be resumed automatically from the date of declaration of result of End Semester Examination.
- (c) **Starting from the Scholars admitted in Monsoon Semester 2023-24**, if the CGPA is less than 6.5 but greater than or equal to 5.0, 50% fellowship will be allowed to otherwise eligible scholars who get Institute fellowship. The full fellowship amount will be restored as soon as the criterion of obtaining a CGPA of 6.5 is fulfilled. But, no arrears will be paid for the reduced fellowship period.
- (d) If the DSC observes, as per the feedback of the supervisor, that the progress on research work is unsatisfactory then it can recommend for reduction/discontinuation of fellowship of the scholar [**Form No. PH20 is applicable**].
- (e) For resumption/restoration of fellowship in case of discontinuation/reduction (other than the one mentioned at point c above), a recommendation from the DSC will be mandatory [**Form No. PH20 is applicable**]. The fellowship will be resumed / restored only from the date of recommendation of the DSC and no arrears will be paid for the period for which the payment of the fellowship was discontinued/reduced.

- (f) The period for which the fellowship was reduced or stopped, including the period of termination / drop if any, will be counted towards the maximum duration of the fellowship (60 months).

- (g) After submission of thesis, the scholar will not be eligible for getting any fellowship.

10.3 Best Ph.D. Awards

The Institute invites applications for the Best Ph.D. Thesis Award one each at the Department level and 3 Best at the Institute Level. The Institute level award will be based on the nominated Best Thesis at the Department Level. The thesis awarded during the academic year (i.e., 1st July to 30th June) i.e, for the award of Year-2021 the thesis awarded during 1st July 2020 to 30th June 2021 will be considered. Each DPGC will send maximum of only one nomination.

Each department is required to adhere the following guidelines and the criteria along with their weightage, cited below at the time of nominating scholars for the Best Ph.D. Thesis Award:

Sl. No.	Criterion	Max. Marks	Marks Distribution	Qualifying Marks based on the department level recommendations	Qualifying Marks based on the Institute Level recommendations
1.	Responses from the external thesis Examiners # (as per Thesis Evaluation Report)	20	<u>Marks Distribution:</u> <ul style="list-style-type: none"> • The thesis is satisfactory and recommend for the award of Ph.D. degree: [20 Marks]. • The thesis is recommended for the award of PhD degree subject to answering the queries, specifically mentioned in the report at the time of Viva-voce by the candidate: [15 Marks]. <p>The thesis is recommended for the award of PhD degree subject to revision of thesis as per suggestion made in the report to the satisfaction guide and Viva-voce board: [10 Marks].</p>	15 Marks	15 Marks
2.	Performance in the Ph.D. Defense.	20	<ul style="list-style-type: none"> • Excellent: [20 Marks] • Very Good: [15 Marks] • Good: [10 Marks] 	10 Marks	15 Marks
3.	Publication Record	40	<ul style="list-style-type: none"> • Q1 Publication – 1: [20 marks] • Q1 Publications- 2 or more: [40 Marks] • Q2 Publications – 1: [10 Marks] • Q2 Publications – 2 or more: [20 Marks] 	25 Marks	30 Marks

			<ul style="list-style-type: none"> • For HSS the Q1/Q2 of SCImago and for other departments Q1/Q2 of WoS to be considered 		
4.	Participation in International Mobility Program OR AWARD in International/ National Conference/ Workshop.		<ul style="list-style-type: none"> • Overseas Visiting Doctoral Fellowship/Raman Charpak/Sandwich Ph.D. (DAAD)/Institute Sandwich Ph.D./VAJRA/SICI/SPARC and of similar nature: [20 Marks] OR AWARDS in International Conference/Workshop/Symposium: [15 Marks] OR AWARDS in National Conference/Workshop/Symposium: [15 Marks]	--	10 Marks

The marks will be the average of the three Examiners.

Since the Ph.D. is awarded throughout the year and in the subsequent Convocation, the data of the Ph.D. degree awardees is taken beyond the completion of the Academic Year. Hence, the dates/duration to be considered for the Best Ph.D. Thesis Award during the Convocation will be aligned with the dates/duration to be considered for the award of Ph.D. degree in the same Convocation.

In addition, the following guidelines have to be followed for nominating the scholar:

- (i) The departments will have the option of not recommending any thesis.
- (ii) There should be detailed justification by DPGC on why a thesis has been recommended for the award. The justification should focus on the criteria such as novelty, value addition/application and how it will affect the world.
- (iii) The Award will be given during Convocation.

Based on the above broad guidelines, the department will further adopt the following procedure for nominating the candidates for the best Ph.D. Thesis Award:

A. Shortlisting Criteria

- Must be Full-Time scholar.
- For scholars registered in the Academic Year 2018-2019 or later the minimum CGPA for applying will be 8.0.
- For scholars registered in the Academic Year 2017-18 or earlier minimum of two courses need to be cleared with Grade “A”.
- The scholar should have submitted the thesis within the first six years without seeking extension.

- The scholar must have cleared all requirements for thesis evaluation within the stipulated time/without any extension/without being asked to repeat either of them at any time during the entire duration of Ph.D. tenure. All requirements need to be completed as prescribed in the Ph.D. Manual.
- Reports of any of the external examiner should not have been marked 6(iv) or 6(v) in the thesis evaluation report. [i.e., 6(iv) is defined with the following comments of the examiner: *“The candidate is required to **revise the thesis** as per suggestions made and the revised thesis be sent to me for re-evaluation along with statement of corrections incorporated in the thesis; and 6(v): “The thesis is not acceptable for award of Ph.D. degree due to reasons mentioned below].*
- There should not be any Disciplinary Action/should not have been terminated even once/fellowship should neither have been discontinued nor reduced even once/not a Single DSC recommendations should be adverse.

B. The department will approach supervisors to nominate their eligible candidate:

- The nominating supervisor, along with her/his recommendations, should provide a list of publications of the scholar arising from her/his Ph.D. work. Supervisors will also have to mention about the amount of contribution of the nominating scholar in each paper.

C. The department will further consider the following Institute guidelines in case of tie:

- (i) Number of courses attended/thesis unit (for batch 2018 onwards) and grades obtained (overall CGPA in the course work).
- (ii) SGPA of 1st semester for scholars admitted in 2018-2019 or later
- (iii) Higher grade in the courses admitted before 2018-2019.
- (iv) Contribution to research activity in the group/department.

CHAPTER 11 COLLABORATIVE DOCTORAL PROGRAM (PH.D.) BETWEEN IIT (ISM) AND OTHER FOREIGN UNIVERSITIES/INSTITUTIONS

An opportunity is given to all registered and eligible Full-time Ph.D. scholars to pursue the **Collaborative Doctoral** Program and the Ph.D. degree to be awarded by both the Institutes/Universities under the agreement of Collaborative Doctoral Program between IIT (ISM) Dhanbad and the Foreign Universities/Institutions.

11.1 Eligibility Criteria

The following eligibility criteria are to be fulfilled for pursuing Collaborative Doctoral Program:

- (a) Only Full-Time Ph.D. scholars will be eligible for pursuing Collaborative Doctoral Program.
- (b) Scholars must have obtained the minimum **CGPA of 8.0** at the end of his/her course work and must have successfully completed **Comprehensive Examination** and **Research Proposal Seminar**. However, the Department will have the prerogative to decide the minimum required CGPA above the 8.0 and conducting an interview, if any, at the time of selecting the scholars who are interested to pursue the academic program under reference.
- (c) The scholar should have cleared all the prescribed courses in **SINGLE ATTEMPT** because no provision exists in the Ph.D. program to repeat/substitute of any backlog course(s).
- (d) In addition, the eligibility criteria, if any, as prescribed by the host Institute/University in the **Memorandum of Understanding (MoU)**, such as knowing of the language of the host country, then the same needs to be fulfilled by the scholars after accepting his/her application by the home Institute.

11.2 Application and Selection Procedure

Process to be followed for submission of application.

- (a) A list of host Institute/Universities entered into a Memorandum of Understanding (MoU) with IIT(ISM) Dhanbad will be available on the Institute's website by giving all information such as the number of seats available for the program in the host Institute/University, eligibility criteria, minimum and maximum duration of the academic program, available financial support as well as all other terms and conditions.
- (b) For submission of application, a prescribed form will be filled up (*Application Form will be available in the Institute website*) and the same to be submitted to the respective department within **thirty days from the date of commencement of classes of the Semester or as specified by the host Institute/University**.
- (c) The scholars will be allowed to apply for maximum three choices of Institute/University at a time where he/she is interested to pursue the Collaborative Doctoral Program.
- (d) Ph.D. scholars who are interested to pursue the Collaborative Doctoral Program and once selected for the same, then he/she will not be eligible to apply to other Institutes/Universities in the entire period of his/her academic program.
- (e) Since the supervisor is allotted by the Department, area of the research work will be decided in consultation with the supervisor as well as scholar. For interdisciplinary subjects, extra Co-supervisor may be allotted.

- (f) Before submission of the application form, the scholar may consult with the HOD/Convener, DPGC/supervisor of her/his respective department.
- (g) The scholar must either obtain a written consent from his/her supervisor at the home Institute before communicating with the identified supervisor at the host Institute/University or ask his/her supervisor at the home Institute to communicate with the identified supervisor at the host Institute/University under the Collaborative Doctoral Program.
- (h) Area of research will be decided based on mutual discussion amongst the supervisor of the home Institute, the supervisor of the host Institute/University and the Ph.D. scholar.
- (i) While applying, a proper justification will have to be given by the scholar why he/she is interested to pursue the Collaborative Doctoral Program in a particular host Institute/University.
- (j) HOD will send the application of the eligible scholar(s) to the Office of Dean (IRAA) along with the recommendations of DPGC and other relevant documents, including the consent letter from the identified supervisor of the host Institute/University, for accepting the candidature of the scholar.
- (k) In case the number of applications received from the eligible candidates exceeds the number of seats available in the host Institute/University for the specific program/discipline then
 - (i) the final selection of the candidate(s) will be done through a selection committee, approved by the competent authority, based on the criteria decided by the committee, and
 - (ii) the recommendation of the selection committee will be communicated by the office of Dean (IRAA) to Dean (academic) for the necessary approval.
- (l) All other academic requirements for the selected candidate(s) pursuing doctoral program under the Collaborative Doctoral Programme must be fulfilled in accordance with the existing rules of the home Institute.
- (m) The final list of selected candidates for the Collaborative Doctoral Program will be communicated to the office of Dean (IRAA) and Dean (Academic).

11.3 Terms and Conditions

The following terms and conditions shall be applicable:

- (a) The scholars who will be selected for pursuing the Collaborative Doctoral Program, the maximum residency period in the host Institute/University should not be more than **Two Years** out of the minimum duration of **Four Years** prescribed in the Ph.D. Manual for completion of the Ph.D. program.
- (b) The scholars will not be allowed to change their status **from Full-Time to Part-Time** for whatsoever reason except for genuine cases subject to the approval of the competent authority at the home Institute.
- (c) If any scholar does not return to the home Institute after completion of maximum duration of two years, then the enrollment in the Ph.D. program of the home Institute will be cancelled and the academic program will be terminated automatically. The information of termination of the scholar from the Ph.D. program will also be communicated to the host Institute/University. No further appeal for continuing / awarding the Ph.D. or Collaborative Doctoral Program will be accepted.

- (d) The scholar may apply for extension to stay at the host Institute/University before expiry of the maximum residency period with the genuine reasons. However, the extension may be accorded subject to the approval of competent authority at the home Institute.
- (e) If due to any reason, may be academic or non-academic, the host Institute/University cancel the enrollment of the scholar and does not allow to continue the academic program under Collaborative Doctoral Program.

OR

If any scholar wants to quit from the Collaborative Doctoral Program due to unavoidable circumstances or medical reasons, then the scholar will be allowed to quit from the Collaborative Doctoral Program subject to the following condition:

“If the scholar is paid any form of financial assistance by the host Institute/University, then fulfillment of the terms and conditions stipulated for getting the financial assistance shall be the responsibility of the scholar before leaving the host Institute/University.”

- (f) An affidavit, in the form of Undertaking in the specified format and **duly endorsed by the Parents/Guardians** will be submitted by the scholars at the time of submission of application form for pursuing the Collaborative Doctoral Program by giving the following declarations:
 - (i) During the entire period of stay in the host Institute/University, the scholar will follow the guidelines as well as the terms and conditions of the host Institute/University.
 - (ii) All the Code of Conduct of the host Institute/University will be abided by the scholar at the time of pursuing the degree under reference. In case of violation of the Code of Conduct by the scholar, the host Institute/University will have the right to take any kind of disciplinary action deemed fit.
 - (iii) The laws of the land of the host Institute/University will be obeyed by the scholar and he/she will not indulge or involve himself/herself in any kind of illegal/unlawful/unwanted activities during the period of residing in the host Institute/University. If any scholar is indulged/involved with any unlawful activities, then the host Institute/University will have the prerogative to take legal action as per the laws of the land including expulsion from the Institute/University immediately.
- (g) Academic program of such scholars will be governed as per the rules and regulations prescribed in the Ph.D. Manual of the home Institute as well as the host Institute/University which will be specified in the signed MoU.
- (h) After returning from the host Institute/University, the scholar must spend at least one semester at the home Institute.
- (i) Request for Pre-submission seminar will be considered only after the completion of mandatory one semester stay at the home Institute following completion of the course at the host Institute/University and on completion of the minimum duration (i.e., 4 years).

11.4 Academic Road Map

Academic Road Map for completion of the requirements of Collaborative Doctoral Program is presented below:

- (a) The scholars will be required to register in both the Institutes (home Institute and host Institute/University) in every semester only during the period of pursuing his/her academic program in the host Institute.

- (b) During the period of pursuing the research work at the host Institute/University, scholar will also register (**only 36 credits of thesis**) in every semester at the home Institute. However, registration fee will be paid either at home Institute, if the host Institute/University does not take any registration fee or in the host Institute/University, if it is specified in the MoU. The proof of payment made against the registration fee must be communicated to the office of Dean (Student Welfare) for proper record keeping.
- (c) If the host Institute/University suggests any course(s) of their own Institute/University that is related to research work, then all such course(s) need to be cleared by the scholar at the host Institute/University.
- (d) All such extra courses will not be counted at the time of calculation of the CGPA of the Ph.D. scholar. However, all such courses may be listed in the final grade sheet of the Ph.D. program subject to the receipt of official grade sheets/transcript of courses undertaken at the host Institute/University in original from the scholar.
- (e) During the period of pursuing the research work at the host Institute/University, evaluation of the thesis work will be done by the supervisor of the host Institute/University in consultation with the Internal Supervisor of the home Institute. However, the thesis grade will be awarded by the Internal Supervisor.
- (f) After completion of the specified duration, i.e., the entire period of stay at the host Institute/University and returning to home Institute, the research work will be monitored by both the supervisors (Internal Supervisor and host Institute/University Supervisor). During rest of the period of the completion of the Ph.D. program, the research work will be evaluated jointly by both the Supervisors but grades will be awarded only by the internal supervisor.
- (g) Submission of thesis at the home Institute will be governed by the rules and regulations of the home Institute.
- (h) Thesis writing in English Language is mandatory.
- (i) **Thesis Examination:** The student will present his/her thesis in English and same will be examined as per the rules of the home Institute. The home Institute will submit a copy of the thesis and all examiners report to the host Institute/University for consideration and ratification. In case of any difference of opinion in approving the thesis, needful improvements will be suggested by the host Institute/University and implemented by candidate to the satisfaction of both home and host Institute/University. Finally, a letter of concurrence from the supervisors at the home Institute and the host Institute/University stating that the thesis is suitable for submission must be obtained.
- (j) Both Pre-submission and the final defense seminars of the scholar will held in person at the home Institute, while the supervisor from the host Institute/University need to join the seminars in online mode.

11.5 Financial Assistance

The following guidelines are to be followed for releasing of fellowship under the Collaborative Doctoral Program:

- (a) All such scholars selected for pursuing the Collaborative Doctoral Program will be eligible for getting the fellowship as per Ph. D. norms of the home Institute.
- (b) Duration of the stay in the host Institute/University will be included in the maximum duration of getting the fellowship whether the fellowship will be paid by the home Institute

or by the host Institute/University and the total duration of the fellowship should not be exceed Sixty months (Five years).

- (c) The fellowship will be discontinued on successful submission of thesis or on completion of maximum duration whichever is earlier.
- (d) Financial benefit to the selected scholars will be extended only from one end i.e., either from the home Institute or host Institute/University.

11.6 Awarding of Joint Doctoral Degree

Guidelines to be followed for awarding of degree:

- (a) One single joint degree, bearing the logo of both the home Institute and the host Institute/University, duly signed by the competent authorities of both the institutions, to be awarded to the candidate by the home Institute for one thesis.
- (b) Degree will be awarded only after obtaining the approval of the competent authority/statutory committee of the home Institute and also clearance from the host Institute/University.
- (c) Two separate degree certificates may be awarded for one thesis by the respective partner institutions under specific Memorandum of Understanding (MoU) while maintaining the template of their own institute. However, the joint nature of the degree and the name of the partner institution must be mentioned in both the certificates.
- (d) In case of single joint degree, Degree will be conferred only in the Convocation by the home Institute or other alternative schedule decided by Chairman Senate. In case of two separate degrees for the same thesis, on fulfilment of all academic requirements, the degree certificate will be awarded by the host as well as home institutions as per their own schedule.
- (e) Final grade sheet will be given to the scholars along with the Degree certificate by the home Institute only.

Scholars of IIT (ISM) Dhanbad are selected from a pool of best talents available in the country. They come from different parts of the country. Therefore, their conduct and behavior within and outside the Institute campus should be exemplary and cosmopolitan in a manner befitting her/his association with an Institute of national importance. Details of the conduct and discipline are available in DSW office. Some silent points are as follows:

12.1 Code of Conduct

- 12.1.1 Scholars must always carry their Identity Cards with them, especially when they move out of their hostels.
- 12.1.2 No scholar shall disobey any order issued by the Institute, Supervisor, Head of Department, Deans, Associate Deans, Chief Warden/Warden of hostels and other functionaries of the Institute. The scholars must behave with due decorum with their teachers and fellow scholars. Girl scholars must be shown due consideration in this respect.
- 12.1.3 Ragging of scholars (freshers and others) is strictly prohibited both within and outside the campus. No scholar shall indulge in any form of ragging of scholars, causing mental or physical agony or inflict monetary loss, physical harm to them, harass them or indulge in any kind of obscenity, vulgarity or violence with them.
- 12.1.4 Scholars should not indulge in any type of unkind, indecent behavior towards new entrants in hostels, messes, clubs or any other place in the campus and outside.
- 12.1.5 Scholars have no right to deny mess, club and other facilities to other scholars. The use of any such facility can be withdrawn only by the appropriate authorities.
- 12.1.6 Scholars should not indulge in violence of any kind with fellow scholars, employees including teaching staff of the Institute, and outsiders within or outside the Institute campus. Scholars must not take the law in their own hands but must report any grievance to the teachers, Head of Department, Chief Wardens, Dean of Scholars' Welfare, Dean (Academic) or other Officers, as the case may be.
- 12.1.7 Scholars are not allowed to become members of outside societies or allowed to join discussions of a political nature or to take part in any political activity without prior permission of the competent authority of the Institute.
- 12.1.8 Scholars are not permitted to consume or take alcoholic drinks and harmful drugs like L.S.D., Charas, etc. within the Institute campus including their hostels or outside in any restaurant/bar in Dhanbad or at any other place or on outside official visits such as training/tour/camp/field work, etc.
- 12.1.9 Scholars must not incur any debt or commit any irregularity in financial matters. The Institute, however, will in no way be responsible for such debts or irregularities.
- 12.1.10 No meeting of the scholars, other than those organized under the aegis of the various recognized scholars activities, shall be called and held without the prior permission in writing from the Dean of Scholars Welfare.
- 12.1.11 No meeting/function within the Institute campus at Dhanbad, to which any outsider is invited, shall be organized nor shall any outsider be allowed to address the scholars without the prior permission in writing from the Dean of Scholars Welfare/Head of Department.

12.1.12 No theatrical performance, dance or show of any kind shall be allowed either within or outside the Institute Campus in the name of any society of the scholars except with the prior permission in writing from the Dean of Scholars Welfare/or any authorized functionary of the Institute, who may prescribe the terms and conditions for such performance.

12.1.13 No scholar shall

- (a) By words spoken or written or by sign or visible representation or through internet or website or social media platforms, or SMS, WhatsApp, etc., offend or insult a fellow scholar or any teacher of the Institute or any employee or officer/functionary of the Institute. (Any form of ragging will also constitute an act of insult or offence on the person who is ragged).
- (b) Misappropriate, prefer false claim for financial assistance of any kind (indulge in financial irregularity of any kind), mutilate, disfigure or otherwise destroy or damage any property of the Institute including furniture, books, equipment, apparatus, building etc.
- (c) use unfair means before, during or after any of the examinations and/or tests, quizzes, etc. or attempt to threaten the staff to get undue advantage or lift someone else's work(s) and insert it in her/his class work submissions, projects, dissertations, reports, etc. without proper acknowledgement, credit and reference.
- (d) Indulge in plagiarism or misconduct in use of printed/audio-video/video material of any kind in the Project, Thesis, Class Work submission, reports, etc.
- (e) Keep and/or drive engine driven vehicle (car, motor-cycle, scooter, etc.) for commuting inside the IIT(ISM) campus during her/his stay at IIT(ISM), Dhanbad. However, married scholars may be allowed to keep and use an engine driven vehicle with the specific approval of the Dean of Scholars Welfare/or any other authorized functionary of the Institute.

12.1.14 Scholars must take care of and protect all Institute property. Any damage to Institute property due to improper use or negligence will have to be made good by the scholars concerned. Scholars must use the Institute furniture and fittings with due care and must not deface buildings, roads, furniture, fittings, etc. in any manner.

12.1.15 Scholars must handle with great care the laboratory equipment and any instrument and machinery that they have to use in the course of their work/project /practical / dissertation. Any damage or breakage of such equipment, instrument, apparatus, etc., due to improper use or negligent handling will have to be made good by the scholars concerned.

12.2. Disciplinary action and related matters

12.2.1 Any violation of the Code of Conduct shall invite disciplinary action which may include punishments such as reprimand, disciplinary probation, fine, debarring from examinations, withdrawal of scholarship and/or placement services, withholding of grades and/or degrees, cancellation of registration and even expulsion from the Institute. In certain cases, the scholar may be barred from applying for a change of branch/program.

12.2.2 Scholars found involved in any form of ragging are liable to severe disciplinary action including their expulsion from the Institute, and besides, they shall be punishable under the provisions of the Indian Penal Code or any other law in force. Involvement of a

scholar indulging in any unseemly behavior towards new entrants will render themselves liable to strict disciplinary action.

- 12.2.3 Indulgence in violence by any scholar or group of scholars will render them liable to strict disciplinary action, including expulsion from the Institute.
- 12.2.4 In case of damage to the property of the Institute (Department / hostel or any other place), not only the cost of the damaged Institute property will be recovered from the scholar(s) concerned, but disciplinary action shall also be taken against the scholars involved in the damage.
- 12.2.5 If scholars feel victimized by the conduct, academic or personal, of any other member of the Institute, they may register a complaint to the Head of Department or Dean of Scholars Welfare/Dean, (Academic) or any other concerned functionary of the Institute.
- 12.2.6 In case of any complaint related to sexual harassment, the matter must be reported to Head of Department, Dean of Scholars Welfare or any other functionary of the Institute without any delay, who will take appropriate action in the matter through the Chairperson of the Internal Complaints Committee (ICC) of the institute.
- 12.2.7 The Course Coordinator/Instructor of a course may debar a scholar from the examination in which s/he is found to be using unfair means. Besides, the Institute may take any other disciplinary action. The Course Coordinator/Instructor may take appropriate action against a scholar who misbehaves in her/his class. In all such cases, the Course Coordinator/teacher shall inform the Dean (Academic) about the matter with all the relevant details.
- 12.2.8 The Dean of Scholars Welfare (DSW)/Chief Warden/Warden of a hostel may reprimand, impose fine or take any other suitable measure against a scholar residing in the hostel, who violates either the Code of Conduct or the regulations pertaining to the concerned hostel. The Chief Warden/Warden shall take prior approval of DSW before imposing any fine.
- 12.2.9 In major cases of indiscipline, the DSW shall constitute an enquiry committee and forward the recommendation of the committee to Chairman, Senate for his approval.

12.3 Standing Disciplinary Rules for Scholars

The following Standing Disciplinary Action may be applicable depending on the gravity of misconduct:

- (a) Warning Letter
- (b) Letter indicating Disciplinary action will be communicated to parents/concerned supervisor/HODs.
- (c) Enhanced Attendance requirement up to 90%.
- (d) Engaged in Community/Academic Support /Administrative support service for two hours per day up to forty hours per month.
- (e) Restriction in participation in activities of Scholars clubs/ Gymkhana / Festival etc.
- (f) Restriction in Campus Placement activities.
- (g) Disciplinary Probation for 6 months to entire period of stay at IIT(ISM).
- (h) Suspended Sentence (Disciplinary action is awarded, however, the action will be enforced only after any other incident of indiscipline is reported)

- (i) De-registered from a number of course ranging from one to full semester load.
- (j) Deduction of Fellowship based on report of indiscipline.
- (k) Expulsion from the institute.

Any other action not covered above may be taken with the approval of the Chairman, Senate.

Note: *Ragging/Teasing/Molestation/Consumption of Alcohol/Violence/Demeaning Institute's Reputation would be taken very seriously and strict disciplinary action would be taken which may even lead to expulsion from the Institute.*

13.1 Waiver

The procedures and requirements set out in this manual, other than those in Chapters 1.4 (Admission Procedure & Rules to Ph.D Programs), Chapter 4 (Deficiency in Academic Performance), Clause 6.8.6 (Relative Grading), and Chapter 7 (Academic Requirements for the Award of Degree) may be relaxed or waived off in special circumstances by the Chairman, Senate. However, all such exceptions are to be reported to the Senate in its subsequent meeting.

13.2 Amendments

Notwithstanding anything contained in this manual, the Senate of the IIT(ISM), Dhanbad reserves the right to modify/amend the curricula, procedures, requirements, and rules pertaining to its undergraduate programs without notice.

ANNEXURE - I

Course Structure (Applicable for scholars admitted in Winter Semester 2022-23*** or earlier and presently registered for completing their course work)

The Department may opt for Option- I or II:

Option - I

First Semester (Monsoon)

Sl. No.	Status of the course	Course Type	Course Name	L-T-P	Credit
1.	DCPG-1*	Mandatory		3-0-0	9
2.	DCPG-2*	Mandatory		3-0-0	9
3.	DCPG-3	Mandatory		3-0-0	9
4.	DCPG-4	Mandatory	Numerical Methods/MATLAB/etc.^^	3-0-0	9
5.**	HSC500#				9
	HSI500				9 (S/X)
Total Credit					45

*Minimum two DCPG courses (DCPG1 & DCPG2) to be offered by the department which are not currently being offered for any of the PG programs of the Institute.

^^ The HSS department will offer other DCPG course in place of a course on Numerical Methods/MATLAB/etc.

** At least one of the two courses will be offered in this semester.

Credit course HSC500 mandatory for HSS scholars and Audit course HSI500 as option with DCPG5 for others.

Second Semester (Winter)

S. No.	Status of the course	Course Type	Course Name	L-T-P	Credit
1.	<ul style="list-style-type: none"> Four courses of total 36 credits (out of which at the most one UG course of nine credits of Level 4) to be cleared by the respective scholar from the offered PG courses across the department/program as per their choice in consultation with the respective supervisor. The scholar will not be allowed to repeat any such course(s) which s/he has already studied during her/his UG/PG program for completion of the course work of the Ph.D. program. 			3-0-0	9
2.				3-0-0	9
3.				3-0-0	9
4.				3-0-0	9
5.	DCPG-6	MANDATORY	Research Methodology	3-0-0	9
Total Credit					45

Third Semester (Monsoon)

S. No.	Status of the course	Course Type	Course Name	L-T-P	Credit
1.	Thesis	XXX599	Thesis	0-0-0 (S/X)	36
Total Credit					36

OR

(Applicable only for Ph.D. scholars who join after BE/B.Tech. or after Masters in non-relevant field)

Sl. No.	Status of the course	Course Type	Course Name	L-T-P	Credit
1.	<i>Two courses of total 18 credits (out of which only one UG course of nine credits of Level 4, if not taken in second semester) to be cleared. Recommendations of the respective supervisor and DSC for all the courses will be mandatory.</i>			3-0-0	9
2.				3-0-0	9
				Total Credit	18

Total course work credit:

(a) For M.Tech in relevant field = 45 (1st Sem) + 45 (2nd Sem) = 90

(b) For B.Tech/M.Tech in non-relevant field = 45 (1st Sem) + 45 (2nd Sem) + 18 (3rd Sem) = 108

Minimum credit through research work (Thesis) = 216.

Option - II

First Semester (Monsoon)

Sl. No.	Status of the course	Course Type	Course Name	L-T-P	Credit
1.	DCPG-1*	Mandatory		3-0-0	9
2.	DCPG-2*	Mandatory		3-0-0	9
3.	DCPG-3	Mandatory		3-0-0	9
4.	DCPG-4	Mandatory	Numerical Methods/MATLAB/etc.	3-0-0	9
5.	DCPG-5	Mandatory		3-0-0	9
				Total Credit	45

**Minimum two DCPG courses (DCPG1 & DCPG2) to be offered by the department which are not currently being offered for any of the PG programs of the Institute.*

Second Semester (Winter)

S. No.	Status of the course	Course Type	Course Name	L-T-P	Credit
1.	<ul style="list-style-type: none"> <i>Four courses of total 36 credits (out of which at the most one UG course of nine credits of Level 4) to be cleared by the respective scholar from the offered PG courses across the department/program as per their choice in consultation with the respective supervisor.</i> <i>The scholar will not be allowed to repeat any such course(s) which s/he has already studied during her/his UG/PG program for completion of the course work of the Ph.D. program.</i> 			3-0-0	9
2.				3-0-0	9
3.				3-0-0	9
4.				3-0-0	9
5.	DCPG-6	MANDATORY	Research Methodology	3-0-0	9
				Total Credit	45

Third Semester (Monsoon)

S. No.	Status of the course	Course Type	Course Name	L-T-P	Credit
1.	HSI500	Mandatory	Research and Technical Communication	3-0-0	9 (S/X)
2.	Thesis	XXX599	Thesis	0-0-0 (S/X)	36
				Total Credit	9+36

OR

(Applicable only for Ph.D. scholars who join after BE/B.Tech. or after Masters in non-relevant field)

Sl. No.	Status of the course	Course Type	Course Name	L-T-P	Credit
3.	<i>Two courses of total 18 credits (out of which only one UG course of nine credits of Level 4, if not taken in second semester) to be cleared. Recommendations of the respective supervisor and DSC for all the courses will be mandatory.</i>			3-0-0	9
4.				3-0-0	9
5.	HSI500	Mandatory	Research and Technical Communication	3-0-0	9 (S/X)
Total Credit					27

Total course work credit:

- (a) For M.Tech in relevant field = 45 (1st Sem) + 45 (2nd Sem) + 9(3rd Sem) = 99
- (b) For B.Tech/M.Tech in non-relevant field = 45 (1st Sem) + 45 (2nd Sem) + 27 (3rd Sem) = 117

Minimum credit through research work (Thesis) = 216.

*****For scholars admitted in Winter Semester 2022-23, the academic roadmap depicted in Table 2.3 and the terms and conditions mentioned below may also be referred in conjunction with the above mentioned course structure. Further, the first semester of all such scholars will be Winter Semester and the second semester will be Monsoon Semester. The same may be inferred appropriately where applicable.**

- Supervisor of the scholar will be allotted at the time of admission.
- Scholar will be allowed to take the **Four courses of total 36 credits** of the Winter Semester (1st semester of the scholar), as indicated in Table 2.3, in consultation with the allotted supervisor.
- The DCPG courses prescribed in the course structure of the Ph.D. program of the respective department will be taken by the scholar in subsequent Monsoon Semester (2nd semester of the scholar).

Table 2.3: Academic Roadmap for Scholars admitted in Winter Semester 2022-23

Winter Semester	Monsoon Semester	Winter Semester
<ul style="list-style-type: none"> • Four courses of total 36 credits (out of which at the most one UG course of nine credits of Level 4) to be cleared by the respective scholar from the offered PG courses across the department/program as per their choice in consultation with the respective supervisor. • The scholar will not be allowed to choose/repeat any such course(s) which s/he has already studied during her/his UG/PG Program 	DCPG-1	In this semester, the scholar will clear Comprehensive Examination and subsequently deliver the Research Proposal Seminar
	DCPG-2	
	DCPG-3	
	DCPG-4	
	[DCPG-5/RTC]	
DCPG-6 (Research Methodology)	[RTC]*	

**Applicable for the departments who are offering 5 DC courses (other than RTC) in the first semester of the regular Ph.D. scholar.*

ANNEXURE-II

Constitution and functioning of DPGC and SPGC

1.1 Departmental Post Graduate Committee (DPGC)

The Department Postgraduate Committee (DPGC) is a statutory committee constituted in the department level for governing and monitoring all the issues related to the Postgraduate Academic Program and its activities. This committee shall be responsible for all matters connected with the PG program(s) of the department. For interdisciplinary program involving more than one Department, a DPGC shall also be constituted consisting of the faculty members of both the department.

1.1.1 Constitution of DPGC

- (a) A Convener, (other than the Head of the Department, HOD) to be nominated by the DAC of each department.
- (b) HOD - Ex-officio Member.
- (c) Not less than four, but not more than eight faculty members, to be nominated by the DAC of each department.
- (d) Two student members from PG programs of the department. The student members shall be nominated by the PG students of the department.
- (e) For interdisciplinary PG programs, the DPGC shall be formed by the Heads of the Departments which are participating in the program. The student nominees of the committee shall be from amongst the PG students of the interdisciplinary programs to be nominated by the Students Senate.

1.1.2 Term of the Membership

- (a) Term of the faculty members, including the Convener, shall be two years with effect from the date of their nomination.
- (b) About 50% of the faculty members of the DPGC shall vacate their membership and their vacancies shall be filled by new faculty members.
- (c) The term of the student members shall be one year from the date of their nomination or until they cease to be students of the Institute, whichever is earlier.
- (d) In case of vacancy in the membership, another person may be nominated for the remaining period of the term and the manner of such nomination shall be the same as before.

The student members of the DPGC shall abstain from the meeting of the DPGC, when the matter pertaining to academic evaluation of one or more students are to be considered. This, however, does not preclude them from giving their opinion to the Convener of the DPGC a priori, before the meeting of the committee.

1.1.3 Functions and jurisdiction of the Convener, DPGC:

DPGC is the standing committee of the department. This committee is constituted to look after the academic related matters of the PG students & Ph.D. scholars of their respective departments. In principle, all academic policy and routine matter comes under the purview of the Convener of the DPGC. The committee is responsible to follow the Senate approved rules and regulations along with guidelines prescribed in the Manuals.

Details of the functions and the various issues which comes under the purview of the Convener, DPGC as well as the committee (DPGC) and Head of the Department are provided at the appropriate place in the manual. However, some of the specific responsibilities which are to be carried out on a regular basis are also given below:

A. Academic Curriculum:

Sl. No .	Issues	DPGC (Role and Responsibilities)	Convener, DPGC (Role and Responsibilities)	Head of the Department (Role and Responsibilities)
1.	Preparation of Course Curriculum	As per the approved guidelines of the Senate, the Course Curriculum will be prepared. The final courses curriculum will be sent to the Senate through SPGC.	The proposed course curriculum will be presented in the DAC for its consideration.	The HoD implements the Senate approved curriculum.
2.	Changes/Modifications in the existing Course curriculum	As per the approved guidelines of the Senate, the changes/modifications in the Course Curriculum will be proposed. The modified courses curriculum will be sent to the Senate through SPGC.	The proposed changes/modifications in the course curriculum will be presented in the DAC for its consideration.	After getting the approval of these proposed modifications, the HoD will do the needful for implementation of all such modifications.
3.	Preparation of Course Structure	As per the approved Course Curriculum & guidelines of the Senate, the Course Structure to be prepared. The final course structure will be sent to the Senate through SPGC.	The proposed course structure will be presented in the DAC for its consideration.	The HoD will offer all the courses prescribed in the approved Course Structure.
4.	Any changes in the Existing Course (Course Code/ Course Name/Course Contents/Course Credit)	Will prepare the comparison of the exiting & proposed changes. The modifications will be sent to the SPGC.	Any changes/modifications in the existing course, proposed by the course instructor, will be presented in the DAC for its consideration.	HoD will do the needful for the implementation of modified course.
5.	Discontinuation of any DC Course	Such changes will be sent to the Senate through SPGC.	Any discontinuation of the existing DC course, will be endorsed by the DAC with a suitable approved alternate course as per the respective course structure.	

B. Offering of New Courses:

Sl. No.	Issues	DPGC (Role and Responsibilities)	Convener, DPGC (Role and Responsibilities)	Head of the Department (Role and Responsibilities)
1.	Departmental Compulsory Courses (DC)	<ul style="list-style-type: none"> As per the approved guidelines of the Senate and decision of the DAC, the Course Content will be finalized. The final courses content will be sent to the Senate through SPGC. 	<ul style="list-style-type: none"> The proposed course content will be shared with the faculty member of the Institute for comments/ feedback. Finalization of course content in consultation with DAC based on comments/ feedback received. 	The HoD implements the Senate approved courses in the academic curriculum.
4.	Elective Courses (DE/OE)	<ul style="list-style-type: none"> As per the approved guidelines of the Senate and decision of the DAC, the Course Content will be finalized in consultation with the concerned course instructor(s). The final courses content will be sent to the SPGC for approval. 	<ul style="list-style-type: none"> The proposed course content will be shared with the faculty member of the institute for comments/ feedback. Finalization of course content in consultation with DAC based on comments/ feedback received. 	

C. Registration related issues:

Sl. No.	Issues	DPGC (Role and Responsibility)	Convener, DPGC (Role and Responsibility)	Head of the Department (Role and Responsibility)
1.	Courses to be offered in a semester	Program-wise list of the courses to be prepared for offering in the academic year.	<ul style="list-style-type: none"> The proposed course structure will be presented in the DAC for its consideration. 	<ul style="list-style-type: none"> The HoD will assign the Course Instructor, Coordinator in consultation with the DAC. Name of Course Instructor(s) & Coordinator to the Office of the Dean (Academic) as per the defined timeline in every semester.
2.	Assigning Course Instructor(s) & Coordinator for all courses to be offered.			
3.	Status & Monitoring of Academically Deficient Scholars	Responsible for monitoring of the students as assigned by the Convener, DPGC in	<ul style="list-style-type: none"> Batch-wise distribution of the students (on receipt of the list of academically deficient 	The HoD will provide consultant faculty to all such deficient students

		consultation with the HoD.	students from the academic section) among the members of DPGC for monitoring.	based on input from the Convener, DPGC.
4.	Considering the request for Overload / Under load	May assist Convener, DPGC as and when required.	<ul style="list-style-type: none"> Interested student will make such request to the Convener, DPGC. Checking the validity of the request as per the prescribed rules for overload/under load. Forwarding the request to the Academic Section for the necessary action. 	No Specific role.
5.	Replacement of DC Courses	May assist Convener, DPGC as and when required.	<ul style="list-style-type: none"> The student, having backlog in the DC course and that is discontinued, will make a request to the Convener, DPGC for an alternate DC Course. Suggesting a suitable alternate DC course as the replacement of DC course which is discontinued. Forwarding the request along with details of alternate DC course through HOD to the academic section for necessary action. 	Will ensure the offering of the alternate DC course [with assignment of the Course instructor(s)] in a particular semester.
5.	Course Waiver	All requests for giving waiver in the requirements for completion of the academic program will be considered in the DPGC meeting before sending the recommendations to the SPGC for the consideration.	Request of the scholars to waive off any requirements for completion of the academic program, the DSC's recommendation, will be forwarded with the specified comments, if any to the DPGC.	HoD cannot recommend for giving any kind of waiver in completion of the academic program.

D. Specific matters related to the Research Scholars of the department:

Sl. No.	Issues	DPGC (Role and Responsibility)	Convener, DPGC (Role and Responsibility)	Head of the Department (Role and Responsibility)
1.	Allotment of Supervisor	The committee will assist Convener, DPGC.	May assist HOD in allotment of Supervisor as per institute and department norms.	The HoD will send the list of scholars with the name of allotted Supervisor/Co-Supervisor to the Office of the Dean (Academic) as per the defined timeline for the same.
2.	Constitution of DSC	The committee will assist Convener, DPGC.	Will ensure the constitution of DSC for all eligible scholars of the department as per the defined timeline for the same.	
3.	Endorsement of all prescribed forms (PH1, PH2 etc.)	The committee will assist Convener, DPGC.	Forwarding/recommending of all the applications of the scholars by the Convener are mandatory.	Forwarding/recommending of the applications, if required.
4.	Submission of Thesis Credit	The committee will assist Convener, DPGC.	<ul style="list-style-type: none">• Responsible for collecting the thesis credits of all scholars from their supervisor and timely uploading of the same on the MIS.• Submission of uploaded grades to the academic section for the record purpose.	No Specific role.

E. General Guidelines to be followed:

1. It will be the responsibility of the Convener, DPGC to examine whether the request of the scholar is as per the existing rules and regulations prescribed in the Manuals or not. If s/he feels that accepting of the request of the scholar is necessary then it may be forwarded with appropriate comments/feedback to the authority/committee. At the time of forwarding any application of the scholar, the Convener, DPGC must provide her/his own observation/comment instead of writing the word **Forwarded/Recommended**.
2. Any academic related matters which are neither in line with the approved guidelines of the Senate nor as per the rules and regulations prescribed in the Manual then Convener, DPGC will place the matter before the DPGC for consideration. All such matters should be considered by the DPGC and recommendation to be sent to the office of the Dean (Academic)/SPGC.
3. For any policy matter of the department related to academics, then recommendation of the DPGC is mandatory, for which a meeting must be convened by the Convener. All academic policy matter will be considered by the DPGC before sending the recommendation to the office of the Dean (Academic)/SPGC. If the approved policy matter is related to the academic issue of the department then HoD will do the needful for implementation.

4. Based on the recommendations of the DPGC, the decisions taken by the SPGC/Senate, the Convener will communicate to the HoD for implementation.
5. Any DSC recommendation which is not in line with the existing rules and regulations prescribed in the Ph.D. Manual, all such DSC recommendations will be placed before the DPGC.
6. HoD cannot forward any DSC recommendation for approval by the concerned authority, if it is related to the academic matters. All such recommendations must be forwarded by the Convener, DPGC.
7. HoD will ensure proper record keeping (including all minutes the DPGC meeting) at the department level. This is specific to the policies related to the academic matters, where DPGC have made specific recommendation to the Dean (Academic)/SPGC/Senate.
8. All leave request of scholars should be forwarded by the Convener, DPGC.
9. All appeals of the terminated scholars should be recommended by the Convener, DPGC in consultation with the DPGC.

1.2 Senate Post Graduate Committee (SPGC)

Senate Postgraduate Committee (SPGC) is a standing committee of the Senate. All the academic matter related to the Ph.D. program comes under the purview of the SPGC.

1.2.1 Constitution of SPGC

(a) The SPGC shall consist of the following:

- (i) A Chairperson, who shall be nominated by the Senate from amongst its internal members;
 - (ii) Associate Dean (Academic - PG) - Vice Chairperson, ex-officio.
 - (iii) All Conveners of the DPGC of various departments;
 - (iv) Two nominees of the Senate.
 - (v) Two nominees from the Full-Time Ph.D. Scholars, in addition, at least one girls nominees
 - (vi) Assistant Registrar (Academic - PG) / Deputy Registrar, who shall act as the Secretary.
- (b) The term of the Chairperson and the Senate members are two years from the date of their nomination. The term of the Senate members shall be co-terminus with that of her / his Senate membership. The term of the nominees of the Ph.D. scholar shall be a maximum of one year with effect from the date of their nomination. The membership shall stand terminated either on the completion of the term or the termination of the registration, whichever is earlier.
- (c) The SPGC shall be fully responsible to the Senate which has the statutory jurisdiction on all academic matters, including those which have been dealt with by the SPGC, subject to the conditions imposed by the Act / Statutes.

1.2.2 Functions of SPGC

Since the SPGC is a standing committee of the Senate, the SPGC works as a sub-committee of the Senate, based on the recommendations of the DPGC. All academic related issues of the PG

programs are considered by the SPGC either for approval or sending the recommendations to the Senate for further consideration.

The jurisdiction and functions of the SPGC which are followed for governing the Postgraduate and Ph.D. programs of the Institute cited below:

- (i) All the academic policy matters of the department are to be considered by the SPGC before sending the recommendation to the Senate for its approval.
- (ii) To coordinate the functioning of Departmental Post Graduate Committee (DPGC) of different Departments;
- (iii) To review the academic curriculum of the Ph.D. Program and the courses prescribed in the course structure of the various Departments;
- (iv) Based on the recommendation of the DPGC, the SPGC considers and approves all the new courses except DC course. If it is a DC course then the SPGC will recommend it to the Senate for its approval.
- (v) Any modification, including addition/deletion of the approved courses in the course structure will be considered by the SPGC and recommendation will be sent to the Senate for approval.
- (vi) Any modifications in the existing approved courses or replacement of a course from the existing course structure will be considered by the SPGC either for approval or sending recommendation to the Senate for its approval.
- (vii) To assess the contact hours assigned to the various units of courses according to the course contents.
- (viii) To constitute Sub-Committees, as and when it will be necessary for looking after various issues to assist the SPGC for discharging its duties and responsibilities;
- (ix) The SPGC will report, to the Senate, all those issues for which Senate is the approving authority. However, the Senate may review the decisions which are taken by the SPGC.

ANNEXURE III

Course Numbering System: Policies and Procedures

A Course Code (or course number) shall consist of **6 characters** containing **3 Alphabets** and **3 Numbers** as given below:

Course Code =ABC LXX

- ‘AB’:** represents two-letter alphabetical code that reflects “Department” as per Table-1[AB].
- ‘C’:** represents single letter alphabetical code for “Type of Course” as per Table-2[C]
- ‘L’:** represents one-digit numeric code that indicates general level of difficulty of a course as defined in Table-3.
- ‘XX’:** represents two-digit numeric code that represents a **sequential number** that reflect the serial number of “Type of course listed as Code-C (Table-2)” from first year to last year in the course structure and syllabus.

Table-1 [AB]: List of two-letter alphabetical codes for individual Departments

Serial No.	Departments	Department Code
1	Applied Geology	GL
2	Applied Geophysics	GP
3	Chemical Engineering	CH
4	Chemistry	CY
5	Civil Engineering	CE
6	Computer Science & Engineering	CS
7	Electrical Engineering	EE
8	Electronics Engineering	EC
9	Environmental Science and Engineering	ES
10	Fuel, Minerals and Metallurgical Engineering	FM
11	Humanities and Social Science	HS
12	Management Studies & Industrial Engineering	MS
13	Mathematics and Computing	MC
14	Mechanical Engineering	ME
15	Mining Engineering	MN
16	Mining Machinery Engineering	MM
17	Petroleum Engineering	PE
18	Physics	PH
19	Physical Education /Co-curricular activities/ NSS/ NCC	CC
20	Centre for Innovation Incubation and Entrepreneurship	IE
21	Office of the Dean Student Welfare (DSW)	SW

Table-2 [C]: List of single-letter alphabetical code for describing the nature of Course

Serial No.	Type of Course	Code for Course Type
1	Institute Core	I
2	Department Core	C
3	Department Elective	D

4	Open Elective	O
5	Engineering Science Option (ESO) Elective	E
6	S/X course (Seminar, Field work, Summer/ Winter Training, Co-curricular Activities)	S
7	Non-credit Course	N

Note: *Practical, Viva-voce etc. comes under Dept. Core*

Table-3[L]: Represents one-digit numeric code that indicates its general level of difficulty for an Undergraduate (UG), postgraduate (PG) or a Ph.D. level course.

Serial No.	Course level number	Course levels details
1	0	For Preparatory level/ Summer/Winter Training, Internship, and Co-curricular Activities etc.
2	1	Basic UG level: All introductory theory/practical courses for UG students, offered for first year students as Institute Core Course.
3	2	a) Institute core courses in 2 nd Year UG b) All Engineering Science Option (ESO) offered in 2 nd year UG c) All department core courses offered to 2 nd year UG.
4	3	a) All Department Core courses offered to 3 rd year UG. b) All Department elective courses offered to 3 rd year UG
5	4	a) All Department Core courses offered to 4 th year UG. b) All Department elective courses offered to 4 th year UG
6	5	PG & Ph.D. level a) All <i>Dept. core courses</i> offered to Ph.D. & PG programs b) All <i>open elective</i> courses offered to Ph.D. & PG programs c) All Department <i>electives</i> offered to Ph.D. & PG programs
7	6	Advanced/basic level Online Course/Self Study Course or Open Course or MOOC (massive open online course).

Note:

- Codes 1 to 4 are reserved for UG courses. Thus, 100-199, 200-299, 300-399 and 400 -499 series courses are UG courses.
- For integrated M.Tech., Dual Degree programs, the first 4 years will be considered as UG and 5th year will be treated as PG course.
- Codes 5 is reserved for PG and Ph.D. courses. Thus, 500-599 series courses are PG and Ph.D. courses.
- Code 6 is reserved for online courses. Thus, 600-699 series courses are online courses.

ANNEXURE - IV

Visit to

[https://people.iitism.ac.in/~academics/assets/acad_forms/Ph.D%20Road%20Map%20\(Full%20Time\).pdf](https://people.iitism.ac.in/~academics/assets/acad_forms/Ph.D%20Road%20Map%20(Full%20Time).pdf) for knowing the complete roadmap for Ph.D.

Various forms to be submitted at different stages are listed below:

Course Waiver to the Scholar	PH1
Constitution of Doctoral Scrutiny Committee (DSC)	PH2
2nd Semester Course Work Proposed by DSC	PH3
Comprehensive Examination Report	PH4
Research Proposal Seminar Report	PH5
Pre-Submission Thesis Assessment by DSC	PH6
Pre-Submission Report	PH7
Certificate for Acceptance of Draft Thesis by DSC	PH7A
Suggested Panel of Examiners	PH8
Particulars of candidate for Submission of Synopsis for Ph.D.	PH9
Copyright and Consent Form	PH10
Certificate for Classified Data	PH11
Certificate regarding English Check	PH12
Certificate from Supervisor(s)	PH13
Statement of Corrections for Revision of Ph.D. Thesis	PH14
Viva-voce Report for Ph.D.	PH15
Certificate For Final Version of Thesis	PH16
Receipt of Soft Copy of Thesis at Central Library	PH17
Remuneration Bill of External Examiner (Indian)	PH18
Doctoral Scrutiny Committee Recommendation on Specific Purpose	PH20
Appointment of Co-Supervisor (Internal/External)	PH21
Change of Supervisor / Co-Supervisor (Internal/External)	PH22

ANNEXURE V

Guidelines for conducting examinations of PwD/DA students

1. The PwD students with benchmark disabilities, as per the RPwD Act 2016, who are eligible for availing the facility of Scribe / Reader/ Lab Assistant as per the conditions laid out in point 2 given below, will be provided a compensatory time of 20 minutes for each hour of examination whether they use the facility of scribe or not. However, all eligible PwD students who wish to avail the benefit of compensatory time will have to submit their application in Form A18 to the Office of Dean (Academic) within 10 days of physically joining the Institute. In case the duration of examination is less than an hour, the compensatory time will be given on pro rata basis. The compensatory time should not be less than 5 minutes in any case and should increase in the multiples of 5 after the initial 5 minutes.
2. The facility of Scribe / Reader/ Lab Assistant will be provided to any PwD student with benchmark disability who has limitation in writing including that of speed if so desired by him / her subject to fulfilment of the following conditions:
 - (a) Such students will submit an application in Form A18 to the Office of Dean (Academic) within 10 days of physically joining the Institute. A copy of a valid PwD certificate issued by the competent authority will also be required to be attached with the application of the student.
 - (b) In case of PwD students with benchmark disabilities **other than** those in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, a duly filled **Appendix-I** (enclosed) signed by Chief Medical Officer / Civil Surgeon/ Medical Superintendent of a Government health care institution will also be required to be submitted along with the application of the student.
 - (c) In case of PwD students with benchmark disability in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, there is **no need to submit** Appendix-I.
 - (d) In case a PwD student is allowed to have the facility of the Scribe / Reader/ Lab Assistant, the student will be given an option to choose a Scribe / Reader/ Lab Assistant from the approved list of Scribes / Readers/ Lab Assistants provided by the Institute. A panel of such Scribes / Readers/ Lab Assistants will be prepared by the Institute with the help of the HoDs. The student will be allowed to meet the scribe two days before the examination or earlier to check his/her suitability, if required, in a meeting scheduled in the Institute. A suitable date and time will be intimated to the PwD students by the Institute in advance for attending such meetings. All such meetings will be conducted in working hours in the presence of Institute staff.
 - (e) The qualification of the Scribe / Reader/ Lab Assistant to be taken help of should not be more than the level (UG / PG / Ph.D) of the examination for which the PwD student is appearing. However, the qualification of the Scribe / Reader/ Lab Assistant will always be matriculation or above.
 - (f) The PwD student may take the help of different scribes for different courses. However, only one scribe may be allowed per course.
 - (g) In case the chosen Scribe / Reader/ Lab Assistant does not turn up at the scheduled time after prior confirmation, or cancels his visit with prior intimation on short notice, the Institute may assign the available Scribe / Reader/ Lab Assistant from the panel to the affected student.

- (h) The Scribe / Reader/ Lab Assistant whose help is taken by the student may be paid a suitable amount as honorarium by the Institute (Rs.500/- per examination or as decided by the competent authority). No separate TA/DA will be paid to such Scribe / Reader/ Lab Assistant.
 - (i) The examination may be video recorded by the Institute in case the use of Scribe / Reader/ Lab Assistant is allowed. The CCTV footage/ video recording may be kept for up to a period of 1 month after the declaration of semester result.
3. Persons with benchmark disabilities will be given, as far as possible, the option of choosing the mode for taking the examinations i.e. in Braille or in the computer or in large print or by recording the answers. The option will be required to chosen at the time of filling the **Form A18**.
 4. In case the persons with benchmark disabilities are allowed to take examination on computer system, they may be allowed to check the computer system one day or more in advance, if required. On prior request, use of enabling accessories such as special keyboard, customized mouse etc. may be allowed for computer based examinations. A request needs to be made in this regard at the time of filling the **Form A18**.
 5. The disability certificate issued by the competent medical authority at any place in India will be accepted. However, the Institute may, if there is a need, get the claim of disability examined by the medical board at health center of the Institute.
 6. PwD students may be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, braille measuring tape and augmentative communication devices like communication chart and electronic devices used for the purpose, on prior request. A request needs to be made in this regard at the time of filling the **Form A18**.
 7. The seating arrangement (preferably on ground floor) of PwD students will be made prior to the commencement of Mid-Semester/ End-Semester Examinations to avoid confusion and distraction during the day of the examination. The time of giving the question papers will be marked accurately in case of PwD students and a timely supply of supplementary papers will also be ensured to such students.
 8. As far as possible, the Institute will provide the reading material in Braille or E-Text or on computers having suitable screen reading software for open book examinations. Similarly, online examinations will be in accessible format i.e. webpage, question papers and all other study material should be accessible as per the international standards laid down in this regard.
 9. Alternative objective questions in lieu of descriptive questions will be provided for Hearing-Impaired students. Moreover, alternative questions in lieu of questions requiring visual inputs will be provided for students with Visual Impairment.
 10. Based on the documents and information submitted by the PwD students in Form A18, their requests can be accepted fully, partially or may also be rejected. The decision of the Institute will be communicated to the concerned students on their email id provided by the Institute.

The above mentioned Appendix-I and Form A18 are attached, herewith.

**CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO
WRITE**

This is to certify that, I have examined Mr / Ms / Mrs _____
_____ (name of the PwD student), a person with _____
_____ (nature and percentage of disability as mentioned in the
certificate of disability), S/o/D/o _____,
a resident of _____
(Village / District / State) and state that he/she has physical limitation which hampers his / her
writing capabilities owing to his / her disability.

Signature

Chief Medical Officer / Civil Surgeon / Medical Superintendent of a
Government Hospital / Health Care Institution

Name & Designation

Name of Govt. Hospital / Health Care Centre with Stamp

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream / disability (eg. For Visual Impairment – Ophthalmologist, For Locomotor disability – Orthopaedic / Physical Medicine and Rehabilitation (PM&R) Specialist etc.)



**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD
OFFICE OF THE DEAN (ACADEMIC)**

**FORM FOR ADDITIONAL FACILITIES IN EXAMINATIONS
(APPLICABLE ONLY FOR PWD STUDENTS)**

1.	Name of Student			
2.	Admission No.		Program	
3.	Department		Branch (if any)	
4.	Institute Email ID			
5.	Contact Number			
6.	Nature of disability (as per RPwD Act 2016)			

(Also attach a copy of the valid PwD certificate with this form)

Sl. No.	Facilities Requested for Examination	Yes (Please √)	No (Please √)	Remarks (In case the request is accepted)
1.	Extra Time as applicable			
2.	Scribe for Examinations			To be provided by the Institute
3.	Lab Assistant for Examinations			To be provided by the Institute
4.	Reader for Examinations			To be provided by the Institute
5.	Choice of Mode for taking Exam –			
	(a) In Braille			To be provided by the Institute
	(b) On Computer with screen reading software			To be provided by the Institute
	(c) In large print			To be provided by the Institute
	(d) By recording answers			To be provided by the Institute
	(e) Use of E- Text			To be provided by the Institute
6.	To Check the Computer system one day or before the Examination			
7.	Use of Enabling Accessories such as –			
	(a) Special keyboard			To be arranged by the student
	(b) Customized Mouse			To be arranged by the student
	(c) Others, please specify –			To be arranged by the student
8.	Use of Assistive Devices like -			
	(a) Talking Calculator (if allowed)			To be arranged by the student
	(b) Tailor frame			To be arranged by the student
	(c) Braille slate			To be arranged by the student
	(d) Abacus			To be arranged by the student

	(e) Geometry Kit			To be arranged by the student
	(f) Braille measuring Tape			To be arranged by the student
	(g) Augmentative Device like Communication Chart			To be arranged by the student
	(h) Any other Augmentative Electronic Device (please specify)			To be arranged by the student

I understand and agree that in case the services of a scribe / lab assistant or a reader are provided to me, or in case I am allowed the use of assistive devices, the examination may be video recorded by the Institute.

Date: _____

Signature of Student: _____

.....

FOR OFFICE USE ONLY

<p>Verification: The student satisfies;</p> <p>➤ the necessary requirements YES <input type="checkbox"/> / NO <input type="checkbox"/></p> <p>➤ the PwD eligibility criteria YES <input type="checkbox"/> / NO <input type="checkbox"/></p> <p>Observations, if any:</p> <p>_____</p> <p>_____</p> <p>Date: _____</p> <p>_____ Signature of Dealing Assistant</p>	<p>Permission for facilities listed in the form may be</p> <p>Granted <input type="checkbox"/> / May Not be Granted <input type="checkbox"/></p> <p>(Except for facilities mentioned at) Remarks, if any:</p> <p>_____</p> <p>_____</p> <p>Date: _____</p> <p>_____ Signature of Dealing Assistant</p>
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Approved by

Dean (Academic)

Date

ANNEXURE VI

Guidelines for preparing of the Thesis

STANDARD FORMAT OF THESIS

Binding of thesis	Cover	Soft Binding
	Colour	Light Blue
	Margin Top	4Cm
	Margin Bottom	4Cm
	Margin Left	4Cm
	Margin Right	2Cm
	Printing on the Top	Title of the thesis in capital letters (24 font size) Times New Roman
	Printing in the middle of	Name of the candidate in capital letters (18 font size) Times New Roman
	Center	Logo
	Printing on Bottom	<p style="text-align: center;"> THESIS Submitted to INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD for the award of the Degree of Doctor of Philosophy Month, Year </p>
	Printing on the Binding edge	The binding edge of the jacket should contain the name of the candidate, year and thesis title.
Inside of thesis	Printing	In 1 ½ space, Font 12 Times New Roman, Both Side Printing
	Margin Top	3Cm
	Margin Bottom	3Cm
	Margin Left	4Cm
	Margin Right	2Cm
	Quality of paper	Good quality(bond/maplitho)
	Size of paper	29 cms long, 23 cms wide
	Contents	(i) Printing of cover to be repeated on first page
		(ii) Certificate of the supervisor(s)
		(iii) Certificate regarding Classified data
		(iv) Copyright Transfer
		(v) Acknowledgement (Thesis not to be dedicated to any relative)
		(vi) Contents
		(vii) List of Tables
		(viii) List of Figures
		(ix) List of symbols and abbreviations, if any.
	Abstract	To convey briefly the content of the thesis to draw attention to all new information and to the main conclusions. It should be factual and should be suitable for copying, quoting or indexing by information services.
	Chapters	The text should have suitable Chapter number, titles and subtitles with pages numbered at the top right hand corner 1 cm from top and 1 cm from right edge. First chapter should be 'Introduction' and the last chapter should be 'Summary and Conclusions'
	References	Either the Harvard system, in which the names and dates given in the body of the text and the references to be alphabetically listed at the end of the thesis or a system in which numbers are inserted in the text e.g. [3], and references to those are given at the end of the thesis as in BIS system.

TITLE OF THESIS

(In Capital Letter, Font – Times New Roman, Font Size - 24 Pts.)

BY

NAME OF THE CANDIDATE

(Admission No. XXXXXXXXXXXX)

(In Capital Letter, Font – Times New Roman, Font Size - 18 Pts.)



LOGO

**SYNOPSIS / THESIS
SUBMITTED TO
INDIAN INSTITUTE OF TECHNOLOGY
(INDIAN SCHOOL OF MINES), DHANBAD**

For the award of the degree of
DOCTOR OF PHILOSOPHY
MONTH, YEAR

ANNEXURE VII

Standard Operating Procedure (SOP) for processing applications of externally funded candidates for round the year admission to Ph.D. program [As approved by the Senate in its 26th meeting]

1. Publication of Information

- i. Two separate links will be provided on the Ph.D admission website
 - (a) One for admission to the Ph.D programs of the institute via the Institute Assistantship (IA)/Part-time/sponsored categories.
 - (b) Second for Externally funded candidates (eg. PMRF/Visvesvaraya Ph.D scheme/CSIR-UGC fellows/DST-Inspire fellows/UGC JRF fellows etc./any prestigious national Ph.D fellowship). The Ph.D admission brochures and a few general guidelines on the provisions under each type of admission will be provided on this page.
- ii. Each link will take the candidate to different portal where further details will be provided. Further application procedures will be done through each of these webpages.

2. Call for Applications

- i. The admission to the Ph.D programs of the institute via the Institute Assistantship (IA)/Part-time/sponsored categories will be conducted twice in each academic session – before the start of Monsoon and Winter Semesters.
- ii. The admission of externally funded candidates to the Ph.D program of the institute will be conducted throughout the academic year. For the purpose, a standing call for applications will be hosted on the corresponding Ph.D admission website.
- iii. Two separate application modules – one for externally funded candidates and second for IA/Part-time/Sponsored categories will be made by the MIS team. Each module will be linked to the corresponding webpage.

3. Application process and processing (Standing Call for Admissions to PhD programs for externally funded candidates)

- i. Applications will be received on the MIS under the module for the externally funded candidates.
- ii. The module for the Ph.D admission applications from externally funded candidates will be operational throughout the academic year.
- iii. During the process of application a candidate will be able to select/provide the names of five Supervisors in the department in order of priority.
- iv. The applications received under the standing advertisement will be accessible to the DPGC Convenor and the Head of each department throughout the year via the MIS system.
- v. The applications will be processed on monthly basis. The applications received up to 20th day of a month will be processed during the last seven working days of the same month, by the DPGC of the department. The applications received after 20th day of a month will be processed next month along with the applications of the next month.
- vi. The eligibility of the candidate will be determined by the DPGC of the department via evaluation of her/his credentials against the eligibility criteria of admission to the PhD programs of the institute and department; as published in the PhD manual and the PhD Admission Information Brochure for the academic Session/Semester.
- vii. If found eligible, the candidate will be Interviewed by a committee comprising of the following:

- a. Head of Department - Chairperson
- b. DPGC Convenor - Member & Secretary
- c. Members of the DPGC – Members
- d. Proposed Supervisor(s) – Members

All communications to the candidate will be made by the Head or the DPGC Convenor with a copy to Vice-Chairperson, PhD Admissions.

- viii. The final selection of the candidate will be approved by the Chairperson Senate. The approval will be sought via eOffice with supporting documents and be routed through DPGC, Convenor – HoD – Vice-Chairperson, PhD Admissions/Chairperson (PG-PhD) - Dean (Academic) – Chairperson (Senate).
- ix. The final offer of admission to the PhD program will be made by the PG-PhD Admission cell after the approval has been granted.
- x. The date of payment of admission fees will be 3-5 days from the date of issue letter. The candidate will be asked to join the department within 14 days of the date of issue of Offer Letter.
- xi. The Admission fees will be the same as that in the prevalent semester for PhD admission.
- xii. Final document verification and physical registration will be mandatory on the scheduled date and will be conducted by the representatives from the respective departments with the help of teams from Academic Section and Students Welfare Section. For the purpose, the PG-PhD Admission cell will provide the intimation to the respective sections after the receipt of applicable payment subsequent to the release of the offer letter.
- xiii. The date of joining of the candidate will be the same as that of the Physical Registration/Actual Joining to the institute.
- xiv. The candidate, after joining the institute and the department will be assigned to one of the Supervisors of his/her choice as mentioned by the candidate in the application.
- xv. The student will complete his course-work and other requirements and timelines for PhD as stated in the PhD manual.
- xvi. The timeline for the academic requirements for award of PhD degree will be calculated from the semester in which the candidate is enrolled for the course work (normally subsequent to the semester, in the middle of which, the candidate has joined the institute).

Note: The registration for the externally funded scholars, joining for the first time in the middle of a running semester, will be carried out by the academic section. The registration will be for the proportionate thesis credits. The formula to be used for this purpose could be, for each 28 days remaining in a semester – 09 research credits may be registered. The course work will start from the subsequent semester.

ANNEXURE VIII

Standard Operating Procedure (SOP) for processing applications of Part-Time Ph.D. candidates for round the year admission to Ph.D. program

- **Call for Application:**

- i. The admission to the Part-time Ph.D. programs of the institute will be conducted twice in each academic session – before the start of Monsoon and Winter Semesters.
- ii. The interested candidate may also apply for admission to the Part-time Ph.D. program of the institute throughout the academic year. However, in case of selection, their joining will be from the start of Monsoon/Winter semester, as applicable. For the purpose of submission of application throughout the year, a standing call for applications will be hosted on the corresponding Ph.D. admission website.

- **Application process and processing**

- i. Applications will be received on the MIS under the module for the part-time candidates.
- ii. The module for the Ph.D. admission applications from part-time candidates will be operational throughout the academic year.
- iii. During the process of application a candidate will be able to select/provide the names of five Supervisors in the department in order of priority.
- iv. The applications received under the standing advertisement will be accessible to the DPGC Convenor and the Head of each department throughout the year via the MIS system.
- v. The applications will be processed on monthly basis. The applications received up to 20th day of a month will be processed during the last seven working days of the same month, by the DPGC of the department. The applications received after 20th day of a month will be processed next month along with the applications of the next month.
- vi. The eligibility of the candidate will be determined by the DPGC of the department via evaluation of her/his credentials against the eligibility criteria of admission to the Part-time PhD programs of the institute and department; as published in the Ph.D. manual.
- vii. If found eligible, the candidate will be Interviewed by a committee comprising of the following:
 - i. Head of Department - Chairperson
 - ii. DPGC Convenor - Member & Secretary
 - iii. Members of the DPGC - Members
 - iv. Proposed Supervisor(s) - MembersAll communications to the candidate will be made by the Head or the DPGC Convenor with a copy to Vice-Chairperson, PhD Admissions.
- viii. The final selection of the candidate will be approved by the Chairperson Senate. The approval will be sought via e-Office with supporting documents and be routed through DPGC, Convenor – HoD – Vice-Chairperson, PhD Admissions/Chairperson (PG-PhD) - Dean (Academic) – Chairperson (Senate).
- ix. The final offer of admission to the Part-time Ph.D. program will be made by the PG-PhD Admission cell after the approval has been granted.
- x. The date of payment of admission fees will be as per the schedule given in the admission offer letter. The candidate will be asked to join the department as per the schedule given in the admission Offer Letter.
- xi. The Admission fees will be the same as that in the prevalent semester for Ph.D. admission.

- xii. Final document verification and physical registration will be mandatory on the scheduled date and will be conducted by the representatives from the respective departments with the help of teams from Academic Section and Students Welfare Section. For the purpose, the PG-PhD Admission cell will provide the intimation to the respective sections after the receipt of applicable payment subsequent to the release of the offer letter.
- xiii. The date of joining of the candidate will be the same as that of the Physical Registration/Actual Joining the institute.
- xiv. The candidate, after joining the institute and the department will be assigned to one of the Supervisors of his/her choice as mentioned by the candidate in the application.