

ORDINANCES and REGULATIONS

For Ph.D. Programme

(Applicable to 2017 Admission Onwards)
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NATIONAL INSTITUTE OF TECHNOLOGY CALICUT
NIT Campus (P.O), Kozhikode, Kerala-673601
ORDINANCES & REGULATIONS

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ORDINANCES

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Ordinances and Regulations for Ph.D. Programme at NIT Calicut

ORDINANCES

- O.1 A candidate who has been qualified for the award of the Degree of Master of Technology or Master of Architecture/Planning or equivalent or Master of Science or Master of Science (Technology) or Master of Business Administration of National Institute of Technology Calicut (NITC) or a recognized Institute or University in the discipline as prescribed in the regulations is eligible to apply for Ph.D. programme of National Institute of Technology Calicut (Institute).
- O.2 The award of the Ph.D. Degree shall be in accordance with the respective regulations of the Senate of the Institute (Senate).
- O.3 The award of the Ph.D. degree shall be made by the Institute on the recommendation of the Senate and with the approval of the Board of Governors (BoG) of the Institute.
- O.4 The Senate/BoG of the Institute has the right to modify any regulations stated from time to time.

REGULATIONS

R.1 Educational Qualifications

Post Graduate Degree in the appropriate branch of study/specialization with minimum 60% marks (CGPA 6.5/10) or equivalent. For SC/ST candidates, minimum 55% marks (CGPA 6.0/10) or equivalent in the relevant areas/disciplines.

In addition to this, candidates with Master's degree in Science/Life Sciences/Humanities/Mathematics/Statistics/Computer Science & Applications/Management etc. should have a valid GATE score or UGC-NET/CSIR-NET or fellowships offered by any central or state government funding agencies in relevant areas/disciplines.

Candidates applying for part-time and external schemes of registration under sponsored category may not require GATE score or any Fellowships.

R.2 Eligibility

a) A candidate who wishes to work for Ph.D. degree under full-time/external/part-time scheme should apply in the prescribed form on or before the due date fixed for the same.

b) Candidates employed in reputed Research and Development organizations/National Laboratories/Industries having research and development/library facilities recognized by Department of Science and Technology, Government of India or by the Senate of the National Institute of Technology Calicut, can apply for registration under external scheme provided they have minimum of two years experience at the time of admission and are sponsored by the respective institute/organization. (see R.4)

c) Candidates from outside the institute, working as full time/regular faculty of any UGC (or any equivalent MHRD approved body) approved institutes or as permanent employees- Scientists/Architects/Planners/Engineers/Managers-in any reputed organizations can apply for registration under part-time scheme provided they have minimum of two years experience at the time of admission and are sponsored by the institute/organization.

(d) Registration under part-time scheme is available to full-time employees of NIT Calicut or research staff (*should have completed a period of not less than one year in the project and projects should be in force for at least two more years*) working on sponsored research projects in the Institute. Members of the faculty appointed on contract basis at NIT Calicut, for a period of 3 years or more can also apply under this scheme (see R.3).

(e) Candidates will be admitted under QIP scheme of MHRD and eligibility of such candidates will be as per the rules of QIP scheme.

(f) Foreign nationals, satisfying R.1 or its approved equivalent decided by the Institute, whose applications are received through Indian Council of Cultural Relations, Government of India are also eligible to apply.

(g) The maximum age limit for admission to Ph.D. programme is 50 years.

Besides the above minimum eligibility, Institute/Departments/Schools/Centres offering Ph.D. programme may stipulate any higher eligibility limit and will be published in the admission brochure of the Institute from time to time.

R.3 Part-Time Ph.D. Programme for employees and research staff of the Institute

R.3.1 The Institute offers Ph.D. programmes under part-time scheme for regular employees of the Institute (see R.2). They need to apply for the same at the normal time of admission with the recommendation of the Head of the Department in which he/she is employed in the Institute.

Research Staff, who are working on sponsored research projects in the Institute *should have completed a period of not less than one year on the project and project should be in force for at least two more years*, are eligible for registration if they apply for the same at the normal time for admission with the recommendation of the Principal Investigator /Head of the department and Dean (R&C). A certificate to this effect from the Principal Investigator/Head of the Department concerned should be attached to the application form. There will not be any financial assistance or concessions from the projects/Institute for such candidates.

R.3.2 If an employee who has registered as a part time research scholar resigns his/her job or is terminated when the contract/project period is completed and leaves the Institute before completing the minimum residential period required for the Ph.D. work (see R.16) and before successfully completing the comprehensive examination, his/her registration shall stand automatically cancelled. However, if he/she has completed the course work and comprehensive examination, he/she can be allowed to continue the research work if the Doctoral Committee of the research scholar recommends the same based on his/her application.

R.4 External Registration Scheme

R.4.1 External registration is available only for candidates sponsored by and employed in recognized research institutions such as Research and Development Organizations/National Laboratories/Industries having R & D and Library Facilities recognized by Department of Science and Technology, Government of India or approved by the Senate of the Institute, provided that they are satisfying the minimum eligibility conditions. The applicant must be a permanent employee of the institution/organization with at least two years of experience and be engaged in professional work in the area to which admission is sought, a certificate specifying these details, issued by a competent authority of the sponsoring organization shall be attached with the application.

In case of faculty members of NITs, appointed on central government pay band; who may either on contract or on permanent basis, can register for Ph.D. without the employment and experience requirements as given above.

A candidate applying for admission to the external registration programme must provide detailed information about the research facilities available at his/her organization and must produce a certificate from a competent authority of the organization specifying that these facilities would be available to him/her for carrying out research.

He/she should also provide the bio-data of the prospective supervisor who would

supervise the candidate's work at his/her organization at the time of application and the willingness to supervise the candidate. External registration will be granted only when a qualified research guide is available in the sponsoring institution and is willing to guide the candidate along with a guide in NIT Calicut.

External Registration will be confirmed only when the Senate recognizes that the prospective supervisor has necessary academic qualification and experience for Ph.D. guidance.

R.4.2 Candidates from educational institutions are not eligible under external scheme.

R.5 Selection of candidates

(a) Eligible candidates will be called by the Admission Section for interview and/or test (mode of selection to be decided/conducted by the Department selection committee). Candidates shall report to the Department on the time/dates notified by admission section with all relevant documents.

(b) Provisional selection of the candidates will be conducted by a department selection committee, which is constituted by the Dean (Academic). Department selection committee will consist of:

Head of Department (HoD)/a Professor within the Institute as Chairman (to be decided and nominated by Dean (Academic))

Department Ph.D. Coordinator

All prospective guides from the Department

Dean (Academic) or his/her nominee

Dean (R&C) or his/her nominee in case of funded projects

(c) The Chairman of the selection committee of the concerned Departments/Schools /Centres offering Ph. D. programme, will submit the list of selected (provisionally) candidates to the Chairperson (Admissions) to finalize and approve the selection in consultation with Dean (Academic) and Chairman, Senate and complete the admission formalities.

R.6 Admission

a) Candidates whose selection is approved, will be admitted to Ph.D. programme after payment of prescribed fees and completion of registration formalities.

b) Normally, a candidate is not eligible for re-registration for Ph.D. after cancellation of his/her earlier registration for any reason. However, based on the merits of the individual case, and taking into consideration any special circumstances, a candidate may be considered for re-registration based on his/her request and recommendation from the concerned HoD.

c) The fee structure is as decided by the BoG following the directives of MHRD from time to time. The mode of payment is decided by the Senate from time to time.

d) A scholar who has joined for Ph.D. Full-time or Part-time shall be governed by the

Rules and Regulations of the Institute pertaining to the particular scheme in which he/she has joined.

R. 7 Choice of Guide

a) Allotment of research scholars to guide(s) will be made by the Head of the Department taking into consideration the preferences of the research scholars and guides. Consent of the Guide(s) and student is essential for the allotment.

b) There shall not be more than two guides normally for a research scholar. Main supervisor is the guide and the other will be normally co-guide.

R. 8 Guideship

R.8.1 i) All permanent faculty members of the institute who possess Ph.D. Degree are eligible to guide Ph.D. level research work in the Institute.

(ii) An academician or researcher with Ph.D. Degree and with adequate achievement in a particular field of research would be considered for recognition as guide if proposed by the Department/School/Centre and the BoAC. They will be allowed to guide the research scholars of NITC as co-guide only, for which the main supervisor shall be within the Institute. Senate will consider the individual cases based on the recommendation from the Department/School/Centre concerned and the BoAC. The approval shall be depending on the academic and research credentials of the proposed individual academician or researcher from outside the Institute.

iii) The CSIR and other Emeritus Fellows-Faculty-Scientists who hold office at this Institute for a period of 3 years and more continuously, can guide students during their period of appointment at this institute as Emeritus Faculty/Scientists, subject to approval as per clause (ii) above (without any financial support from the Institute) along with another Guide/co guide as per clause (i) above.

iv) In any other case, Senate reserves the right to approve a researcher/teacher as a guide or as a co-guide depending on the merit of the case.

R.8.2 Continuance of guideship of retired faculty members

1. (i) When a faculty member, who is guiding a Research Scholar, retires from the service of the Institute or leaves the Institute, he/she will be permitted to continue as guide/co-guide on his/her written request. He/she will be invited for the Doctoral Committee meetings without any financial commitment to the Institute. However TA/DA as per rules, will be paid to him/her for the journey within India to attend the synopsis meeting and the final oral examination on the thesis of the candidate.
- ii) When a member of the faculty who has been supervising the research work as main Guide retires, the Co- guide if any, or another faculty member from the Institute (who is not likely to retire within 3 years who has been recognized as Research Guide will be appointed as the Guide. The approval for such appointments shall be accorded by the Dean (Academic), based on the recommendation of the Doctoral Committee.

2. (i) In the cases where a member of the faculty is to retire within 2 years, and if he is allowed to guide any scholar on his written request, another member of the faculty, who is not likely to retire within 2 years, will be nominated as the guide or co-guide of the scholar as per regulation R.8.1.
(ii) Such guides will be invited for the Doctoral Committee meetings after the retirement, without any financial commitment to the Institute. However TA/DA as per rules, will be paid to him/her for journey within India to attend the synopsis meeting and the final oral examination on the thesis of the candidate.
3. (i) The induction of new co-guides on a later time after the first registration of a research scholar may be considered by the Doctoral Committee, if found essential, and approved by Dean (Academic).
(ii) The Guide-in-charge who acted for more than one year will be a special invitee/co-opted member of the Doctoral Committee when the original Guide takes over. The rest will be left to the discretion of the original Guide.

R.9 Change of Guide

In the case of change of Guide required, the Research Scholar may submit a written request to the Doctoral Committee citing valid reasons. The Doctoral Committee may recommend the change of Guide if satisfied. The change shall be subject to the approval from the Dean (Academic).

R.10 Doctoral Committee (DC)

1. The proposed guide, through the Head of the Department will intimate to the Dean (Academic) the area of research, name(s) of the Guide(s) and a panel of faculty members with area of specialization (3 from the department preferably in the same/related area and 3 from allied departments) for constitution of the DC with 2 members each from the department and outside the department (or outside the institute in essential situations), for every research scholar.
The members in the panel shall be eligible as per regulation R.8. Dean (Academic) shall constitute the Doctoral Committee.
2. The following is the composition of the Doctoral Committee:
 - i) Chairman : Head of the Department (ex-officio) or a Professor or Associate Professor within the Institute (If HoD happens to be the Guide of a scholar, he/she cannot act as the Chairman) to be decided and nominated by Chairman, Senate or Dean (Academic) as his/her nominee.
 - ii) Member : Dean (Academic) or his/her nominee
 - iii) Member(s) : Research Guide and co-guide (guide or main supervisor will be the Convener)
 - iv) Member : Minimum one faculty member of the Department nominated by the Chairman Senate or his nominee from the panel.

v) Members : One or two faculty members from allied departments/schools/centres within the Institute and/or an expert in the concerned/related area of research from any government research and development organizations or educational institutions similar to NIT/IIT/IISc (outside expert is permitted only if expert in the concerned/related area of research within the Institute is not available), nominated by the Chairman, Senate or Dean (Academic) as his/her nominee from the panel.

In case any member goes on long leave or resigns or retires from the Institute, Dean (Academic) can nominate another member on the suggestion of the Chairman, DC.

3. The Doctoral Committee shall meet whenever required to make suitable suggestions in the research and to review/monitor the progress of the candidate.

R.11 First DC meeting

The Doctoral Committee will meet normally within one month of commencement of classes for the approval of the area of research and courses to be credited by the scholar. Research scholar shall present the proposed research topic, problem and methodology along with the registration details. He/she may also propose the courses to be credited (see R.12) based on his/her background and research area for the Ph.D. programme. DC will examine the research proposal and make suitable suggestions and accord the consent to proceed. The courses to be credited by the candidate shall also be finalized and approved in the first DC meeting.

R.12 Course Work

a) The research scholars have to undergo course work required for the research as a part of the residential requirements. The research scholars with Post Graduate Degree in Engineering should successfully complete four courses of 3 credits each (a total of 12 credits minimum), those with Master's Degree in Science/Humanities /Management/Life Science shall complete five courses (a total of 15 credits minimum) prescribed by Doctoral Committee within the stipulated time.

In addition to the four (for research scholars in any Engineering / Planning stream) / five (for scholars in Science/Humanities/Management/Life Science specialization) courses mentioned above, every research scholar is expected to credit Research Methodology (common and mandatory course) and secure a pass with a letter grade. The grade earned for the course shall not be considered for the calculation of CGPA.

b) A candidate may be granted exemption up to 6 credits or two courses of 3 credits each from the minimum course credit requirements as indicated above, by the DC, provided he/she has taken a relevant Post Graduate degree from an institute of national importance and *the year of post-graduation being not earlier than 3 years from the year of admission.*

c) A candidate with M. Phil. degree from a recognized University may be granted exemption up to 3 credits each from the minimum course credit requirements as indicated above, by the DC, provided his/her M. Phil. degree is from a reputed and approved organization within *3 years from the year of admission.*

- d) All the courses to be credited by the research scholar shall be of Ph.D. level or Post graduate (M Tech/MSc/MSc Tech/MBA) level semester based courses only. Approved equivalent courses of tri-semester or other type of courses can also be considered. Evaluation shall be done as per usual evaluation procedure. Only courses approved by senate shall be credited.
- e) No change in courses prescribed shall be made without the approval of the Doctoral Committee. It shall, however, be open to the Doctoral Committee to prescribe additional courses wherever found necessary.
- f) Courses completed after the date of registration will only be counted towards the requirements of award of Ph.D. Degree.
- g) Research scholars admitted to the programme shall obtain minimum 'C' grade in every individual course registered for the successful completion of the course prescribed.
- h) If a research scholar obtains a grade less than 'C' for any of the courses registered (only for courses to satisfy the minimum credit requirement) by him/her one more chance may be given to repeat the same course or he/she may be permitted to register another relevant course as a replacement, under the recommendation of doctoral committee.
- i) If the research scholar still fails to obtain 'C' grade or above in any one of the courses registered, she/he is not in a position to earn the minimum credit requirement and accordingly she/he will be disqualified from continuing the Ph.D. programme and the registration for the Ph.D. programme for such scholars will be cancelled.

R.13 Department Ph.D. Coordinator

One of the senior faculty members in the department will be nominated by the HoD as the Ph.D. Coordinator of the department. The major responsibilities of the Ph.D. Coordinator are:

- i) Assist the HoD in the selection of research scholars for the department
- ii) Coordinate the registration formalities of research scholars and keep all registration records of research scholars in the department
- iii) Coordinate the course work of all research scholars, collect the results after the end semester examinations. Results shall be verified/published and copies in the prescribed format to be submitted to academic section through HoD.
- iv) Coordinate the progress evaluation DC meetings, with guides

R.14 Progress Evaluation and Report

- a) A research scholar shall appear before the Doctoral Committee minimum once in every year for progress evaluation. Progress evaluation meetings of the Doctoral Committee will be convened by the guide. Research scholar shall submit a report of his/her work completed, to the DC members and make a presentation on the progress of

his/her work in the DC meeting. During the meeting, other faculty members and research scholars may also be invited.

b) If the progress of the research scholar is not satisfactory, the Doctoral Committee shall record the reasons for the same and warn the research scholar and suggest corrective measures. If the performance of scholar is still not satisfactory in the following semester/year, DC may recommend suitable actions including cancellation of registration.

c) The progress of the research scholar will be categorized as Very Good/Good/Satisfactory/Unsatisfactory by the Doctoral Committee and recorded in the progress evaluation report.

d) The research scholar is free to publish the results of his/her research work with the consent of his/her guide. Patents, if any, based on his/her contributions shall be applied by the guide as per the Institute rules.

e) The guide (if necessary after convening DC) shall evaluate the progress of the scholar in the research any time during the programme.

f) HoD will grant permission to the scholar for registration to every semester based on the recommendation of the guide(s)/DC.

R.15 Renewal of Registration

a) All research scholars (Full-time, Part-time, QIP and External Registration Scheme) are required to register in each semester on the stipulated period or date notified by the academic section till the submission of thesis. Scholars have to submit the registration forms (as prescribed by the academic section) with registration chit, fee receipts, no dues certificates and progress evaluation report of the research for the previous semester recommended by the Guide/DC. Registration for enrolment in absentia, especially due to medical reasons, shall be with prior approval of the Dean (Academic) only.

b) Late enrolment is permitted only on valid reasons with the payment of late enrolment fee with the recommendation of guide and approval of Dean (Academic).

c) However, if registration/enrolment is not done for a period of six months (one semester), the registration will be cancelled administratively. Re-registration requests for such cases shall be considered by the DC and on recommendation, when the reasons for the delay are satisfactory, by the DC, Dean (Academic) may accord the permission for the re-registration and charge a readmission fee. DC will reject the requests for re-registration, if the reasons for delay are not satisfactory.

R.16 Comprehensive Examination

a) All research scholars who have registered for the Ph.D. programme with the Institute must pass the comprehensive examination. A student can appear in the comprehensive examination only after he/she has completed the course requirements prescribed by the

DC in line with R.12.

b) Full-time Scholars admitted with M.Sc./M.A/M.Phil/MBA or equivalent degree may appear in the comprehensive examination earliest, at the end of the second semester, but must pass the same before the end of the fifth semester (before the end of the 30 months) after their first registration.

Full-time scholars admitted with M.Tech. degree may appear in the comprehensive examination earliest, at the end of the second semester, but must pass the same before the end of the fourth semester (before the end of the 24 months) after their first registration. Part-time Scholars must appear and pass comprehensive examination within five semesters (within 30 months) from the first registration. The above time limits are excluding the period of leave sanctioned, if any.

c) The objective of Comprehensive Examination is to test the general capability of the research scholar and the breadth of his/her knowledge in his/her discipline and areas related to his/her field of research.

d) The DC will constitute a Committee to conduct the comprehensive examination consisting of Chairman DC as the Chairman of the comprehensive examination committee, Guide as the Convener, Co-guide, Dean (Academic) or his nominee and 3 experts from the area/related area of research within the Institute. Approval of the comprehensive examination committee will be granted by the Dean (Academic).

If experts in the concerned/related area are not available within the Institute, DC may recommend a list of experts- senior faculty members in the rank of a Professor or Associate Professor from higher institutes of learning such as IITs/NITs or from equivalent reputed institutes/universities for the comprehensive examination. With the approval of Dean (Academic), Convener (guide) can arrange the experts from outside the institute. Such experts shall be paid the honorarium and TA/DA as per their eligibility.

e) The Comprehensive Examination will be in oral form only and shall be conducted on a convenient date for the scholar, decided by the DC. Scholar has to submit a detailed report on literature review, significance of the research, problem identification, methodology, expected outcome of the research and work already completed/carried out to all members of examination, minimum one week prior to the date of the examination. He/she shall make a presentation at the start of the comprehensive examination based on the above report. The above report, presentation, discussion and answers by the candidate to the questions by the examiners will carry 60% weightage. Remaining 40% is for the answers on questions based on fundamentals related to the research area/courses he/she has credited under course work (R.12), which may be based on a syllabus proposed by the guide and approved by the DC. The weightages indicated above are flexible and can be decided by DC and communicated to the candidate at the beginning.

Based on the performance of the candidates on the above, the comprehensive examination committee will award marks out of 100 and the scholar should secure minimum 60% for pass. A report to this effect shall be forwarded to the Academic Section soon after the examination.

f) If the performance of any research scholar at the comprehensive examination is

unsatisfactory he/she will be given one more opportunity to appear for the examination within six months of the first examination, failing which will lead to cancellation of his/her Ph.D. registration.

The research scholar should successfully complete (pass) the comprehensive examination latest by the end of fourth semester (for full-time scholars with M.Tech. degree or equivalent)/fifth semester (for full-time students with MSc/MA/MPhil/MBA or equivalent and all part-time scholars) after registration, to avoid cancellation of his/her PhD registration.

R.17 Cancellation of Registration

a) A candidate selected for Ph.D. programme should join the Institute within the stipulated time failing which the offer for admission will stand cancelled.

b) The registration of a research scholar, who has not enrolled for any one semester (a period of six months), is liable to be cancelled (see R.15.c).

If the research scholar fails to obtain 'C' grade or above in any one of the courses registered as prescribed by the DC within 2 attempts (see regulation R.12 (h)), she/he is not in a position to earn the minimum credit requirement and accordingly she/he will be disqualified from continuing the Ph.D. programme and the registration will be cancelled.

If the performance of any research scholar at the comprehensive examination is unsatisfactory even during his/her second attempt, the registration will be cancelled (see R.16 (f)).

If the performance or progress of the scholar is not satisfactory during two consecutive semesters, DC may recommend for cancellation of registration (R.14).

c) The registration of a research scholar who has not submitted his/her thesis by the end of the extended period (see R.20) as provided in the Regulations will be cancelled administratively.

d) In all the cases, guide/HOD shall inform the scholar concerned before initiating the steps for cancellation of registration.

The decision of the Chairman, Senate shall be final and binding in all the above cases.

R.18 Minimum Residential Requirement and Minimum Time for Thesis Submission

a) The minimum residential requirement for those registered under part-time/external registration scheme is the time required to successfully complete the course work as per the requirement (see R.12), which cannot be less than a semester. The maximum time that can be taken for completing residential requirements is 30 months which includes the successful completion of comprehensive examination also.

b) The minimum period from the date of first registration for Ph.D. Programme to the date of submission of Ph.D. thesis shall be 30 months (or 5 semesters) for the full-time and 36 months (or 6 semesters) for the part-time research scholars.

R.19 Relief from Ph.D. programme to take up job

Ph.D. Scholars who get appointment and express the desire to carry forward the research, can get relief from the programme by keeping registration alive by paying fees on the following conditions:

a) The scholar, who takes up job in an organization with R&D facilities, will be relieved on his/her request along with a detailed plan of his/her completion of the work and recommendations of DC, if he/she has: (i) completed course works prescribed, (ii) passed comprehensive examination successfully, (iii) a paper publication based on the research work in a journal recognized by National Institutional Ranking Framework (NIRF) and (iv) sufficient quantum of research work that is adjudged as satisfactory by DC based on the presentation given and detailed report submitted by the scholar. DC shall instruct the scholar to give an open seminar in the department, on the work completed. The registration will be continued on a part-time basis.

Along with the application, scholars shall submit a letter from the competent authority of the organization in which she/he is going to join/the employer, granting permission to continue the research in their organization using the R & D facilities of the organization.

b) The scholar, who takes up job in an organization, which does not have R&D facilities will be relieved on the request from him/her on valid reasons along with a detailed plan of his/her completion of the work and recommendations of DC, only if:

(i) he/she has: (a) passed course work prescribed, (b) completed comprehensive examination successfully, (c) a paper publication based on the research work in a journal recognized by NIRF and (d) sufficient quantity of research work that is adjudged as satisfactory by DC based on the presentation given and detailed report submitted by the scholar. DC shall instruct the scholar to give an open seminar in the department, on the work completed.

Along with the application, scholars shall submit a letter from the competent authority of the organization in which she/he is going to join/the employer, granting permission to continue the research. The registration will be continued on a part-time basis.

c) Minimum contact as decided by the guide shall be ensured by the scholars in any semester even after they are relieved. The renewal of their registration for every semester/year will be considered only if the guide/DC finds his/her progress to be satisfactory and recommends continuance of registration.

d) No financial assistance will be available from the Institute to the scholars once they are relieved as above.

R.20 Maximum Duration of Programme

a) Research Scholars under Full-time scheme should submit thesis within 5 years from the date of first registration. However, the BoAC may extend the period of submission of thesis by not more than 3 years on valid reasons submitted by the Scholar and on the recommendation of the Doctoral Committee.

b) Research Scholars under Part-time and External Registration Schemes should submit

thesis within 7 years from the date of their registration. However, the BoAC may extend the period of submission of the thesis by not more than 2 years on valid reasons submitted by the Scholar and on the recommendation of the Doctoral Committee.

R.21 Change of Registration from Part-time to Full-time Programme and vice versa

R.21.1 A student admitted to part-time/external registration programme may be allowed change his/her registration to full-time studies at the beginning of a semester on the recommendation of Doctoral Committee and with the approval of BoAC. In such cases, for determining the duration of the programme, one semester of full-time research work to be carried out in the Institute will be counted equivalent to two semesters of part-time research.

A Part-time scholar can convert his registration to Full-time at any time without any additional financial support from the Institute on recommendation of the committee constituted by Dean (Academic) for the purpose. The scholar may be eligible for scholarship/additional financial support from the Institute provided he/she has a paper publication based on the research work in a journal recognized by NIRF.

A Full-time scholar supported by any external funding agency may be eligible for financial support from the Institute at the time of exhausting the scholarship from the funding agency provided the scholar has one paper publication based on the research work in a journal approved by NIRF.

In both the above cases, the financial support shall be provided as per the availability of scholarship in the Institute at that time.

In any case, a scholar shall be eligible for scholarship not more than five years.

R.21.2 Similarly, a student admitted to a full-time Ph.D. programme may be permitted to change to Part-time Ph.D. programme on a request from him/her on valid reasons along with a detailed plan of his/her completion of the work, provided:

- a) (i) He/she has: (a) completed the course work, (b) passed the comprehensive examination, (c) a paper publication based on the research work in a journal recognised by NIRF and (d) completed sufficient quantity of research work that is adjudged as satisfactory by DC based on the presentation given and detailed report submitted by the scholar.

(ii) DC recommended her/his application. DC shall instruct the scholar to give an open presentation in the department, on the work completed.

- b) Produce a no objection certificate from the Head of the Institution/Organization, which he/she proposes to join (if so) along with a letter from the competent authority of the organization in which she/he is going to join/the employer, granting permission to continue the research (see R.19).

Normally a full-time scholar will be permitted to convert to part-time for taking up job elsewhere. However, DC may recommend the conversion from full-time to part-time on unavoidable valid reasons.

In such cases, two semesters of part-time research work along with the job may be considered as equivalent to one semester of research work at the Institute.

R.22 Leave Rules

Research scholar is supposed to carry out research at all time on all days without any specified duty time. He/she will be dedicated to research work and present on all days during the residential period. However the following leave can be granted to a research scholar on emergency/essential situations.

R.22.1 A student may be granted casual leave up to 8 days per semester on the recommendation of the guide by HoD, subject to the condition that such leave will not be allowed for longer than 5 days at a time. The casual leave cannot be combined with any other kind of leave other than the public holidays and casual leave cannot be carried over.

R.22.2 A student may be allowed leave (with scholarship) during any period of Institute's vacation up to a maximum of 10 days during an academic year by HoD on recommendation of the guide

R.22.3 Leave on medical grounds, duly supported by medical certificate (from a registered medical practitioner endorsed by the Institute Medical officer) may be granted to a student up to 7 days per semester by HoD on recommendation of guide.

R.22.4 Duty leave up to 60 days in a year may be granted by HoD on recommendation of guide for data collection, testing/measurements (if facility not available within the Institute), presenting research papers in conferences, attending workshops/conferences required for his/her research work.

R.22.5 Leave more than 7 (seven) consecutive days for prolonged illness or other medical or valid reasons (other than maternity leave) may be granted without any Institute financial assistance or stipend/scholarship, up to a period of six months by the Dean (Academic) based on recommendation of guide/HoD, provided research scholar maintains registration. Scholars who avail leave on medical grounds more than seven consecutive days shall produce Medical Fitness Certificate at the time of rejoining the Institute to continue the programme.

R.22.6 Maternity leave for scholars may be granted for the eligible period with scholarship (as per Government of India rules) based on the certification from a registered medical practitioner and on the recommendation of DC.

All the leave records shall be monitored and kept by the concerned department.

R.23 Open seminar and Synopsis submission

On satisfactory completion of: (i) the prescribed courses, (ii) the comprehensive examination, (iii) research work of adequate quality and quantity, (iv) one paper accepted and another one communicated in a journal covered by Science Citation Index (SCI)/Science Citation Index Expanded (SCIE) (two Scopus listed journal papers accepted and another one communicated for Architecture specialization) based on the research work carried out, DC can allow the research scholar to give a seminar open to all faculty and students in which the research work will be presented to obtain comments and criticism which may be incorporated in his/her thesis. A thesis can be submitted only after the satisfactory fulfillment of this requirement.

Open seminar shall be conducted with one week prior notice to all the faculty and students in all the Departments/Centres/Schools. All DC members shall be invited. During the open seminar, research scholar shall present his/her work in complete form. He/she shall take feedback/suggestions on the work and clarify all the queries and comments by the audience. Based on the feedback/suggestions and discussions and if the clarifications given by the scholar are not satisfactory, DC can decide to repeat the open seminar after incorporating the suggestions.

Once the open seminar is completed successfully, DC can allow the research scholar to present the synopsis. The research scholar shall hand over hard copy of the synopsis to every DC member minimum five working days before the date of DC which is planned for approval of synopsis. The Doctoral Committee will, if it approves the work reported in the synopsis, permit the research scholar to submit the synopsis.

Once approved by DC, the scholar shall submit the synopsis (Two hard copies and soft copy) in the prescribed format along with synopsis submission form, copies of published papers and documents as indicated by the academic section.

The research scholar shall submit the synopsis within three months after the open seminar. However, DC can grant time beyond three months on request of the scholar on valid reasons.

R.24 Panel of Examiners

Doctoral Committee at its meeting to accept the synopsis of Ph.D. work, shall scrutinize the panel of examiners [minimum 4 from reputed institutes of higher learning and research in India (like IITs/NITs) and 4 from reputed institutes/universities outside India (QS Ranking within 400 is desirable), working in the same area of research and at the level of a Professor or Associate Professor] proposed by the guide for evaluation of the thesis. The panel of examiners will be approved by DC after incorporating the modifications, if any and shall be submitted in a sealed cover by the Chairman, DC along with the synopsis to the Dean (Academic).

The thesis shall be referred to two examiners - one from India and the other from outside the country chosen by the Chairman, Senate or his nominee from the panel of examiners.

R.25 Submission of Thesis

- a) The research scholar shall, within three months of approval of the synopsis by the DC, submit four copies of thesis (+ soft copy) embodying the results of investigation, in the prescribed format along with the Thesis submission form, receipt of the Thesis examination fee paid by the scholar and documents as indicated by the academic section.
- b) On the recommendation of the Doctoral Committee, an additional three months may be granted. However, DC can review the request for grant of time beyond six months period, if the scholar makes an appeal with valid reasons, well before the prescribed due date. This exemption will not be applicable beyond the maximum duration of the programme of a research scholar as stipulated in the regulations (see R.20).
- c) The thesis submitted for the Ph.D. degree shall contain an account of the research work carried out by the scholar leading to the discovery of new facts or techniques or new correlation of facts already known (analytical and/or experimental and/or hardware

oriented in nature), the work being of such quality that it makes a definite contribution to the advancement of knowledge. All the contributions shall be clearly listed out.

- d) At the time of oral examination (defense), the research scholar should have at least two papers accepted in journals covered by Science Citation Index (SCI)/Science Citation Index Expanded (SCIE) (three Scopus listed journal papers for Architecture specialization) based on the research work.
- e) If the second paper in SCI listed (third paper in Scopus listed for Architecture) journal is not accepted at the time of oral examination, the Chairman, Senate may take suitable decision based on the review status of the paper for open defense.

R.26 Thesis Evaluation Report

- a) The examiner is expected to send the report on the thesis within two months from the date of receipt of the thesis.
- b) In case of undue delay in receiving the thesis review report from any examiners, the Chairman, Senate or nominee shall appoint another examiner for evaluating the thesis.
- c) If one of the two thesis examiners declares the thesis as not 'commended', the thesis shall be referred to a third examiner from the panel for the evaluation by the Chairman, Senate or nominee. Chairman, Senate or nominee may also instruct to submit a fresh panel of examiners with the approval of DC, if the first panel is exhausted.
- d) If an examiner suggests resubmission of the thesis with modifications suggested by him/her, the research scholar will be allowed to resubmit the thesis after revision, within the time stipulated by the Doctoral Committee failing which the revised thesis will not be accepted and his/her registration will be cancelled.
- e) If two examiners, after referral to a third examiner, if necessary, report the thesis as 'rejected' the matter will be referred to the Doctoral Committee.
 - (i) Doctoral Committee can recommend resubmission of thesis after further research work, based on the request from the research scholar.
On the recommendation and approval from Chairman, Senate, permission will be granted by the Dean (Academic) to the research scholar to continue the registration with payment of fees etc. On completion of the required research work, DC may recommend for open seminar, synopsis and thesis submission as per the concerned rules indicated above, similar to that of a fresh thesis work.
 - (ii) In the absence of such a recommendation the registration of the scholar shall stand cancelled.
- f) If reports of two examiners after referral to a third examiner, if necessary, declare the thesis as 'recommended', the Dean (Academic) will consider the reports and recommend for conduct of oral examination.
- g) Guide will suggest a panel of experts (with the recommendation from DC) within the Institute for nomination of one member (as internal examiner) for Oral Examination Board.

- h) In all other cases, not covered by the above Regulations the matter will be referred to the Doctoral Committee for consideration.

R.27 Oral Examination

- a) The following is the composition of the Oral Examination Board:
 - i) Chairman: Chairman DC or Head of the Department (If HoD happens to be the Guide, the senior Professor/previous HoD)
 - ii) Member: The Examiner of the thesis from within the country or an expert in the field of research topic, nominated by the Chairman, Senate or Dean (Academic) as his/her nominee from the panel of examiners (outside the Institute) recommended by the DC, as external examiner.
 - iii) Member: Guide(s)/Co-guide
 - iv) Member: An expert from the panel of experts within the Institute, suggested by the guide and recommended by the DC, nominated by the Chairman, Senate or Dean (Academic) as his/her nominee, as Internal Examiner.

The oral examination board will be constituted by the Dean (Academic) and will be intimated to the guide and Chairman, DC/HoD for arranging the oral examination.

The Doctoral Committee members of the Research Scholar concerned shall be invited to the Oral Examination.

- b) Oral examination shall be arranged by the Department and conducted as an ‘open defense’ with advance invitation to all the faculty/research scholars and other students of interest in all the Departments/Centres/Schools. All present in the examination hall, other than the members of the oral examination board and the candidate are only invitees.
- c) Oral examination shall also be conducted through video conferencing mode if there is a request from the Examiner. An email confirmation on the result of the examination is to be obtained from the Examiner after the oral examination.
- d) Responsibilities of Oral examination board are as follows:
 - i) The Oral Examination Board examines the research scholar on his/her thesis work and evaluates his/her performance as satisfactory or otherwise. Candidate will be asked to make a detailed presentation on his/her work and contributions. The Board ensures that the scholar answers satisfactorily the questions raised by the thesis examiner(s) and successfully defended. Only if the performance of the research scholar is satisfactory and successfully defended the questions raised by the thesis examiner(s), he/she will be considered as passed in the Oral examination.
 - ii) If the report of the Oral Examination Board declares the performance of the research scholar as not satisfactory and the candidate will be treated as failed in the oral examination, he/she may be asked to reappear for oral examination at a later date after thorough preparation (not earlier than a month and not later than six months from the date of the first oral examination). On the second occasion, the Oral Examination Board will also include the members of the Doctoral Committee.
 - iii) The Oral Examination Board may also recommend revisions/modifications to be made in the final version of the thesis based on the suggestions of the examiners who

evaluated the thesis and the discussions at the oral examination.

Candidate shall submit the required number of hard bound copies (soft copy) of thesis in the prescribed format, after incorporating all the modifications/suggestions, if any, by the examiners/the Oral Examination Board to the academic section. Guide shall certify that all the revisions suggested/recommended by the examiners/Oral Examination Board, if any, have been incorporated in the thesis.

Candidate shall also submit soft copy of the thesis in the final form in prescribed format, to the Digital library.

iv) The Chairman of the Oral Examination Board shall forward the report of the Oral Examination Board to academic section immediately after the examination.

R.28 Award of Ph.D. Degree

If the performance of the research scholar in the Oral Examination is satisfactory and has passed the Oral Examination, he/she will be awarded with Ph.D. degree on the recommendation of the Senate and with the approval of the Board of Governors of the Institute, subject to:

(1) He/she had registered and successfully completed/credited the required course work as per R.12,

(2) He/she has no dues to any departments/sections of the Institute including hostels, library, and

(3) He/she has no disciplinary action pending against him/her.

R.29 Power to Modify

Notwithstanding all that has been stated above, the Senate/BoG has the right to modify any of the above Regulations from time to time.