

**Agenda 48<sup>th</sup> Meeting of the Senate**  
**to be held on November 09, 2021 at 12:00 pm in Institute Conference Room**

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<b>Senate/48/01</b>	<b>Overview Report by the Chairperson of the Senate</b>
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The Chairperson Senate will present overview report during the meeting.

<b>Senate/48/02</b>	<b>Confirmation of Minutes of the 47<sup>th</sup> meeting of the Senate held on June 17, 2021.</b>
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Minutes of the 47<sup>th</sup> meeting of the Senate were circulated to the members (**Annexure I**). No suggestions/ comments were received.

The Senate is requested to confirm the Minutes.

<b>Senate/48/03</b>	<b>Action taken report on the decision of the Senate vide 47<sup>th</sup> meeting of the Senate held on June 17, 2021.</b>
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Action taken report on the 47<sup>th</sup> meeting of the Senate is placed here:

Agenda No	Topic	Action Taken
Senate/47/02	Condition of Academic drop of PhD program due to inadequate research programme	Notified vide IIITDMJ/AR (Acad.)/2021/06/311, dated 26-06-2021
Senate/47/04	Change in rule for Branch Change in view of CoVID	Notified vide IIITDMJ/AR (Acad.)/2021/06/312, dated 26-06-2021
Senate/47/05	Rule for deciding the rank of students	Notified vide IIITDMJ/AR (Acad.)/2021/06/313, dated 26-06-2021
Senate/47/06	Change in requirement of GATE/CEED for PhD admissions	Notified vide IIITDMJ/AR (Acad.)/2021/06/314, dated 26-06-2021
Senate/47/08	Additions in the guidelines for Integrated PhD program	Revised Agenda is placed in this Senate meeting for approval

Senate/47/09	Additions in the guidelines for Master's/PhD program	Agenda recommended to the Board for approval.
Senate/47/10	New format for provisional degree	Implemented
Senate/47/12	Requirement of Patent from PhD Work	Notified vide IIITDMJ/AR (Acad.)/2021/06/315, dated 26-06-2021

<b>Senate/48/04</b>	<b>Confirmation of the list of students receiving degree in the 11th convocation</b>	
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The list of students who become eligible to receive the degree in the 11<sup>th</sup> Convocation will be placed before the Senate during the meeting. The Senate is requested to recommend the same to the BoG for approval.

<b>Senate/48/05</b>	<b>Confirmation of the list of students receiving prize and award during the 11th convocation</b>	
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The list of students who become eligible to receive the prize and awards in the 11<sup>th</sup> Convocation will be placed before the Senate during the meeting. The Senate is requested to recommend the same to the BoG for approval.

<b>Senate/48/06</b>	<b>Implementation of National Education policy (NEP) 2020</b>	
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The NEP2020 is to be implemented by all the Institutes. Accordingly, the Institute is already implementing the policy in phased manner. In order to implement NEP, the preparation of Institutional Development Plan (IDP) as envisaged in NEP,2020 is as follows:

- a. Action taken (till now) and action plan for moving towards more inter-disciplinary and multi-disciplinary courses.

From the inception of the Institute, the Institute focus on inter-disciplinary courses. Recently, two new disciplines have been created: Smart Manufacturing and Liberal Arts.

- b. Plan for implementation of Multiple Entry- Exit system.

The Institute has already adopted the multiple entries and multiple exit system vide discussion in its 46<sup>th</sup> Senate meeting.

- c. Online & Digital Education and credit award mechanism for the courses (e.g. SWAYAM courses).

The Institute has already adopted online & digital education. Students are allowed to opt for the SWAYAM courses and get credit benefit for them.

- d. Promotion of Regional Languages, Arts and Culture.

To promote regional language, arts and culture, a new Discipline of Liberal Art has been created. The focus of the discipline is to promote the Indian Arts and Culture. In addition Design Discipline is also working in the direction.

- e. Opening of international Students Office and its status update.

The Institute is offering admission to the International Students through “Study in India” and “DASA’ programs. Further, the efforts are being made to admit international students directly. This year 5 students have taken admission through SII.

- f. Connect with industry for research and education (including mobility between industry and academia as recommended by IIT Council and IIT Coordination Forum).

The Institute is trying to collaborate with Industries for research and education. Students are given opportunity to work in Industry for their research work through internship. To promote such culture the Senate has modified related to the M.Tech. dissertation in its 47<sup>th</sup> meeting.

The Senate is requested to suggest further measures to implement NEP2020.

<b>Senate/48/07</b>	<b>Modification in the rules related to the MCM scholarship</b>
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Following amended rules are proposed for the award of merit cum means scholarship:

1. In order to support the meritorious students, the Institute offers Merit Cum Means Scholarship to the students.
2. The MCM will be awarded to 10% students of a batch of each discipline. Out of these 10% scholarships, 20% scholarships candidates belonging to SC/ST will be given preference over the other category students.
3. The final selection for MCM will be based only on the performance in the last two semesters with no weightage to Annual income. However, the student must fulfil the requirement of maximum income as specified.
4. In order to be eligible for receiving the merit cum means (MCM) scholarship:
  - a. Gross annual income limit (from all sources) of parent/guardian should be as equivalent to limit as specified for the EWS category students by Govt. of India.
  - b. The student must have got a minimum CPI of 8.0 for General/ OBC and EWS students. For SC/ST students the minimum CPI must be 7.0.
  - c. First year students will be awarded an MCM scholarship based on their inter-se merit in JEE. From II year onwards it will be purely based on the CPI.
  - d. The student must not be receiving scholarship from any other source.
5. In addition to MCM, full Tuition Fee Waiver (TFW) will be awarded to the student who has lost both parents. In order to become eligible for TFW they must have secured a minimum CPI of 7.0 for 2nd year onwards.
6. It will be applicable for the batch of 2021 onwards.

The Senate is requested to approve the proposed changes in the rules for MCM Scholarship.

<b>Senate/48/08</b>	<b>Guidelines related to the assistantship to the students of Integrated PhD program taking withdrawal</b>
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The Senate in its 47<sup>th</sup> meeting modified the guidelines related to the withdrawal from the Integrated PhD program for students withdrawing the program after completing requirement of Master's program. However, the decision on the assistantship was deferred. The modified guidelines related to assistantship is placed before the Senate for approval:

“In case a student quits the Integrated PhD program after completing the Master’s program, he/she will be entitled for the assistantship towards the Master’s program as equivalent to students admitted parallel in Master’s program.”

<b>Senate/48/09</b>	<b>Introduction of course on Hindi Language in curriculum</b>
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As per the Ministry of Education letter dated September 21, 2021, Institutes have been asked to explore the possibility of introducing a course on Hindi Language. It is proposed to introduce a course in Hindi language for the students admitted in B.Tech. and B.Des. program. The course will be year long with grades satisfactory/unsatisfactory. The syllabus of the course is enclosed in **Annexure “II”**.

The Senate is requested to approve the same for the batch of 2021 onwards.

<b>Senate/48/10</b>	<b>PhD Manual</b>
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Currently PG manual consists of manual for both Master’s and PhD programs. It is proposed to introduce separate PhD manual. The same is attached herewith as **Annexure “III”** for the approval of the Senate.

<b>Senate/48/11</b>	<b>Teaching load for the faculty</b>
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It is proposed that every faculty must teach four courses per year (two courses per semester), at least one of them must be at the UG level. Following guidelines are proposed:

- a) Every faculty must teach four courses every year (normally, two courses every semester).
- b) Out of four courses at least one course must be the course offered only to UG students.
- c) The courses, which have, more than 250 students registered with will be counted as two courses.
- d) The PG courses, which are not compulsory and have less than 5 students registered with will not be counted as the course load.

The Senate is requested to approve the guidelines.

<b>Senate/48/12</b>	<b>Ratification to the approval by Chairperson Senate</b>
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List of approval from time to time by the Chairperson Senate will be placed before the Senate during the meeting.

<b>Senate/48/13</b>	<b>Any other item with the permission of the Chair</b>
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**Pandit Dwarka Prasad Mishra  
Indian Institute of Information Technology,  
Design & Manufacturing Jabalpur**

Minutes of 47<sup>th</sup> Meeting of the Senate held on June 17, 2021 from 02:00 pm onwards in the Conference Hall of Admin Block of PDPM IIITDM Jabalpur.

Members present:

Prof. Sanjeev Jain	Chairperson
Prof. Aparajita Ojha	Member
Prof. Puneet Tandon	Member
Prof. Tanuja Sheorey	Member
Prof. Vijay Kumar Gupta	Member
Prof. P.N. Kondekar	Member
Dr. Atul Gupta	Member
Dr. Prashant K. Jain	Member
Dr. Dinesh Kumar V.	Member
Dr. Prabin Kumar Padhy	Member
Dr. Prabir Mukhopadhyay	Member
Dr. Subir Singh Lamba	Member
Prof. B. K. Chakravarthy	Member (through online mode)
Shri C. M. Venugopalan	Member (through online mode)
Dr. K. K. Biswas	Member (through online mode)
Smt. Swapnali D. Gadekar	Secretary (Senate)

Following members expressed their inability to attend the meeting due to their prior commitments:

Dr. Sushil Kumar  
IIM Lucknow

Shri Jitendra Chaddah  
Intel India Bengaluru

<b>Senate/47/01</b>	<b>Overview Report by the Chairperson of the Senate</b>
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The Chairperson Senate welcomed the members of the Senate. He apprised the members that the 11<sup>th</sup> convocation of the Institute was held on April 08, 2021 in online mode. Hon'ble Shri Rajnath Singh Ji, Defense Minister, Government of India was the Chief Guest of the Convocation. In the academic years 2020, 371 students are being awarded degrees in different disciplines that includes:

- 245 B.Tech. degrees,
- 63 M.Tech. degrees,
- 13 Ph.D degrees,
- 24 M.Des degrees



- 25 B.Des degrees.
- 09 Gold Medals and 13 Silver Medals were awarded

He also informed the members that due to ongoing pandemic situation, the academic semester with the support of faculty and students is completed in online mode. Even the semester for first year (who were admitted late) is completed recently. He also apprised the members that 22 patents are filed in last one year.

<b>Senate/47/02</b>	<b>Confirmation of Minutes of the 46<sup>th</sup> meeting of the Senate held on January 19, 2021.</b>
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The Senate confirmed the Minutes with following modifications:

1. Senate/46/21(F) Requirement of Patent:

The paragraph is modified as:

The Senate advised that at least one patent to be filed from the PhD work before the submission of the thesis. This rule will be applicable for the PhD batch admitted in July 2020 onwards.

2. Senate/46/21(H)\_ Condition of Academic Drop of PhD program due to inadequate research performance:

The paragraph is modified as

The academic program of a PhD student will be dropped in case the RPC of the student recommends 'X' grade in the progress seminar for two consecutive semesters. In such a case the student will have an option to change the supervisor and submit request for the change of supervisor to the Chairperson Senate with the consent of the new supervisor. The Chairperson Senate will form a committee to review the case and the committee will submit its report to the Chairperson Senate. The Chairperson Senate will be the final authority to take the decision for the continuation of the programme of the program. If the Chairperson Senate accepts the appeal, the old supervisor will not have any claim on the work done by the student.

This rule will be applicable with immediate effect and for all the PhD students.

<b>Senate/47/03</b>	<b>Action taken report on the decision of the Senate vide 46<sup>th</sup> meeting of the Senate held on January 19, 2021.</b>
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Action taken report on the 46<sup>th</sup> meeting of the Senate will be placed during the meeting.

<b>S.No.</b>		<b>Agenda Items</b>	<b>Remarks</b>
1.	Senate/46/04	Review of the academic session in previous semester and policy for current semester	Implemented and informed to the faculty/students by email.
2.	Senate/46/05	Introduction of multipoint exit system from the Institute	Recommended to the Board of Governors.

*Basu*

3.	Senate/46/06	Proposal for re-entry in the system	Recommended to the Board of Governors.
4.	Senate/46/07	Introduction of Minor Degree in Fine Arts	Recommended to the Board of Governors.
5.	Senate/46/08	Proposed seat matrix for session 2021-22	Some modifications are made in the seat matrix and the same is placed for ratification.
6.	Senate/46/09	Proposed fees structure for session 2021-22	Recommended to the board and Implemented
7.	Senate/46/10	Introduction of dual degree (Bachelor+Master) program	Recommended to the Board of Governors.
8.	Senate/46/11	Introduction of an elective in Entrepreneurship and startup	Notified. IIITDMJ/AR (Acad.)/2021/2408, dated 25-03-2021
9.	Senate/46/12	Introduction of Collaborative Masters' and Ph.D. and Certification Programs	In process.
10.	Senate/46/13	Introduction of Six Month/ ONE-year EXECUTIVE program	In process.
11.	Senate/46/14	Ph.D./M.Tech. Admissions of Foreign students at the institute level	Recommended to the Board of Governors.
12.	Senate/46/15	Revised seat and fees matrix for admission through Study in India	Implemented.
13.	Senate/46/16	M.Tech./M.Des. through internship/project/industrial work	Notified. IIITDMJ/AR (Acad.)/2021/04/225, dated 07-04-2021
14.	Senate/46/17	Reduction of experience requirement for Part-Time Master/Ph.D. program for Working Professionals	Notified. IIITDMJ/AR (Acad.)/2021/03/2405, dated 25-03-2021

15.	Senate/46/18	Evaluation of Introduction to Profession Course	Notified. IIITDMJ/AR (Acad.)/2021/03/2411, dt: 25-03-2021
16.	Senate/46/18	Conduction of pure lab (XXXXXL) Backlog courses of the old curriculum	Notified. IIITDMJ/AR (Acad.)/2021/06/226, dated 16-06-2021
17.	Senate/46/19	Ratification of the approvals accorded by the Chairperson Senate	No action needed.
19.	Senate/46/21 (A)	Special approval for extension of UG program of Mr. Suman S. Madhusudan (Roll No.: 2012232)	Implemented: Notified by email
20.	Senate/46/21 (B)	Special approval for allowing Mr. Tariku Sora (Roll No.: 1911016) for two courses in this semester	Notified. IIITDMJ/AR (Acad.)/2021/03/2407, dt: 25-03-2021
21.	Senate/46/21 (C)	Approval of course content	No action needed.
22.	Senate/46/21 (D)	Video Lecture in Hindi Language	In process.
23.	Senate/46/21 (E)	Establishment of President Gold Medal	To be implemented from this batch after the approval of the Board of Governors.
24.	Senate/46/21 (F)	Requirement of Patent from Ph.D. Work	Notified. IIITDMJ/AR (Acad.)/2021/06/223, dated 16-06-2021
25.	Senate/46/21 (G)	Establishment of Pandit Deendayal Upadhyaya Chair for Integrating Technology and Society	Recommended to the Board of Governors.
26.	Senate/46/21 (H)	Condition of Academic Drop of Ph.D. Program due to inadequate research performance	Notified. IIITDMJ/AR (Acad.)/2021/03/2406, dt: 25-03-2021

27.	Senate/46/21 (I)	Reduction in course requirement for Ph.D. students	Notified. IIITDMJ/AR (Acad.)/2021/03/2410, dt: 25-03-2021
28.	Senate/46/21 (J)	Research Seminar for Ph.D. Students	Notified. IIITDMJ/AR (Acad.)/2021/03/2409, dt: 25-03-2021
29.	Senate/46/21 (K)	Duration of Ph.D. Students Assistantship	Recommended to the Board of Governors.
30.	Senate/46/21 (L)	Coopting Mr. Rajeev Kumar as Senate member	Recommended to the Board of Governors.

Senate/47/04	Change in rule for Branch Change in view of CoVID
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**The Senate approved the same with following modifications:**

It has been observed that due to pandemic some students could not perform well in exams which may affect their performance. In view of the same it is proposed to change the branch purely based on the JEE Main rank in place of the CPI of the first year. To be eligible for change of branch the applicant must have appeared in exams in both the semesters. This will be applicable for the batch of 2020 only.

Other conditions for change of branch will remain same.

Senate/47/05	Rule for deciding the rank of students
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The Senate discussed the agenda and decided the following rules for awarding the rank to the final year:

The rank will be awarded based on the CPI rounded to two decimal points. In case, two or more students have the same CPI, the CPI at the end of third year rounded to two decimal points will be compared and the student getting better CPI will be awarded higher rank. If at the end of third year also the CPI upto two decimal points is same comparison will be made at the end of second year and if need be at the end of first year. In case even after all these comparison two or more students have the same CPI, same rank will be awarded to all such students.

The Senate further decided that no rank certificate will be issued in other semesters or years. However, a certificate of the nature "Rank within top 5% students" with following categories may be issued:

1. Top 5% students of the batch/ class
2. Top 10% of the batch/ class
3. Top 25% of the batch/ class

<b>Senate/47/06</b>	<b>Change in requirement of GATE/CEED for PhD admissions</b>
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The Senate approved the agenda with following modifications:

Currently there is no restriction on passing year for GATE/CEED or other qualifying exam for getting admission to PhD program. It is proposed to change the requirement and to include the condition that the candidate must have qualified GATE/CEED or other qualifying exam in last 10 years only. This means that for admission in 2021 the GATE/CEED or other qualifying exam must have been qualified in the year 2011 or afterwards. This will be applicable for Engineering and Design candidates. For Admission to Ph.D. program in NS (Physics and Maths) and English, validity requirement of GATE/CEED/NET/JRF will be restricted to last two years only (that is validity of the certificate).

<b>Senate/47/07</b>	<b>Inclusion of condition for reappearing in the admission process for PhD admissions</b>
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The Senate dropped the agenda item.

<b>Senate/47/08</b>	<b>Additions in the guidelines for Integrated PhD program</b>
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The Senate approved the agenda Senate/47/08(a).

For the agenda Senate/47/08(b), the Senate suggested to look for the possibility do that the efforts made by the supervisor does not go waste. One suggestion was that the degree of Master by Research may be awarded with duration of two and half year in which the student publishes his/her work and then take exit from the program. The agenda will be putup in next Senate with modifications.

<b>Senate/47/09</b>	<b>Additions in the guidelines for Master's/PhD program</b>
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The Senate approved the agenda.

<b>Senate/47/10</b>	<b>New format for provisional degree</b>
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The Senate discussed the new format and suggested some changes. The revised format is attached as Annexure A.

<b>Senate/47/11</b>	<b>Ratification to the approval by Chairperson Senate</b>
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The Senate ratified the following approvals by the Chairperson Senate:

<b>S. No</b>	<b>Particulars</b>	<b>Date of Approval</b>	<b>Remarks</b>
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21.	Approval of Mr. Vishal Lodhi (2017294) for convert his PBI to BTP Vishal Lodhi	22-01-2021	
22.	Approval of Mr. Gopal Dixit (2017099) for allowed to continue to complete his remaining PBI of two months under the supervision of Dr. M Zahid Ansari	28-04-2021	
23.	Approval of changes classes and exams for B.Tech 2020 batch	02-05-2021	
24.	Approval of registering in course NS1004 Physics II for improvement	24-03-2021	
25.	Approval for change the date in his Provisional Degree Certificate of Mr. Shiv Kumar Shinde (2016245)	15-03-2021	

Senate/47/12	Any other item with the permission of the Chair
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**a. Publishing of the Patents:**

The Senate suggested that the emphasis should be made to publish the patents that can be commercialized or can be placed in use.

**b. Specialization in M.Des. program**

The Senate suggested looking for the possibility of introducing specialization in the M.Des. program. The Senate further suggested that specializations could be revised based on the demand of the industry.

Meeting ended with thanks to the Chair.

*Sanj*  
23/6/2021  
Prof. Sanjeev Jain  
Chairperson, Senate

*celiba*  
(Swapnali D. Gadekar)  
Acting Registrar & Secretary (Senate)

Date: 10 Oct. 21

To,

The Dean (Academic),  
PDPM IITDM Jabalpur.

Subject: Proposal to include Hindi language as mandatory study for BTech 01-year students

Dear Sir,

Hindi Language comprises the essence of Indian culture and is born out of the fusion of many Indian languages, hence, in spirit, is the true representative of Indian culture. Hindi Language should be learnt by the students of IITDMJ as an asset. Hindi Language deserves to be raised in India to achieve global importance, thus many jobs in the near future would demand competency in Hindi Language. The Department of Liberal Arts at IITDMJ is ready to assist the Institute objective and shall arrange for the one credit course in Hindi Language for the students. The one credit course will consist of a total of 24 lectures @ a lecture of one hour.

The proposed curriculum of Hindi grammar and Hindi Written communication is presented in the appendix. There are a total of 24 lecture hours in the proposed syllabus. It is requested to suggest suitable changes and if found appropriate kindly approve the same for the benefit of our students.

Yours sincerely,  
Sunil Agrawal  
Head, Liberal Arts



Appendix: Hindi Grammar हिंदी व्याकरण and Hindi Language हिन्दी भाषा syllabus

1	Learn Hindi Bhasha (Language) हिन्दी भाषा
2	Ling aur Vachan (लिंग और वचन)
3	क्रिया Kriya (Verb) -
4	- SARVANAM (सर्वनाम) Pronouns
5	विशेषण - Visheshan - Adjectives
6	Karak कारक in Hindi
7	Vakya वाक्य (Sentence)
8	Vakya ke Bhed वाक्य के भेद (Distinguish sentences)
8	- Shabad Vichar (शब्द विचार)
9	Vakya Parivartan वाक्य परिवर्तन
10	Alankar अलंकार (Figure of Speech)
11	Hindi Grammar Varn (वर्ण) Characters
12	समास Samas - Compound Word
13	Vyanjan Sandhi व्यंजन संधि
14	Kriya Visheshan क्रिया - विशेषण (Adverbs)
15	Kaal (काल) -Tenses
16	Hindi Grammar Tenses (Kaal Ke Prakaar)
17	Viram Chinh (विराम चिन्ह) Resting Point
17	What is Padbandh पदबंध (Phrases)
17	Sentence Errors Correction वाक्य अशुद्धि शोधन
18	व्यंजन Vyanjan (Consonants)
19	Informal Letter Writing in Hindi - पत्र लेखन - अनौपचारिक पत्र - साक्षरता अभियान का विवरण देते हुए
19	Formal Letter Writing Hindi 1 - औपचारिक पत्र लेखन - Sick leave Application
19	Informal Letter Writing in Hindi - अनौपचारिक पत्र (Friends Father passing Away)
20	'Pad Parichay' पद परिचय with examples; exercises
21	Padbandh पदबंध Hindi Grammar Explanation with examples and exercises
22	Sandhi संधि
23	Samaas (समास)
24	वाक्य रूपांतर (Vakya Rupantar)
24	Vakya Ashudhhi Shodhan (वाक्य अशुद्धि शोधन )

## PhD Guidelines

### 1. Admission:

Admission to be carried out based on the recommendation of the selection committee by the Director on the recommendation of Convener PGPC and Dean Academic. The committee is constituted by the Head of the Discipline and approved by the Dean Academic.

Admissions to PhD program will be offered under following categories:

- a. FULL TIME
  - a. Institute Assistantship (IA)
  - b. Semi Govt. Fellowship Award (FA) (MeitY, CSIR, UGC, DAE, DST, DBT, NBHM, etc.)
  - c. Sponsored Candidates (SW)
- b. PART TIME
  - a. Institute Staff (IS), for Institute Staff of IIITDM Jabalpur
  - b. Project Staff (PS), for Project Staff of IIITDM Jabalpur
  - c. External candidates, sponsored by recognized R & D organizations / academic institution / industry (EX)
  - d. Special part time Ph.D. programme for working Professionals

### 1.1 Eligibility for Admissions

- a) A minimum of 60 percent marks OR a CPI/CGPA of 6.0 (on the scale of 10.00) shall be required at the Master's level qualifying examination (M.Tech./ M.E. /M.Des., etc.) as the specified minimum for admission in a Ph.D. programme for concerned disciplines. Please see the table below for the eligibility criteria for each discipline.

PhD (Name of the Discipline)	Minimum Qualifications*	Other Essential Requirement
PhD in Computer Science and Engineering	ME/MTech in (CS/CSE/IT /CE/CST/CT/CSA or in any CS related Subjects like AI/ Software Systems/ Computing/ Machine Learning, Etc.)	Qualified GATE in Computer Science and Information Technology (CS)
PhD in Electronics and Communication Engineering	ME/MTech in (EE/ECE/ PC/ICE/MT) or in any EE or ECE related Subjects.	Qualified GATE in Electrical Engineering (EE) or Electronics and Communication Engineering (EC)
PhD in Mechanical Engineering	ME/MTech in (ME/PI/ IPE/AE/MT) or in any EE or ECE related Subjects.	Qualified GATE in Mechanical Engineering (ME) or Production and Industrial Engineering (PI) or Engineering

		Sciences (XE) or Aeronautical Engineering
PhD in Design	Master's degree (2 years duration) in Design (MDes), Technology (MTech) and Architecture (MArch)	Qualified GATE/CEED
	Master's degree in fine arts, Drawing, Painting and Architecture. However, such candidates must hold Bachelors' degree in Design/ Engineering/Technology/ Architecture.	NET or similar National Eligibility Test
PhD in Natural Science (Physics and Mathematics)	M.Sc./ M.Phil. in Physics or Mathematics or relevant area	Qualified CSIR/UGC-JRF  A candidate who has Qualified CSIR/UGC-NET but does not qualify CSIR/UGC-JRF will be admitted without assistantship.
PhD in English	MA/MPhil in English	Qualified CSIR/UGC-JRF  A candidate who has Qualified CSIR/UGC-NET but does not qualify CSIR/UGC-JRF will be admitted without assistantship.

\*Minimum duration for such masters' programme shall be two years.

b) Such student must have qualified the GATE/CEED in last 10 years only.

## 1.2 Admission Categories

### 1.2.1 Institute Assistantship (IA)

The students having qualified GATE/CEED score will only be admitted under this category. The students admitted under this category are entitled for financial support (Teaching Assistantship), as per the MHRD norms. Further, the student is required to assist 8 hours of work per week assigned by the Discipline.

### 1.2.2 Fellowship Award (FA)

The fellowship award will be awarded by various Govt./ Semi Govt. agencies. The candidates will be admitted to the category if they have financial support from the Govt. / Semi Govt. agencies such as CSIR, UGC, DAE, DST, DBT, NBHM, MeitY, Digital India, ARDB, AERB,

DAE, etc. The candidates under this category may be assigned teaching assignment per week by the Discipline, as per the requirement of the concerned fellowship agency.

#### 1.2.3 Sponsored Candidate (SW)

These candidates are sponsored by recognized R&D organizations/academic institution/ industries listed with NSE/SEBI for doing research work in the Institute. Candidates are expected to be relieved for full time research work at the Institute for a minimum period of three years. Students admitted under the category will not receive any financial support from the Institute.

#### 1.2.4 Institute Staff (IS)

This category is only for the persons employed as Institute Staff at IIITDM Jabalpur and the candidate should have worked in the Institute for at least 2 years on a regular position at the time of admission.

#### 1.2.5 Project Staff (PS)

This category refers to the candidates working as JRF/SRF in a sponsored project undertaken by the faculty of the Institute. A candidate will be eligible to apply under this category if the remaining duration of the project at the time of admission is 2 years or more and subject to following additional conditions:

- a. Project staff shall apply through the PI of the project along with a research proposal in line with the project on which he/she is working. Such application shall be forwarded by the head of the discipline under PS category and shall clearly mention in her/his application "Financial Assistance for the Stipend or Fellowship shall strictly be borne by the project funds and not by MHRD/Institute Assistantship".
- b. The Project Staff shall not be paid any Institute assistantship (She/ He will be receiving his scholarship /assistantship from the project in which he/she is employed) and the institute shall have no liability whatsoever, in case the project tenure is over and the PI is unable to pay the assistantship to the student. The financial onus of the student strictly lies with the Principal Investigator (PI) and the Project staff.
- c. The PS shall perform assignment assigned by the PI of the project under this category.

#### 1.2.6 External (EX)

This category refers to a candidate employed in an R&D organization/ academic institution/ industry listed with SEBI or NSE and having adequate research facilities. The Chairperson Senate shall approve such organizations. There shall be two sub-categories in this:

- a. Candidates who are local (that is they are able to attend all classes, labs, etc on regular basis) and have been employed as professionals in an establishment/ organization/ institute. Such candidates shall not be having any bounding of the residence requirement.

- b. Candidates who are non-local (that is they are not able to attend all classes, labs, etc on regular basis) and have been employed as professionals in an establishment/ organization/ institute approved by the Senate. The research work leading to the Ph.D. degree by such students may be carried out largely in the parent organization of the candidate under a local supervisor from the organization approved by the Senate but with the overall guidance provided by a faculty member (Institute Supervisor) of the Discipline in which she/he is registered. Such candidates are required to be resident of the institute till they complete the course work and pass the comprehensive examination.

The Institute shall not be providing any assistantship/ fellowship to such a student.

#### 1.2.7 Special Part Time Ph.D. Programme for working Professionals

The person employed in defense or railway establishment or in a company/industry having turnover of Rs. 100 crores or more at executive position and have 5 years or more experience in a company are eligible for admission under this category. For the persons employed in defense organization, the minimum experience requirement will be waived but such candidates must be properly forwarded by their parent organizations.

Following conditions will apply:

- a. Such candidates will be recommended by their parent department and approved by the discipline committee of the concerned discipline for the PhD admission.
- b. Requirement of GATE/CEED will be waived for such candidates.
- c. Such candidates are required to carry out the course work along with the regular PhD students of the Institute.
- d. Most of their research work will be carrying out at their parent organization only.
- e. For such candidates residence requirement will be waived. Further, they will be given waiver for Communication English course and teaching credits but they need to fulfill all other requirements of Ph.D. programme.
- f. The candidates will have a supervisor from the Institute and one external supervisor from the concerned establishment.
- g. An MoU will be signed with all establishment/unit for the purpose.

The Institute shall not be providing any assistantship/ fellowship to such a student.

#### 1.2.8 Admission to foreign students:

The Institute will be admitting the students of foreign nation through

- a. Study in India Program
- b. DASA scheme
- c. Institute level counseling

The candidates may be relaxed the requirements of mandatory GATE/CEED/NET and

other qualifying exams. The candidates may be admitted at any time based on the counseling schedule of agencies and may be given some relaxation by the committee of Dean Academic and All Heads of the discipline.

### **1.3 Direct Admission to Ph.D after B.Tech**

Students who are currently in their final year in any of the Centrally Funded Technical Institutions (CFTIs) will only be eligible for the admission under this category. To be eligible for the admission under this category, a candidate is required to have a minimum CPI of at least 8.0 CPI or equivalent (on a scale of 10) at the end of the seventh semester under OPEN and OBC or EWS categories. For SC/ST category students, the minimum CPI requirement will be relaxed to 7.0. Qualified and valid NET/GATE/CEED score is mandatory in this case. They shall be admitted through the same regular admission process as specified for the regular Ph.D. students. Such students will be considered under the Institute Assistance category.

### **1.4 Other General Information for admission**

- a. Relaxation for reserved category in the eligibility requirements shall be as per Govt. of India norms.
- b. In case of external, sponsored and part time categories, candidates shall have a regular employment and shall be required to apply through proper channel (the employer or her/his authorized signatory). Such candidate shall have served for at least two years in a reputed R&D establishment/ organization/ academic institution/ company associated with design, development and/or manufacturing of engineering products.

### **1.5 Conversion of category**

A student may apply for conversion of categories (IA, FA, SW to EX) through RPC, as per the guidelines given below. Approval for such conversion may be given by the Chairperson Senate on the recommendation of Head of the Discipline and Dean Academic. The guidelines for conversion are as under

i) A PhD student can convert the category after comprehensive examination with the recommendation of supervisor, PGPC/RPC, Dean Academic and approval of Chairperson Senate. The student should fulfill all the requirements of the category where he wants to convert. No conversion will be made to Institute Assistantship from any other category.

ii) PhD External- Self Supported

PhD students in regular category who got a job offer can get relief from the programme as a special case, while keeping their registration alive on payment of a required fees every semester with the consent of thesis supervisor(s), recommended by Dean Academic and approved by Chairperson Senate if they have completed the following requirements

- Minimum residential requirements
- Course Works
- Comprehensive Examination

- First Progress seminar with proper direction of research

The candidate should have applied for the job through proper channel (recommended by Ph.D. supervisor(s) and on the approval of Convener, APCS).

Copy of the same should be enclosed at the time of application.

- The candidate must submit a copy of the offer letter from his future employer at the time of application.
- The student must submit a no objection letter from his future employer at the time of application.
- The change of category shall be approved as per the recommendation of an Evaluation Board.
- The Evaluation Board of a Doctoral student shall consists of RPC members
- The student must appear for progress seminar before the Evaluation Board in each semester.

## **2. Residence requirement**

2.1 The Institute's programmes are essentially residential ones and unless otherwise exempted/ permitted by Dean Students, every student shall be required to reside in, and be a boarder of a Hall of residence, to which he/she is assigned.

2.2 A student registered under sponsored and fellowship award category shall be required to stay for required duration as specified by the Institute and the sponsoring organization must specifically undertake to relieve him/her for the said period.

2.3 Students registered in the EX category (non-local) will be required to stay in the campus at least as long it takes to

1.1. Complete the course work and pass the comprehensive examination and

1.2. Get the approval of the Chairperson, Senate on a written proposal (prepared in consultation with his supervisor and co-supervisor) outlining the work proposed to be done in his thesis.

2.4 Students registered under the EX category (local) and part time working professional will not be required to stay in the campus but they need to attend all the regular classes, labs, seminars and exams as per the need of their programme.

## **3. Academic session**

3.1 The academic session of the Institute normally begins in the first week of August every year and ends at the end of July. It is divided into three parts: Two regular Semesters and a Summer Term. The summer term is defined only for undergraduate programme. For the PG programmes, there is no summer term and Semester II continues to July.

3.2 Each of the two semesters consists of about Seventeen (17) weeks inclusive of two weeks of examinations, one week of mid-semester recess and about fourteen weeks of teaching. The summer term consists of about ten (10) working weeks including examinations. The mid-sem recess is not applicable to PhD students.

3.3 The exact dates of all the important events, such as orientation, registration, late registration, commencement of classes, adding and dropping of courses, submission of documents, examinations, submissions of grades, conversion of I- grades, vacations, mid-semester recess, etc., during the Academic Session shall be specified in the Academic Calendar of the Institute duly approved by the Senate. The academic calendar is normally brought out before the beginning of a calendar year

#### **4. Registration and Physical Reporting**

- a. A PhD student need to register in all the semester till the submission of PhD thesis for evaluation on the specified date of Physical reporting by paying the Institute Fees.
- b. A student needs to pre-register for the next semester courses and seminar on the dates specified in the academic calendar of the Institute.
- c. It is mandatory for all students to physically report on the first day of reporting as laid in the academic calendar. If for some valid reason a student fails to report, she/ he needs to late register after paying late registration fees. However, if a student seeks prior permission to report late on valid grounds, she/he may be allowed by Dean Academic without paying the late registration fees only till the date of late registration as mentioned in the academic calendar.
- d. Registration in Audit course:
  - a. The Institute encourages students towards extra learning by auditing for additional number of courses.
  - b. Adding and dropping of an audit course is permitted only up to the last date of adding/dropping of courses, as given in the Institute's Academic Calendar.
  - c. Grades when obtained B or above for courses registered for as audit courses shall be displayed on the Grade Sheet of the student for the semester. Grades, when below B will not be displayed on the grade sheet. However, the grades obtained in courses registered as audit courses shall not be counted for the calculation of the Semester Performance Index (SPI) or the Cumulative Performance Index (CPI).

#### **5. Attendance**

- a. Minimum 75% attendance is required in courses.
- b. A course of a student will be dropped if the student fails to secure a minimum 75% of attendance in the total classes / labs held in that course. Student will be, marked "CD" grade in the grade sheet in such a case.
- c. In special circumstances, a relaxation may be permitted to the student in attendance, upto 60 % by the Chairperson, Academic Senate on medical or other valid grounds. The medical certificate produced by the student must be approved by the Institute doctor.
- d. Course instructor will maintain the attendance record regularly and inform the students who fail to satisfy the criterion of 75% of attendance in each month through the course web page / general (written) notice.

#### **6. Cancellation of semester registration**

Absence for a period of four or more weeks at a stretch or in total during a semester shall result in automatic cancellation of the registration of a student from all the courses in that semester.



### 7. Course work:

- a. The student need to complete minimum three courses of advanced level as mandatory requirement in their first semester. Out of the three courses, one course should have focus on the Research Methodology. Other two courses will be from the research field of Ph.D. as advised by supervisor/ DPGC. In case a student has already completed a course on research methodology during his/her Master's program, they will be given relaxation from the course having focus on research methodology but have to opt for some other course.
- b. The Senate allowed the students to opt courses from advanced level courses from Swayam or Coursera in case a discipline is unable to float the courses. The approval for opting of such course will be given by the Chairperson Senate on recommendation of the DPGC and Dean Academic.
- c. The minimum required CPI from the course work is 7.0. In case a student is not able to achieve CPI of 7.0 his academic program will be automatically dropped.
- d. The courses of the PhD must be graded on 10 point scale and includes A+, A, B+, B, C+, C, D+, D and F.
- e. The seminar and teaching padagogy course will be evaluated as "S" (satisfactory) or "X" (unsatisfactory) grade.

### 8. Minimum credits requirements for the award of PhD Degree:

	Ph.D. [after Maters' programme]	Ph.D. [after B.Tech./ B.E./ B.Des.]
Minimum total number of credits	13	28
Minimum number of credits through the course work	09	24
Minimum number of credits through Progress Seminar after comprehensive examination	04	04

- a. All PhD students must complete a course on teaching pedagogy through SWAYAM or in-house mode.
- b. All PhD students must complete a course on research methodology.
- c. PhD students will be permitted to register in courses on foreign language communication skills such as Japanese, German or French, as per the availability of foreign language teachers on audit basis.

### 9. Appointment of Supervisor and Research Progress Committee

- a. There will be a Discipline Post Graduate Committee (DPGC) for each discipline. DPGC will consist of Head of the discipline or his/her nominee as the convener and two to three more members based on different specializations of the specific discipline.

- DPGC will be constituted by the Head of the concerned discipline.
- b. The DPGC will be guiding a student (Masters/Ph.D.) in deciding the courses and supervisor(s), after she/he takes admission in the Institute.
  - c. DPGC will also monitor the progress of a student until she/ he decides a supervisor.
  - d. A Ph.D. student is required to decide her/his supervisor from the discipline in the first semester of his program on the advice of the DPGC. Normally, preference will be given to the choice of the student in selection of supervisor within the constraints of the Institute.
  - e. In case of doctoral students, Supervisor(s) will propose members of the RPC (Research Progress Committee). Application for the registration of supervisor(s) and RPC/ PGPC will be forwarded by the Convener DPGC to the Dean Academic, who will be the approving authority for the same.
  - f. DPGC/ Dean Academic may also add one or two members in the RPC, if required. The RPC will consist of Supervisor(s), at least two faculty members from the discipline and one faculty member from other discipline.
  - g. During the period in which student has not decided the supervisor, Head of the concerned Discipline or his nominee will be forwarding all applications of the student related to leave, assistantship or other such matters.
  - h. A student may add another supervisor. The other supervisor may be from any discipline of the Institute or any Institute/ industry within India or outside India. For adding the other supervisor, the student will submit a request to the Dean academic through her/his supervisor. Such applications will be recommended by the DPGC to the Dean Academic for final approval.
  - i. A student shall not normally have more than two supervisors at any given time.
  - j. If a student's supervisor proceeds on long leave or resigns/retires or otherwise ceases to be a faculty member of the institute, the supervisor has the responsibility to appoint a co-supervisor or a supervisor in consultation with the student. Nevertheless, in such a case, the supervisor is required to get approval from the Dean Academic. In this case the number of supervisors may be more than two if an external supervisor already exists. In this case the entire responsibility of the student lies with co-supervisor or the new supervisor, as the case may be.
  - k. In exceptional cases, a postgraduate student may be permitted to change supervisor/co-supervisor on recommendation of PGPC/RPC after obtaining the consent of
    - a) the present supervisor/co-supervisor and
    - b) the proposed supervisor/co-supervisor.

#### **10. Joint supervision:**

The Institute encourages joint supervision of PhD students. Under joint supervision, supervisors from both institutions (IIITDM Jabalpur and any other Institute) will jointly guide the PhD student with the aim of obtaining the PhD degree from PDPM IIITDM

Jabalpur by satisfying the requirements and quality standards as per the rules and regulations of the Institute.

Following are the requirements for the joint supervision:

- a. A PhD student may interact and work with an approved external Supervisor in a collaborating organization. Students shall require permission from the Dean Academic of PDPM IITDM Jabalpur.
- b. Such students shall be required to register each semester as per the registration procedure of IITDM Jabalpur.
- c. The students are expected to follow the rules of the collaborating institute in case they visit the collaborating Institute but shall continue be governed by the rules and regulations for the award of PhD degree of the IITDM Jabalpur.
- d. The student and his/her supervisor will remain in continuous touch with the external supervisor.
- e. Such students are permitted to register as a non-degree/visiting student in an Institute other than IITDM Jabalpur and may transfer the credit. Transfer of credits will be decided on a case-by-case basis by the Chairperson Senate.
- f. Financial Support - The student will be eligible for fellowship support from IITDM Jabalpur (the affiliating Institute). Further any travel by the student to the other Institute (from where the other advisor is affiliated) all related expenditure has to be borne by the student.
- g. When working with supervisor from outside the Institute, the IP rights will be as decided between the supervisor(s) (internal and external), and the sponsoring agency, if any. Any such arrangement shall be done with the concurrence of the Director of PDPM IITDM Jabalpur, and shall not interfere with the ability of the student to write his/her thesis and publish results of the work.

Role of the Joint Supervisor:

- a. Monitoring and evaluation of the progress of the students in collaboration with supervisor and RPC committee
- b. Guiding the student for his research work. Advising him so that he can complete the research work.
- c. In case need be and if a facility is available at Joint Supervisor Institute, the joint supervisor will help the student in conducting the experiments.
- d. Encourage student for publication of the work, IPR filing and thesis writing.

#### **11. Comprehensive examination:**

- a. Students registered in the Doctoral programme must pass a Comprehensive Examination designed to test the overall comprehension of the student in subjects relevant for his/her area of research. A student can appear in the Comprehensive Examination only after he/she has completed the minimum course requirements and satisfied the requirement of minimum specified CPI.

- b. Students must appear for the comprehensive examination within 4 months after the completion of the course work. Any deviation from this will require special approval from the Chairperson Senate on recommendation of Convener DPGC and Dean Academic.
- c. The mode of Comprehensive Examination will be oral and focus on the fundamentals related to the research area of the student and plan of research.
- d. The Comprehensive Examination Board of a Doctoral student shall be same as his/her RPC. The thesis supervisor of the student shall be the Convener of the Comprehensive Examination Board. The oral examination will be conducted in open mode.
- e. The dates for oral examination will be decided by the committee and will be intimated to the academic office through Convener DPGC. Any changes in the Comprehensive Examination Board will require approval from Chairperson Senate through DPGC convener and Dean Academic.
- f. A student shall be considered to have passed the Comprehensive Examination on the recommendation of the Comprehensive Examination Board and approval of the Dean Academic.
- g. The convener of the Comprehensive Examination Board shall be responsible to send the report of the Comprehensive Examination to the Dean Academic for approval through Convener, DPGC. The comprehensive report must include RPC member's recommendation on the area of research, fundamentals of the student in the area of research and related areas, problem identification, plan of the research and milestones to be completed, and suggestion for the improvement.
- h. Any dispute in the opinion of the Comprehensive Examination Board shall be put up before the Chairperson Senate through DPGC Convener and Dean Academic. The decision of the Chairperson Senate will be final and will be binding to all.
- i. If a student fails in the Comprehensive Examination in his/her first attempt, a second Comprehensive Examination shall be conducted by the same Board that was constituted earlier unless otherwise changed by Dean Academic on the recommendation of the DPGC. A student shall be recommended for termination if he/she fails to pass the Comprehensive Examination even after two attempts. All such cases shall be brought to the notice of the Senate.

### **12. Progress Seminar**

- a. Progress seminar carries 2 credits each and is required to be registered by all Doctoral students in each semesters of their programmes before the successful completion of open seminar.
- b. The progress seminar will be evaluated by the RPC committee as "Satisfactory (S)" or unsatisfactory (X)".

### **13. Inadequate Academic Performance and Termination of Programme**

A student who is not able to get the requisite CPI of 7.0 is considered as deficient student.

- a. A deficient student may be allowed to continue in the programme, by issuing a warning, if
  - i) Her/his SPI in the first semester she/he registers for  $\geq 6.5$  but  $< 7.0$  for Doctoral

- programme, OR
- ii) Her/his SPI is below 7.0 and CPI  $\geq$  7.0 in semester two and above of her/his doctoral programme
  - iii) She/ he accumulates one or more “X” grade in the progress seminar
- b. The programme of a PhD student is likely to be Academically Dropped, if
- i) Her/his SPI is below 6.0 in first semester OR
  - ii) Her/his CPI is below 7.0 in subsequent semesters, OR
  - iii) Her/his CPI is below 6.5 in two consecutive semester OR
- c. The academic program of a PhD student will be dropped in case the RPC of the student recommends ‘X’ grade in the progress seminar for two consecutive semesters. In such a case the student will have an option to change the supervisor and submit request for the change of supervisor to the Chairperson Senate with the consent of the new supervisor. The Chairperson Senate will form a committee to review the case and the committee will submit its report to the Chairperson Senate. The Chairperson Senate will be the final authority to take the decision for the continuation of the programme of the program. If the Chairperson Senate accepts the appeal, the old supervisor will not have any claim on the work done by the student.
- d. The programme of a student may be terminated if she/he
- i) is absent without authorized leave of absence for a major part of the semester and does not appear in the end-semester examination of the courses in which she/he is registered.
  - ii) involves herself/ himself, in indisciplinary act, in violation of the code of conduct, (in ragging, etc.) and Students Advisory Committee of Senate makes a recommendation to that effect.
- Such student leaves the Institute with immediate effect without getting any degree.
- e. A student whose programme is either academically dropped on account of inadequate academic performance or terminated otherwise has the right to appeal to the Chairperson, Senate for reconsideration through Dean (Academic) with justified reason for her/his poor academic performance.
- f. The Senate shall take a final decision after considering all the available inputs. However, the Senate shall not entertain any further appeal for review unless substantial additional information is brought to its notice.

#### **14. Academic leaves**

##### **14.1 Short Leave**

Applications for any kind of short leave should be addressed to the Head of the respective discipline for approval. Leave usually must not be availed without prior approval of the Head of the respective discipline. In addition, if a student is going out of campus on leave, she/he must inform the Hostel/concerned authorities. Following leaves are allowed to student

14.1.1 Causal Leave: A student can avail maximum of 7 days causal leave in a semester

on valid reason

14.1.2 Medical Leave: A student can avail maximum 15 days leave on medical ground in a semester. Permission to grant leave on medical grounds exceeding 15 days in a semester is to be submitted to the Dean, Academic through Head of the respective discipline.

14.1.3 Vacation Leave: Maximum 15 day in a semester are allowed to PG students during mid-semester recess or Institute vacations. The vacation leave shall be carried over to the next semester if not availed and the entire duration of vacation leave shall not exceed 30 days at a time in any case.

#### 14.2 Temporary Withdrawal / Semester Leave

A student is not normally allowed to withdraw from the academic programme temporarily and is expected to complete her/his studies without any break. However, for bonafide reasons and/or in exceptional circumstances, a student may be allowed to withdraw temporarily on leave of absence or semester leave at the discretion of Dean (Academic) on the recommendation of Head Discipline for an extended period. Such leave of absence(s) shall ordinarily not exceed two semesters with or without break during the entire period of the academic programme. Except for medical reasons, the Semester Leave shall not be granted unless the student has completed at least 2 semesters in the programme.

#### 14.3 Medical Leave

A student who remains on authorized leave of absence due to ill health is required to submit a certificate from a Registered Medical Practitioner (verified by Institute's Medical Officer) to the effect that she/he is sufficiently cured and is fit to resume her/his studies.

#### 14.4 Duty Leave

A student shall be permitted to proceed outside the Institute on Duty Leave for maximum of 15 days in a year to carry out field work, library work, experimental work, laboratory work and for other research/academic work permitted by the Dean academic on the recommendation of Supervisor and Discipline Head. In exceptional cases if the period of Duty Leave is required to exceed 15 days, permission would require a prior approval from the Chairperson Senate. Duty leave cannot be combined with vacation leave.

#### 14.5 Maternity/Paternity Leave

A married student may avail Maternity/paternity Leave as per policy laid down by the government of India time to time. If supported by a proper medical certificate, leave up to 6 weeks may also be granted to married female student against miscarriage including medical termination of pregnancy. An absence against maternity/paternity leave beyond the permissible period shall normally entail financial loss.

#### 14.6 Leave to proceed to other institution

In order to encourage a student to broaden her/his horizon and gain course/work experience, she/he may be permitted to proceed to other academic institutions/ industry/ research lab in India or abroad as a non-degree student. Such leave will be granted by Chairperson Senate on recommendation of the Dean Academic and Head of the Discipline through Supervisor.

The student must have

- (a) completed comprehensive examination and
- (b) obtained a CPI  $\geq 8.0$

14.6.1 Such student may be allowed to spend up to two semesters and/or two summer terms in any academic institution of repute/ research lab/ industry in India or abroad with prior permission of the Chairperson Senate.

14.6.2 Such a student shall make an application to the Dean Academic through Head Discipline giving details of the proposed programme and shall submit a statement of purpose with sufficient information about the institution where she/he has chosen to spend time as a non-degree student along with possible credit transfer.

14.6.3 Dean Academic shall take recommendations of APCS for credit transfer and will place the application to the Chairperson Senate for approval.

### **15. Open Seminar**

- a. Before proceeding to finalize the thesis, each Doctoral student shall be required to deliver an Open Seminar.
- b. A student shall become eligible to give open seminar after completion of all academic requirements for the Doctoral Programme including thesis work.
- c. A draft copy of the thesis should be submitted by the student through his/her supervisor to the academic office before the approval for the open seminar.
- d. The thesis supervisor/ programme coordinator shall constitute a committee for open seminar. The committee shall comprise of
  - i. RPC members of the student
  - ii. One nominee of the Dean Academic.

The committee shall be approved by the Dean Academic.

- e. The open seminar, which will be delivered to the faculty and students of the Institute, shall deal with research work done by the Doctoral candidate with the objective of obtaining comments and criticism, if any, which may be incorporated in his/her thesis before its submission. The final decision of incorporation of the suggestion will be decided by the open seminar committee.
- f. A student must submit thesis within three months of the open seminar failing which he/she must give the open seminar again.

### **16. Thesis Submission for evaluation**

- i. A Doctoral candidate shall be allowed to submit the thesis within the stipulated time (currently three months from the open seminar) after successfully completion of the open seminar.
- ii. It will be the duty of the student submitting the thesis to check the thesis against possible plagiarism.

- iii. Doctoral thesis for evaluation shall be submitted to the Dean Academic or nominee through supervisor. The thesis should be forwarded by the Convener DPGC.
- iv. Following are required to be submitted alongwith the thesis:
  - a. A soft copy of the synopsis of 6-7 pages
  - b. Soft copy of the thesis
  - c. A softbound hard copy of the thesis
  - d. A panel of examiner
- v. Date of the thesis submission will be considered as the date on which thesis along with documents in point (iv) are received by the office of the Dean Academic.
- vi. The panel of examiner must consists of names of
  - a. at least 4 examiner from outside India from the top 400 QS/Times ranked Institutes and
  - b. at least 4 examiner from India.
  - c. Chairperson Senate has right to add/ appoint examiner of his/her choice, if needed.

The panel must be forwarded by the Convener DPGC and Dean Academic.

#### **17. Thesis evaluation**

- a. The panel of examiner submitted by the thesis supervisor will placed before the chairperson Senate by the Dean Academic for approval of experts.
- b. The thesis will be sent to two experts (one from India and one from outside India) for evaluation. The Chairperson Senate may add new name from the related field in the panel.
- c. Reports of Doctoral thesis evaluation from the examiners, received in the Academic Section of the Institute, shall be placed before Dean Academic who shall categorize them in one of the following three categories:

##### Category I

If an examiner suggests corrections regarding punctuation, grammar, spelling or language, the report shall be considered of Category I. In such a case, thesis supervisor(s) may use his/her/their discretion regarding incorporation of such suggestions.

##### Category II

If an examiner points out minor technical mistakes, raises some queries or suggests modifications but does not imply that the acceptance of the thesis is subject to removal of these defects to the examiner's satisfaction, the report shall be considered Category II. In such a case, the supervisor shall send the revised thesis along with the student's response to the queries raised to the RPC of the student. On receiving consent from the RPC, the revised thesis along with the responses to the queries will be sent to the Dean Academic through Convener DPGC. The



Convener DPGC must be satisfied with the changes made in the thesis and responses to the examiner's query. The examiner(s) concerned shall be informed by Dean Academic of the changes made on the basis of his/her/ their suggestions.

Category III

If an examiner raises technical points or suggests modifications which must be answered/ carried out to the examiner's satisfaction before the thesis is accepted the report shall be considered of Category III. In such a case, the supervisor shall send the student's response to the queries raised by the examiner to the Dean Academic along with the revised thesis within three months from the communication received from the Dean Academic. The revised thesis along with the rebuttal to the queries will be sent to the examiner with a request to respond within six weeks. If examiner's response is not received within this period, a reminder shall be sent and if no reply is received within next six weeks, further action will be initiated.

Category IV

If one of the examiners outright rejects the thesis, the matter shall be referred to the Chairperson Senate for deciding the further course of action.

- d. If two or more examiners reject the thesis, the thesis shall be outrightly rejected and the program of the student will be terminated without the award of the degree.

**18. Thesis Defense**

- a. Defense of the Doctoral students shall be carried out by a defense board consisting of the supervisor(s), RPC of the student and one external examiner nominated by the Chairperson Senate.
- b. The board will be proposed by the thesis supervisor through Convener DPGC to the Dean Academic, once RPC of the student has given consent to the revised thesis and rebuttal by the students on the points raised by the external examiners(s) including weak points of the thesis and answer to the questions to be asked during the defense. The form for the defense examination board must accompany with the consent of the RPC and rebuttal along with the revised thesis, if any.
- c. The name of the external examiner will be approved by the Chairperson Senate on the recommendation of the Dean Academic.
- d. Once the board is approved, the constitution of the board will be communicated to the thesis supervisor by the Dean Academic.
- e. The supervisor will contact the external examiner and will fix up the date of the defense.
- f. Once the date is finalized the defense date and time will be communicated to the discipline office, academic office for record and an invitation will be sent to all the faculty and students with title of the thesis and abstract. This communication will be done by the discipline office.

- g. The defense of a thesis shall be required to be necessarily conducted within six months from the date of receiving of all the examiners' report. If the concerned student fails to appear for the defense within this period, her/ his programme would be deemed to have been terminated.
- h. If a thesis is rejected along with a recommendation for resubmission after incorporating any modifications/ corrections suggested by the Thesis Defense Board, defense of the re-submitted thesis shall be conducted by the originally constituted Board, unless a different Board is approved by the Chairperson Senate.
- i. If the re-submitted thesis is also rejected, the matter shall be reported to the Senate for an appropriate action.

**19. Final thesis submission:**

After successful defense, the student will submit an abstract, a hard bound copy and a soft copy of the final thesis to the library after incorporating changes suggested by the committee, if any, and approval of the Dean Academic. The thesis supervisor shall authenticate that all the suggestions of the Thesis Defense Board have been incorporated in the revised copy.

**20. Minimum Academic Requirements for the award of PhD degree**

A student enrolled in the Doctoral programme shall formally become eligible for the award of PhD degree after he/she has:

- a) completed the minimum credit requirements of each of the following
  - Course work
  - Teaching work
  - Progress Seminars
  - Thesis work

AND

- b) have at least the minimum required CPI of 7.0 in course work

AND

- c) must have successfully defended her/his thesis and submitted her/ his final thesis

AND

- d) Satisfied all the additional requirements specified by the Discipline and approved by the Senate, if any

AND

e) Satisfied all the requirements specified in Institute Ordinances and by the Senate.

### **21. Minimum and Maximum Duration of a Programme**

- i. The minimum duration for completion of PhD degree shall be of 4 semesters and for Doctoral students directly admitted to Ph.D. programme after B.Tech. shall be of 6 semesters.
- ii. The minimum duration for completion of Doctoral programmes under part time category shall be of 6 semesters.
- iii. The maximum duration under which the Doctoral programme is to be completed, irrespective of the category of the student, shall be 6 years. In exceptional cases, the Senate is empowered to give extension.

### **22. Financial Assistance From Institute Funds**

- a. Students admitted under the Institute Assistantship category shall be eligible for the Institute Assistantship.
- b. Amount of the Institute Assistantship for PhD students shall be as per the directive of the Ministry of Human Resource & Development (MHRD) and may change from time to time
- c. All Ph.D. Institute Assistantship holders shall be required to assist the Institute by carrying out the specified work assigned to them. The work to be assigned shall be as per guidelines of MHRD and shall be monitored by the Convener DPGC or his/her nominee(s).
- d. A student under IA category will be receiving the assistnatship for the the three and half year only. In exceptional cases, Chairperson Senate may extend the period to maximum four years on valid ground.

### **23. Discipline**

It is expected that the student must follow the guidelines of the institute to maintain ethics and standard including academic honesty and student discipline as sepaaratly laid down by the Senate, failing which necessary action may be taken against the student.