

Ph.D ORDINANCE 2016



**MAULANA AZAD
NATIONAL INSTITUTE OF TECHNOLOGY
BHOPAL- 462003
(An Institute of National Importance)**

CHANGE OF RULES

Ph.D. Ordinance 2016 is revised in view of minutes of 24th Senate Meeting dt. 15.05.2016, approved in 45th BOG Meeting dt 19.09.2016.

Although the rules and regulations mentioned in this ordinance are not variable but, the Senate, as the Supreme academic body of the institute, from time to time, may revise, amend or alter the regulations, courses of study, their credits and syllabus as and when found necessary. In case a rule needs urgent revision for smooth conduction of academic semester, the same can be done by Chairman Senate and will be ratified in the subsequent senate meeting. ***If there is difference of opinions in understanding/ interpretation of any rule/regulation given here, the decision of the Chairman senate shall be final.***

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DEFINITIONS:

- i. **Academic calendar:** The exact dates for the important academic events scheduled during the Academic Session shall be specified in the Academic Calendar.
- ii. **Academic year:** Institutes academic year begins from July, 1 and ends on June, 30 every year.
- iii. **Applicant:** Aspirant desirous to take admission in doctoral program.
- iv. **Caretaker Supervisor:** Who substitutes internal supervisor during his deputation, study leave, sabbatical leave, lien or any other long leave.
- v. **Course Work:** Mandatory requirement for Registration where a student has to write examinations and deliver state of art seminar to earn minimum required credit and CGPA.
- vi. **Dean (AA):** Dean (Academic Affairs)
- vii. **DPPC:** Departmental Post Graduate Program Committee
- viii. **DRPC: Departmental Research Program Committee:** Constituted to discuss all policy issues pertaining to research scholars of the department.
- ix. **DUPC:** Departmental Under Graduate Program Committee.
- x. **Even semester:** Semester that begins in the month of January and closes by June.
- xi. **External Supervisor:** Supervisor who is from outside MANIT, Bhopal.
- xii. **GATE:** Graduate Aptitude Test in Engineering
- xiii. **Institute:** Means **MANIT** Bhopal.
- xiv. **Internal Supervisor:** Supervisor who is from MANIT, Bhopal.
- xv. **JRF:** Junior Research Fellow
- xvi. **MOU:** Memorandum of Understanding
- xvii. **NET:** National Eligibility Test
- cxviii. **Odd semester:** Semester that begins in the month of July and closes by December.
- xix. **Pre-thesis seminar:** A comprehensive internal assessment of the research work done by the scholar, before final submission of thesis. The assessment is done by RDC.
- xx. **RDC: Research Degree Committee:** Constituted to evaluate comprehensive seminar and pre-thesis seminar.
- xxi. **Registration:** Enrolment for the courses/research that a student wants to pursue during a semester as required by the Program.
- xxii. **Research Scholar**
- cxiii. Students who are willing to pursue Research studies on full time basis either with Institute scholarship or scholarships awarded by any other sponsoring agency such as QIP/CSIR/AICTE/UGC or other equivalent organizations.
- cxiv. **SENATE:** Senate of the Institute
- xxv. **SRPC: Student Research Program Committee:** Constituted to evaluate scholars research progress on six monthly basis, through SRPC seminar.
- cxvi. **Supervisor:** Faculty who mentors, advises, and is associated with scholar in all Ph.D. related matters and looks after the progress of research work on the chosen topic and provide guidance.
- xvii. **Synopsis:** A brief document that summarize research work, methodology and findings with list of publication.

Note: 'He' & 'His' imply both genders and may be interpreted as 'he/' 'she' and 'his/' 'her', as the case may be.

LIST OF PROFORMAS

Proforma No.		Name
I.		Proforma for Course work
II.		Proforma for Approval of Seminar Expert
III.		Proforma for Evaluation of Ph.D Seminar
IV.		Proforma for Constitution of SRPC
V.		Proforma for 6th Monthly SRPC Evaluation
VI.	(a)	Proforma for Approval of RDC expert
	(b)	Proforma for RDC Evaluation
VII.		Proforma for Pre-thesis/ Synopsis submission
VIII.	(a),(b),(c)	Proforma for Certificate from Supervisor
IX.		Proforma for Thesis submission
X.	(a), (b)	Proforma for Ph.D. Thesis Viva Evaluation / Attendance sheet

10.0 REGULATION FOR DOCTORAL PROGRAMME (Ph.D. Degree)

MANIT, an Institute of National Importance, offers doctoral program leading to Ph.D. Degree in Engineering, Architecture & Planning, Science, Humanities & Social Science and Management Studies. The student registered for Ph.D. program has to fulfill criterion of minimum course credit requirement, seminars and a research thesis for award of Ph.D. degree in respective discipline. The thesis report is a bonafide record of the work done by the research student that embodies discovery of new facts, a new interpretation of known facts and theory, an independent design and development, or development of new instrument/technology.

The doctoral program leading to Ph.D. degree is offered in the following departments/ centers of the Institute.

1. Civil Engineering (CE)
2. Mechanical Engineering (ME)
3. Electrical Engineering (EE)
4. Material Science and Metallurgical engineering (MSME)
5. Biological Science and Engineering (BSE)
6. Chemical Engineering (CHM)
7. Computer-Science and Engineering (CSE)
8. Electronics and Communication Engineering (EC)
9. Energy Center (ENE)
10. Nano Science and Engineering center (NSE)
11. Remote Sensing , GIS and GPS center (REM)
12. Architecture (AR) and Planning (PLA)
13. Chemistry (CH)
14. Physics (PHY)
15. Mathematics, Computer Application and Bioinformatics(MTH,MCA,BI)
16. Humanities and Social Science (HUM)
17. Management studies (MAN)

The provisions contained in the Regulations govern the conditions for imparting courses of instructions, conducting the examinations and evaluation of students performance leading to Ph.D. Degree. These Regulations are applicable to any new disciplines that are introduced from time to time, and applicable to the students already registered for the Ph.D degree programme. The Senate should exercise its powers to change/amend/interpret/implement decisions and actions concerned with academic matters. The Board of Governors of the Institute may, on the recommendation of the Senate, may change any or all parts of these Regulations at any time.

10.1 ADMISSION CATEGORIES AND QUALIFICATION REQUIREMENTS

The Admission Categories and eligibility criteria are given in Table-I and II respectively.

10.1.1 ADMISSION CATEGORIES

Table-I: Admission Categories

Proposed admission categories			
S.No.	Admission Category	Experience/other requirement	Teaching Assistantship*
1.	Full Time research student	As given in Table –II below	All full time students are eligible for Teaching Assistantship* from the institute fund provided the institute has funds. The Assistantship is payable for a duration of 3 years.
2.	Sponsored Full Time student with their workplace at their institute. **	<ol style="list-style-type: none"> The candidate who have 10 years of research related experience from government organizations, public sector and national level research Institute (ISRO, CSIR, DRDO, BHEL, etc) are permitted to register for Ph.D. programme as Full Time Ph.D. students with their work place recognized as Research Centre by MANIT, Bhopal through MOU. A certificate from the employers that he will be relieved for the period of coursework and have research facility at their workplace in the chosen field of research. GATE/NET is not essential. However, they have to undergo the institute's selection procedure which includes written test and interview. 	NIL
3.	Project Staff/ Junior Research Fellow (JRF) working under External funded Projects	<ol style="list-style-type: none"> Admission will be through Institute process which includes written test and interview. Project duration should be minimum 3 years and the project staff should be funded from the project after registration of Ph.D work for at least 2 ½ years. GATE/ NET/ Any National Level qualifying test. 	Student will get Assistantship through Projects or through QIP, CSIR, AICTE, UGC, DAE, DST, or any other equivalent institute/agencies as per their norms. These students are not eligible for any financial support from the institute.
*Teaching Assistantship:- Students have to assist in teaching, research, or any other co-curricular activities as assigned by the respective heads of the Department to the extent of 8 hours of work per week and will continue subjected to satisfactory performance as Teaching Assistantship.			
** Any proposal from industry is to be examined separately. Industry is required to sign MOU with MANIT.			
All the Ph.D admissions depend on availability of the Guides.			

10.1.2 ELIGIBILITY CRITERIA**Table-II: Essential Qualification**

S. No.	STREAM	ESSENTIAL QUALIFICATION IN RELEVANT AREA
1.	Engineering	(i) Master degree in Engineering with minimum of 65% or CGPA 6.5, with GATE qualified.
2.	Sciences	Master degree in Sciences/ Engineering with minimum of 65% or CGPA 6.5 AND NET/Gate qualified.
3.	Architecture and Planning	(i) Master degree in Architecture / Planning with minimum of 65% or CGPA 6.5 with GATE qualified.
4.	Humanities and Social Sciences	Master degree in Humanities / Social Sciences with minimum of 65% or CGPA 6.5 AND NET Score.
5.	Management	Master degree in Management /Engineering with minimum of 65% or CGPA 6.5 AND NET/GATE qualified.
6.	Computer Applications	Master degree in Computer Applications / Engineering with minimum of 65% or CGPA 6.5, AND NET/GATE qualified.

10.1.3 RESERVATION / RELAXATION

- i. For reserve category students i.e. SC/ST/PWD a relaxation of 5% (0.5 in CGPA) shall be given.
- ii. Details on relevant area shall be spelt out by respective department.

10.1.4 FEE STRUCTURE

Student taking admission in Ph.D. Programme shall be abide by the fee structure announced by the Institute from time to time, as per guidelines of MHRD and Institute norms.

10.2 PROCEDURE FOR ADMISSION

Application forms for Ph.D. will be available in Admission Section. Admission will normally be done once in each semester through advertisement/ notification.

The written test shall only be qualifying criteria and the selection of qualifying candidate shall be based on the interview. The merit list will be prepared by Chairman Senate based on interview.

10.2.1 REGISTRATION CANCELLATION/ WITHDRAWAL

If a student at any point of time cancel/ withdraw/ leave his/her admission, he/she will not be eligible for re-admission for next three Academic years. Also he/she has to refund the entire amount of Teaching Assistantship drawn from the Institute.

Any candidate, if registered in any other degree programme at other Institute / University concurrently, his/ her admission will be cancelled and he/ she will be expelled from the Institute.

10.2.2 TEACHING ASSISTANTSHIP

The admission category eligible for Teaching Assistantship is tabulated in **Table-I**. The existing norms as formulated by Institute Senate from time to time, shall be binding to the candidate. The scholarship offered by other government/ private funding agencies like QIP, UGC, CSIR will be governed by respective norms. Continuation of the Assistantship is contingent on satisfactory academic performance and satisfactory performance in the discharge of responsibilities assigned under the scheme. The Assistantship/ Scholarship may cease under following cases:

- i.) Giving false/ fake information at the time of application/ admission.
- ii.) Failure in obtaining minimum CGPA required for completing coursework.
- iii.) Not registering for a semester or not depositing requisite registration fees within stipulated period.
- iv.) Not delivering SRPC seminar (six monthly report) for two consecutive terms.
- v.) Not conforming to prescribed code of conduct or violating Institute discipline rules.
- vi.) Inadequate research progress.
- vii.) Remaining Absent without prior information/ permission for more than 03 months.
- viii.) Plagiarism.
- ix.) Application for extension of Teaching Assistantship beyond 3 years may be considered, only if the candidate publishes at least 1 SCI Journal paper as first author, at the time of submitting application for extension, within the 3 years period. The extension may be considered for a period of maximum 6 months, on submission of detailed plan of thesis submission (within 6 months time), duly recommended by the Supervisor and DRPC, with undertaking from the candidate to stick with this plan to submit the thesis within 6 months.

10.3 COURSE STRUCTURE:

10.3.1 COURSE CREDIT REQUIREMENTS

The distribution of credits for the programme shall be as follows:

Semester I/II	Credits		
	MCA/M.Sc/ MBA	M.Phill/M.Tech./M.Arch./ M.Plan	B.E./B.Tech./ B.Arch.
Minimum credit for the Course work	15 (5 courses)	12 (4 courses)	24 (8 courses)
2 Seminars	4	4	4
Total Credits	19	16	28

One of the courses may be on Analytical techniques/Design tools. The minimum **CGPA to clear the course work will be 6.5. The grading pattern for individual** subject will be same as for M.Tech./ M.Plan./ MBA.

10.3.2 FAILURE IN COURSES

The candidate should complete the course work in maximum of two semesters (i.e. in one year). If any student fail in course work, he/ she may be allowed, only once, to re-appear in the exam, after due permission from Dean (AA) & Chairman senate.

10.3.3 FAILURE IN SEMINAR

If a student does not submit the seminar report and / or present the Seminar on the scheduled date, he will be awarded F grade unless extension of date is granted by chairman senate.

10.3.4 PROGRAM DURATION

The complete Research Programme will be of minimum 3 years duration for all full-time candidates, and 4 years duration for all part-time candidates, if any.

The period allowed for the submission of the Doctoral thesis is 5 years from the date of admission. This may be extended upto maximum 7 years subject to recommendations of DRPC to Dean (AA) and approval of Chairman Senate (for both full time and part time).

10.4 ELIGIBILITY OF RESEARCH SUPERVISOR

10.4.1 SUPERVISOR

A supervisor is a Faculty member of department/ Centre who mentors, advise, and deals in all Ph.D. related matters of a research scholar. A supervisor looks after the progress of research work on the chosen topic and provide technical guidance. Every student admitted to Ph.D. program shall be assigned a supervisor.

The supervisor is always from the parent department, if the student is registered in a department, whereas, in case of a student registered in the centre, the supervisor may be from other department/ centre.

Every eligible supervisor can supervise maximum six candidates at any time (including Institute and outside MANIT). The number of institute supported Ph.D. Students for any faculty members who is Ph.D supervisor shall normally not exceed three at any time. The supervisors should plan

intake of institute supported Ph.D students in a phased manner, normally not exceeding one such student in an academic year. The Chairman DRPC shall furnish the information about the number of candidate each eligible supervisor has, and an undertaking in this regard is to be furnished by the guide at the time of admission. Further the Chairman Senate is empowered to allot more than six candidates to a supervisor depending upon his/ her merit.

10.4.2 ELIGIBILITY AND ALLOTMENT OF SUPERVISOR

A permanent faculty of MANIT, Bhopal having at least three years of teaching experience, possessing Ph.D. degree and having at least two SCI/ SCIE Journal papers as first author, is eligible to become Research Supervisor. If a faculty is nearing superannuation, he must have at least three years of service left at the Institute to act as supervisor.

A faculty having more than six candidates working under him at any point of time, will not be allotted any candidate, even if the said candidate is keen to work under him.

The allotment process begins by making available the details of eligible supervisor(s), area of expertise/ prospective research topics and the vacancy under him in each department at least 3-4 weeks prior to start of selection process on the Institute website. The prospective candidate can interact with the respective faculty in his area of interest and thereafter indicate their choice in order of preference. All selected candidate will be allotted supervisor based on the mutual interest of candidate and supervisor.

In case of students taking admission under sponsored category, he shall be allowed to take maximum one Supervisor from sponsoring organization where he is employed and one supervisor from the institute.

As an Institute policy, no candidate can avail guidance from more than three professionals, one out of them will act as main supervisor and essentially a faculty of the Institute. Rest two professionals may either belong to MANIT or may be from a research organization or Industry, provided they meet the eligibility criterion of being co-supervisor.

10.4.3 ELIGIBILITY AND ALLOTMENT OF CO- SUPERVISOR

Faculty from other Institutes (*NITs, IITs, IISc, IIM, NID and other national level Research laboratories/ organizations*) or from the industry may

act as co-supervisor, if he possesses doctoral degree. Professional(s) from research organization can act as co-supervisor, if he/she has:

- i. More than 10 years of research experience,
- ii. Must have at least 03 years of service left before superannuation, and
- iii. Must belong to area in which research scholar is working,
- iv. Must have published at least 05 research papers in the international journal of repute.
- v. Must have 02 research paper to his credit if has been awarded national patent.

For external faculty or working professional to act as co-supervisor will have to register in the institute by submitting his/her Bio-data.

The Departmental Research Programme Committee (DRPC) shall scrutinize the Bio-data and Chairman DRPC will forward the same to Dean (AA) with comments/ recommendation. Dean (AA) will put up it to Chairman Senate for approval or may be deferred to full senate in the event of ambiguity that demands discussion. The office of the Dean(AA) will issue an appointment letter if approved by Chairman Senate.

10.4.4 CHANGE OF SUPERVISOR

Change of Supervisor under exceptional circumstances shall be permitted as follows:

- a) In the event, the Supervisor leave the Institute permanently, a new supervisor from the research group shall be appointed by the Chairman DRPC after obtaining the consent of the research student.
- b) If the supervisor proceeds on deputation/lien / study leave/ sabbatical leave/ Child Care leave/any other leave for a period exceeding 6 months, he/she would no longer be able to act as supervisor. The co-supervisor (if available) will be elevated to become supervisor. In the event of being only supervisor of the candidate, the Chairman DRPC will appoint a new supervisor from the research group. The original supervisor may be allowed to solely supervise the student in case the newly appointed supervisor as well as Chairman DRPC permits.
- c) In the event the supervisor passes away, the co-supervisor (if available) will act as supervisor. In the event of being only supervisor

of the candidate, the Chairman DRPC will appoint a new supervisor from the research group.

- d) At no point of time, a research student shall be allowed to include another faculty of the institute as co-supervisor. However, he may be allowed to include an eminent faculty from other institute such as IITs/NITs/IISc/IIM or any other national level research organization/ labs as co-supervisor at the time of his/ her admission. Afterwards, no such addition shall be allowed.
- e) A faculty who is retired from the institute may continue to guide research student as supervisor if the student submits the thesis within six month of his/her superannuation. Chairman DRPC shall appoint a new supervisor from the research group in case the submission is not done within 6 months.
- f) If any faculty is on deputation/lien / study leave/ sabbatical leave/ Child Care leave at the time of admission of new batch for Ph.D and the candidate has opted that faculty as his/her choice of supervisor in these cases that faculty member is not permitted to supervise the candidate.

In every case of change of supervisor, the Chairman DRPC has to check the eligibility and availability of the new supervisor. The registration of research students should not be prior to the eligibility of co-supervisor accorded by the Senate.

If the Research plan or area of the work require modification due to the change of supervisor for any reason whatsoever, the change will be allowed by SRPC.

10.5 PROCEDURES FOR REGISTRATION

If the candidate is found eligible to be registered in Ph.D, he/ she should complete the course work in maximum of two semesters (i.e. in one year). *All eligible candidates have to registered online in every semester after paying the requisite fee.*

After the completion of course work a project proposal is to be submitted to SRPC. The SRPC will conduct its meeting and will give permission to the candidate to continue the research work subjected to the completion of requirement of course work given in clause 10.2. Thereafter

SRPC meeting to be conducted to assess the progress of the work in every semester.

10.6 PLACE OF WORK

For Full Time research students as well as Project staff/ JRF working under external funded project, the place of Research work will be MANIT, Bhopal.

For Sponsored Full time student with their workplace at their Institute, the institute will allow the research work for the Ph.D degree to be carried out at another organization duly approved for this purpose by the institute. The recognition will depend on the facilities available for proposed research work in that institute.

An external organization may be granted recognition by the DRPC as an approved place of work after inspection based on the following criteria:

- I. The details of research facilities available in the organization shall be furnished by the candidate along with the application for admission to Ph.D Programme.
- II. The DRPC shall examine the details given and may decide either to ask for further information, if necessary, or even collect first hand information. Only when the DRPC is fully convinced about the adequacy of the research facilities it will grant the recognition.

10.7 THESIS EVALUATION

10.7.1 Thesis Submission requirement/rules

Regular SRPC meetings evaluate the research work of the scholar on six monthly basis. If scholar at any point of time feels that he has done sufficient work and well prepared to take pre-thesis seminar, he may request supervisor to call SRPC meeting. On the request of the student a pre-thesis seminar can be organized and evaluated by SRPC after the completion of the research work. The scholar has to present his work in an open seminar and a draft copy of the synopsis must be submitted at least one week before the pre-thesis seminar to SRPC convener for onward transmission to all members of SRPC.

The pre-thesis seminar can only be organized if the student has published two research paper in SCI indexed journal / SCI Extended Journal.

The candidate can submit the Ph.D. synopsis only when the SRPC is satisfied with the quality of the work and research publication and recommends the work for submission.

The synopsis written in the approved format shall be submitted to SRPC for consideration. After approval by the SRPC, ten copies of the synopsis will be submitted to the Dean (Academic) with the following certificates:

- a) Certificate from the supervisor and coordinator DRPC that the prescribed course work, comprehensive examination, SRPC meetings, and RDC seminar are completed within prescribed time limit by the research scholar.
- b) Certificate from the Research Supervisor stating:
 - i. That there is a prima facie case for consideration of the thesis,
 - ii. That the thesis does not contain any work which has been previously submitted for the award or any degree, and
 - iii. The extent of collaboration , if any
- c) Certificate from the Accounts section that there are no dues up to the date of submission of the synopsis.
- d) The candidate shall submit four copies of spiral bound thesis printed on both side of the paper to the Dean (Academic) within the prescribed time limits, i.e., not earlier than one month and later than six months from the submission of the synopsis with minimum duration as par clause 10.3.4. The thesis shall be written in the approved format.
- e) If for some genuine reasons, scholar couldn't submit the thesis even after the elapse of six months after submission of seminar, he/she may apply for extension only once for the period at the discretion of Chairman, Senate. However this should not violet minimum duration clause.
- f) Along with the thesis, the candidate shall submit the requisite forms containing the authorization from the Research Supervisor(s) for submission of the thesis and a certificate from accounts section that there are no dues against the candidate.

10.7.2 Research Evaluation

A research student has to present his progress of research at regular intervals before various committees. The SRPC committees evaluate the research work of the scholar at regular intervals. The Table III below shows functioning of these committees along the timeline over the tenure of research scholar.

Table III: Evaluation Committees and purpose

Committee	Meetings on Timeline	Event	Purpose
Seminar	<i>During Coursework</i>	(i) Coursework Seminar -I, (ii) Coursework Seminar -II,	To Evaluate state of art seminar
SRPC	<i>Every six month after Registration</i>	(iii) Six monthly SRPC seminar	To monitor research progress
	<i>Just after the completion of research work.</i>	(ii) Pre-thesis Seminar Examination	To Evaluate quality and quantity of completed research work
RDC	Within 02 years of admission	(i) RDC Examination	To evaluate research plan, Methodology and Progress of the work

Note: SRPC with one external member (outside Institute) will act as RDC as per clause 10.8.2.

10.7.3 PRE-SUBMISSION THESIS EVALUATION

The SRPC committee evaluates quality and quantity of completed research work. The SRPC meeting is convened by the supervisor on the request of research scholar. The SRPC committee will approve scholar's work, if it finds that work is substantial and supported by requisite number of quality publications as per clause 10.7.1.

Although, the pre-thesis seminar will be an open seminar and any faculty, research scholar and PG student may attend the same, yet SRPC committee will only evaluate the work.

10.7.4 SYNOPSIS SUBMISSION

The Synopsis is a brief document that summarize research proposal, methodology and findings with list of publications. Upon recommendation by SRPC committee, the research scholar will have to submit ten copies of synopsis in the prescribed format Proforma within 01 month after the date of

SRPC meeting. The ten copies of synopsis shall be submitted by research scholar to HOD and chairman DRPC with following certificates:

- a) Recommendation of SRPC,
- b) Certificate from the supervisor that candidate has completed coursework with minimum credit requirements.
- c) Certificate from the Research Supervisor stating:
 - i. That there is a prima facie case for consideration of the thesis,
 - ii. That the thesis does not contain any work which has been previously submitted for the award or any degree, and
 - iii. The extent of collaboration, if any.

10.7.5 PANEL OF EXAMINERS

Along with ten copies of synopsis and requisite certificates in clause 10.7.3, supervisor must propose and submit Panel of examiners that includes five referees from national level institutions such as IIT/NIT/IISc/ or equivalent institute/research organization in India and five from abroad. The five referees proposed from abroad should be from top 500 world ranking Universities /Institute or equivalent R&D organizations preferably non-Indian. The Panel of examiners is to be submitted in prescribed performa duly signed by supervisor and chairman DRPC, in confidential sealed envelope to AR (admission). The supervisor is also required to give an undertaking that field of expertise of the proposed referees is in line with the submitted research work by the scholar.

The AR (admission) will now keep one copy of synopsis for record and remaining 09 copies and panel of examiners will be forwarded to the office of Controller of Examination (COE), for onward submission to Dean (AA).

The Dean (Academic) will get two referees approved from the panel, one each from the set of Indian and foreign examiners from Chairman Senate and thereafter the approved referees name will be sent to office of COE. COE will send a copy of synopsis to both referees with the request to evaluate Ph.D. Thesis. If by some reasons examiner declines to evaluate thesis, other examiners from the panel will be contacted by COE after getting due approval from the chairman senate. If no examiners from the panel agree to evaluate thesis, supervisor will have to submit a fresh panel of examiners.

10.7.6 THESIS SUBMISSION

Upon the recommendation of SRPC, a candidate may proceed for submission of his work in the form of thesis. The thesis report is a bonafide record of the work done by the research student that substantiate research achievement in the form of new design or principle, new technological development, new algorithm, new apparatus or new instrument, and must be written in the approved format/guidelines.

- a) The candidate shall submit four copies of **spiral bound thesis printed on both side of the paper** to the Dean (Academic) within the prescribed time limits, i.e., not earlier than one month and later than six months from the submission of the synopsis.
- b) Along with the thesis, the candidate shall submit the requisite forms containing the authorization from the Research Supervisor(s) for submission of the thesis and a certificate from accounts section that there are no dues against the candidate.

10.7.7 THESIS EVALUATION REPORT

The thesis received in the office of COE will be forwarded to both examiners who had already accepted the invitation to evaluate research on the basis of synopsis. The examiners are supposed to submit report within eight weeks of receipt of thesis in the Performa provided by office of controller of examination.

The report submitted by both the examiners must have any one of the following recommendations:

- A. I recommend that the thesis be accepted in its present form
- B. I recommend the thesis to be accepted, however the candidate has to clarify my queries at the time of Viva Voce examination.
- C. I recommend that the candidate modifies the thesis as per my suggestions and the modified thesis should be sent to me for re-evaluation.
- D. I do not recommend acceptance of this thesis for the reasons set out in detail in my report.

If the referees recommend acceptance of the thesis subject to minor modifications only, the thesis can be resubmitted only once after incorporating

the modification, within a period of six months. The same referee(s) shall examine the thesis so resubmitted.

If one of the examiners accepts and the other rejects the work, the thesis shall be referred to a third referee from the panel of examiners, as approved by the Chairman Senate.

A thesis rejected by both the referees can be re-submitted after complete revision with incorporation of new results, not earlier than one year and not later than two years from the date of intimation of thesis rejection by the office of COE. The resubmitted thesis with complete revision and incorporation of new results may be sent again to the same set of examiners or to new set of examiners at the discretion of chairman Senate. Rejection of the resubmitted thesis again will disqualify the candidate and his registration will permanently be cancelled.

The defense viva-voce examination can only be held, if both referees give positive recommendations. The copies of the referee's report shall be confidentially made available to the Research Supervisor(s) and queries and revision sought by examiners will be intimated to scholar. The research scholar will make all corrections point wise and prepare response to all the queries. The revised thesis and scholar's response to queries will be submitted to the DRPC for review. Upon the recommendation of DRPC, the chairman DRPC may ask supervisor to arrange for defense viva-voce examination of the scholar at the date convenient to all examiners. At the time of defense the supervisor must ensure that the research scholar will submit two copies of the thesis printed both side in hard bound form to office of controller of examination.

10.7.8 VIVA-VOCE BOARD CONSTITUTION

With positive recommendation from both the examiners, the research scholar shall have to defend his work at an open viva-voce examination conducted by a Board of Examiners. The Board of Examiners shall be appointed by the Chairman Senate and shall consist of:

- i. HOD of the Department/Center as chairman
- ii. One of the referees who evaluated the thesis, failing which an examiner from approved panel of examiners.
- iii. The Research Supervisor(s);
- iv. SRPC members

10.7.9 AWARD OF DOCTORAL DEGREE AND LEGAL MATTERS

The research scholar will have to defend his research work before the Board of Examiners. Subsequently, the board of examiners shall submit duly signed evaluation report with categorical recommendation in the prescribed format to the office of COE after completion of viva-voce examination.

If the recommendation of the board is positive, the controller of examination with due approval of Chairman Senate will issue a notification on the thesis title stating successful completion of all formalities by the research scholar on the date of defense, thus making him eligible for provisional degree of Ph.D. from the date of viva-voce examination. The doctoral degree will be conferred upon the candidate in the ensuing convocation after approval by the senate.

If a thesis has been accepted but the candidate is unable to defend his work before viva-voce board, he may be permitted by the Chairman Senate to re-appear for viva-voce examination at some later date decided by chairman DRPC and concerned supervisor. If he again fails to defend, he shall be declared unsuccessful and his candidature no more will be considered for award of doctoral degree and his status of research scholar will summarily be rejected.

Any legal issue arising out of the process will be dealt within the jurisdiction of court at Bhopal.

10.8 CONSTITUTION OF SRPC AND RDC FOR EACH CANDIDATE

The Constitution of SRPC and RDC is given in Table IV and V respectively.

10.8.1 CONSTITUTION OF SRPC AND ITS FUNCTIONS

Table- IV: Constitution of SRPC

1	Chairman	HOD of concerned department
2	Member*	One representatives from the department possessing doctoral degree
3	Members*	One representatives from other department possessing doctoral degree
4	Convener	Supervisor (s)

**The concern supervisor has to suggest two experts from department and two experts from the other department. Then, Dean (Academic affairs) select one member from each set to form a SRPC members.*

Functions of SRPC

- a) To monitor the progress of the research work of the candidate.
- b) The semester wise evaluation of the progress of the research work of the candidate.
- c) Conduct pre thesis seminar of the candidate and evaluate the work recommended by RDC.
- d) To verify the requirement of publications as per clause 10.7.1.

Internal expert from the department should be from same area of specialization in which candidate has proposed to work (subject to availability of expert from same area). If any SRPC member is on leave for less than six months, Supervisor will propose alternate faculty member for particular SRPC to Dean(AA) through concerned HOD. Dean(AA) will approve that temporary change only in case of exigencies i.e. SRPC of that student is being delayed for more than six months. If the SRPC member is on leave for more than six months or SRPC member is superannuated, concern supervisor has to initiate the process for the permanent change by suggesting two experts for his/her replacement as per the category of the member from the department or from the other department. Dean(AA) will approve the change.

10.8.2 CONSTITUTION OF RDC AND ITS FUNCTIONS

Table- IV: Constitution of RDC

1	Chairman	HOD of concerned department
2	Member	One Professor/ Associate Professor from IIT/ NIT/ IISc
3	Members	SRPC members
4	Coordinator	Concerned Supervisor (s)

** Supervisor has to suggest three external experts name confidently and chairman senate approve one external member for the RDC. Necessary arrangements for issuing notices for RDC meeting / seminars and honorarium to external examiner are proposed to be made by convener.*

Functions of RDC

- a) To evaluate research plan, methodology and progress of the work.
- b) To finalize the area of the work and title of the thesis.
- c) The qualitative evaluation of the research work.

10.9 CONSTITUTION OF DRPC

The Constitution of DRPC is given in Table-VI.

Table-VI: Constitution of DRPC

1	Chairman	HOD of concerned department
2	Members	3 to 5 faculty members nominated by concerned HOD.
3	Coordinator	A member of DRPC nominated by concerned HOD.
4	Member	Concerned Supervisor (s)

Functions of DRPC

- a) Evaluation of proposed research work and to approve the topic of the proposed research work along with its synopsis.
- b) Evaluation of Supervisors bio-data and recognize them as approved supervisors in the respective discipline.
- c) To approve the external research centers for carrying out research work in a given discipline.
- d) Any other advice/ grievance/ recommendations desired by Dean (AA) from time to time.

10.10 Norms for Paper presentation /short-term courses/ seminars/conference/ workshop/ symposium etc with funds from sponsored / consultancy projects (if available).

- i) Only full time Ph.D students can be considered for the reimbursement of registration fee for Paper presentation / short-term courses/ seminars / conference / workshop / symposium etc.
- ii) Department has to classify the conference as Tier-I/ Tier-II/Tier-III with justification.
- iii) The quality of publication is to be scrutinized by DRPC thereafter to be recommended to HOD concerned. HOD will recommend to Dean (Academic Affairs).
- iv) Student will get TA by Train upto third AC to travel in India and shall not be paid any lodging and boarding.
- v) Student can avail institute financial support from sponsored/consultancy Projects of his/her Supervisor only, and it will be maximum once in an academic year.

Dean (Planning & Development) shall approve upto a maximum of rupees ten thousand for the same after recommendation from Dean (Academic).

Beyond rupees ten thousand Director's approval is required.

10.11 Leave Rules for Ph.D Students:

Ph.D. students shall be governed by following leave rules with continued financial assistance:

- a) **Casual Leave:** 8 days per academic year (01 July - 30 June) as per MHRD order F.No.17-2/2014-TS-I dated 18 Feb.2015 or any subsequent changes from time to time.
- b) **Maternity Rule:** As per Government of India instructions available from time to time for female candidates in all categories.
- c) **Academic leave:** For attending conference/seminar/ symposium/ field work or training program upto a maximum of 15 days in an academic year.

10.12 PLAGIARISM RULES

The thesis report is a bonafide record of the work done by the research student and paper publication in Journal of National and International repute is mandatory requirement for award of Ph.D. degree. In either case, the content should not be reported as plagiarized beyond a certain proportion (maximum 08-12%) and scholar found guilty of it may be expelled from the institute. Plagiarism is a crime and brings defamation to supervisor, the Institute and student himself, hence must be desisted by every individual student.

10.13 NEW SCHEME

Admission in Ph.D through any new scheme will be adopted with due approval of Chairman, Senate on recommendation of Dean (Academic Affairs) and Dean (R&C).

10.14 CHANGE OF RULES

Ph.D. Ordinance 2016 is revised in view of minutes of 24th Senate Meeting dt. 15.05.2016, approved in 45th BOG Meeting dt 19.09.2016.

Although the rules and regulations mentioned in this ordinance are not variable but, the Senate, as the Supreme academic body of the institute, from time to time, may revise, amend or alter the regulations, courses of study, their credits and syllabus as and when found necessary. In case a rule needs urgent revision for smooth conduction of academic semester, the same can

be done by Chairman Senate and will be ratified in the subsequent senate meeting. ***If there is difference of opinions in understanding/ interpretation of any rule/ regulation given here, the decision of the Chairman senate shall be final.***