

Ordinance

for

Doctor of Philosophy

(With effect from Academic Year 2024-25)



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
BHOPAL

(An Autonomous Institute of National Importance under act of Parliament)

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Preamble

The field of Information Technology (IT) plays a decisive role in the development of different industries / sectors within the knowledge based global economy. India's software and IT sectors have been expanding gradually, and our country has positioned itself as an emerging global player in the world economy. Global demand of skilled manpower in IT sector continues to grow rapidly. Therefore, it is essential to prioritize education and training in IT to meet this growing demand. In order to address this need, Central Government has taken the initiative and established 20 Indian Institutes of Information Technology (IIITs) in Public-Private Partnership (PPP) Mode. As per the scheme, the capital cost of each IIIT will be contributed in the ratio of 50:35:15 by the Central Government, the State Government and the Industry Partner(s), respectively (57.5:35:7.5 in case of North-Eastern region). These institutions are designed to offer undergraduate, postgraduate, and Ph.D. programs in IT and allied subjects.

Indian Institute of Information Technology Bhopal (IIIT Bhopal), is one of these 20 Premier Institution of Country established by the Ministry of Education (MoE), Formerly Ministry of Human Resources and Development), Government of India (GoI) on Not-for-profit PPP, *i.e.*, N-PPP, ground. IIIT Bhopal is an Institute of National Importance (INI) founded under the Indian Institute of Information Technology University Act 2017. As per guideline, IIIT Bhopal is a joint venture of the MoE, GoI (50% capital contribution), and Government of Madhya Pradesh (M. P.) (35% capital contribution), and Rajiv Gandhi Proudyogiki Vishwavidyalaya (RGPV), Bhopal, (M. P.) (15% contribution).

The IIITs' creative governance structure gives them the freedom, flexibility, and transparency to operate independently and to create their own academic programs, including new courses, curricula, and assessment techniques. IIIT Bhopal established in 2017 with three B. Tech. programmes, *viz.*, Computer Science & Engineering (CSE), IT, and Electronics and Communication Engineering (ECE). In short span of time, Institute's growth is exceptional and now (from academic year 2024-25) IIIT Bhopal is offering four more branches in B. Tech. CSE, namely, Artificial Intelligence (AI), Data Science (DS), Cyber Security (CS) and Cyber Physical System (CPS). The students are admitted in all B. Tech. programmes through JEE (Mains). The Institute's admission process is regulated by Central Seat Allocation Board (CSAB), GoI and Joint Seat Allocation Authority (JoSAA).

In addition to this, from academic session 2024-25, the Institute started offering Master of Computer Application (MCA) programme in regular mode and Master of Technology (M. Tech.) (Regular/Full-Time and Professional/Part Time) degree programme in three disciplines, that is, M. Tech. in: AI (CSE), DS (IT), and CPS (ECE). The admission to postgrad-

uate programmes in M. Tech. and MCA will be done through centralized online process by CCMT and NIMCET, respectively.

Ph.D. programmes are essential for the knowledge-based economy. They are all about creating new knowledge, discovering new things, and developing new skills. A Ph.D. program will provide a strong atmosphere for research, enabling the Institute to make a major contribution to the advancement of knowledge in important fields. The initiative will raise the Institute's scholarly profile and increase its appeal to faculties and potential students. Partnerships with funding agencies, business executives, and other research institutions can be facilitated by a Ph.D. program. This collaboration can lead to increased research funding and more opportunities for students and faculty. Advancing further on this academic front, IIIT Bhopal is dedicated to start its Ph.D. programs in respective departments of Institute by 2024-25 academic session.

The creation of new courses and branches that are scheduled to be introduced in the future, as well as those that are currently offered by IIIT Bhopal, are done so in accordance with rapidly changing International and National IT industry needs. Impact of our up-to-date courses / curricula, quality of education and industry's recognition of our graduates' skills and potential are very well reflected in our placement record. For example, in the year 2023, the Institute achieved 99.2% placement of the enrolled students with an average cost to company of 20.51 Lakhs.

Over the years, the Institute has consistently strived to bridge the gap between academia and industry, ensuring that the students studying at IIIT Bhopal are not only academically proficient but also industry-ready. Based on the efforts of entire IIIT Bhopal community and past placement trends, in the near future, the Institute shall very soon reach the milestone of 100% placements.

Abbreviations, Acronyms and Definitions

- (i) **“IIIT Bhopal”** shall mean the Institute, *i.e.*, Indian Institute of Information Technology Bhopal.
- (ii) **“Director”** Shall mean the Director of IIIT Bhopal.
- (iii) **“Senate”** shall mean the academic Senate of IIIT Bhopal.
- (iv) **“Research Scholar”** shall mean a person who is registered in the Ph.D. programme in any Department of IIIT Bhopal.
- (v) **“DRC”** shall mean the Departmental Research Committee of a Department at IIIT Bhopal.
- (vi) **“Part-time Research Scholar”** shall mean a research scholar who in addition to devoting time towards discharging the employment responsibilities also devotes time towards the pursuit of Ph.D. research programme.
- (vii) **“Full-time Research Scholar”** shall mean a research scholar devoting full time in a Department at IIIT Bhopal towards the pursuit of Ph.D. research programme.
- (viii) **“Supervisor”** shall mean a member of the academic staff of IIIT Bhopal, appointed by the concerned DRC to supervise the Ph.D. work of the research scholar.
- (ix) **“Co-Supervisor”** shall mean additional supervisor as appointed by the DRC. Co-supervisor from outside the Institute must have the academic qualifications and research credentials as prescribed for a Supervisor at IIIT Bhopal.
- (x) **“Caretaker Supervisor”** shall mean a supervisor appointed to look after the scholar’s research interests in the absence of the regular supervisor when the synopsis of the thesis has been submitted. The caretaker supervisor also must have the academic and research qualifications as prescribed for a supervisor.
- (xi) **“Educational Institute”** shall mean those Institutes which run full-time Bachelor’s or higher degree programmes.
- (xii) **“Registration Period”** shall mean the length of the time span for which a person remains a research scholar.
- (xiii) **“Minimum Registration Period”** shall mean the minimum period for which a research scholar must remain registered to complete the requirements for the degree of Ph.D.
- (xiv) **“HoD”** shall mean Head of the Department wherein a Research Scholar is registered/proposes to register.
- (xv) **“CFTIs”** shall mean Centrally Funded Technical Institutions.
- (xvi) **“MoE”** shall mean Ministry of Education.

- (xvii) **“MoU”** shall mean Memorandum of Understanding.
- (xviii) **“GoI”** shall mean Government of India
- (xix) **“N-PPP”** shall mean Not-for-profit Public Private Partnership.
- (xx) **“INI”** shall mean Institute of National Importance.
- (xxi) **“ERC”** shall mean External Review Committee.
- (xxii) **“NOC”** shall mean No Objection Certificate.
- (xxiii) **“PI”** shall mean Principal Investigator

1 Introduction

Indian Institute of Information Technology Bhopal (IIIT Bhopal), was established by the Ministry of Education (MoE), Government of India (GoI) on Not-for-profit Public Private Partnership (N-PPP) ground. It is an Institute of National Importance (INI) founded under the Indian Institute of Information Technology University Act 2017.

IIIT Bhopal offers B. Tech. in Computer Science & Engineering (CSE), Information Technology (IT), and Electronics and Communication Engineering (ECE). The Institute has recently started M. Tech. in Artificial Intelligence (Department of CSE), Data Science (Department of IT), and Cyber Physical System (Department of ECE) along with Master of Computer Applications (MCA) degree programme.

In progression, particularly to advance higher education, the Doctor of Philosophy (Ph.D.) Programme shall be offered by the following Departments in the related areas of specializations from academic year 2024 – 2025.

- Department of Computer Science and Engineering
- Department of Electronics and Communication Engineering
- Department of Information Technology
- Department of Mathematics
- Department of Physics

The provisions of this Ordinance shall apply to any newly introduced Doctoral Research Program, whether offered by individual departments or as an interdisciplinary or multidisciplinary program that may be established in the future.

The admission in Ph.D. programme shall be regulated by the guidelines made and approved by the Senate from time to time.

2 Taxonomy of Research Scholars

The Ph. D. research scholars shall be categorized in the following manner:

2.1 Based on Time Devoted

- (i) **Full-time:** Full-time research scholar shall mean a research scholar devoting full time in a Department at IIIT Bhopal towards the pursuit of Ph.D. research programme.
- (ii) **Part-time:** Regular / Full-time teachers / employees working in Govt./ Govt. aided /Private Engineering/ Technology or Science colleges / Universities / Industry / Public sector organization are considered under this category. At the time of application, the candidate of this category must submit a No Objection Certificate (NOC) from the Parent Organization.

2.2 Based on Occupation

- (i) **Teacher:** A person serving as the faculty of a department of a teaching Institute.
- (ii) **Non-Teacher:** A person serving as non-teaching employee including officer cadre of any Institute/Department or Organization.
- (iii) **Project Staff:** A person working on a project undertaken by IIIT Bhopal. The Ph. D. research domain of such a candidate should be related to the project work.

2.3 Based on the Country of Origin

- (i) **Indian:** A person holding valid Indian citizenship.
- (ii) **Foreigner:** All foreign nationals admitted through the Embassy of the respective Governments, after getting approval from the Ministry of External Affairs and NOC from the MoE, GoI or admitted under a MoU. A foreign national can be admitted by the Institute directly, if eligible, following the admission process as specified under Section 4.

2.4 Based on Financial Assistance

- (i) **Self-financed:** The research scholar who does not receive financial support (scholarship/assistantship) of the Institute during the Ph. D. programme.
Note: On recommendation of the DRC, such scholars may get teaching assistantship, equivalent to the load (defined in Section 18.4) of *fellowship awardee* Ph.D. scholars, if required by the department.
- (ii) **Fellowship / Scholarship Awardees:**
 - (a) A research scholar getting Institute fellowship.
 - (b) A research scholar receiving fellowship under a Research & Development (R&D) project being carried out at IIIT Bhopal.
 - (c) A research scholar receiving scholarship from any private entity including foreign university, trust or sponsoring agency.

3 Educational Qualification

3.1 Minimum Qualification for Eligibility

Applicants must hold a Master's degree with First division in Engineering / Technology / Sciences, or an equivalent qualification recognized by the Institute, with a minimum Cumulative Performance Index (CPI) of 6.5 on a 10-point scale (or an equivalent grade as determined by the Institute) where letter grades are awarded, or at least 60% marks in aggregate where CPI is not mentioned. Additionally, candidates with a Master's degree must also have a First

division in full-time Bachelor's degree or its equivalent with the same minimum CPI of 6.5 on a 10-point scale or 60% aggregate marks where applicable.

Note:

- (a) Only the primary evaluation method (CPI or percentage, if CPI is not mentioned) indicated on the qualifying degree certificate or mark sheet will be used for verifying eligibility. Conversions between CPI and percentage provided by individual Institutes or Universities will not be accepted.
- (b) For SC / ST / PwD candidates, the eligibility requirement will be relaxed by 5% in marks or by a reduction of 0.5 in CPI (on a 10-point scale) as per GoI norms at both the Bachelor's and Master's levels.
- (c) Applicants in the final year of their Master's program whose results are not available by the application deadline may still apply for admission in the odd semester, provided they submit their final results by October 30th of the admission year. Failure to do so will result in the cancellation of their Ph.D. admission. The Academic Section will grant provisional admission to these candidates at the time of entry and will notify the cancellation within one month, if the results are not submitted by the October 30th deadline. This provision applies only to admissions for the odd semester.
- (d) Candidates who meet the required qualifications will be eligible for admission to the Ph.D. program at the Institute. **Degrees earned through distance education programs will not be accepted.** The academic program and the university where the qualifying degree was obtained must be recognized by either AICTE or UGC. However, academic programs from autonomous Institutes established by Parliament do not require AICTE/UGC recognition. The Institute's Academic Section will verify the degrees and academic programs of the candidates before their registration in the Ph.D. program.

3.2 Additional Eligibility Conditions for Part-time Ph.D. Candidates

All part-time candidates (*i.e.*, regular employees somewhere, as defined below in points (a) through (c)) must possess a minimum of two years of regular experience, calculated from the date of joining their sponsoring organization(s) up to the application deadline for the Ph. D. program. Such candidates are required to present their experience certificates during the interview conducted by the respective Departmental Research Committee (DRC). **The minimum qualifications for these candidates shall align with that of full-time candidates.**

- (a) **Regular Employees** working in R&D Organizations/Industries, National Laboratories, Government Organizations, Industries, PSUs, State Undertakings having or not having a MoU with IIIT Bhopal.
- (b) **Regular Employees** of IIIT Bhopal working in any Department, Section and Cell of the Institute.

- (c) **Regular Employees** of Educational Institutions either fully funded by Government or Government Aided Colleges/Institutes or maintained in the Public-Private Partnership (PPP) mode or Private Academic Institutes / Universities.

4 Admission Process

Applications for the full-time and part-time Ph.D. program are invited from both Indian and foreign nationals in the prescribed format. **No written test shall be conducted for either category; however, the selection of research scholars shall be based on the presentation of their research proposal and recommendation of the DRC.**

Full-time Ph.D. candidates who have qualified GATE, NET-JRF, or NET-LS from UGC, CSIR, or similar competitive examination(s) shall be eligible for an Institute scholarship in accordance with MoE guidelines.

Other full-time applicants may also apply for scholarship. However, they may be given teaching assistantship as per Section 2.4 i)

Part-time candidates who meet the minimum eligibility criteria for Ph.D. enrolment must have at least two years of relevant professional experience from sponsoring Institute at the time of application. All Part-time candidates are required to submit a **“Sponsorship Letter” / “NOC”** at the time of interview on the letterhead from the appropriate authority in the organization clearly stating that:

- (a) The candidate is permitted to pursue the Ph.D. research work on a part-time basis. His / her services with the Organization will be retained during the period he / she is carrying out the coursework / research work at IIIT Bhopal.
- (b) The candidate must spend a minimum of 30 days in the Institute in an academic year. The attendance of the concerned candidate will be verified by the supervisor.
- (c) The candidate’s official duties permit the candidate to devote sufficient time for research work.
- (d) The candidate may be sanctioned leave for sufficient duration for carrying out research work in case the research facilities are not available in the Institute / Industry / Organization / University.

Some specific guidelines for the admission in Ph. D. programme will be as under:

- (i) Reservations for full-time regular Ph.D. seats across various categories will be applied in accordance with GoI norms, subject to amendments over time (not applicable to part-time candidates). These reservations will be implemented across all departments on a rotational basis. The Academic Section will carry out this process before the start of the new academic year, ideally in March or April.
- (ii) Applications as received will be scrutinized by the DRC of the concerned Department.

After scrutiny, the list of all eligible candidates will be uploaded on the Institute website by the Office of the Professor In-charge (Academics).

- (iii) All eligible candidates shortlisted for presentation and interview will be required to appear before the respective DRC, which will act as the Admission Committee, for a brief power point presentation on their tentative project proposal followed by an interview.
- (iv) DRC will award marks out of 100 to each candidate called for presentation and interview in order to prepare a merit list. Note that a candidate's research proposal presentation and interview will carry 50 marks each. In case of tie, merit list will be prepared on the basis of following criteria in order of preference:
 1. Percentage of marks in postgraduate degree
 2. Percentage of marks in undergraduate degree
 3. Percentage of marks in 10+2
 4. Percentage of marks in 10th
 5. Seniority as per Date of Birth

The respective DRC will recommend the merit list of candidates along with allocation of the seat.

- (v) After receiving the merit list as mentioned above in Point iv), Office of the Professor In-charge (Academics) will issue admission letters to the recommended candidates for joining the Ph.D. programme. The respective HoD will send joining reports of the respective research scholars to the Office of Professor In-charge (Academics).

5 Composition of DRC

The DRC shall consist of at least five members from the following:

- (i) HoD / All Professors and Associate Professors.
- (ii) Three regular Assistant Professors from the Department in the order of seniority. Their tenure will be for two years starting from the beginning of the academic year. In case of non-availability of required number of Assistant Professors in the department, the Assistant Professors from other departments may be nominated by the Chairperson, Senate on the recommendation of HoD to fulfil the minimum requirement.
- (iii) One external Professor from IITs / NITs / other IIITs / Central Universities, etc.
DRC structure requires the approval of the Chairperson, Senate as and when constituted. During the meeting proceedings of DRC, at least three of the above listed members should be present in the meeting. Minutes of all DRC meetings will be sent to the Office of Professor In-charge (Academics).

Note: The persons listed in Point (i) above shall be the Chairperson of the DRC. In his / her absence, the senior most faculty member of the Department will act as the

Chairperson of the DRC.

6 Thesis Supervisor

Each registered Ph.D. research scholar will be assigned a thesis supervisor, approved by the DRC of the relevant department, according to the following guidelines:

- (a) The PI and/or Co-PI will be the supervisor of the Ph. D. scholar working in the respective funded project.
- (b) The scholar's research interest will be taken into account while assigning a supervisor.
- (c) A scholar may have a maximum of three supervisors.

6.1 Supervisor and Co-Supervisor Eligibility Criteria

A faculty (employed at Level 10 and above) of the Institute recruited under the 4-Tier-Flexible Faculty Structure shall be eligible to be a Ph. D. supervisor (Co-supervisor) if he / she has a total of at least five (three) granted patents / research publications in refereed (also known as peer-reviewed) SCI / SCIE / SSCI / Scopus indexed journals. In addition to the previous condition, all internal faculty members who are eligible for retirement within three years may also be appointed as supervisors.

Apart from an internal faculty member, appointed as Ph.D. supervisor, who is normally expected to be available in the Institute to supervise the research scholar till his / her thesis is submitted, a co-supervisor may also be allocated to the research scholar on the recommendations of supervisor and respective DRC, and duly approved by the Professor In-charge (Academics). The Co-supervisor(s) may be from either of the following:

- (i) Faculty of IIIT Bhopal,
- (ii) Permanent faculty of Centrally Funded Technical Institutions (CFTIs) / Universities fully funded by Central Government / PSUs / R&D organization / Industry duly incorporated in India, if eligible as per IIIT Bhopal rules and approved by DRC concerned,
- (iii) Permanent faculty / professionals from the reputed Universities / Institutions / Industries from India and abroad,
- (iv) Director of Institute, if interested and have expertise in the research areas of various departments of the Institute can act a co-supervisor only.

If the co-supervisor is affiliated with an organization outside of IIIT Bhopal, they must provide an NOC from the appropriate authority in their parent organization, submitted on official letterhead to the Chairperson of the DRC. In addition, the co-supervisors must have the academic qualifications and research credentials as prescribed for a supervisor at IIIT Bhopal.

If the co-supervisor of the research scholar is from outside IIIT Bhopal but from within the country, co-supervisor will be invited for the DRC meetings whenever respective scholar's comprehensive, pre-synopsis seminar and final examination are conducted. In all such cases, no TA/DA / honorarium will be paid for this purpose. The co-supervisor may join meetings through online mode. This shall also be applicable to the external professor who is a member of the DRC.

6.2 Provision of Alternate Supervisor

Under unforeseen circumstances, if the internal Ph.D. supervisor is unavailable / unfit to supervise the research scholar until his / her Ph. D. thesis is submitted, then DRC may appoint an alternate supervisor to limit the research scholar's time loss. The conditions and procedure for appointing an alternate supervisor are as follows:

- (a) If the supervisor takes leave for up to 12 months, they will continue to serve as the supervisor (either main or co-supervisor). However, if they are unable to fulfil this role, they must notify the Chairperson of the DRC in writing. In such cases, the DRC will appoint an alternate supervisor (if the individual is the sole supervisor) or co-supervisor, respectively.
- (b) If the sole supervisor does not return within 12 months or takes extended leave (more than 12 months) to work at a prestigious government laboratory, research organization, Institute, University, or Industry in India or abroad, the DRC will appoint a co-supervisor with the consent of both the research scholar and the main supervisor. The roles of main supervisor and co-supervisor will be interchanged if the main supervisor fails to return to the Institute after 12 months.
- (c) In the case of two internal supervisors, if one supervisor takes long leave (more than 12 months) to serve at a respected government laboratory, research organization, Institute, University, or Industry in India or abroad, they may continue to act as a supervisor or co-supervisor. However, the status of main supervisor and co-supervisor will interchange if the main supervisor does not return to the Institute after 12 months.
- (d) If the research scholar has not submitted the synopsis or thesis and the sole supervisor resigns, retires, goes on long medical leave, or passes away, an alternate supervisor may be appointed by the DRC after discussions with the research scholar. A retired faculty member may serve as supervisor or co-supervisor for one year if they wish to continue. If they choose not to continue, they must inform the Chairperson of the DRC in writing.
- (e) If the research scholar has submitted the synopsis or thesis and the sole supervisor resigns, retires, goes on long medical leave, or passes away, the DRC may appoint an alternate supervisor as a Caretaker Supervisor after consulting with the research scholar. In the case of major revisions, the Caretaker Supervisor will provide necessary assistance during

that period and will automatically be considered the main supervisor.

- (f) If there are two internal supervisors and one of them resigns, retires, goes on long medical leave, or passes away, the other supervisor will automatically assume the role of the main supervisor.

6.3 Change of Supervisor / Co-supervisor

The DRC may consider a change of supervisor / co-supervisor upon the request of a research scholar under exceptional circumstances. The conditions and procedure are as follows:

- (a) The approval of both the current supervisor / co-supervisor and the proposed supervisor / co-supervisor is mandatory. Typically, requests for a change of supervisor will be accepted only prior to the comprehensive examination. However, if a request is submitted within six months of completion of the comprehensive examination, the candidate will be required to retake the examination, provided there is a modification to the research plan.
- (b) In cases where the condition outlined in Point (a) above cannot be met due to compelling circumstances, the Chairperson of the Senate, upon the recommendation of the concerned DRC, has the authority to change the supervisor / co-supervisor.

6.4 Limit on Research Scholars per Faculty Member

At no time shall any faculty member supervise more than eight research scholars, including those from outside IIIT Bhopal. This limit does not include Ph.D. research scholars who have submitted their theses. Here, sole supervision / co-supervision shall be counted as one / half in terms of candidates.

Faculty members must obtain permission from the Office of the Professor In-charge (Academics) before agreeing to supervise scholars registered at external Institutes or Universities, as these scholars will count toward the faculty member's total.

Additionally, Institutes's faculty members are permitted to serve as co-supervisors for Ph.D. research scholars at CFTIs, Central Universities, State Universities, and reputed private Institutes / universities.

7 Registration

7.1 Ph.D. Registration Guidelines

- (a) A candidate is considered registered upon successfully completing the admission process for the first semester of the program.

- (b) Every research scholar must pay the required fees and renew their semester registration using the prescribed form within the designated time-frame until the thesis is submitted.
- (c) If a research scholar does not register within the specified period, the Office of the Professor In-charge (Academics) may allow registration on the recommendation of the DRC, provided it occurs within four weeks of the final registration deadline, along with an additional late fee. Registration will not be permitted beyond this time-frame.
- (d) Renewal of registration each semester is contingent upon the satisfactory progress of the research scholar's work from the previous semester, as evaluated by the DRC. If the research scholar's progress report is deemed unsatisfactory, the DRC may recommend provisional registration; however, this opportunity can only be granted once throughout the entire Ph.D. program.

7.2 Re-Registration

- (a) The research scholar must submit a request to the Chairperson of the DRC for re-registration within three months of the cancellation of their registration due to some contingencies. The respective supervisor(s) will only recommend re-registration if it is determined that the necessary work and publication requirements for the Ph.D. thesis can be completed within the thesis submission time-frame, as outlined in Section 13.1, by the research scholar who has not taken an extension for one additional year.
- (b) If any candidate could not complete the research work within the stipulated time (five years for full-time and six years for part-time), then based on the recommendation of DRC re-registration may be allowed and thesis cannot be submitted until completion of one year. It is important to note here that under no circumstance maximum time allowed for submitting the thesis can be more than six and seven years for full-time and part-time research scholars, respectively (see Section 13.1).
- (c) The application for re-registration will be forwarded and recommended through the DRC and the Professor In-charge (Academics) to the Chairperson, Senate who has the authority to approve the re-registration. If approved, the research scholar is required to pay a re-registration fee (as per prevailing fee structure), with the date of payment considered as the official date of re-registration. In addition to the re-registration fee, the current semester registration fee must also be paid if it has not already been settled. Subsequent semester registration fees will be charged according to established rules.
- (d) The eligibility conditions for thesis submission, including publication requirements, will remain same as those applicable to the research scholar before the cancellation of registration. The research scholar must adhere to all other regulations and amendments made to the ordinance as they arise.

7.3 Temporary Withdrawal

The research scholar who has been admitted to Ph.D. programme may be permitted to withdraw temporarily for a period of:

- (i) One semester from the Institute on account of prolonged illness / acute problem in the family provided:
 - (a) Such an application shall be considered by Professor In-charge (Academics) after due recommendation of a medical officer and/or concerned supervisor and DRC.
 - (b) Total duration of the Ph.D. Programme shall remain unchanged.
 - (c) The research scholar who has been granted temporary withdrawal for a complete semester shall be required to pay the tuition fee.
 - (d) No project / Institute scholarship shall be paid for such a period.
 - (e) The research scholar shall be granted only one such temporary withdrawal during the entire duration of Ph.D. programme.
- (ii) Maximum two years, in order pursue research goals at some foreign University / Institute / R&D Lab having a MoU with IIIT Bhopal. This would be applicable to research scholars concurrently enrolled under dual / joint doctoral degree program or semester exchange program, or some other similar program. Here, Section 7.3, Point (i) (a) through (e) shall be applicable.

8 Courses and Credits

8.1 Coursework Credits and Performance

The minimum course credit requirement for a scholar holding an M. Tech. / M.Sc. / other relevant postgraduate degree is 15 credits. Here, “coursework” refers exclusively to the post-graduate course credits unless stated otherwise. Research scholars must achieve a minimum CPI of 7.0 out of a maximum of 10.0 to complete their coursework. The research scholars must opt and register for the courses from their research domain based on the recommendation of their respective supervisor(s) and subject to approval by the Chairperson of the DRC.

8.2 Calculation of the CPI in Coursework

The CPI shall be computed on the basis of letter grades obtained in all courses including MOOCs.

8.3 Provision of MOOCs

The part-time candidates admitted under Section 3.2 are encouraged to attend classes and complete their coursework at IIIT Bhopal. However, such candidates may undertake pre-approved

certified MOOC courses through NPTEL / SWAYAM, etc., platforms towards minimum 15 credits with the approval of the respective DRC as part of their mandatory coursework. The detailed guidelines in this regard are as under:

1. Research scholars are permitted to enrol in MOOCs designed exclusively for PG students.
2. All fees associated with MOOCs shall be borne by the research scholars.
3. Scholars may select MOOCs with a minimum duration of 12 weeks, which will be considered equivalent to 03 credit courses. MOOCs of a shorter duration will not be accepted.
4. The course coordinator of the relevant subject will review and ensure that the content of the MOOC is generally aligned with the PG curriculum of the Institute. Based on this evaluation, the course will be recommended to the Chairperson, DRC, at the request of the research scholar.
5. Following approval from the Chairperson DRC, research scholars will proceed with registration for the MOOCs. The Department will then notify the Academic Section regarding the courses registered under MOOCs within the respective department.
6. Upon successful completion of the MOOCs, the final results will be submitted to the Academic Section through the Chairperson, DRC, and corresponding credits will be granted if necessary. If the result is expressed as a percentage, it will be converted to an equivalent grade in accordance with the Institute's norms, based on the marks sheet or certificate issued by the MOOC platform (*e.g.*, SWAYAM/NPTEL).
7. Only after successful completion of the approved MOOCs, they will be reflected on the research scholar's Detailed Marks Certificate (DMC).
8. Following the completion of the MOOCs, the research scholar will be required to present at least one progress seminar before the DRC. The number of progress seminars will be determined based on the recommendations of the DRC.

8.4 Streamlining Credit Transfers

If a research scholar has completed coursework at another institution and the credits are available in the Academic Bank of Credit, those credits can be counted toward their current coursework, provided the scholar requests it and receives approval from the DRC.

8.5 Coursework Requirement

Coursework should be completed within two semesters from the date of registration with minimum CPI as mentioned in Section 8.1. However, if needed, a student would be given an additional semester to complete the coursework requirements upon the recommendation from the respective DRC. All coursework must be finished prior to the comprehensive examination.

9 Research Proposal and Comprehensive Exam Guidelines

9.1 Submitting a Research Proposal

In order to demonstrate the necessity of their research, all research scholars must present a research plan that clearly explains their intended investigation or task, and provides a tentative thesis title and brief summary of the pertinent literature. The agreed plan must then be followed when doing the research. Minor modifications in the thesis topic and or title may be allowed later as well with the approval of the respective DRC; however, final thesis title may be decided at the time of thesis submission. The scholar should include all such changes to his / her research plan in their semester progress reports throughout the Ph. D. programme.

9.2 Modification of Research Plan and Subsequent Evaluation

If the DRC does not approve the research plan, the research scholar must revise the plan according to the DRC's suggestions and submit it for re-evaluation.

9.3 Evaluation Criteria and Allowed Attempts for the Comprehensive Examination

Every research scholar is required to take a comprehensive examination, which will test their readiness in the broad field of research, academic preparation, and potential to carry out the research.

This examination shall be conducted in the presence of DRC members. The research scholar shall prepare and present Power Point slides with respect to his / her research plan / progress, etc.

The comprehensive examination must be successfully cleared by each research scholar within a period of two to three semesters from the date of initial registration and only after completing coursework requirements.

A research scholar is permitted a maximum of two attempts to pass the comprehensive examination within a period of four semesters from the date of initial registration. If the scholar is unable to pass within this time-frame, the DRC will recommend the cancellation of his/her registration.

Note: The research scholar must submit their application for the comprehensive examination at least two weeks in advance, through their respective supervisor(s). Such an application for comprehensive examination must be disposed of within two weeks of the submission.

9.4 Measures on Not Passing Comprehensive Examination in Time

Research scholars may request a maximum extension of one semester on the DRC's recommendation if they are unable to submit their research proposal and appear in the comprehensive examination within two to three semesters of their initial registration, or if they are unable to pass the comprehensive examination within this time-frame due to compelling adverse circumstances (as determined by the DRC).

During this extension period, the research scholar can be registered provisionally only (the normal semester fees, however, will have to be paid), and minimum registration period requirement will automatically get extended by this period. Further, if the research scholar receives scholarship, the scholarship for this period will be stopped. The scholarship will be resumed from first day of the next month of successfully completing comprehensive exam during this extension period.

Only one such chance can be allowed to the research scholar. If the research scholar fails to qualify the comprehensive examination even after getting an extension of one semester, the research scholar's registration will be recommended for cancellation by the concerned DRC.

10 Performance Monitoring

10.1 Semester Progress Report

The progress of each research scholar's work will be monitored by their respective supervisor(s) and the DRC. To facilitate this process, every research scholar is required to submit a semester progress report through their supervisor(s) to the DRC at the end of each semester. The supervisor(s) will also inform the Chairperson DRC, who will in turn notify the Office of the Professor In-charge (Academics), regarding any research scholars who fail to submit their progress reports.

The research scholars must submit semester progress reports by the date as specified in the academic calendar in the office of the respective department. The progress report must include the following components:

- (i) A summary of the work completed prior to the start of the current semester.
- (ii) The goals established for the current semester.
- (iii) The methodology employed to achieve these goals.
- (iv) An assessment of the extent to which the goals have been met.

The supervisor(s) will first assess the progress report to their satisfaction through their comments and amendments thereafter. Once the supervisor(s) adjudge the research scholar's progress report as satisfactory / unsatisfactory, the reports shall be forwarded to the concerned DRC. Next, the DRC will assess the progress of the research scholar through his / her progress

report and presentation. During progress seminar, the panel shall include at least the following members:

- (i) The supervisor(s).
- (ii) Two DRC / faculty members nominated by the Chairperson DRC in consultation with the Supervisor(s).

The senior nominated member shall serve as the Chairperson of this committee, while the main supervisor shall act as the Convener. The DRC will document the outcome of this assessment as satisfactory or unsatisfactory on the research scholar's registration form for the following semester. The Chairperson of the DRC shall forward the registration form for the subsequent semester to the Office of the Professor In-charge (Academics) along with the comments and signatures of the DRC members thereon.

It is important that all part-time research scholars must maintain regular contact with their respective supervisor(s) to facilitate necessary discussions regarding their research work and progress reports.

Note: A research scholar who has taken temporary withdrawal under dual doctoral degree / joint Ph. D. programme (as per Section 7.3 (ii)) shall have to complete equivalent of progress report at the host institution during the period of his/her absence from the home institution; however, an attested copy of the progress made at the host institution would have to be submitted to the office of Professor In-charge (Academics) at IIT Bhopal through proper channel, *i.e.*, from external to internal supervisor and thereafter Chairperson DRC.

10.2 Conditional Registration and Scholarship Suspension

If a research scholar is unable to submit the progress report by the deadline specified in the academic calendar due to compelling adverse circumstances deemed valid by the DRC, or if the DRC assesses the scholar's progress as unsatisfactory (discussed in detail in Section 10.1), the scholar may request an additional opportunity to address these issues. The scholar is expected to enhance his / her research work and resubmit the progress report at the end of the period decided by the DRC (or maximum one semester) in consultation with the research scholar's supervisor(s).

During the above-mentioned period, the research scholar will be registered provisionally (normal semester fees must still be paid), and the minimum registration period requirement will automatically be extended by the period decided by the DRC (or maximum one semester). Additionally, if the research scholar receives a scholarship, it will be suspended during this period. **Note that two consecutive unsatisfactory progress outcomes shall lead to the cancellation of the registration of the candidate.**

10.3 Notification and Reporting of Punitive Measures

Cases of academic malpractices where punitive actions are taken will be reported by the DRC to the Chairperson of the Senate, through the Office of the Professor In-charge (Academics).

11 Seminar / Synopsis / Panel of Examiners

11.1 Pre-synopsis Seminar

- (a) A research scholar will be allowed to deliver the pre-synopsis seminar only after getting at least a CPI of 7.0/10.0 in coursework, successfully completing comprehensive examination and at least two granted patents or three SCI / SCIE / SSCI indexed or two SCI / SCIE / SSCI indexed and two Scopus indexed research papers in published / accepted state. In these research papers, the work presented by the research scholar must be out of his / her Ph.D. research only. Further, the affiliation of the scholar should be mentioned as IIT Bhopal (and name of the partner Institute / University in case of Joint or Dual Ph. D. programme).
- (b) While requesting for the pre-synopsis seminar, a research scholar has to attach relevant documents about indexing for each of his / her published works. The DRC shall verify the journal publications of the research scholar and if found satisfactory, the research scholar will be allowed to deliver the pre-synopsis seminar within two weeks of submission of the relevant proofs and application. The research scholar must request and submit the proposal to the Chairperson DRC well in time, at least one week in advance, through respective supervisor(s), for pre-synopsis seminar.
- (c) The schedule of the seminar shall be notified well in time, at least three days in advance, making it convenient for all interested to attend it.

11.2 Synopsis

The research scholar will be allowed to submit the synopsis only after he / she obtains a certificate from the accounts section stating that there are no dues up to the date of submission of the synopsis, and incorporating the suggestions, if any, given by DRC during the pre-synopsis seminar. The synopsis should precisely reflect all aspects of the research work to be included in the thesis.

- (a) The research scholar shall submit two hard copies and a soft copy of the synopsis in the same format as specified for the thesis, in Section 13.2, to the Chairperson, DRC. The DRC will examine the synopsis, and the Chairperson, DRC shall forward the synopsis with its recommendations to the Office of Professor In-charge (Academics) along with all prescribed documents.

- (b) The synopsis should be submitted normally within two months after the presentation of the pre-synopsis seminar. In case the synopsis is not submitted in the specified period, the research scholar may be asked to present the pre-synopsis seminar afresh again.
- (c) The research scholar can submit the thesis only after a gap of at least one month after submission of the synopsis. However, under exceptional cases, this gap of one month can be relaxed by the Chairperson, Senate on the recommendations of DRC.
- (d) The research scholar shall be required to submit the thesis within six months of the submission of synopsis. However, in case a research scholar fails to submit the thesis within the stipulated time of six months and has suitable justification for the same, the Chairperson Senate may, on recommendations of the DRC and on individual merits of each case, grant extension of maximum up to two months, *i.e.*, the research scholar may be allowed to submit the thesis within a period not exceeding eight months from the date of the submission of the synopsis. However, the thesis should be submitted within the prescribed maximum time limit as per clause mentioned in Section 13.1.

11.3 Panel of Examiners

A panel of at least ten external examiners, including foreign examiners, having expertise in the relevant area of research would be suggested to the DRC by the Supervisor(s). The DRC will consider the suggested panel and finally recommend it to the Office of Professor In-charge (Academics).

The panel of the external examiners should include Professors/Associate Professors in academic Institutes or equivalent from outside India (preferably from developed countries) and with same cadre from India, preferably from IISc / IITs / IIITs/ NITs / IIMs / IISERs / Central / State Universities. The person as co-author with the student in any of his / her publications at any time should not be recommended as an examiner by DRC. The recommended panel will be considered and approved / modified by the Chairperson, Senate.

12 Board of Examiners

When the thesis synopsis is received, the Chairperson of the Senate shall assign a Board of Examiners for each research scholar, based on a list approved by the DRC. This board will consist of two external examiners: one from India and one from another country. The examiners are generally selected from the panel proposed by the DRC. Furthermore, anyone employed at the same organization or institution where the research scholar is currently or was previously employed cannot be appointed as an examiner for that scholar.

13 Thesis Submission

A research scholar is expected to provide a concise and accurate account of the research conducted, along with an objective discussion of its significance, through the submission of patents, conference journal papers and books or book chapters, thereby demonstrating the achievement of the established objectives. A minimum publication obligation for a research scholar affiliated to IIIT Bhopal have been highlighted in Point (a) of Section 11.1.

Towards the end of the Ph. D. programme, a research scholar shall document all the above outcomes in the form of his / her thesis. Some specific guidelines on thesis submission time-frame, content and format is presented in the upcoming parts of Section 13.

13.1 Thesis Submission Time-frame

The minimum registration period for thesis submission is three years for full-time research scholars and four years for part-time research scholars. A candidate's registration for the Ph.D. degree is typically effective from the date of enrolment, unless deferred due to unsatisfactory progress in their work. The registration is to be renewed each semester; however, a research scholar's enrolment remains valid for five and six years for full-time and part-time scholars, respectively, during which the research scholar is expected to submit their thesis. An extension (without financial aid for full-time research scholars) of one year may be granted upon request only if the research scholar has published at least two research papers from the Ph. D. work or has been granted a patent related to their Ph.D. research and needs some more time to obtain reviewers' comments on his / her other works under revision / consideration or to be submitted (see details on publication guidelines from Section 11.1).

Note:

- (i) The Office of the Professor In-charge (Academics) may extend the registration for a maximum of one additional year based on the recommendation of the DRC. Thus, the maximum allowed duration for completing the Ph. D. research for a full-time candidate is six years, while it is seven years for a part-time enrolled candidate.
- (ii) Upon the expiration of the registration period (with or without extension), the registration will automatically be cancelled, and the research scholar may choose to re-register according to Section 7.2.
- (iii) If the research scholar opts not to re-register, the respective Department must recommend the cancellation of the registration / enrolment to the Office of the Professor In-charge (Academics) for approval by the Competent Authority.

13.2 Thesis Content, Format and Original Contribution Guidelines

The thesis must systematically document the literature review, problem formulation, and innovative contributions of the research scholar. It should explicitly highlight the significant research contributions made by the scholar in the identified area. Additionally, no part of the thesis, in any form, should have been submitted for the award of any other degree or diploma, either previously or currently.

* **Thesis Format**

The thesis should be prepared in a single-column format using 1.5 line spacing, 12-pt. Times New Roman font, and double-side print with page-margins defined as:

Page	Left	Right	Top	Bottom
Right	1.25 inches	1 inch	1 inch	1 inch
Left	1 inch	1.25 inches	1 inch	1 inch

For detailed guidelines, please refer the LaTeX and MS-Word templates provided by the Office of Professor In-charge (Academics).

* **Guidelines on Similarity Index**

The research scholar shall have to submit a Plagiarism report generated through Turnitin. The generated report should adhere to the following points:

- (a) The Similarity Index (SI) $\leq 20\%$ with source exclusion threshold set at 8 words.
- (b) The following components will be excluded for generating the SI report:
 - (i) References / Bibliographic materials.
 - (ii) Quoted materials.
 - (iii) The text/contents prior to the first chapter, that is, Title page, Acknowledgements, Declaration, Certificates, Table of Contents, List of Figures, List of Tables, List of Symbols & Abbreviations, and Abstract.
- (c) Research Scholar's own published articles will be excluded from the SI report.

* **Initial Thesis Submission**

The thesis is required to be written in English language, properly formatted as per the guidelines provided above. During initial thesis submission for evaluation, two spiral bound hard copies along with a soft-copy in PDF format on a CD shall be submitted to the office of Professor In-charge (Academics). In addition, the research scholar shall also submit no-dues form, exam-fee payment receipt, plagiarism report (signed by either HoD or Librarian), ethics certificates, copyright clearance from different journals and any other document(s) as notified from time to time. The templates of such forms shall be provided by the Office of Professor In-charge (Academics).

14 Thesis Evaluation

Any correspondence related to the evaluation process and viva-voce examination of the scholar shall be done by the office of Professor In-charge (Academics). All such correspondence(s) shall be confidential, except for general circulars / notifications.

14.1 Examiners' Assessment Report and Recommendations

Each examiner will be requested to submit his/her assessment report and recommendation(s) within six weeks from the date of receiving the thesis. The examiners will judge the thesis based on the following points:

- (a) Literature survey, state-of-the-art solutions, identifying the gaps and appropriate problem formulation.
- (b) New approach towards interpretation and application of facts and theories.
- (c) Level of advancement in technology.

The examiners will judge the research scholar's ability for critical understanding and analysis of concepts and subsequently making sound judgements. Their report will be submitted in the prescribed format clearly indicating that:

- (a) The thesis is satisfactory and recommended for the award of the Ph.D. Degree.
- (b) The thesis is recommended for the award of Ph.D. Degree subject to the candidate giving satisfactory answer to queries specifically mentioned in the report at the time of oral defense.
- (c) The thesis is recommended for the award of Ph.D. Degree subject to the candidate revise the thesis as per suggestions and presents it during oral defense.
- (d) The candidate is required to resubmit the thesis in the revised form as per suggestions made and the revised thesis be sent for re-evaluation.
- (e) The thesis is rejected.

14.2 Appointment of Alternate Examiner

In case an examiner does not return the thesis review report within eight weeks from the date of dispatch, the Chairperson Senate may appoint another expert from the panel for expediting the evaluation process. In such a case, the current examiner shall be notified regarding cancellation of his / her appointment as an expert, stating the reason being – 'delay in evaluation'. Subsequently, the alternate examiner will be confirmed to evaluate the thesis.

14.3 Final Recommendation

Based on the evaluation reports and recommendations received from the experts, the thesis can be finally recommended for viva-voce or further evaluation if:

- (a) Both of the examiners accept (Category (a), (b), or (c) in Section 14.1).
- (b) One examiner accepts and other rejects (Category (e) in Section 14.1) then thesis will be sent for **Re-evaluation by a third expert**.

OR

An internal committee may be constituted by the Chairperson, Senate for the re-evaluation of the thesis. The thesis will only be recommended if at least two examiners accept it.

- (c) Any one examiner recommends major revision (Category (d) in Section 14.1). Then, the revised thesis will be sent back to the same examiner for clear recommendation.
- (d) Both of the examiners recommend major revision. Then, the revised thesis will be evaluated by both the examiners and Clause (a) or (b) of Section 14.1 will be applicable based on the recommendations on revised thesis.
- (e) In all other cases the thesis will be deemed rejected and the candidature as Ph.D. student will be terminated automatically.

Any doubts arising out of the procedures laid down shall be referred to the Chairperson Senate for consideration and final recommendation.

15 Resubmission of Thesis

In case the experts recommend for revision of the thesis, then the comments shall be communicated to the concerned research scholar through the supervisor for necessary revisions. The research scholar will be required to revise the thesis and prepare a response to the comments which should be submitted within six months through the DRC of the respective Department. The revised version of the thesis will be sent to the same expert(s) for fresh recommendations.

16 Viva-Voce Guidelines

The Office of Professor In-charge (Academics) will forward the recommendations of the examiners to Chairperson, Senate for his / her decision. Based on the recommendations, the Chairperson Senate will decide whether the research scholar should be allowed to appear in the viva-voce examination or not. The Chairperson, Senate's decision on the thesis reports shall be communicated to the research scholar through Chairperson of the concerned DRC. The Chairperson DRC will notify the Examination Committee comprising the supervisor, one DRC nominee and one Indian examiner for the viva-voce examination. The viva-voce examination shall be open to be attended by members of the DRC, all faculty members of the Department, other research scholars and all interested experts / researchers of the Institute. With due

approval from the Chairperson, Senate, the viva-voce examination can also be conducted in online mode.

16.1 Viva-Voce Examination

On having been allowed to appear in the viva-voce examination, the research scholar is to defend the thesis orally before the Examination Committee. The Chairperson, DRC will coordinate amongst the experts and the research scholar to fix a date for the viva-voce examination. A notice regarding the schedule of viva-voce examination shall be displayed and circulated amongst the Institute at least one week prior to the stipulated date. The candidate will submit one soft-bound thesis with all the comments / changes incorporated along with a soft-copy on CD to the Office of Professor In-charge (Academics), one week prior to the date of viva-voce examination.

Note:

- (i) The research scholar will submit four (five or more in case of co-supervision or enrolment under dual or joint Ph. D.) hard-bound copies of the revised thesis after viva-voce examination upon the examination committee's approval to the Office of Professor In-charge (Academics).
- (ii) The soft-copy of the revised thesis should also be made available on CD by the research scholar, which shall be uploaded on the repository by the Office of Professor In-charge (Academics).

16.2 Unavailability of Research Supervisor(s) for Viva-Voce Examination

The Ph. D. thesis supervisor(s) shall assist the Chairperson, DRC in arranging the viva-voce examination of the research scholar as early as possible. If the supervisor(s) is (are) unavailable for viva-voce examination, an alternate faculty from the Department having similar research area may be appointed by the Chairperson, Senate in consultation with the Chairperson, DRC to act as an examiner in the viva-voce examination. Under such circumstances, the alternate faculty appointed will only act as an examiner and will not be considered as supervisor.

16.3 Nomination of Alternate Examiner for Viva-Voce Examination

In case the Indian examiner is unavailable, an alternate Indian examiner can be approved for viva-voce examination by the Chairperson, Senate. The alternate examiner can be chosen either from the existing panel or a fresh panel as suggested by the DRC.

16.4 Viva-Voce Evaluation Report

The thesis evaluation reports shall be shared with the viva-voce examiners at least one week before the date of examination. During viva-voce examination, the research scholar will have to defend his / her research work before the examiners. The examiners shall ask the research scholar about the answers to his / her questions pertaining to the thesis. They will also verify whether the research scholar has satisfactorily amended the thesis as per the recommendation(s) of each expert. After the viva-voce examination, the examiners will prepare a duly signed joint report clearly mentioning that all suggestions / questions have been satisfactorily incorporated / answered by the research scholar; thus, the committee recommends the award of the Ph. D. degree. On the positive recommendation of the committee, the Office of Professor In-charge (Academics) with due approval of the Chairperson Senate will issue a notification on the thesis title stating successful completion of all formalities by the research scholar on the date of defence, thus making him / her 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. However, in some exceptional case(s), if the thesis has been accepted but the candidate is unable to defend his / her work before viva-voce examiners, then he / she may be permitted by the Chairperson Senate to re-appear for viva-voce examination at some later date decided by the Chairperson DRC and concerned supervisor. If he / she again fails to defend, he / she shall be declared unsuccessful and his / her candidature no more will be considered for the award of doctoral degree and his / her status of research scholar will summarily be rejected.

The committee's report shall be confidential and would be forwarded to the Office of Professor In-charge (Academics) in a sealed envelope by the Chairperson DRC. Any other matter of an exceptional nature but not listed above may be referred to the Chairperson Senate for his/her decision.

17 Award of the Ph.D. Degree

After all the stages of examination are completed, a Doctoral committee comprising of Chairperson Senate, Professor In-charge (Academics) and concerned Chairperson DRC shall examine all the reports pertaining to thesis evaluation and viva-voce examination. The committee will finally decide either to:

- (a) Award the Ph.D. degree
- (b) Not award the Ph. D. degree

18 Fellowship Rules

The candidates admitted on full-time basis can be considered for the award of Institute fellowship based on the recommendations of respective DRC. The amount of Institute fellowship will be decided by the Board of Governors. Research scholars who already have funding from any financial organizations to pursue Ph.D. will not be eligible for Institute fellowship. Scholars receiving Institute fellowship may be provided with a contingency grant in accordance to the Institute rules and regulations. Note that admission to Ph.D. program does not guarantee the award of fellowship.

18.1 Eligibility for Institute Fellowship

- (a) Only GATE / NET qualified full-time Ph. D. research scholars shall be eligible for the Institute fellowship.
- (b) A full-time research scholar may receive Institute fellowship for a maximum duration of five years. The fellowship will be initially granted for a period of two years from the date of issue. Continuation of fellowship will be based on satisfactory academic / research performance and discharge of assigned responsibilities. The performance assessment will be carried out after every six months.
- (c) The scholarship after the completion of second year will be continued only if,
 - The candidate has successfully completed the course work with a minimum CPI of 7.0/10.0
 - Successfully completed the comprehensive examination and received approval for his / her research plan
- (d) Fellowship once discontinued will be restored when eligibility criteria mentioned above are fulfilled. In such cases, the fellowship will be resumed from the first day of next month.

18.2 Upgradation to Senior Research Fellow (Only for Full-time Candidates with Fellowship)

After successfully completing two-years as a full-time research scholar, the scholar is eligible to be upgraded as a Senior Research Fellow (SRF) for the remaining period of three years, provided:

- (a) His / her one research paper is accepted / published from Ph.D. research work in any SCI / SCIE / SSCI or Scopus Indexed journal after the date of registration in Ph. D. at IIT Bhopal.
- (b) The candidate will present the current status of research work to the External Review Committee (ERC) formed by the Chairperson DRC in consultation with the respective

supervisor(s) and the consent of Chairperson, Senate. More specifically, the ERC comprising of the Chairperson DRC or his/her nominee, one external subject expert from outside the Institute preferably from IITs / IIITs / IISc. / NITs / IIMs / IISERs / Central / State Universities, and Supervisor / Co-supervisor of the research scholar as Member-Secretary will judge the research work of the research scholar and submit a report. If the progress in research work is approved by the committee, the candidate is promoted to SRF.

In case the research scholar is unsuccessful in the presentation, another chance will be given only after one semester; however, he / she will continue to receive the entitled fellowship under the JRF scheme. The total period of fellowship (JRF and SRF) is five years and there is no further provision of extension in this regard.

18.3 Conversion of Project Fellowship to Institute Fellowship

Normally, it is advised that the research scholar admitted under some project, of tenure at least three years, would continue to receive scholarship from the project fund. However, under special circumstances, like the termination of the project, the project fellowship may be converted to Institute fellowship upon the recommendation of Chairperson DRC with the approval of Chairperson, Senate. The following procedure is recommended for converting Project JRF / SRF to Institute fellow:

- (a) The scholar must be enrolled full-time and should have been selected through a regular advertisement at the time of Ph.D. admissions. His / her admission at that point of time would have been in addition to the number of seats allotted to the Department/Institute.
- (b) The scholar is eligible for conversion from project fellowship to Institute fellowship only after working for a period of two years in case of a three year project.
- (c) The Supervisor (here PI) should enclose the following with the application:
 - Utilization Certificate obtained from the Institute's accounts section at the time of completion of the project.
 - Proofs of the selection in the Project fellowship and admission into the Ph. D. programme against a regular advertisement.
- (d) All such conversions will be subject to the availability of Institute fellowship for that academic year.

18.4 Academic Responsibilities under Institute Fellowship

All research scholars eligible for Institute fellowship will be required to assist in academic activities like tutorials classes, laboratory work, etc., for a minimum of eight hours per week. The duties assigned will have to be verified at the end of each month by either the supervisor or the concerned faculty in-charge for the release of fellowship amount.

19 Attendance and Leave Rules

All full-time research scholars will have to mark their daily attendance in the register maintained by the Department, irrespective of their Institute fellowship status.

The leave record will be maintained in the office of HoD of the concerned department. Therefore, all leave applications shall be approved by the concerned HoD, only after it has been forwarded through the supervisor. All full-time research scholars will be entitled for:

- (a) **Casual Leave/ Restricted Holiday:** Eight casual leaves and Two restricted holidays per year.
- (b) **Medical Leave:** 21 non-commuting leaves per year, only on approval based on medical certificate issued by the registered medical practitioner of any Government Hospital.
- (c) **Short-Duty Leave:** 21 based on prior approval for attending academic activities like conferences, seminars, workshops, etc., or research work to utilize facilities available outside the Institute campus.
- (d) **Maternity Leave/ Paternity Leave:** Maximum of 180 days of maternity leave for women candidates, while 15 days of paternity leave for male candidates once in the entire duration of Ph.D (as per GoI norms). This will not entail any loss of Institute fellowship. The leave should be supported by proper medical certificate.
- (e) **Special Leave:** Maximum of six months for internship/semester exchange program, etc. If candidate is in receipt of any financial-aid during this period, he/she will not be liable to receive Institute fellowship. The leave shall be approved by DRC.

Note:

- (i) Students enrolled under joint / dual doctoral degree programs shall have to apply for temporary withdrawal if the period of absence from IIIT Bhopal is greater than six months (see **Section 7.3**).
- (ii) Full-time research scholars will not be entitled for any vacations or mid-semester breaks. Any absence during the period will be considered as leave.

20 Conversion from Full-Time to Part-Time

A full-time research scholar is allowed to convert his / her Ph. D. degree to part-time status. However, following conditions shall have to be considered before conversion.

- (a) Completion of minimum of two years as a full-time research scholar in the Institute.
- (b) Recommendations of DRC for the same is mandatory.
- (c) Part-time minimum registration requirement will have to be fulfilled before submission of the thesis. However, time spent as full-time research scholar will be counted.
- (d) If the research scholar is offered a regular government job, then he / she will be required to produce a NOC from the organization for continuing research work as a part time

scholar along with the request for conversion to part-time degree.

- (e) The Institute fellowship will be withdrawn from the date of conversion. Further, he / she shall not be considered for any scholarship/ contingency grant.
- (f) Once the request is approved, under any circumstance the part-time status will not be reverted back to full-time.

21 Cancellation of Registration

With the approval of Chairperson Senate, the registration can be cancelled under any of the given circumstances:

- (a) Full-time research scholar is absent for a period of four weeks in a semester without prior intimation and / or sanctioned leave.
- (b) If the research scholar resigns from the programme.
- (c) If he / she fails to renew registration after each semester within the stipulated time as mentioned in the academic calendar.
- (d) If he / she fails to submit semester progress report within the allotted time-frame or his / her research progress is found unsatisfactory even after grace period.
- (e) If he / she does not successfully complete the coursework and comprehensive examination within the stipulated time period.
- (f) If he / she is found to be involved in an act of misconduct or indiscipline where the competent authority has recommended termination as per the rules applicable to UG / PG / any other degree programme of the Institute.
- (g) If any incorrect information is furnished in the application form.
- (h) If he / she has registered concurrently in the full-time course at IIIT Bhopal and any other Institute / University / Organization not under a MoU with IIIT Bhopal.

22 General Regulations

- (a) **Authority and Recommendation of Senate:** Anything not mentioned / covered in regulations, shall be governed by the rules framed by the Senate. The decision of the Senate shall be final.
- (b) **Doubts and Disputes in Regulations:** Any doubt or dispute about the interpretation of these regulations, the decision of the Chairperson, Senate shall be final and abiding.
- (c) **Amendments in the Regulations:** The ordinance is subject to changes / modifications from time-to-time only after review and approval from the Senate.
- (d) **Resolution of Difficulties:** Director, as the Chairperson Senate, may refer any issue to the Senate for interpretation of Rules and Regulations, if necessary or needed.

(e) **Exceptions and Issues:** In special cases like uncovered issues, debatable interpretations, further clarifications on rules and regulations, etc., Chairperson, Senate would act on the recommendations of the committee comprising of:

- (i) Professor In-charge (Academics): Chairperson,
- (ii) Professor In-charge (R&D): Member,
- (iii) Chairperson (DRC): Member, and
- (iv) Concerned Supervisor: Member.

All such approvals shall be reported to the Senate for ratification and incorporation into the Ph.D. regulations.