

UPDATED

# Regulations Relating to Ph.D. Programme

Effective from October 2009

(updated as per the Senate amendments till 2019)



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर

INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR



# भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर

## INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

### Regulations relating to Ph.D. program effective from October 2009 (Revised 2019)

*(The Ph. D. regulation has been adopted from the Ph. D. regulations of IIT Kharagpur vide Senate Res. No. 2.B.A.4)*

#### 1. General

- 1.1 The Institute provides facilities for research leading to the Degree of Doctor of Philosophy (Ph.D.).
- 1.2 The award of the Ph.D. degree is made on the basis of satisfactory performance of a registered candidate in
  - i. prescribed course work & seminar and
  - ii. the thesis submitted by the candidate and a final viva voce. The thesis shall be the report of research work characterized by either discovery of new facts or a new interpretation of known facts and theory, or an independent design and development, or development of new instrument/technology.
- 1.3 The Minimum qualification required for admission to the Ph.D. program is a degree in any one of the areas given below
  - a.
    - M. Tech (Master of Technology)
    - M. S.
    - M. C. P. (Master of City planning)
    - M. E.
    - M. R. P. (Master of Regional Planning)
    - M. Sc. (Engg.,)
    - M. Arch. (Master of Architecture)
    - M. Phil
    - M.B.A. (after B. Tech./M.Sc./M.A./M.Com.)
    - 2 year M.B.M.

**or** an equivalent of the aforesaid degrees

**OR**

  - b.
    - Bachelor of Technology (B.Tech.)
    - Master of Science (M.Sc.)
    - Master of Business Administration (done after B.A./B.Sc./B.Com.)
    - Master of Arts (M.A.)
    - PG Diploma in Management of 2-year duration (done after B.A./B.Sc./B.Com.)
    - B. Sc. (Engg.)

**or** a degree equivalent to any of them.

**NOTE:** When a candidate possesses a professional degree the equivalence of the degree with those listed above shall be solely determined by either the appropriate nationally accredited professional bodies or with the classification followed by Association of Indian Universities guidelines.

- 1.4 All candidates seeking admission to the Ph.D. program shall have to possess requisite marks/grades in qualifying examination as shown below: ([Senate Res. No. 26.A.B.7](#))

## Shortlisting and Selection Procedure for Admission into Ph. D. Programme

- 1. Eligibility Criteria:** The eligibility of a candidate will be decided based on the highest academic qualification obtained at the time of application. Provisional certificate is acceptable. The following eligibility criteria will be followed for all candidates seeking admission into Ph. D. programme:

**(A) Regular Ph. D. Students:**

Candidates who possess the qualifications as mentioned below are eligible for admission into the Ph. D. programme with Institute Research Assistantship or UGC/CSIR-NET Junior Research Fellowship (JRF) or any other doctoral fellowship offered by Govt. of India (GoI), as the case is applicable. A relaxation of up to 5% marks in all academic examination levels is permitted for SC/ST/PwD candidates.

**a) For Engineering Schools:**

- (i) Minimum 60% marks or 6.5 CGPA (in a 10-point scale) in M. Tech./M.E. or equivalent degree in appropriate discipline with a valid GATE score in the year of admission into the M. Tech. programme or at the time of applying to the Ph. D. programme.

**OR**

B. Tech./B.E. or equivalent degree in appropriate discipline with minimum 70% marks or 7.5 CGPA (in a 10-point scale) with a valid GATE score or having secured a UGC/CSIR-NET JRF.

**OR**

Minimum 60% marks or 6.5 CGPA (in a 10-point scale) in Master of Science or equivalent degree in appropriate discipline and a valid GATE score or having secured a UGC/CSIR-NET JRF.

- (ii) Minimum 60% marks or 6.5 CGPA (in a 10-point scale) is required in all other examinations. A single relaxation up to 10% marks either at X<sup>th</sup> or XII<sup>th</sup> level examination or equivalent is permitted.

**b) For School of Humanities, Social Sciences & Management:**

- (i) Minimum 55% marks or 6.0 CGPA (in a 10-point scale) in the Master's degree in appropriate discipline.
- (ii) Minimum 60% marks or 6.5 CGPA (in a 10-point scale) is required in all other examinations. A single relaxation up to 10% marks either at X<sup>th</sup> or XII<sup>th</sup> level examination or equivalent is permitted.
- (iii) The candidate must have qualified in UGC-NET or have secured any other doctoral fellowship offered by GoI.

- c) For School of Basic Sciences and School of Earth, Ocean & Climate Sciences:**
- (i) Minimum 60% marks or 6.5 CGPA (in a 10-point scale) in the Master's or equivalent degree in appropriate discipline.
  - (ii) Minimum 55% marks or 6.0 CGPA (in a 10-point scale) in the Bachelor of Science or equivalent degree in appropriate discipline.
  - (iii) Minimum 60% marks or 6.5 CGPA (in a 10-point scale) is required in all other examinations. A single relaxation up to 10% marks either at X<sup>th</sup> or XII<sup>th</sup> level examination or equivalent is permitted.
  - (iv) The candidate must have a valid GATE score or have qualified in UGC-NET (or have secured a UGC/CSIR-NET JRF).

**(B) Sponsored Ph. D. Students:**

The sponsored candidates are not eligible for Institute Research Assistantship; but they must meet the same requisite standards of marks/grades in their qualifying degree and other examinations as mentioned above. They must also be in continuous service for at least three (3) years in any one of the following organizations, where appropriate R & D facilities exist:

1. Departments and Ministries of the Government of India or any other government organization.
  2. Established industrial research and developmental organizations.
  3. Recognized autonomous bodies and public undertakings.
  4. Recognized universities/colleges.
2. In the eligibility criteria for Ph. D. admission, 5% relaxation of marks in all academic examinations would be granted to the SC/ST/PwD candidates compared to the General/OBC (NCL) candidates. This is applicable to both regular and sponsored candidates.
  3. As per the MHRD guidelines, the selection process would be based on 70% weightage on the GATE score and 30% weightage on the performance in the written test and interview for the regular candidates, as the case is applicable.
  4. For Engineering and Basic Sciences, the shortlisting of the candidates for admission into Ph. D. programme would be based on GATE score only, as the case is applicable. The fixing of cut-off score for candidates in different categories shall be as per the norm defined in Table 1. The same basis as applied in GATE qualifying scores has been used.

**Table 1:** Assignment and calculation of cut-off marks for various categories

Category	Cut-off Score
Unreserved	$x$
OBC (NCL)	$0.9x$
SC/ST/PwD	$0.67x$
$x$ = cut-off score for unreserved category (to be decided by the School)	

5. In the following, cut-off marks (for written test and interview) wherever necessary, have been specified for the general/unreserved category only. The assignment and calculation of cut-off marks for various categories of candidates as given in the Table 1 above will be used in all cases described hereinafter, wherever applicable.
6. The final selection will be solely based on the combined scores of the candidates assigning 70% weightage to GATE score and 30% weightage to the combined written test and interview marks. The written test and interview shall be given equal weightage of 15% each. A candidate is eligible for interview only if he/she scores a minimum of 50% of the maximum marks in the written test.
7. The following categories of candidates will be automatically shortlisted:
  - (i) IIT B. Tech. degree holders with CGPA  $\geq$  8.0.
  - (ii) IIT M. Tech./M. Sc. degree holders with CGPA  $\geq$  8.5.
  - (iii) The candidates gaining CSIR-NET JRF, UGC-NET JRF or any other doctoral fellowship offered by GoI. If such a candidate is finally selected, he/she must accept the JRF (or equivalent doctoral fellowship offered by GoI).
  - (iv) Those candidates who have qualified in UGC-NET.

For selection, these candidates will have to go through the written test and interview conducted by the School. Like a regular candidate, such a candidate is eligible for interview only if he/she scores a minimum of 50% of the maximum marks in the written test. A candidate is eligible for selection if he/she scores a minimum combined score of 60% of the combined maximum marks in the written test and interview. The weightage for the written test and interview shall be 70% and 30%, respectively.

8. ***Selection of IIT Bhubaneswar joint M. Sc. –Ph. D. students into Ph. D. Programme:***
  - (i) The eligible students (as per the regulations of IIT Bhubaneswar for this programme) applying for admission into Ph. D. programme, will have to go through the written test and interview conducted by the School.
  - (ii) The maximum number of students being selected in this category is limited to 20% of the prevailing sanctioned strength in the respective programme. The reservation policy of GoI would be followed for allocation of seats in this 20% of the sanctioned strength of the respective programmes. For selection, separate merit lists will be prepared for each category of candidates.
  - (iii) A candidate in this category is eligible for final selection if he/she scores at least 50% of the maximum marks individually in the written test and interview. The final selection will be based on combined scores in written test and interview. The weightage for the written test and interview shall be 70% and 30%, respectively.
9.
  - (i) A sponsored candidate is eligible for admission if he/she has served continuously for a minimum period of 3 years in the sponsoring organization.
  - (ii) A sponsored candidate with a valid GATE score (which was used for his/her M. Tech. admission) will have to undergo the same shortlisting and selection process as those of the regular candidates.
  - (iii) If a sponsored candidate submits a currently valid GATE score, then that GATE score will be used in the shortlisting process. For selection, these candidates will have to go through the written test and interview conducted by the School like those for regular candidates.

- (iv) A sponsored candidate without a valid GATE score will be shortlisted if he/she has obtained a minimum of 65% marks in all academic examinations. A relaxation of 5% marks is permitted only in one examination. He/she will appear at the written test and interview in the School. The weightage for the written test and interview shall be 70% and 30% respectively. The candidate will be eligible for final selection subject to scoring and least 50% of the maximum marks individually in written and interview.
10. The scholars working in sponsored research projects at IIT Bhubaneswar can apply for the Ph. D. programme; if they meet the applicable eligibility criteria for admission as enumerated in Section 1. For such a candidate, a valid GATE score is not mandatory at the time of applying for the Ph. D. programme, but the candidate must have at least two years of fellowship tenure remaining in the sponsored project, counting from the academic semester in which he/she is seeking admission. The selection process of these candidates will be the same as those given in section 7. If such candidate intends to be considered for Institute Research Assistantship after the tenure of the project is over, he/she must present a valid GATE score used in the year of admission into M. Tech. or equivalent programme.
- 1.5 Candidates for award of Institute Research Assistantship will have to possess a valid GATE score that is above the cut off level (accepted for M. Tech. admission in a particular year) as decided by the Senate from time to time. Candidates who have merely qualified in NET examination but have not got a fellowship will not qualify for Institute Research Scholarship.
- 1.6 IIT B. Tech.'s with CGPA  $\geq$  8.00 be given direct admission in Ph. D. programme with assistantship.
- 1.7 Normally, a candidate has to devote at least three years for study and research. The period will be counted from the date of his enrolment. However, for a candidate who meets the criteria as laid down in 1.3a above, the period shall be a minimum of two years.
- 1.8 The rules for accommodation provided by the Institute are given in **Appendix-I**.
- 1.9 Doctoral Advisory Committee (DAC) (composition of which is given in **Appendix-II**) for every candidate admitted to the Ph.D. program will monitor the candidate's progress, conduct the open seminars with School Academic Committee (PG&R) and recommend the names of the examiners for evaluating the thesis. On receiving satisfactory reports on the thesis from the examiners, the DAC along with an additional examiner (internal or external) will conduct the final viva voce and recommend to the Senate for the award of the degree. Normally the additional examiner shall be the external Indian thesis examiner.
- 1.10 All candidates enrolled for the Research Program under any of the categories (Institute Scholar/Sponsored/Individual-CSIR,UGC/Scheme/QIP/Self-financing etc.) shall be governed by all the provisions of this and of such other regulations as are applicable to them and they shall also obey any direction/instruction concerning them issued by the Institute from time to time.

## 2. Admission:

- 2.1 The admission of a candidate to the Ph.D. program is recommended by the School Academic Committee (Post-Graduate and Research), abbreviated as SAC ( PG&R), of the School Concerned.

- 2.2 Candidates who possess qualification as laid down in 1.3a or 1.3b above are eligible for admission to the Ph.D. program on the basis of :
- i. Overall academic career **and**
  - ii. Test and Interview conducted by the School with the weightage given in **Appendix- III**.
- 2.3 Candidates who possess qualification as laid down in 1.3a or 1.3b above are eligible for admission to the Ph.D. program on the basis given in **Appendix-III**.
- 2.4 Institute non-teaching employees who possess qualification as laid down in 1.3a or 1.3b above are eligible for admission to the Ph.D. program – **Appendix -V**.
- 2.5 Foreign nationals possessing the requisite qualifications and sponsored by the Govt. of India (ICCR, HRD etc.) with Scholarship are admitted on the basis of grades or marks obtained in the qualifying examination. A minimum of 60% marks or a CGPA of 6.5 (out of 10) at the qualifying examination is required in such cases.
- 2.6 Sponsored college teachers awarded Teacher Fellowship of UGC, candidates selected under Quality Improvement Program (QIP), and personnel deputed by R&D Organizations and Industry and self-supporting candidates are admitted on the basis of
- (a) Grades or marks obtained in the qualifying examination as per clause 1.3a or 1.3b as applicable
- AND**
- (b) Interview conducted by the School concerned. Detailed rules regarding admission and enrolment of sponsored and self-financing candidates are given in **Appendix-IV**.
- 2.7 Staff members of the Institute may be allowed to enroll themselves for the – Ph.D. program subject to (i) prior permission obtained from the Director and (ii) fulfilment of the minimum prescribed qualifications as per para- 1.3a or 1.3b. Members of staff, including teachers, intending to apply for enrolment for the program will, however, be required to satisfy a Selection Committee to be appointed by the Head of the School concerned. The other conditions governing such permission to be granted for enrolment of staff members are given in **Appendix-V**.
- 2.8 Research fellows (JRFs and SRFs) and other research staff (SRA, JSO, SSO) in various schemes in the Institute and individual research scholars qualified at NET, with fellowship, conducted jointly by UGC & CSIR who are desirous of enrolling for the Ph.D. program must fulfill the qualifications for admission laid down in para 1.3a or 1.3b above as the case may be.
- 2.9 Candidates admitted to the Ph.D. program of the Institute shall be entitled for award of Research Assistantships under conditions mentioned in **Appendix-VI**. However, sponsored, self-financing candidates, CSIR/UGC/ICAR/Govt. of India sponsored scholars, scholars with NET fellowship and the staff members of the Institute, shall not be entitled to award of Research Assistantship
- 2.10 Candidates who are JRFs/SRFs or of an equivalent position attached to CSIR/DST/Defense Laboratories/Government R & D organization/IIMs are admitted to the Ph.D. program on the basis of qualification as laid down in **Appendix-VII**.
- 2.11 Scholars admitted to the Ph.D. program under any of the categories shall conduct themselves within and outside the precincts of the Institute in a manner befitting the scholars of an Institute of National importance. Detailed rules regarding conduct and discipline are given in **Appendix – VIII**.  
A candidate should fulfill the appropriate standards of medical fitness. The Institute Medical Board's opinion in regard to the medical fitness of a candidate shall be final.

### 3. Enrolment:

- 3.1 (a) A candidate is required to enroll for the Ph.D. program within 1 month of joining on payment of prescribed fees as shown in **Appendix - IX** and to carry out research work under a supervisor (**Appendix - X**) from amongst the faculty of the Institute.
- (b) A Research Scholar, including a Faculty member enrolled for Ph.D. program, must have a Supervisor, though he/she may be from exceptionally good academic background having research exposure.
- (c) When a research scholar is permitted by the RPEC on the recommendation of the DAC. to carry out a substantial part of the research work in an industry or in an organization with adequate R & D facilities, appointment of a joint supervisor from the industry/organization may be allowed provided that such permission shall not violate the condition for continuity of research scholarship of an Institute Research Scholar. The qualification of the joint supervisor from the industry/organization shall have to be approved by RPEC.
- 3.2 Normally a candidate admitted to the Ph. D. program will be required to stay in the Institute till he/she completes all assigned course work and submits his/her thesis. The minimum residential requirement shall, however be one year for a candidate who has completed the course work (vide para 3.4 below) and at least a part of the research work and has been registered for the Ph. D. degree.
- 3.2.1 Provision for becoming non-resident (Senate Res. No. 31.A. B.13). A student can be non-resident if he/she meets the following conditions:
- I. Registration must be over.
  - II. The student must have been a resident in the Institute at least for one (01) year.
  - III. The application for becoming a non-resident is only meant for joining a job in teaching and R&D organizations including other organizations where adequate R&D facilities exist.
  - IV. The employer must give in writing that it has adequate research facilities for the concerned topic and that the facilities and time would be made available to the student for this purpose. The student must submit the thesis and complete all requirements for award of degree within eight (08) years from the date of enrolment.
- 3.3 After enrolment for the Ph.D. program a Research Scholar under any category may be permitted to be on leave from the School for a limited number of days per year of stay, as stated below:
- (i) for incidental purposes, CASUAL LEAVE ---15 days
  - (ii) for treatment on illness, MEDICAL LEAVE --- 15 days The leave will be granted by the Head of the School on the recommendation of the Supervisor and any leave not availed of in a year shall not accumulate.
- 3.4 In the case of sponsored candidates from organizations having R&D facilities the residential requirement may be, subject to other conditions, reduced to one semester to be completed at a stretch preferably immediately after joining.



### 3.5 Course work requirement for Ph.D. students (Senate Res. 25.A.B.7)

All candidates enrolled for the Ph.D. programme are required to complete the coursework requirement as prescribed below in Table 1.

**Table 1:** Coursework Requirement for Ph. D. students

<b>(A) Compulsory Courses:</b>	
1. Scientific and Technical Writing	
2. One Interdisciplinary Subject (as recommended by the DAC ) from the list of such subjects offered by various Schools	
<b>(B) Technical Courses (as recommended by the DAC):</b>	
1. Candidates enrolled with M. Tech. (or equivalent) degree	Minimum one Subject (minimum credits =3)
2. Candidates enrolled with B. Tech. (or equivalent) degree	Minimum three Subject (minimum credits =9)
3. Candidates enrolled with M. A. / M. Sc. (or equivalent) degree	Minimum three Subject (minimum credits =9)

- The performance of a candidate in the assigned courses would be rated by the grading system as given in Table 2 below. The minimum grade required to clear a subject is “C” else the candidate has failed in the subject (scored grade “F”). In the letter case, the candidate will be allowed one more chance to repeat that subject and improve the performance with a grade not lower than ‘C’. If the student fails in the subject again, he/she has to leave the Ph. D. programme.

**Table 2:** Grading System for courses

Performance	Letter Grade	Range of Marks (‘m’) obtained
Excellent	Ex	$m \leq 90$
Very Good	A	$80 \leq m < 90$
Good	B	$70 \leq m < 80$
Fair	C	$60 \leq m < 70$
Fail	F	$M < 60$

- The DAC shall periodically review the progress of the coursework of a student and suggest appropriate corrective actions, whenever necessary.
- The DAC may also recommended the candidate to audit (i.e., register on non-credit basis) some courses, if it is required. In all the courses audited by a candidate he/she will have to obtain a minimum grade of ‘C’ in order to pass the subject, as per the grading system. If a candidate fails in the course audited by him/her, he/she will be given one chance for improvement of performance in such a course.
- The grade cards issued to the candidates will contain the details of all course, including the audit courses and the actual grades (Including ‘F’) obtained in these courses, taken by a candidate.

3.5.1 To permit students to take a lower level course as a special case over and above the coursework requirement:

The Ph. D students are allowed to take courses of level 6 or higher. In some special cases a student might be allowed to take one (01) level lower course if similar subjects are not offered at a level 6 (six) and this should be over and above the subjects required for course work requirement (all of which should be of level 6 or higher) – [Senate Res. No. 30.A.B.8]

### 3.6 **Qualifying-Examination (Senate Res. No. 22.B.A.2)**

#### **1. Introduction:**

The entry into the Institute's Ph. D. programme is currently based on the academic records of the candidate and a short examination to test his/her knowledge in the discipline in a general way followed by a brief interview. It, in no way, tests the research aptitude and innovative quality, which are the essential qualities to pursue research. A qualifying examination that could be introduced at the end of the prescribed coursework of the student, before the registration seminar, stands to be an essential step in evaluating the other important aspect of a successful Ph. D. student as described in the Section 2 of this document. Section 3 contains a brief list of the advantages to the various stakeholders of this Institute. A suggested method of conducting such a qualifying examination is described in Section 4.

#### **2. Rationale:**

The qualifying examination (Q-Exam) helps in establishing the suitability of the student for the Ph. D. programme. The Examination is meant to assess the fundamentals of the student in the broad area of specialization as well as research temperament of the student. It should be designed to assess sound fundamentals on the basis foundation subjects in the area of interest, deductive reasoning analytical skills, and inclination to pursue independent research, curiosity attitude, commitment and perseverance.

#### **3. Advantage to Stake Holders:**

*For Students:*

- The student will become stronger in fundamentals.

*For Faculty members:*

- Faculty member will get an unbiased and comprehensive opinion about the student's strengths and weakness.
- This will enable the faculty member in efficiently supporting the student in the weak areas, thereby enhancing the quality of the Ph. D.
- Also, it will help in identifying those students who will become a liability to the supervisor, School & the Institute, and appropriate action being taken before it becomes too late.

*For Institute:*

- *Identification of Ph. D. students who can do high quality work, thereby enhance the publication record and image of the Institute.*

#### **4. Process:**

1. The student can take the qualifying examination after completion of the course work assigned by the DAC (Doctoral Advisory Committee), as early as 6 months into the program till before the Ph. D. registration seminar.
2. The student may at most attempt to pass the Q-Exam twice, failing which he/she will need to leave the Ph. D. programme or will be given the option to pursue MS degree if it exists.

3. The student must be given notice of the examination at least one month prior to the date of the examination.
4. The School /Centre is to conduct Q-Exams at least once a semester, In the presence of large number of students for a particular specialization or due to lack of availability of subject matter experts, the School/Centre may conduct the examination more than once a semester with prior permission of the Dean (Academic Affairs)
5. The Q-Exam shall comprise of a written component, where at most two problems that test the student's comprehensive understanding on the basic foundation subjects in the broad research area of the student. The DAC should identify at least three (03) basic foundation subjects in the research area of the student and should communicate it to the Dean (Academic Affairs). The written component of the Q-Exam will be conducted by the School on these basic foundation subjects.
6. The School may decide to make this examination on open-book and/or open-reference type examination. The written examination should be of 3 hours duration. The written part of the Q-Exam will be evaluated by one or more members of the evaluation panel.
7. The Q-Exam will have to other components; the presentation on his/her solution(s) to the problem(s) (at least 20 mins) as well as oral examination on the fundamentals of the discipline and student's specified broad area of specialization. The oral examination must be of duration not less than 30mins.
8. The presentation and oral session shall be conducted on the next day after the written examination.
9. The written examination component, the presentation and the oral session are to carry 60, 20 and 20 marks, respectively. For a total of 100 marks.
10. The qualifying mark for the Q-exam shall be 65 marks.
11. The School/Centre is to constitute evaluation panels for the Q-exam. Separate panel for each broad research area of the School/Centre must be setup.
12. The evaluation panel shall not include the supervisor(s) of the student, who is appearing for the Q-Exam. The Supervisor(s) must not contribute to the conduction of the written part of the Q-Exam, but should be observer(s) in the presentation and oral interview part of the Q-Exam. The supervisor(s) must in no way encourage or assist the student while observing the presentation and oral component of the Q-Exam.
13. The panel must comprise of at least 2 faculty members of the School in the broad research area of the student, and one faculty member of an alternate specialization, apart from one faculty member from another School nominated by Dean (Academic Affairs).
14. An additional external panel member as a subject matter expert, nominated by the Dean (Academic Affairs) is a recommended practice, but is optional. In case of non-availability of enough faculty members of the School in the broad research area, this nomination becomes mandatory.
15. For the Q-Exam's written components, the School's faculty members belonging to the broad research area are to give at least two times the number of problem(s) as the number of students appearing in that area.
16. The student is to be given the problem(s) at random. The student may be allowed to choose alternative problem(s) randomly only once in case he/she wishes.
17. The result of the Q-Exam must be communicated to the Academic Section within a week.
18. The student is eligible to go for the Registration Seminar only after he/she declared to have passed the Q-Exam successfully.

#### **4. Registration**

- 4.1 A candidate is required to give a seminar talk on the topic of his research within one year of enrolment or within one year of completion of the course work as the case may be. The seminar talk will be delivered to an open audience with members of the DAC and S.A.C. (PG&R) present. If the seminar is satisfactory the candidate will be allowed to register for the degree. However, if the DAC and SAC (PG & R) is not satisfied by the seminar talk, the candidate will be required to deliver another talk with suitable modification or improvement within the next 3 months. The registration seminar should normally be held within 1 calendar year of enrolment of a student who has been admitted on the basis of qualification as given in 1.3a above or within 2 calendar years for a student on the basis of possessing qualification as given in 1.3b above. Should the candidate fail to clear the registration seminar even on second attempt the enrolment shall be cancelled and the student shall be asked to leave.
- 4.2 Registration of a candidate for the Ph.D. degree shall be effective, normally, from the date of enrolment and shall remain valid for a period of 08 (eight) years. The registration of a candidate may be deferred by the DAC and SAC (PG&R) on account of unsatisfactory progress. A candidate will be required to submit the thesis before the expiry of the registration period. In the event of a candidate failing to submit his thesis within the period, the registration shall lapse automatically.
- 4.3 A candidate who has been registered for the Ph.D. program can be permitted to become non- resident on the specific recommendation of the DAC provided the candidate has stayed in the Institute for a minimum period of one year. The thesis for the Ph.D. degree must, however, be submitted within 8 years of enrolment.
- (a) A candidate sponsored by an industry, an R&D Organization, an educational institution or a Government Organization equipped with R&D facilities, may be allowed to work externally subject to his fulfilling all conditions prescribed by sub-para 4.1 and 4.2 above and also such other conditions as are applicable. Permission to carry out the research work at the Organization shall be granted only if necessary research facilities exist there and the DAC is satisfied about the requirement and recommends accordingly.
- (b) In such a case a joint supervisor may be appointed from that Organization in addition to the supervisor from the Institute. The Joint Supervisor so appointed from the sponsoring Organization should have adequate research experience.
- (c) When a sponsored candidate has been granted permission for carrying out research work externally at the parent Organization he will be required to maintain close contact to the satisfaction of the supervisor in the school.

#### **5. Seminar and Synopsis of Research Work**

Prior to submission of the thesis the candidate will submit the synopsis of the thesis and present a seminar to an open audience in which besides others the DAC and S.A.C. (PG&R) members will be present. The seminar lecture will test the candidate's depth of knowledge and progress in his/her research. The candidate shall be allowed to submit his/her thesis for the Ph.D. degree only when the DAC is satisfied about the work. If the DAC is not satisfied with the quality of the work or the general preparation of the candidate, the candidate will have to appear again for the seminar within a maximum period of six months. The thesis must be submitted within two months after the DAC approves the submission on the basis of this seminar.

**5.1** If a student does not submit the thesis within two (02) months of the synopsis seminar, the Synopsis seminar stands cancelled and it has to be repeated. (Senate Res. 34.A.B.13).

## **6. Thesis Submission and Evaluation:**

6.1 Besides a soft copy (CD), a candidate shall submit five copies of the thesis in case of single supervisor and six copies if there is a joint supervisor, neatly typed or printed and bound in a manner notified separately. The thesis, must contain, besides the text and common matters like bibliography/references and summary/conclusions:

- (i) a preface/introduction in which the candidate shall state whether the thesis is based on discovery of new facts or new interpretation of established facts by others, or based on exhaustive study and critical analysis of published work of others, or design, or development work undertaken;
- (ii) bio-data of the candidate within one page (i.e. name, date of birth, educational qualification, research experience, professional experience, if any, and permanent home address);
- (iii) an abstract of the thesis (about 500 words) with key words (about 20);
- (iii) a certificate (in standard format) from the supervisor(s) that (a) the work has been carried out under his/her/their supervision, (b) the candidate has fulfilled all prescribed requirements and (c) the thesis which is based on candidate's own work has not been submitted elsewhere for a degree/diploma.

6.2 On successful completion of the seminar the DAC will recommend to the Senate a panel of ten experts, from India and/or abroad, to examine the thesis (not more than 5 persons in the list shall be from India). Two experts from the panel shall be appointed as 'external' examiners and the supervisor(s) will be the internal examiner(s). The thesis shall be forwarded to all the examiners who shall report separately on the thesis and forward their recommendation to the Registry.

6.3 The Dean (AA) will examine the reports of the thesis examiners and send it to the Director as Chairman, Senate. The reports shall thereafter be sent to the DAC for their perusal and necessary action. There may be four – possible situations arising out of the nature of the reports, and the steps to be taken appropriate to the circumstances shall be as laid down below:

- (i) The examiners are unanimous in recommending the award of the degree on the basis of the thesis without any modification. This is a clear case for going in for the final requirement of viva voce.
- (ii) The external examiners are unanimous in recommending the award of the degree but have suggested modification and/or have asked for clarifications. The candidate in that case shall make modifications and provide the clarifications as suggested within a time to be fixed by the DAC which in no case shall exceed six months from the date the communication is sent to the candidate. These may be sent to the examiners, if so desired by them.
- (iii) One of the external examiners does not recommend the award of the degree and rejects the thesis while the other external examiner recommends the award. The DAC in such a case may either ask the candidate to modify the thesis as suggested within a given time not exceeding six months and send the modified thesis to the same examiner again, or, recommend to the Senate the appointment of another external examiner and send the thesis to him in its original form. The recommendation of this 'third' examiner, at this stage, shall be taken as final.
- (iv) Both the external examiners reject the thesis.

- 6.4 In the event of a thesis being rejected by both the external examiners the Senate may, on the recommendation of the DAC, permit submission of a revised thesis on an additional payment of the prescribed fee, after a suitable time to be fixed by the Senate. The observations and comments of the examiners, if any, may be copied and given to the candidate on request. In no case should a resubmission of the thesis without modification along the lines of criticism made by the earlier examiners be allowed. The revised thesis shall be referred for assessment to two external examiners selected from a new panel of ten experts recommended by the DAC. In case both the experts reject the revised thesis again the thesis will stand rejected.
- 6.5 Once the reports of the examiners have been accepted as satisfactory the candidate will have to defend his/her thesis before a viva voce board consisting of all DAC members and the Indian 'external' examiner (vide clause 1.9). In case the Indian 'external' examiner is not available to conduct the viva voce the Director at his discretion, may appoint another examiner either from the original panel of thesis examiners recommended by the DAC or advise that a faculty from an allied School of the Institute be appointed as the additional examiner to conduct the viva voce. In such cases the DAC shall recommend a faculty member of the Institute having knowledge in the area of the thesis topic to be appointed as the additional examiner.
- 6.6 If the viva voce board is not satisfied, the candidate has to appear again before the board within the next three months. The DAC shall recommend to the Senate the award of the Ph.D. degree if the viva voce is satisfactory and all other requirements have been fulfilled.
- 6.7 After the recommendations of the DAC either for acceptance of the thesis for the Ph.D. degree or for its rejection/modification have been accepted by the Senate and the Board of Governors or by their Chairman as the case may be, a copy of the reports of the examiners may be issued to the candidate at his request. However, the names of the examiners are not to be disclosed.
- 6.8 Nothing contained in these Regulations shall preclude a candidate from publishing/patenting either independently or jointly with the supervisor the results of the work incorporated in the thesis, at any time before or after submitting the thesis for examination.

#### **7. Award of the Degree:**

A student who has completed satisfactorily all prescribed requirements and has cleared all fees and dues payable to the Institute and the Hall of Residence shall be eligible for the award of Ph. D. degree of the Institute by the Board of Governors on the recommendation of the Senate. The degree shall be awarded at the annual convocation for the academic session in which the student completes the requirements satisfactorily.

#### **8. Supervision of Research Scholars Registered for Ph.D at other Institutes/Universities by Institute Faculty Members (Senate vide Res. No. 19.B.A.5)**

A faculty of the Institute will be permitted to supervise as a co-supervisor of a research student registered in doctoral programme of other University/Institutes of national importance; central and state level reputed University/Institutes and reputed University/Institutes abroad subject to that this primarily serves the interests of both the Institutes. *The University/Institution concerned desirous of availing the expertise of a faculty member of the Institute as co-supervisor should provide adequate justification for the need.*

*The procedure to be followed will be as follows:*

1. On being invited to co-supervise a research student by any University/Institute, as above, the faculty member of the Institute shall assess the suitability of the student for research before deciding to supervise the student.
2. The faculty member shall apply to the Institute for permission to be a co-supervisor of the student at other University/Institute. This request should be made to Dean (Academic Affairs) and shall enclose the invitation letter form the other University/Institute, assessment report by the faculty member on the student and recommendation from the Head of the academic unit to which he (or she) belongs.
3. Permission for serving as co-supervisor may be considered on merit of each case with the approval of the Director.
4. *Faculty member so permitted to act as co-supervisor for an external Institute/University can have only one student at any given point of time.*
5. The Institute/University in which the student is registered will formalize the process of including the concerned faculty member as a co-supervisor of the student and will send an official letter in this respect to the faculty member.
6. On receipt of the formal letter from the other institute/university, the faculty member will submit a copy of the same along with the copy of the Institute permission to the Dean (Academic Affairs).
7. On the basis of these letters, the Academic Section will bring out an Office Order. A copy of this letter will be endorsed to Establishment Section for record in the personal file of the faculty member.
8. The concerned faculty will have full accountability towards discharging his academic responsibilities (teaching, research and administrative) assigned by the Institute. He or She will not be entitled to any leave for such assignment or visiting the concerned Institute/University.
9. Such permission will have no financial implication to the Institute.
10. To enable the research student of other Institute/University to enter the Institute campus and use the Central Library facilities (excluding the issue facilities) the student should carry a copy of the Office order with him (or her) and his or her identity card, whenever his/her visits the Institute. Such a student shall not have the status of a student of IIT Bhubaneswar.
11. Any other facilities including laboratories in the Institute can only be made available to such research student on payment basis and on recommendation of the faculty member.
12. Such student can stay in Institute hostel during his or her short visit for consultation with his/her co-supervisor on payment of required fees.
13. *Faculty member agreeing to co-supervise as above is expected to formulate multi-institutional collaborative project.*
14. ***No TA/DA will also be paid to a regular faculty member for visiting any other institute where he/she is a co-supervisor for Ph. D candidate (Senate Res. 35.A.E.3).***

**9. Supervisor allotment of a Scholar when the assigned Supervisor has left the Institute:**

A regular faculty member will be appointed as the supervisor if the faculty member who held the position of Sole Supervisor leaves the Institute. However the faculty member who leaves the Institute can continue as Co-Supervisor if he/she wishes. In this case no TA/DA will be provided to the concerned faculty (Senate Res. 35.A.E.3).

**9.1 Provision of transferring a Research Scholar consequent upon joining his/her supervisor at the institute as faculty member (Senate Res. No. 36.A.B.15):**

Senate generalized the scheme for all such transfer cases (where the supervisor, working at other institute, joins IIT Bhubaneswar as a faculty member) for all categories of Ph.D students:

- (i) The student has to qualify through the selection test, i.e., written test and interview, conducted by the respective school in order to be eligible for transfer of his/her candidature from any other institute to IIT Bhubaneswar
- (ii) Subsequently, a DAC may be formed by the school, as per rule, and the adjustment of course work, considering course work taken by the student in the previous institute(s), should be looked after by the DAC.
- (iii) He/She will follow the rules and regulations of IIT Bhubaneswar.

**10. Conversion from Institute Scholar to Project Scholar (Senate Res. No. 40-A.B.17).**

The request for conversion may be considered on case -to-case basis on a strong recommendation from the school.



**APPENDIX- I**  
**RULES RELATING TO RESIDENTIAL ACCOMMODATION**  
*(Vide para 1.8 of the Regulations)*

The following are the rules governing the conduct of research scholars during their stay in the residential accommodation in the Institute.

1. The mess of each Hall of Residence shall function as a single integrated unit and shall not, under any circumstance, be sub-divided into any kind of group or sub-group.
2. In special cases, the Director/Dean of Student Affairs may permit a scholar to reside with his parent/guardian in the Institute campus or within a reasonable distance from the Institute. Such a scholar shall, however, be attached to a Hall of Residence and be required to pay seat rent and Hall establishment charges according to rules. However, this permission may be withdrawn at the discretion of the Institute, without assigning any reason.
3. Limited accommodation is available for married Research Scholars.
4. A scholar shall reside in a room allotted to him and may be permitted to shift to another room only under the direction of the Warden.
5. No student shall be allowed to reside in or leave a Hall of Residence without prior permission of the Warden.
6. Scholars shall be required to make their room available for inspection, repairs, maintenance and disinfection whenever required. They shall be required to vacate the rooms when leaving for long holidays and discontinuing stay in the Institute.
7. Scholars shall be responsible for the proper care of the furniture, fan and other fittings in their rooms. They are and shall assist the Warden in ensuring proper use, care and security of the furnishings (TV set etc.) provided in the Halls for the common use of all students.
8. Scholars will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a student due to theft, fire or any other cause, the Institute shall accept no responsibility and shall not be liable for payment of any compensation.
9. Use of electrical appliances such as heaters, and cooking inside the rooms are strictly prohibited.
10. No scholar is allowed to engage personal attendant or keep pets in the Hall of Residence.
11. A scholar who has been permitted under the provisions of paras 4.3 and 4.4 of the Regulations to withdraw temporarily from the program must vacate for the time being the Hall accommodation, on the date of his leaving. He will be allotted accommodation again when he re-joins.
12. All scholars must abide by the rules and regulations of the Halls of Residence as may be framed from time to time.

**APPENDIX-II**  
**COMPOSITION OF THE DOCTORAL ADVISORY COMMITTEE**  
*(Vide para 1.9 of the Regulations)*

1. The Head of the School in consultation with the Supervisor shall constitute a Doctoral Advisory Committee (DAC) for each candidate admitted to the Research Program leading to Ph.D. degree. It shall consist of the following members:
  - a) Head of the School \* : Chairman (ex-officio)
  - b) Supervisor(s) : Convenor
  - c) Three members of the Faculty to be nominated in consultation with the Supervisor(s) : Members

\* A Professor in the School can be the Chairman of the DAC, subject to such nomination and suitability.

2. The DAC should be constituted within two weeks of candidate's joining.
3. A member of the Faculty who does not have adequate experience in the relevant field shall not be appointed as Chairman or Supervisor or a member of the DAC.

**APPENDIX-III**  
**ADMISSION REQUIREMENTS FOR Ph.D. PROGRAM**  
*(Vide para 2.2 and 2.3 of the Regulations)*

1. Candidates possessing qualification as given in para-1.3a or 1.3b are to be selected for admission to the program on the basis the following weightage:
  - (a) Overall Academic Performance ... 70 per cent and
  - (b) Test and Interview conducted by the School ... 30 per cent
1. The final selection process would be based on 70% weightage on the GATE score and 30% weightage on the performance in the combined written test and interview for this regular candidates.( The written test and interview shall be given equal weightage of 15% each.) The candidate is eligible for interview only if he/she scores a minimum of 50% of the maximum marks in the written test.
2. For others (UGC-NET-JRF, DST-Inspire, Sponsored etc.) for final selection the candidates will have to go through the written test and interview conducted by the school. Like regular candidate, such a candidate is eligible for interview if he/she scores a minimum of 50% of the maximum marks in the written test. A candidate is eligible for selection if he/she scores a minimum combined score of 60% of the combined maximum marks in the written test and interview. The weightage for the written test and interview shall be 70% and 30% respectively.

## APPENDIX-IV

### **ADMISSION OF SPONSORED AND SELF-FINANCING CANDIDATES TO Ph.D. PROGRAMME**

(Vide para 2.6 of the Regulations)

The Institute may admit Self-supporting candidates and persons who are in gainful employment as 'Sponsored Scholars' to the research program subject to the following conditions:

1. Persons who possess the minimum prescribed qualifications and are in service in any of the following establishments shall be eligible for admission to the Ph.D. program as sponsored scholars:
  - a) defense or other ministries of the Government of India or any other government organizations;
  - b) established industrial research and development organizations;
  - c) autonomous bodies and public undertakings;
  - d) universities/colleges;
  - e) such industries as may be recognized by the Institute for the purpose from time to time.
2. Besides the sponsored candidates from the above organizations, qualified teachers from recognized Engineering Colleges selected under the Quality Improvement Program (QIP) of the Govt. of India and of Science Colleges who are awarded Teacher Fellowship of the University Grants Commission shall be eligible for admission to the program.
3. Besides sponsored candidates as in 1 and 1 above, self-supporting candidates who may or may not be in gainful employment are also eligible for admission subject to possessing minimum prescribed qualifications.
4. The prescribed minimum qualification for admission to the Ph.D. program are given in para- 1.3a and 1.3b of the regulation. The Chairman of the Senate may, on the recommendation of the School Academic Committee (PG&R) and RPEC, relax the above norm to the extent deemed reasonable in the case of a sponsored candidate having long experience and/or additional professional qualification.
5. An intending sponsored candidate must submit his application in prescribed form for admission through his employer, who will forward the same to the Institute with suitable endorsement so as to reach the Institute by the date stipulated in the notification for the semester.
6. A sponsored scholar selected for admission shall be required, at the time of joining the Institute:
  - (a) to submit evidence of having passed the qualifying examination and such other documents as the Institute may require,
  - (b) to produce certificate from the employers to the effect
    - (i) that he has been officially released from his duties for purpose of joining the program and has been granted the leave for the required period,
    - (ii) that his services shall be retained with the employers.
    - (iii) No objection/Sponsorship certificate.

(c) A self-supporting candidate in service shall produce a release certificate from his/her employer at the time of admission.

7. Subsequent to his joining the Institute as a sponsored research scholar and during his tenure here, if the sponsoring authority puts him on leave without pay or half pay, he/she will be treated as self-supporting candidate and he/she will not be eligible for any scholarship.

8. (a) In the case of a sponsored candidate admitted as such to the Ph.D. program, the minimum residential requirement is one year. However, it may be reduced to one semester to be completed at a stretch, preferably immediately after joining, if the Organization he is employed in has R&D facilities, and subject to conditions laid down in para 3.4 of the Regulations as well as the following sub-paras (b), (c) & (d).

(b) A candidate sponsored by an industry, an R&D Organization, educational institution or a Government Organization having adequate research facilities may be allowed to work externally subject to his fulfilling all such conditions prescribed by these Regulations as are applicable. Permission to carry out the research work partially or entirely at the Organization shall be granted only if the DAC is satisfied about availability of research facilities there and fulfillment of all requirements.

(c) Such permission is to be obtained in advance.

(d) In such a case a joint supervisor from the sponsoring Organization with adequate research experience may be appointed with the approval of DAC. When a sponsored candidate has been granted permission under these provisions to work externally at the parent Organization he will be required to maintain frequent contact with the supervisor in the Institute.

9. No candidate shall normally be allowed to change the category under which he/she is enrolled.

10. However, if enrolled self-supporting candidate obtains:

(i) NET fellowship

(ii) Qualify in GATE examination with a score above the cut off percentile for candidates admitted as Institute Research scholars with assistantship [Appendix VI, 1]

(iii) Obtains a scholarship (JRF/SRF) in a scheme/project after having qualified in GATE/NET subsequent to his/her enrolment, if the scholar wishes to change his/her enrolment status he/she will have to cancel his/her enrolment and obtain re-admission to the Ph. D. program as Institute Research Scholar/Individual research fellow/Scheme scholar. The DAC shall however have the liberty to waive the requirement for the course work as already completed and passed with grade "C" or above when he/she changes his/her enrolment status. The enrolment shall however remain valid for a maximum period of 8 years from the date he/she has been admitted to the Ph. D. program originally as self-supporting candidate.

## APPENDIX-V

### RULES RELATING TO ENROLMENT OF MEMBERS OF NONTEACHING STAFF

(Vide para 2.4 and 2.7 of the Regulation)

- 1 Members of non-teaching staff (working in permanent capacity, including technical and non-technical) may be permitted to join the Ph.D. programme of the Institute provided, that prior permission has been obtained from competent authority before applying for admission to the program.
- 2 For admission to the program a member of staff must fulfill the prescribed norms and at the qualifying examination he/she must have obtained at least the percentage of marks/grade/CGPA as prescribed in 1.3a or 1.3b as applicable. The prescribed minimum qualification for admission to the Ph.D. program are given in para-1.3a and 1.3b of the regulations. The Chairman of the Senate may, on the recommendation of the School Academic Committee (PG&R) and RPEC, relax the above norm to the extent deemed reasonable in the case of a staff member of the Institute having long experience and/or additional professional qualification.
- 3 All common rules laid down in the Ph.D. Regulations relating to course work, prosecution of research work under the supervision of a member of faculty, etc. shall be applicable to all members of staff when being enrolled.
- 4 All members of staff permitted to join research program must pay the prescribed enrolment-cum- registration fee and also the thesis evaluation fee before submission of the thesis on completion of the work.
- 5 A member of staff enrolled for the Ph.D. degree shall be exempted from payment of any tuition and other fees except the following, which all Ph.D. candidates are required to pay (a) Admission fee, and (b) Thesis fee. Members of staff permitted and enrolled for the degree shall not be entitled to any Scholarship.
  - (i) A member of non-teaching or non-academic staff seeking permission to join the research program must hold a permanent post in the Institute.
  - (ii) The application for administrative permission to join a research program by a member of non- teaching staff must be submitted through the Head of the School or the Section In-charge, as the case may be. While submitting the application he/she must give an undertaking in the form appended hereto (**Schedule-A**) to the effect that he/she will abide by all rules and regulations.
  - (iii) If the exigencies of Institute work so require, the permission granted to a member of non- teaching staff under these rules can be withdrawn by the Institute at any time.
  - (iv) Every application for permission under these rules shall be examined by the Research Program Evaluation Committee taking into account whether the proposal for joining the program for which permission is sought for arises out of genuine interest and ability.
  - (v) After the permission is granted he/she will submit his application on prescribed form together with the prescribed enrolment-cum-registration fee. On receipt of this application the Head of the School concerned will place the same before SAC (PG&R) for composition of the Doctoral Scrutiny Committee.
  - (vi) The minimum period to be spent in the research work by a member of non-teaching staff registered for the Ph.D. degree shall be 5 years. The maximum period admissible for completion of the work and submission of the thesis shall, however, remain to be the same as in the case of regular candidates, i.e., 8 years.

**SCHEDULE – A**

**UNDERTAKING**

I, Mr./Ms. .... member of the non-teaching staff holding a permanent post of ..... in the School/Section of ..... at the Indian Institute of Technology, Bhubaneswar, do hereby give the undertaking that I shall abide by the rules and regulations as may be laid down by the Senate of the Institute from time to time for undergoing the Ph.D. program. I also undertake hereby that since I shall be on duty while undergoing the program of studies/research I shall ensure that all normal official duties assigned to me are executed without any handicap.

I further understand that the permission granted to me for joining the program can be withdrawn at any time if the exigencies of official duties so require or if I cause breach of any of the provisions of rules and regulations.

Date:.....

.....  
(Signature)

## APPENDIX- VI

### **TERMS AND CONDITIONS FOR AWARD OF INSTITUTE RESEARCH ASSISTANTSHIP**

(Vide para 2.9 of the Regulation)

- 1.1. All Research Scholars admitted to the research program, except the sponsored scholars, self- supporting candidates and members of staff of the Institute, shall be entitled to award of Institute research assistantship subject to the terms and conditions laid down in para 2 to 6 below. All Institute Research Scholars will have to possess a GATE score that is above the cut off level as decided by the senate from time to time.
- 1.2. On the question of cut-off point of GATE percentile in the matter of award of Institute Research Fellowship, particularly when M.Tech. course may not have been offered by a School in a particular year, and in the cases of Science Schools where M.Tech. course is offered in one discipline only, the minimum GATE score shall be as per Senate guidelines.
- 1.3. Candidates with GATE score lower than the minimum cut-off point may be considered by the Dean (AA) for award of Institute research fellowship on the basis of recommendation of School on the merit of each case.
- 1.4. A person who is employed in the Institute temporarily under a project or scheme or who enjoys an outside Scholarship other than QIP/TF, and who has been registered for the Ph.D. degree may be granted, on the recommendation of the DAC and S.A.C.(PG&R) Institute Research assistantship subject to conditions of the rules. However, the total period of the scheme service enjoyed and the Institute assistantship together should not exceed 5 years.
- 1.5. Guidelines for transferring the funding source of a Ph. D student from Research Project to Institute fellowship (Senate Res. No. 25.A. B. 8).

The transfer of a Ph. D. student's funding source from an externally funded research project to Institute Fellowship will be guided by the followings:

1. The transfer request will be considered against the category-wise quota of the Institute Fellowship allotted to the School. In case the School quota is exhausted at the time of such a transfer request, it will be considered on a case-to-case basis.
2. The transfer is possible only if the funding source is exhausted after completion of the project tenure.
3. The candidate must have completed at least 2 years in the research project.
4. The candidate must have been registered into the Ph. D. Programme before the transfer request is made.
5. The candidate must present his/her work done so far for his/her Ph. D. in an open seminar in the presence of the DAC members and other faculty members. The DAC must submit in writing a satisfactory performance report and recommend it as a deserving case.
6. The candidate must have a valid GATE score either at the time of M. Tech. Admission or Ph.D. enrolment or transfer request.

#### **2. Value of Assistantship:**

The value of the Institute Research Assistantship shall be as per MHRD norms.

- 2.1 The value of Research Scholarship of a registered candidate may be recommended for enhancement by the DAC after completion of one/two years of continuous research work based on existing guidelines and on the basis of a written report and a seminar lecture given to an open audience with members of DAC (PG&R) present.

- 2.2 In the event of the DAC being not satisfied with the progress of a Scholar during the preceding two years it may recommend suspension of enhancement in the value of the assistantship for such period, as it deems appropriate. The Committee will reassess the candidate's work after the period so fixed and if the enhancement is recommended, indicate the date from which the enhanced value will be effective.
- 2.3 Contingency Grant will be as per MHRD guidelines

### **3. Tenure**

- 3.1 The assistantship shall be payable from the date the scholar joins the Institute. At the initial stage the order for payment of assistantship shall, however, be issued when the scholar is enrolled formally.
- 3.2 The tenure of a research assistantship shall be five (05) years counted from the date of joining; the initial award shall however, be released for one year and then renewed from year to year up to the third year, subject to satisfactory progress. On the recommendation of the DAC the tenure may be extended for a further period of one year, granting the extension for not more than six months at a time subject to the Scholar's satisfactory performance at seminar lecture delivered to an open audience embodying the progress of the work during the last six months. Grant of a six-monthly installment of the tenure is subject to actual requirement of the Scholar's work to be certified by the DAC after assessing the progress of the work presented through a written report and seminar lecture.
- 3.3 Normally the tenure of the assistantship awarded to a scholar will terminate with effect from the day following the date of submission of thesis, provided he has not left the Institute earlier and has been working in the School till that date. However, a scholar may be allowed to draw assistantship for a further period of 3 months to complete any unfinished part of experiment undertaken relating to his/her research work, subject to the overall limit of 5 years, on the recommendation of the supervisor. The scholar has to be a full time student during this period.
- 3.3.(i) Provision for providing monthly scholarship to the research scholars after submission of thesis for a period of three (3) months to complete any unfinished part of experiment undertaken relating to his/her research work, subject to the overall limit of five (5) years for the total duration of fellowship irrespective of the funding sources. (Senate Res. 33.A.B.15).
- 3.4 The assistantship for the last month shall be payable subject to foregoing conditions up to the actual date of the scholar's leaving the Institute. The disbursement of last monthly installment of assistantship shall be made, on production of a 'No Dues' certificate from the Hall of Residence, the Library and the School.
- 3.5 Notwithstanding anything contained in the foregoing sub-paragraphs, continuation of assistantship from month to month is subject to candidate's good conduct and continuous progress of research work to the satisfaction of the Supervisor(s), the Head of the School and other authorities.

### **4. Leave rules**

- 4.1 An Institute Research Scholar is required to carry out his/her research work regularly under the guidance of the Supervisor(s), without any interruption during the period he enjoys the assistantship.



- 4.2 A scholar shall be entitled to (i) casual leave of 15 days and (ii) medical leave of 15 days in a year counting from the date of joining the program. The Head of the School will be the sanctioning authority in such cases. Any leave not availed of shall not accumulate.
- 4.3 Married Research Scholars admitted to the Research program of the Institute shall, in addition to casual leave and medical leave prescribed by foregoing sub-para, be entitled to maternity/paternity leave as per Government of India rules if the request for the leave is supported by a medical certificate from a Registered Medical Practitioner. The Head of the School will be the sanctioning authority in such cases.
- 4.4 Any absence over and above the admissible leave as prescribed above shall be without assistantship, which shall be deducted on a pro-rata basis for the days of such absence.
- 4.5 A research scholar may, on the recommendation of the Supervisor and the Head of the School, be granted leave without assistantship for a total period not exceeding three months, during the entire tenure of assistantship by the Dean of Academic Affairs.
- 4.6 In exceptional circumstances the Dean of Academic Affairs may, on the recommendation of the DAC grant a Research Scholar leave without assistantship for a period not exceeding 12 months in the entire period of his tenure for purpose of accepting teaching/research assignment on temporary basis provided the post accepted by research scholar is in the same school or in an educational institution, R & D organization or an industry of repute. When a scholar is granted such leave without assistantship the enhancement of the value of assistantship shall be deferred for the appropriate period. In all the cases of leave granted under the para-4, period spent on leave shall be counted for the purpose of termination of the tenure of the assistantship.

## **5. General**

- 5.1 No Research Scholar shall be permitted to receive any emoluments, salary, stipend or any other scholarship/assistantship during the tenure of award. In the event of a scholar being awarded another Scholarship/assistantship of the Institute or of any external organization/Institution, he/she will have the option to retain any of the awards according to his/her choice, which he/she will communicate immediately in writing to the Dean of Academic Affairs.
- 5.2 QIP scholars shall however draw fellowship and contingency grant from QIP program of MHRD only as per rules applicable to them. They shall in no case be eligible for award of Institute Research Assistantship.
- 5.3 A Research Scholar may be assigned academic responsibilities up to eight hours per week of tutorial classes, laboratory demonstration work, conduct of Seminar/Symposia, running and maintenance of equipment/computer as may be decided by the Head of the School.
- 5.4 A Research Scholar shall maintain, besides satisfactory academic progress, good conduct, behaviour and discipline in the Institute. In the event of a scholar being found to be involved in any act of misconduct, misbehaviour, indiscipline or use of unfair means at an examination, the Scholarship is liable to be suspended with immediate effect.

5.5 If a Research Scholar wishes to relinquish the assistantship during the tenure, it should be done with the prior approval of the Supervisor, the Head of the School and the Dean of Academic Affairs. He/she should also obtain prior permission from the same authority for appearing in any examination conducted by any Institution, University or Public Body.

### **SCHEDULE - B**

#### **LEAVE, CONTINGENCY EXPENSES AND OTHER ADMINISTRATIVE MATTERS OF RESEARCH SCHOLARS ENROLLED UNDER DIFFERENT CATEGORIES**

##### **(A) LEAVE**

###### **(i) Institute Research Scholars**

Research Scholars can avail of the following types of leave in a year counted from the date of joining: CASUAL LEAVE : 15 days MEDICAL LEAVE : 15 days

In case of serious illness, the research scholar may avail a part of casual leave as medical leave, in addition to 15 days, at the discretion of the H.O.S. They are not entitled to vacation leave (summer & winter). Any leave not availed of shall not accumulate. Married research scholars would be eligible for the maternity/paternity leave as per Govt. of India norms. Such leave will be granted only once during the period of tenure of the award. In cases where extensive field- work is necessary, absence from station upto a period of 12 weeks per year will be considered as on duty on certification of the Head of the School/Principal Investigator.

**(ii) Other categories (scheme research fellows / CSIR / self- supporting etc.):**  
Same as Institute Research Scholars.

##### **(B) MODE OF THE CONTINGENCY EXPENSES**

- 1 Purchase of stationery/photocopying/typing/printing/consumable items for research purpose and miscellaneous items etc., of non-inventory nature shall be as per MHRD norms.
- 2 Visit to other places:

#### **Regulation for Partial Financial Assistance**

The following set of revised comprehensive guideline for granting of partial Financial Assistance to Research scholar/ Other students for paper Presentation in International/ National Conference/ Seminar/Symposium as first authors and visits related to Workshop etc.

1. The financial assistance is to be rendered only during the tenure of the student in the Institute. The student must be first author of the paper for Oral or Poster Presentation in the Conference/ Seminar/Symposium.
2. The applicant should present the paper in the School to the satisfaction of the faculty members before the application is recommended to the Head of financial assistance.
3. The International Conference/Symposia etc. held in India will be treated as National Conference / Symposia etc. for consideration of financial assistance.

4. Students are advised to approach various R&D institutions/autonomous bodies/GoI for seeking air travel assistance and partial funding before seeking for Institute funding.
5. The financial assistance is only for the Research Scholars/Students supported by Institute Assistantship and JRFs/SRFs sponsored by Research Funding Agencies for attending National/International Conference etc...
6. No financial assistance would be provided during the period of temporary withdrawal.
7. The eligible **Undergraduate (UG) and Postgraduate (PG) and Research Scholars (RS)** are entitled for financial assistance for **both National and International** Conference/Symposium etc. For consideration of financial assistance,
  - a) A **UG** student must have registered in 6<sup>th</sup> semester (without any backlog) and above.
  - b) A **PG** student must have registered in 3<sup>rd</sup> semester (without any backlog) and above.
  - c) **The Research Scholars (RS)** must have completed the coursework requirement successfully in the Institute.
8. **International conference/seminar/symposium (outside India):** The eligibility criteria for such visit is as follows:
  - a) A **UG student** must have a minimum CGPA of 9.00 (without any backlog) at time of application,  
**OR**  
Must have a minimum CGPA of 7.00 (without any backlog) and must have published at least one National/International journal paper as first author (based on the work carried out at IIT Bhubaneswar) at the time of application.
  - b) A **PG student** must have a minimum CGPA of 9.00 (without any backlog) at time of application,  
**OR**  
Must have a minimum CGPA of 7.00 (without any backlog) and must have published at least one National/International journal paper as first author (based on the work carried out at IIT Bhubaneswar) at the time of application.
  - c) A **Research Scholar** must have published at least one paper in a National/International journal as first author (based on the work carried out at IIT Bhubaneswar) and must have completed the coursework requirement successfully.
9. **National conferences/seminar/symposium and International Conference (inside India):**
  - a) A **UG/PG student** must have a minimum CGPA of 7.00 (without any backlog) at time of application.
  - b) A **Research Scholar** must have completed the coursework requirement successfully
10. There should be clear recommendation of the Supervisor/Programme Coordinator and the Head of School, when the application is submitted in the prescribed format (enclosed). The application form must be accompanied by the following documents for consideration:
  - a) Announcement of the National/International Conference etc...
  - b) Letter of acceptance of the paper
  - c) Copy of full text of the paper
  - d) Transcript (in case of UG & PG Student)
  - e) Grade Card (in case of Research Scholar)
  - f) Estimation Chart with duly signed by the student
  - g) Copy of at least one Published National/International journal paper
  - h) Turnitin report (anti-plagiarism test) **{to be certified in the specified format by the DAC/Supervisor(s)/Faculty Advisor/Co-ordinator (Faculty Advisor/Co-ordinator, in case of UG & PG students)}**
  - i) Particulars of TA/DA & Registration fee etc...
  - j) All other relevant supporting documents

11. A **Monitoring Committee** comprising of the following members will examine the proposal for grant of financial assistance.

1	Dean (Academic Affairs)	-	Chairman (Ex-Officio)
2	Dean (Student Affairs)	-	Member (Ex-Officio)
3	Dean (Faculty & Planning)	-	Member (Ex-Officio)
4	Dean (R&D)	-	Member (Ex-Officio)
5	Dean (Alumni Affairs)	-	Member (Ex-Officio)
6	Dean (CE)	-	Member (Ex-Officio)

12. The limits of financial assistance will be as follows:-

**National Conference/Seminar etc.:**

- All the students are permitted to attend multiple National conference/seminar (inside India) etc. with financial assistance in a year starting from the Date of Joining the Institute by the student/scholar with an overall ceiling of Rs. 15,000/- (only for attending National Conference/Seminar/Workshop etc...) per annum per student.
- Food charges during the journey period in the train would be admissible up to Rs. 250/- or as per actual mentioned in the train ticket.
- Lodging and Boarding charges would be admissible up to Rs. 1000/- per day during Conference/Workshop etc. period. In case lodging is provided by the host Institute, food charges will be admissible up to Rs. 250/- per day only.
- Local travel expenses for the whole conference period would be admissible up to a maximum of Rs. 500/- only.
- Reimbursement of expenditure on account of travel by Rail (AC-III Tier), boarding and lodging, local travel, registration charges. Poster charges and training/tutorial fees, if any (when clubbed with National Conference) with an overall ceiling of Rs. 15,000/- per annum.
- Such cases can be approved by the Chairman, Monitoring Committee with an overall ceiling of Rs. 15,000/- and be reported to the Monitoring Committee.
- All Applications for financial assistance must reach the Academic Section (Through Proper channel) at least 30 days prior to the event, in case of National Conference/Seminar etc. Under no circumstances post-facto approval for financial assistance is allowed.

**International Conference/Seminar etc:**

- Permission to be given only once during the tenure of the student in the Institute.
- Travel in economic class excursion fare, registration fee, visa fee, local travel fare, health insurance, per diem for boarding and lodging up to US\$75 for a maximum period of five days excluding journey time with an overall ceiling of Rs. 75,000/- per student is permitted.
- The total number of cases allowed for financial assistance for International Conference/Seminar etc. would be limited to 20 per year (counting from Academic Session i.e. 1<sup>st</sup> July – 30<sup>th</sup> June) across the Institute, subject to maximum of three (3) such cases per school
- The aforesaid cases are to be considered by the Monitoring Committee and be approved by the Director

- All applications for financial assistance must reach the Academic Section (through proper channel) at least 45 days prior to the event, in case of International Conference/Seminar etc. Under no circumstance, post-facto approval for financial assistance is allowed.
13. **Visits related to field work/data collection etc....**, the concerned Heads of School can approve the application and the forms are not required to be sent to the Academic Section. All expenditure related to this visit should be met from the Operating Grant of the respective Schools.
  14. The Monitoring Committee meeting will be held once in every month (in the first week), if required.
  15. All expenses for the purpose should be met from the Operating Grant of the Schools.

#### **(C) HOUSE RENT ALLOWANCE/DEARNESS ALLOWANCE**

- (i) **Institute Research Scholars:** There will be no House Rent Allowance, Dearness Allowance.
- (ii) **Other categories** (scheme research fellows/CSIR etc.): Same principle will be applicable.

#### **(D) TERMINATION OF ENROLMENT**

- (i) **Institute Research Scholars/ self-supporting etc** On the basis of reports received from Doctoral Scrutiny Committee, the enrolment may be terminated at any time for reasons of unsatisfactory performance and the Institute's decision in this regard shall be final.
- (ii) **Other categories (Scheme/Project research fellows/CSIR):** Same as above.

#### **(E) OTHER ASSIGNMENTS**

- (i) **Institute Research Scholars** No one shall accept or hold any appointment, paid or otherwise or receive any emoluments, salary, stipend etc., from any other source during the tenure of the award. However, they may receive honorarium against specific work done for projects (mainly consultancy) from time to time with the prior permission of the Supervisor(s) and Dean (AA).
- (ii) **Other categories (scheme research fellows/CSIR/self- supporting etc.)**  
Same principle will be applicable.

#### **(F) RELINQUISHMENT OF RESEARCH ASSISTANTSHIP, FELLOWSHIPS ETC., AND PERMISSIONS**

- (i) **Institute Research Scholar** If a research fellow wishes to relinquish the assistantship during the tenure, it should be done with the prior approval of the Institute. He should also obtain prior permission of the Institute for appearing in any examination conducted by any Institution, University or Public Body.
- (ii) **Other categories** (scheme research fellows/CSIR/self-supporting etc.) Same principle will be applicable.

## APPENDIX – VII

### **GUIDELINES FOR ADMISSION OF SRFs/JRFs IN CSIR/DST/DEFENCE LABORATORIES/GOVERNMENT R&D ORGANIZATIONS/IIMs**

(Vide para 2.10 of the Regulation)

- 1 They will have to be permitted by the organizations they are attached to for admission to this Institute for pursuing Ph.D. program.
- 2 Applications from such candidates will be received twice in a year against advertisements in the newspaper.
- 3 Selection will be made as per the normal procedure of the Institute.
- 4 The candidates must have qualified in GATE or NET or CAT (for IIMs only) as the case may be. They must be SRFs/JRFs or of equivalent position attached to CSIR/DST/Defense Laboratories/Government R&D Organization/IIMs.
- 5 No scholarship/assistantship or financial assistance be provided to such candidates.
- 6 Minimum residential requirement for such candidates for course work etc., shall be two semesters.
- 7 All candidates will have to produce a certificate from the Director of the concerned Institute/Laboratory confirming that such candidates have not/will not register for any other academic program of any other organization simultaneously while pursuing Ph.D. program at IIT Bhubaneswar.
- 8 All conditions including minimum qualifications for admission to the Ph.D. program prescribed for other categories of scholars would apply to these candidates as well.

## APPENDIX – VIII

### **RULES REGARDING CONDUCT AND DISCIPLINE**

(Vide para 2.11 of the Regulation)

Following rules shall be applicable to all students and research scholars in the matters of conduct and discipline:

- 1 Research Scholars shall show due respect to the teachers of the Institute, the Wardens of the Halls of Residence, the Sports Officers of the Gymkhana and the Officers of the National Cadet Corps; proper courtesy and consideration should be extended to the employees of the Institute and of the Halls of Residence. They shall also pay due attention and courtesy to visitors.
- 2 Research Scholars are required to develop a friendly camaraderie with fellow students. In particular, they are expected to show kindness and consideration to the new students admitted to the Institute every year. Ragging of newcomers in any form is banned by law : acts of ragging will be considered as gross indiscipline and will be severely dealt with.
- 3 The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:

\*\* Ragging \*\* Lack of courtesy and decorum; indecent behaviour anywhere within or outside the campus \*\* Willful damage or stealthy removal of any property/belongings of the Institute/Hall or of fellow students \*\* Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drug \*\* Adoption of unfair means in the examinations \*\* Mutilation or unauthorized possession of library books \*\* Noisy and unseemly behaviour, disturbing studies of fellow students.

Commensurate with the gravity of the offence, the punishment may be reprimand, fine, stopping of assistantship, expulsion from the Hall, debarment from an examination, rustication for a specified period or even outright expulsion from the Institute.

4. For an offence committed in (a) the Hall of Residence, (b) the School or in a classroom and (c) elsewhere; the Warden, the Head of the School and the Dean of Students' Affairs respectively, shall have the authority to reprimand or impose fine or take any other suitable measure.
5. All cases involving punishment other than reprimand shall be reported to the Chairman of the Standing Institute Disciplinary Committee and Senate.

## APPENDIX – IX

### **FEES AND OTHER CHARGES PAYABLE BY RESEARCH SCHOLARS**

(Vide para 3.1 of the Regulation)

1. As prescribed by the Statute 24, the following fees are payable by a Research Scholar, at rates as in force for the time being, namely,
    - (a) Tuition Fees
    - (b) Seat Rent for the accommodation in a Hall of Residence
    - (c) Gymkhana Fees
    - (d) HMC Charges
    - (e) Student Insurance
  2. If a Research Scholar is permitted to stay outside the Hall of Residence but within the campus of the Institute or at a close proximity to it, the Scholar will be attached to a Hall of Residence and will have to pay the seat rent at the prescribed rate together with such 'establishment charges' as may be levied by the Warden of the Hall concerned. A stay-outside permission be obtained from the Chief Warden and Dean (Students' Affairs)
  3. Every Research Scholar shall be required to pay at the time of joining the following items of fees, at rates as in force for the time being:
    - (a) **Non-refundable**
      - i. Admission
      - ii. Tuition
      - iii. Seat Rent & Water Charges
      - iv. Gymkhana, Medical etc.
      - v. Student Insurance
      - vi. Thesis Fee (payable at the time of submission of thesis)
    - (b) **Refundable**
      - (i) Institution Caution Money
      - (ii) Hall Caution Money
      - (iii) Mess Deposit
      - (iv) Mess Advance
      - (v) Library Caution Money
- Note :** The fees at item Numbers (a) (ii), (iii) and (iv) are payable recurrently and are to be paid in the manner as directed by separate notifications.
4. For the purpose of tuition fees and seat rent the year shall be counted from the date of joining of the Research Scholar except that the fees shall be charged from the first day of the month irrespective of the actual date of joining. Similarly, at the time of leaving the Institute the tuition fees and seat rent shall be charged for the full month irrespective of the actual date of leaving.
  5. Research Scholars under all categories shall pay tuition fee and seat rent ordinarily for the entire duration of their research work till the date of submission of the thesis. Partial exemption may however, be allowed in the following cases:
    - (a) A Research Scholar (1) who has been permitted to leave the Institute after the prescribed minimum period of stay, or (2) who has been granted permission to carry out research work at his parent Organization under the provisions of para 4.3 of the Regulations :



- (i) shall pay tuition fees for the minimum period of 2 or 3 years, as the case may be, prescribed by the Senate to qualify for submission of the thesis under the provisions of para 1.4 of the Regulation.
- (ii) will not be required to pay any seat rent after he leaves the Institute with prior permission.

However, if he rejoins the Program for completing the unfinished part of his work he shall have to pay the seat rent for the period of such subsequent stay. For calculation of the seat rent whole month will be counted as indicated in para 4 above.

- (b) A Research Scholar who has been given under special consideration separate accommodation on rent in one of the premises of the Institute other than a Hall of Residence shall be required to pay only the rent for the accommodation actually occupied by him.

## APPENDIX – X

### GUIDELINES FOR APPOINTMENT OF SUPERVISOR AND JOINT SUPERVISOR

(Vide para 3.1 of the Regulation)

1. All candidates for the Ph.D. degree are required to carry out his/her research work under the guidance of a supervisor unless otherwise permitted by the Senate. There can be two supervisors, at most, for any Ph.D. student.
2. For cases where the supervisor has guided the candidate for 2 years or more:
  - (a) If the person proceeds on long leave for more than a year a joint supervisor should be appointed and if the leave is for less than a year, a caretaker supervisor is to be appointed by the DAC.
  - (b) However, on the recommendation of the DAC, a supervisor can be allowed to continue as sole supervisor on case-to-case basis depending on the state of progress of the thesis work.
  - (c) A person superannuating will continue to be the sole guide if the thesis is submitted within 6 months.
  - (d) If the thesis is not ready for submission within 6 months a joint supervisor must be appointed by the DAC.
3. For a case where guidance has been given for less than 2 years:
  - (a) When a person proceeds on leave for more than 6 months, a joint supervisor be appointed and in case the period of leave is less than 6 months a care-taker supervisor be appointed by the DAC. However if the leave is for 2 years or more the person shall cease to be a supervisor.
  - (b) A person superannuating will continue as the guide if the thesis is submitted within 6 months' time, otherwise another person will have to be appointed as the sole guide in his place.
4. After superannuation from service of this Institute if a person joins the Institute as an Emeritus Professor/Scientist or in any other capacity, he may continue to be the sole supervisor or as Joint supervisor if the DAC so recommends.

**Note :** A person re-employed after superannuation shall continue to hold the same status in the matter till the end of the period of re-employment.
5. No faculty who has less than or equal to 2 years of service left from the end of the academic session in the month of June of the year he/she superannuates can be appointed a thesis supervisor either singly or jointly with another faculty.
6. Persons from outside the Institute, joining as Emeritus Scientists or as Chair Professors and have more than 2 years of service left can be appointed as guide for new scholars only jointly with a regular teacher and not alone.
7. A regular faculty member will be appointed as a supervisor if the faculty member who held the position of sole supervisor leaves the institute. However, the faculty member who leaves the institute can continue as co-supervisor if he/she wishes. In this case no TA/DA will be provided to the concerned faculty member. (Senate Res. 35. A.E.3)
8. No TA/DA will also be paid to a regular faculty member for visiting any other institute where he/she is a co-supervisor for Ph.D candidate (Senate Res. 35.A.E.3).

**Note :** The above points are guidelines. The recommendation of DAC of a candidate will be given due consideration in making a decision in a particular case.



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JOINING REPORT (At the time of admission)

**(A) DECLARATION BY RESEARCH SCHOLAR**

- 1) Full Name :
- 2) Address :
- 3) Category under which admitted :
- 4) Payment Details :  
Online transaction /DD Number :  
Transaction / DD Date :  
Amount :
- 5) Date of Joining/Enrolment :
- 6) School :

I undertake that I shall abide by the relevant Rules, Regulations and other instructions issued by the institute

Date:

Signature of the Candidate

**(B) ENDORSEMENT OF THE HEAD OF THE SCHOOL**

Particulars given above are hereby endorsed. The Scholar/student has signed in my presence.

Date :

Signature of Head of School

**(C) ACCEPTANCE BY THE REGISTRY**

The Scholar's joining the Program w.e.f \_\_\_\_\_ has been accepted. Necessary steps may now be taken to select his/her Supervisor, appoint Doctoral Scrutiny Committee which would assign him/her Course Work and the Scholar may be asked to apply in prescribed form for Enrolment within 30 days from date of joining.

Encl : DAC Form

Asst. Registrar (Academics)

To The Head of the School of \_\_\_\_\_ for information and necessary action.

Copy to : Chairman, Central Library



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INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

शैक्षणिक अनुभाग/Academic Section

UNDERTAKING

[TO BE COMPLETED, SIGNED AND FURNISHED TO THE ACADEMIC SECTION BEFORE RELEASE OF 1<sup>ST</sup>  
INSTALMENT OF TEACHING / RESEARCH ASSISTANTSHIP]

I, Sri/Smt./Ms. \_\_\_\_\_  
a candidate admitted to the Ph. D. Program of the Institute \_\_\_\_\_ in the School of  
\_\_\_\_\_ in the Session  
\_\_\_\_\_ hereby undertake that

- i) I shall not leave the Research Program from the Institute before the work is completed and the Ph. D. Thesis is prepared, or I am officially permitted by the Institute under the provision of the Regulations to take withdrawal for submission of thesis from outside.
- ii) I hereby declare that I have not drawn any Research Scholarship / Assistantship from any other Institution.

**COUNTERSIGNED**

\_\_\_\_\_  
Signature of the Scholar

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Signature of HOS

\_\_\_\_\_  
FULL ADDRESS (PERMANENT)

\_\_\_\_\_  
FULL ADDRESS (PRESENT)

\_\_\_\_\_  
\_\_\_\_\_



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INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR  
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**Undertaking from the Students**

I, Mr./Ms. \_\_\_\_\_ Roll No.: \_\_\_\_\_,  
Program: \_\_\_\_\_ School : \_\_\_\_\_  
student of Indian Institute of Technology Bhubaneswar do hereby undertake on this day \_\_\_\_\_  
month \_\_\_\_\_ year \_\_\_\_\_ the following:

1. I shall abide by the admissible rules and regulations of IIT Bhubaneswar and follow the code of conduct for students. I acknowledge that the institute has the authority of taking disciplinary action on me for non-compliance of the same.
2. That I have read and understood the directives of the Hon'ble Supreme Court of India on anti ragging.
3. That I understand the meaning of Ragging and know that the ragging in any form is a punishable offence and the same is banned by the Court of Law. I understand that, in case I am involved in ragging, the case will be reported to the police and the law will take its own course and I will be summarily expelled from the institute.
4. That I have not been found or charged for my involvement in any kind of ragging in the past. However, I undertake to face disciplinary action legal proceedings including expulsion from the institute if the above statement is found to be untrue or the facts are concealed, at any stage in future.
5. That I shall not resort to ragging in any form at any place and shall abide by the rules laws prescribed by the Courts, Government of India and the institute authorities for the purpose from time to time.
6. I understand that as per rules and resolution of the institute, I will not be permitted to possess or use any motorized vehicle inside the institute campus, unless I am permitted to do so by a written authorization from the Dean (Students' Affairs).
7. I also declare that I am not suffering from any serious contagious ailment including psychology related symptoms.

Date :

Signature of the Candidate

I hereby fully endorse the undertaking made by my child/ward.

Signature of Mother/ Father and or Guardian

Witness



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शैक्षणिक अनुभाग/Academic Section

## DOCTORAL ADVISORY COMMITTEE FORMATION FORM

SCHOOL: \_\_\_\_\_ Dated: \_\_\_\_\_

On the suggestion of the Supervisor(s) for the Research Scholar (named below), the DOCTORAL ADVISORY COMMITTEE for the scholar is hereby proposed to consist of following members:

- a) Name of the Scholar: \_\_\_\_\_  
b) Roll No. : \_\_\_\_\_ (office use)  
c) Date of joining the Ph. D programme: \_\_\_\_\_  
d) \*Category under which admitted: \_\_\_\_\_

{\*Choose any one category: Institute / Sponsored / Project}

### THE COMPOSITION OF THE DOCTORAL ADVISORY COMMITTEE:

A. Head of School: \_\_\_\_\_

B. Supervisor(s):

[NAME] [SCHOOL] [DESIGNATION]

(I) \_\_\_\_\_

(II) \_\_\_\_\_

C. Three members of faculty, either from the School, or from other Schools or from both having expert knowledge of the same /allied area:

[NAME] [SCHOOL] [DESIGNATION]

(I) \_\_\_\_\_

(II) \_\_\_\_\_

(III) \_\_\_\_\_

(IV) \_\_\_\_\_

Forwarded by:

\_\_\_\_\_  
(Head of School)

The composition of the Doctoral Advisory Committee as proposed above may kindly be approved.

Dean (Academic Affairs)

Assistant Registrar/ OSD (Academic Affairs)



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**CHANGE / ADDITION / OF A Supervisor / DAC Member**

School of \_\_\_\_\_ Discipline: \_\_\_\_\_

Name of the Scholar/student	Roll No.	Date of Enrolment

**EXISTING DAC MEMBERS**

Sl. No.	Name	School	Role in Doctoral Committee	Signature
1			Chairman	
2			Supervisor	
3				
4				
5				
6				
7				

**Outgoing Supervisor/ DAC members**

Sl. No.	Name	School	Reason for Change
1			
2			

**The new Supervisor/ DAC members in the Committee are the following**

Sl. No.	Name with Designation	School	Role in Doctoral Committee	Signature
1				
2				

Signature of Outgoing DAC Member

Signature of New DAC Member

DAC Member

DAC Member

DAC Member

Chairman

**Note:** The original form is to be sent to the Dean (Academic Affairs) for further processing and a photocopy copy of the same should be kept in the School office/HOS Office. Please attach the Office Order in case of DAC/ Supervisor on lien/ left the Institute.



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**COURSEWORK ASSIGNMENT FOR Ph.D. PROGRAMME**

1	School :					
2	Date of Joining :					
3	Category to be Enrolled in :					
	Institute Scholar <input type="checkbox"/> Sponsored Scholar <input type="checkbox"/> Project Scholar <input type="checkbox"/>					
4	Name of the Agency (for Sponsored/Project)					
5	Name of Candidate [BLOCK LETTERS]:					
6	Academic qualifications: [qualifying examination]					
	Degree	University/ Institute	Year	Percentage /CGPA	Class Placed in	Branch / Subjects studied
7	Experience, if any, of Service and/or research:					
	Organization	Place	From	To	Nature of work	Responsibility
8	<b>Declaration:</b>					
	I have read the provisions of the Ph.D. regulations and declare that I shall abide by them. I shall also abide by other instructions, which will be given to me from time to time. The particulars, furnished above, are correct to the best of my information and belief.					
	_____			_____		
	Date			Signature of candidate in full		



**RECOMMENDATION OF DOCTORAL ADVISORY COMMITTEE**

i) The DAC recommends the candidate to be enrolled in the Ph.D. programme w.e.f \_\_\_\_\_

AREA OF RESEARCH: \_\_\_\_\_

ii)

Total no. of coursework requirement (as per Ph. D. Regulation :   
(Including Scientific and Technical Writing and one inter disciplinary subject)

1. No. of coursework to be assigned in 1<sup>st</sup> Semester (Autumn/ Spring) :

2. No. of Coursework to be assigned in 2<sup>nd</sup> Semester (Autumn/ Spring) :

---

Total no. of coursework to be assigned (in 2 semesters) :

**Signature of DAC Members with full name and date:**

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

8 \_\_\_\_\_

(Supervisor-1)

(Supervisor-2)

**Forwarded by:**

9. \_\_\_\_\_  
(Head of the School)

**Approved:**

**Dean (Academic Affairs)**



**INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR**  
**SEMESTER REGISTRATION [FOR RESEARCH SCHOLAR]**

Semester..... Session: 20 - 20

Roll No. .... Category .....

Full name (in Capital letters): .....  

Surname
Middle Name
First Name

Date of Enrolment: ..... School: .....

Whether Registration Seminar has been delivered and formal registration procedure completed: **YES/NO**

Hall of residence: .....  
 (if not staying at Hall)

Permanent Address: .....

Date upto which fees have been paid : (a) for institute .....  
 (b) for Hall .....

Broad area of Research: .....

Residential Requirement: .....

Period of stay in the Institute completed from ..... to .....

Whether 'WITHDRAWAL' has been obtained : **YES/NO**

If yes, please mention the Office Order No.:..... dated.....

Withdrawal effective from : .....

Sponsored candidates from R & D organizations, permitted to work externally are required to mention the name & address of organization where working :

.....

Date..... Signature of candidate:.....

---

**Endorsement with comments by the Supervisor and the Head of the School**

1. ....

2. Registration for the current semester is recommended

.....  

Signature of the Supervisor
Signature of the Head of School

---

**Applicable to those who are staying in the Hall**

Mess Overhead charges paid. No dues against him/ her.

Warden .....



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**APPLICATION FORM FOR GRANT OF LEAVE (INSTITUTE SCHOLARS)**

<i>To be filled by the Applicant</i>												
1	Name						2	Roll No.				
3	Supervisor						4	School				
5	Type of Leave	<input type="checkbox"/> Casual Leave			<input type="checkbox"/> Medical Leave			<input type="checkbox"/> Duty Leave				
6	Total No. of working days during the leave period	From				To						
		FN	AN			FN	AN					
7	Leave Availed Till Date	Casual Leave			____out of 15*			Medical Leave		____out of 15*		
8	Purpose											
9	Address during leave	Ph:										
	Undertaking	<i>I undertake to abide by the rules and regulations applicable in this regard.</i>  <div style="text-align: right;"><i>Signature of the Research Scholar</i></div>										
A	Recommendation of Supervisor	<i>Recommended/Not Recommended for ____ days(working days) of CL/Medical Leave/Duty Leave</i>  <div style="text-align: right;"><i>Signature of the Supervisor</i></div>										
<i>To be filled by the Head of School</i>												
Leave Availed Till Date		CL				Med. L				Duty L.		
<i>Sanctioned/Not Sanctioned ____days (working days) of CL/Medical Leave/Duty Leave</i>  <div style="text-align: right;"><i>Signature of Head of School</i></div>												
Application Form is to be retained with HOS after sanction												
<b>Joining Report</b> <i>[To be filled on the date of joining]</i>												
Date of Joining						Actual No. of days of leave availed						
Signature of Research Scholar						Signature of Head of School						
<p>*A scholar shall be entitled to (i) casual leave of 15 days and (ii) medical leave of 15 days in a year counting from the date of joining the program. Application for medical leave should be supported by relevant documents. Any absence over and above the admissible leave as prescribed above shall be without assistantship, which shall be deducted on a pro-rata basis for the days of such absence.</p>												



**INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR**  
**ACADEMIC SECTION**

Date: 

D	D	M	M	Y	Y	Y	Y
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**MONTHLY FELLOWSHIP CLAIM FORM**

Month for which the claim is made: \_\_\_\_\_

<b>To be filled by the Research Scholar</b>			
1	Name of Research Scholar		
2	Roll Number		
3	School		
4	Date of Enrollment to Ph.D.		
5	Supervisor		
6	Co-Supervisor (if any)		
7	Residential Status <i>(if staying outside, please attach office order for the 1<sup>st</sup> time)</i>	Hostel <input style="width: 50px;" type="checkbox"/>	Outside <input style="width: 50px;" type="checkbox"/>
8	Nature of Assistantship/Fellowship	Institute <input style="width: 50px;" type="checkbox"/> <i>(for other sources, please mention the name of the agency)</i>	Other Sources (UGC- CSIR /DST-Inspire/any other) <input style="width: 50px;" type="checkbox"/>
9	Rate of fellowship per month		
10	Bank Account Details	Account No. <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
		IFSC <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
11	<b>Undertaking</b> <i>I undertake to abide by the rules and regulations applicable in this regard.</i>		
	<i>Signature of the Research Scholar</i>		
<b>Leave Record (Filled by the respective School Office)</b>			
<i>(Approval letter must be attached for all kinds of Leave)</i>			
Casual Leave Taken upto this Month _____	Casual Leave taken in this Month _____	Balance Casual Leave Available till date _____	
Medical Leave Taken upto this Month _____	Medical Leave taken in this Month _____	Balance Medical Leave Available till date _____	
Duty Leave Taken upto this Month _____	Duty Leave taken in this Month _____	Total Duty Leave taken _____	
<b>No. of Days absent in this Month :</b> _____			
<i>Signature of the Office Assistant with Seal</i>			
<b>Remarks by the Supervisor(s) on the performance of the student</b>			
<i>Signature of Supervisor with date</i>			
<b>Remarks by the Head of School</b>			
<i>Signature of HoS with date</i>			
<b>NB: 1. Application Form must be submitted by the Research Scholar to the School Office by 25<sup>th</sup> of each month and it should reach the Academic Section for verification by 27<sup>th</sup> of each month. Application form received after due date will not be accepted.</b>			
2. Casual Leave : 15 Days (for incidental purpose)    Medical Leave : 15 Days (for treatment on illness purpose)			



**INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR**  
**ACADEMIC SECTION**

**FIRST ANNUAL PROGRESS REPORT**  
**ON THE WORK OF ALL CATEGORIES OF RESEARCH SCHOLARS**

School : \_\_\_\_\_

Memo No. : \_\_\_\_\_ Dated \_\_\_\_\_

Report pertaining to the period of year ending on : \_\_\_\_\_

1. Name of the Scholar : \_\_\_\_\_
2. Roll No. : \_\_\_\_\_ 3) Category \_\_\_\_\_
4. Date of joining : \_\_\_\_\_ 5) Date of Enrolment : \_\_\_\_\_
6. Supervisor (s) : \_\_\_\_\_
7. Area of Research Problem assigned : \_\_\_\_\_
8. (a) Total credits of course work assigned : \_\_\_\_\_  
(b) Total credits of course work completed up-to-date: \_\_\_\_\_

Subject	Credits	Grade obtained	Subject	Credits	Grade obtained

9. (a) Language requirement : \_\_\_\_\_  
(b) Whether completed: \_\_\_\_\_
10. Brief outline of work done (if any), during the year under report : \_\_\_\_\_  
\_\_\_\_\_
11. Total No. of days for which taken Leave of absence during the year \_\_\_\_\_ days.
12. Remarks of the Supervisor (s) to be expressed in terms of numerical marks taking 10 to be maximum marks for each items).
  - (a) Capacity for research work in the assigned subject : \_\_\_\_\_
  - (b) Application of methods : \_\_\_\_\_ (c) Progress made : \_\_\_\_\_
  - (d) Publication (if any): \_\_\_\_\_ (e) Library work : \_\_\_\_\_
  - (f) Teaching capacity (if entrusted) : \_\_\_\_\_
  - (g) Regularly in attendance : \_\_\_\_\_ (h) Punctuality : \_\_\_\_\_
  - (i) Perseverance : \_\_\_\_\_ (j) Conduct : \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Supervisor

**ENDORSEMENT BY THE HEAD OF THE SCHOOL**

In view of the above report of the Supervisor according to which he is \_\_\_\_\_ out of 100, the renewal of Institute Assistantship **MAY/MAY NOT BE GRANTED.**

Date :

Signature of the Head of the School

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On the strength of the report of the supervisor and the recommendation of the Head of the School the assistantship in the case of the Institute Scholar MAY/ MAY NOT BE RENEWED for the Second year with effect from \_\_\_\_\_ @ Rs. \_\_\_\_\_

\_\_\_\_\_  
Dealing Assistant

\_\_\_\_\_  
Jr. Superintendent (Academics)

\_\_\_\_\_  
Asst. Registrar (A&E)

To  
Dean of Academic Affairs

**ORDERS OF THE DEAN OF ACADEMIC AFFAIRS**

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\* This progress report must be submitted in respect of every scholar irrespective of his/her category: Institute Scholar/ Sponsored Scholar/ External Scholar holder. However, renewal of Assistantship of applicable to Institute Scholars only.



**INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR**  
**ACADEMIC SECTION**

**Application for Registration for the Ph.D Degree**

**PART A: To be filled in by the applicant**

1. Name in full : \_\_\_\_\_  
2. Qualification: \_\_\_\_\_

Standard	Degree	Institution	Year	Percentage/ CGPA	Discipline(s)
Higher Secondary					
Graduation					
Post Graduation					

3. Roll No. : \_\_\_\_\_ 4. Category \_\_\_\_\_  
5. School enrolled in \_\_\_\_\_  
6. Date of enrolment : \_\_\_\_\_  
7. Course/Work assigned at the time of enrolment and completed by now :

<i>Sub No.</i>	<i>Sub Name</i>	<i>Credit</i>	<i>Grade obtained</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*(N.B. : If the credit loading and done is more than 12. Please attach a copy of official grade sheet)*

8. Date of commencement of actual research work : \_\_\_\_\_  
9. Name (s) of supervisor(s) : 1) \_\_\_\_\_  
2) \_\_\_\_\_  
10. Place(s) where the research is being/will be carried out :  
(a) School \_\_\_\_\_  
(b) And partly (in the case of sponsored scholars only if, however, applicable)  
Place of employment (Organization) \_\_\_\_\_  
Located at \_\_\_\_\_  
11. Topic of research work undertaken \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**PART B: For use in the School**

(N.B.: On receipt of the application the School will arrange, giving adequate notice, for the Seminar talk to open audience with the DAC members present)

1. Date of Seminar : \_\_\_\_\_
2. Attendance consisted of about \_\_\_\_\_ Persons
3. Performance at the seminar : (a) in terms of quality \_\_\_\_\_  
(b) In terms of letter-grade \_\_\_\_\_

Note: If the performance is, in the opinion of the DAC NOT Satisfactory the applicant will be required to deliver another talk with suitable modification or improvement within next 3 months.

4. Recommendation of the DAC
  - (a) The candidate be registered effective from \_\_\_\_\_  
for the Ph.D degree in (broad discipline) \_\_\_\_\_
  - (b) Minimum period (counted from the date of enrolment) required for the research work on completion of which he/she can submit synopsis of the thesis \_\_\_\_\_
  - (c) (for sponsored scholars only) part of work can be done
    - i) at the place shown at item 10(b) of Part A above.
    - ii) Under joint supervision of experts named at item 9 of the Part A above.

Signature of DAC Members with date:

- |                        |                        |
|------------------------|------------------------|
| 1. _____               | 2. _____               |
| 3. _____               | 4. _____               |
| 5. _____<br>Supervisor | 6. _____<br>Supervisor |

\_\_\_\_\_  
Head of School





भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर  
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

**NO OBJECTION / SPONSORSHIP CERTIFICATE**

(Required from Sponsored candidates only)

**Employed candidates seeking admission under sponsored category must submit Application Form through their employer on the proforma given below.**

The undersigned is pleased to sponsor Mr./ Ms. .... who is working in this organisation for the last ..... years and is presently holding the rank/ position of..... for pursuing Ph.D. programme in the School of.....

1. His/ Her conduct and character is SATISFACTORY  /UNSATISFACTORY
2. The Institution/ Organisation would allow/relieve him/her immediately for joining the above programme, if selected for admission.
3. The Institution/ Organisation also agrees to pay the contingent/ all expenses stipulated by the IIT Bhubaneswar.
4. This is further certified that the sponsorship for admission will not be withdrawn midway till completion of the Ph.D. programme.

Signature of the Head of the Sponsoring  
Institution/ Organisation with seal

Place :

Name :

Date :

Designation :



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर  
**INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR**  
शैक्षणिक अनुभाग/ Academic Section

**SPONSORSHIP CERTIFICATE**

(This certificate must be furnished by a sponsored candidate at the time of joining a programme.)

Certified that Mr. / Ms. \_\_\_\_\_ an applicant selected for admission to the Post-graduate / Research (Ph.D.) programme in the Department / Centre / School \_\_\_\_\_ of the Indian Institute of Technology Bhubaneswar in the Autumn (July) / Spring (January) Semester of the session 20\_\_\_\_\_ to 20\_\_\_\_\_ is employed with our organization named \_\_\_\_\_ and that he / she has been sponsored by us for undergoing the programme; the followings are the relevant particulars, concerning him / her ;

- (1) Date of joining the organization: \_\_\_\_\_
- (2) Nature of appointment: (a) Permanent (b) Temporary for \_\_\_\_\_ years,  
OR (c) Contract, valid up to \_\_\_\_\_
- (3) Present Designation \_\_\_\_\_ Nature of duty \_\_\_\_\_
- (4) Present place of posting \_\_\_\_\_
- (5) Period of sponsorship granted, from \_\_\_\_\_ to \_\_\_\_\_
- (6) Date of being relieved of duties to join the programme in the Institute \_\_\_\_\_
- (7) Total period of leave granted by the organization \_\_\_\_\_ Year \_\_\_\_\_ Months \_\_\_\_\_ Days for undergoing the programme (Residential requirement)
- (8) Kind of leave granted:

(a)	With full pay	from		to	
(b)	With half-pay	from		to	
(c)	Without pay	from		to	

(9) In the case of candidates who intend to apply, after enrolment in the Institute, for permission to work externally at the place of employment whether :-

- (a) Are the necessary research facilities are available in the organization YES \_\_\_\_ NO \_\_\_\_
- (b) The organization agrees to provide him / her those facilities \_\_\_\_\_

(PTO)

(c) Name & Designation of the expert in the organization who can partly guide the research work.

In such a case a brief bio-data should be attached \_\_\_\_\_

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Certified further that his / her services with the Organization will be retained during the period he / she carries out the studies / research work at IIT Bhubaneswar and on completion thereof he /she will be accepted for joining back. It has been noted that for the sponsored students /scholars the Institute does not have any financial commitment whatsoever and all necessary expenses for his / her stay and study/ work there be borne by (a) himself / herself, **OR** (b) the Organization, **OR** (c) partly by himself /herself and partly by the Organization.

In the event of there being any outstanding dues in the Institute on his / her account we agree to arrange for the recovery thereof.

Date \_\_\_\_\_

Signature of Competent Authority \_\_\_\_\_

Full Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Official Stamp : \_\_\_\_\_

**N.B.: Please strike out the items not applicable. All the fields must be filled in otherwise the Sponsorship Certificate will not be accepted.**



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर  
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

शैक्षणिक अनुभाग/Academic Section

APPLICATION FORM FOR PERMISSION TO RESEARCH SCHOLARS/STUDENTS TO ATTEND SEMINAR  
CONFERENCE/SYMPOSIUM/ WORKSHOP/SHORT TERM COURSE/DATA COLLECTION/FIELD WORK etc.....(Outside Odisha)

1	Name of the Student														
2	Roll No. & Programme	Ph.D.	<input type="checkbox"/>	B.Tech	<input type="checkbox"/>	M.Tech	<input type="checkbox"/>	M.Sc.	<input type="checkbox"/>						
3	Type (Institute/Sponsored)														
4	School /Deptt.														
5	Date of Joining														
6	CGPA														
7	Broad area of Research/Work of the applicant														
8	Contact No.														
9	Email Id														
10	Type of visit	Conference	<input type="checkbox"/>	Seminar	<input type="checkbox"/>	Symposium	<input type="checkbox"/>	Workshop	<input type="checkbox"/>	Data Collection / Field Work	<input type="checkbox"/>	Outside India	<input type="checkbox"/>	Inside India	<input type="checkbox"/>
11	Nature of presentation	Oral	<input type="checkbox"/>	Poster	<input type="checkbox"/>	Other				(Please specify)					
12	Place of Visit														
13	Purpose of attending														
14	Duration of the Conference/Seminar etc....														
15	Name of the Conference														
16	If presenting a paper mention the title thereof														
17	Whether the paper has been accepted for oral/poster presentation (if yes, the acceptance letter is to be attached)														
18	To be held at (full address)														
19	Duration of the visit	From			To										
20	No. of days to attend (Total No. of days= visit period+ travel time)														
21	Total Expenses (Particulars and individual estimated cost is to be attached separately)														
22	Whether Registration Fee/ TA advance is required	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>										
23	Particulars of TA/DA & Registration Fees drawn during the current year (Calculated from the date of joining as a scholar) (Attach additional sheet, if necessary)														
	Places Visited	Type of Visit	Period		Total Amount of TA/DA Registration fees drawn										
			From	To											
	1														
2															

\* Economy class airfare for International travel is in direct route (by Air India).

I do hereby state that I will submit bills for the settlement of the advance within 15 days from the date of Conference/ Seminar/Symposium/Workshop/ Data Collection Field visit etc.....

Date:

Signature of the Applicant

**Recommendation of-**

a) **The Supervisor: -**

- Recommended for consideration: the Conference / Seminar / Symposium / Workshop / Data Collection/Field visit etc.... mentioned above is relevant to the Research work /curriculum of the Scholar and participation will help him / her.
- Certified that the work/content reported in the paper is original to the best of my knowledge.
- Course work completed (in case of Research Scholar) Yes  No

Date : \_\_\_\_\_

Signature of the Supervisor : \_\_\_\_\_

b) **The Head of the School:-**

Forwarded and Recommended for Sanction

Date : \_\_\_\_\_

Signature of the Head of the School : \_\_\_\_\_

**Check List of Enclosures**

- |  |  |
|--|--|
| <input type="checkbox"/> Announcement  | <input type="checkbox"/> Particulars of TA/DA & Registration Fees  |
| <input type="checkbox"/> Acceptance letter of the paper  | <input type="checkbox"/> No objection from other co-authors for paper presentation only by the applicant   |
| <input type="checkbox"/> Manuscript of the paper   | <input type="checkbox"/> Permission letter from the concerned organization for field visit/data collection |
| <input type="checkbox"/> Estimation Chart with duly signed by the Student  | <input type="checkbox"/> Justification for field visit/data collection                                     |
| <input type="checkbox"/> Copy of at least one Published journal paper (in case of Research Scholar) if required as per regulations | <input type="checkbox"/> Report on the paper presentation by the student in the School                     |
| <input type="checkbox"/> Grade Card for UG/PG Student  |  |

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**Assistant Registrar (Academic Affairs)**

*N.B. The Students can go ahead for participation in the Conference / Seminar / Symposium / Workshop / Data Collection/Field visit etc.... only after the office order is issued.*



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर  
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

शैक्षणिक अनुभाग/Academic Section

APPLICATION FORM FOR PERMISSION TO RESEARCH SCHOLARS/STUDENTS TO ATTEND SEMINAR  
CONFERENCE/SYMPOSIUM/ WORKSHOP/SHORT TERM COURSE/DATA COLLECTION/FIELD WORK etc...(within Odisha)

1	Name of the Student								
2	Roll No. & Programme	Ph.D.	<input type="checkbox"/>	B.Tech	<input type="checkbox"/>	M.Tech	<input type="checkbox"/>	M.Sc.	<input type="checkbox"/>
3	Type (Institute/Sponsored)								
4	School /Deptt.								
5	Date of Joining								
6	CGPA								
7	Broad area of Research/Work of the applicant								
8	Contact No.								
9	Email Id								
10	Type of visit	Conference	<input type="checkbox"/>	Seminar	<input type="checkbox"/>	Symposium	<input type="checkbox"/>	Workshop	<input type="checkbox"/>
		Data Collection / Field Work	<input type="checkbox"/>	Any other _____ (Please specify)					
11	Nature of presentation	Oral	<input type="checkbox"/>	Poster	<input type="checkbox"/>	Other _____ (Please specify)			
12	Place of Visit								
13	Purpose of attending								
14	Duration of the Conference/Seminar etc...								
15	Name of the Conference								
16	If presenting a paper mention the title thereof								
17	Whether the paper has been accepted for oral/poster presentation (if yes, the acceptance letter is to be attached)								
18	To be held at (full address)								
19	Duration of the visit	From	<input type="text"/>	To	<input type="text"/>				
20	No. of days to attend (Total No. of days= visit period+ travel time)								
21	Total Expenses (Particulars and individual estimated cost is to be attached separately)								
22	Whether Registration Fee/ TA advance is required	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
23	Particulars of TA/DA & Registration Fees drawn during the current year (Calculated from the date of joining as a scholar) (Attach additional sheet, if necessary)								
	Places Visited	Type of Visit	Period		Total Amount of TA/DA Registration fees drawn				
			From	To					
	1								
2									

\* Both ways by AC-III Tier with reservation charges.

I do hereby state that I will submit bills for the settlement of the advance within 15 days from the date of Conference/ Seminar/Symposium/Workshop/ Data Collection Field visit etc.....

Date

Signature of the Applicant

**Recommendation of the Supervisor:-**

- Recommended for consideration: the Conference / Seminar / Symposium / Workshop / Data Collection/Field visit etc.... mentioned above is relevant to the Research work /curriculum of the Scholar and participation will help him / her.
- Certified that the work/content reported in the paper is original to the best of my knowledge.
- Course work completed (in case of Research Scholar) Yes  No

Date : \_\_\_\_\_

Signature of the Supervisor : \_\_\_\_\_

**Check List of Enclosures**

- |  |  |
|--|--|
| <input type="checkbox"/> Announcement  | <input type="checkbox"/> Particulars of TA/DA & Registration Fees  |
| <input type="checkbox"/> Acceptance letter of the paper  | <input type="checkbox"/> No objection from other co-authors for paper presentation only by the applicant   |
| <input type="checkbox"/> Manuscript of the paper   | <input type="checkbox"/> Permission letter from the concerned organization for field visit/data collection |
| <input type="checkbox"/> Estimation Chart with duly signed by the Student  | <input type="checkbox"/> Justification for field visit/data collection                                     |
| <input type="checkbox"/> Copy of at least one Published journal paper (in case of Research Scholar) if required as per regulations | <input type="checkbox"/> Report on the paper presentation by the student in the School                     |
| <input type="checkbox"/> Grade Card for UG/PG Student  |  |

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Approved/Not Approved

**Assistant Registrar (Academic Affairs)**

**Head of the School:**



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर  
**INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR**  
शैक्षणिक अनुभाग/Academic Section

दिनांक /Date:

विद्यापीठ / SCHOOL \_\_\_\_\_

**NO OBJECTION FROM THE CO-AUTHOR(S)**

This is to inform that Mr./Ms. \_\_\_\_\_ is going to present the paper (Poster/Oral)  
entitled \_\_\_\_\_

\_\_\_\_\_ in the \_\_\_\_\_

(name of the Conference) to be held at (Place) \_\_\_\_\_ on (date).

It is declared that no other co-author(s) will be presenting the same paper in the same conference.

**Full Signature of the 2nd Co-author**

**Full Signature of the 3rd Co-author (if any)**

**Signature of Head of the School**





**INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR**  
**Academic Section**

दिनांक /Date:

विद्यापीठ/SCHOOL \_\_\_\_\_

**प्रस्तुति की रिपोर्ट / PRESENTATION REPORT**

**Name of the Student:**

**Roll No.:**

**School:**

**Programme:**

**Title of the Paper:**

This is to certify that Ms./Mr. \_\_\_\_\_ has presented the paper in a seminar held in the School on \_\_\_\_\_. This paper has been selected for presentation in the Conference \_\_\_\_\_ (*name of the conference*) to be held during \_\_\_\_\_ (*date of the conference*) at \_\_\_\_\_ (*place of the conference*).

His/her participation in the conference is recommended for financial approval.

Signature of the DAC

Member

Member

Member

Supervisor

**Signature of Head of the School**

**Recommendations of the Doctoral Scrutiny Committee regarding composition of the Board of Examiners for adjudication upon the thesis for Ph.D. Degree.**

1. Name of the candidate : \_\_\_\_\_  
(In Block Letter)
2. Roll No. : \_\_\_\_\_
3. (a) Name of School /Discipline : \_\_\_\_\_  
(b) Designation / Status : \_\_\_\_\_
4. Date of Joining : \_\_\_\_\_
5. Date of Registration : \_\_\_\_\_
6. Subject of Research/  
Title of the Thesis : \_\_\_\_\_
7. Degree for which the thesis  
is to be submitted : \_\_\_\_\_
8. Name of the supervisor (s) : \_\_\_\_\_  
: \_\_\_\_\_

9. Panel of names for composition of the Board of Examiners (should be at the level of Professor) :
- (A) For adjudication of thesis
- (a) External Part I : Foreign**

(i) Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Specialisation : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
E-mail : \_\_\_\_\_  
Fax : \_\_\_\_\_  
Ph. No. \_\_\_\_\_

(ii) Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Specialisation : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
E-mail : \_\_\_\_\_  
Fax : \_\_\_\_\_  
Ph. No. \_\_\_\_\_

(iii) Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Specialisation : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
E-mail : \_\_\_\_\_  
Fax : \_\_\_\_\_  
Ph. No. \_\_\_\_\_

(iv) Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Specialisation : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
E-mail : \_\_\_\_\_  
Fax : \_\_\_\_\_  
Ph. No. \_\_\_\_\_

(v) Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Specialisation : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
E-mail : \_\_\_\_\_  
Fax : \_\_\_\_\_  
Ph. No. \_\_\_\_\_

**Part II : Indian**

(i) Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Specialisation : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-mail : \_\_\_\_\_

Fax : \_\_\_\_\_

Ph. No. \_\_\_\_\_

(ii) Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Specialisation : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-mail : \_\_\_\_\_

Fax : \_\_\_\_\_

Ph. No. \_\_\_\_\_

(iii) Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Specialisation : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-mail : \_\_\_\_\_

Fax : \_\_\_\_\_

Ph. No. \_\_\_\_\_

(iv) Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Specialisation : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-mail : \_\_\_\_\_

Fax : \_\_\_\_\_

Ph. No. \_\_\_\_\_

(v) Name : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Specialisation : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 E-mail : \_\_\_\_\_  
 Fax : \_\_\_\_\_  
 Ph. No. \_\_\_\_\_

(b) Internal 1. \_\_\_\_\_  
 \_\_\_\_\_

B. For conducting the Viva-Voce :

(i) External Member : any one of the following : (i) \_\_\_\_\_  
 (ii) \_\_\_\_\_

(ii) All members of the Doctoral Committee.

The Doctoral Advisory Committee certifies that the candidate named above duly appeared at the Synopsis seminar held today, the \_\_\_\_\_ 20\_\_\_\_ and his performance was found satisfactory.

The committee has also scrutinized the synopsis of the thesis and consider that the work is of the standard required. We recommend the composition of the Board of Examiners and viva-voce Board as given in A & B above.

**Name and Signature of the Members of the Doctoral Advisory Committee**

1. _____  (Name: _____)	4. _____  (Name: _____)
2. _____  (Name: _____)	5. _____  (Name: _____)
3. _____  (Name: _____)	6. _____  (Name: _____)

\_\_\_\_\_  
**Supervisor (s)**

\_\_\_\_\_  
**Head of the School - Chairman**



# INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

Certified that Research work of Shri/Ms. \_\_\_\_\_ a Ph.D. student in the School of \_\_\_\_\_ is almost completed and the candidate will be able to submit his/her thesis within the time limit of two months prescribed by the Ph.D. regulation.

\_\_\_\_\_  
**Signature of Supervisor(s)**

**Date :**

**Countersigned**

\_\_\_\_\_  
**Signature of Head of the School**



**INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR**  
**Academic Section**

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**Date Synopsis Seminar :** \_\_\_\_\_ **Date of Submission of Thesis:** \_\_\_\_\_

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Full Name of the Scholar \_\_\_\_\_ Roll No. \_\_\_\_\_ and category of the Scholar \_\_\_\_\_ registered candidate of the School/Department for the Ph.D. degree of the Institute has submitted today his/her thesis in FOUR/FIVE soft-bound copies (FOUR in case of one supervisor and FIVE copies in case of two supervisors) that are sent herewith for processing at your end..

The scholar was staying in the \_\_\_\_\_ Hall of Residence.

1. Clearance Certificate given by all concerned covering the period up to date.
2. Money receipt of the thesis examination fee.
3. A copy of the Certificate by the Supervisor(s)

\_\_\_\_\_  
**Signature of the Head of the School**

**To**  
**The Assistant Registrar (Academic)**  
**IIT Bhubaneswar**  
Enc: As Above

A copy of the Thesis Submission form received from the Head of the School with the thesis, as above is forwarded for information and necessary action at your end :

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1. Assistant Registrar (F/A)
2. Concerned Scholar
3. Hostel Warden
4. Dean (R&D)
5. Personal file for record
6. Guard file

***NB. : On submission of the thesis the scholar ceases to be eligible for scholarship and for retaining accommodation in the Hall of Residence beyond the above mentioned date.***



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2. A signed copyright transfer form.
3. A CD with the abbreviated thesis title and copyright notice pasted on it containing the PDF files of the soft copies of the full text and an abstract of the thesis (not exceeding 350 words).

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**Name :**

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**Signature of the Student**





भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर  
**INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR**  
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***NB:- 1 Original Copy of the document should be submitted in the Academic Section.***



## INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

### Ph. D. Programme: Timeline

Sl. No.	Event	Action	Time
1	Selection to PhD program	School	At least one month before the date of joining
2	Issue of offer letter	AR (Academic)	At least 15 days before date of joining
3	Joining	AR (Academic)	Date of Joining as per academic calendar
4	Appointment of Supervisor [Not more than two Institute scholars could be allotted to any faculty member at any given time]	Head of School	Within three days of joining
5	Formation of DAC	Head of School	Within one week of joining
6	Approval of DAC	Dean (AA), Chairman, Senate	Within one week from the file is received from School
7	Issue of DAC Memo	AR (Academic)	Within one week of joining
8	Allotment of Courses	DAC	Within one month of joining
9	Enrolment	Head of School	Within one month of joining
10	Approval of course allotment	Dean (AA), Chairman	Within one month of joining
11	Issue of Enrolment Memo	AR (Academic)	Within one month of joining
12	Course Work [The supervisor may advise the candidate to attend classes even before enrolment]		Normally within one year of enrolment
13	Q-Examination		After the completion of the Course work
13	Submission of Annual Progress Report	Supervisor, HoS, Dean (AA)	After one year of joining
14	Registration Seminar [After submission of application form for registration by the candidate]	DAC	within one year of enrolment or within one year of completion of the course work
15	Approval of registration for Ph.D. program	DAC, RPEC, Senate	Regular Senate meeting
16	Review of progress for enhancement of fellowship	HoS, DAC	After two years of joining
17	Pre submission seminar / Submission and approval of synopsis	HoS, DAC	Before two months of submission of thesis
18	Recommendation of panel of experts to the Senate	DAC	Before two months of submission of thesis
19	Approval of Examiners	Chairman, Senate	Before two months of submission of thesis
20	Sending of synopsis to external examiners	AR (Academic)	Within ten days from the date of approval of examiners
21	Sending of thesis to external examiners	AR (Academic)	Within one month from the date of submission of thesis
22	Receipt of thesis evaluation report	Dean (AA)	Normally within three months from the date of approval of examiners
23	Defense Seminar / Viva-voce	DAC , External Examiner (Indian)	Within one month from date of receipt of external examiner report.
24	Recommendation for award of Ph.D. degree	DAC	Within one month from date of receipt of external examiner report.
25	Approval of award of Ph.D. degree	Chairman Senate and Dean, Academics	Regular Senate/BOG meeting
26	Award of Ph.D. degree	Dean, Academics	Annual Convocation

