

# Ordinances

## For

# Doctoral Programmes



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर  
हमीरपुर-177005 (हिमाचल प्रदेश), भारत  
**National Institute of Technology Hamirpur**  
**Hamirpur-177005 (Himachal Pradesh), India**  
<http://www.nith.ac.in>

# **Ordinances For Doctoral Programmes**

Adopted in the 28<sup>th</sup> SENATE Meeting Held on 19.07.2019  
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## **Preface**

The Doctoral Programmes of NIT Hamirpur are governed by these Ordinances. The provisions contained in these Ordinances govern the policies and procedures of the admission of Research Scholars, registration for courses, imparting instructions of courses, conducting examinations, evaluation and award of degree based upon performance of Research Scholars.

These Ordinances shall supersede all the earlier set of rules & regulations of the Institute, with all the amendments thereto, and shall be binding on all the doctoral Research Scholars.

The cases of the Research Scholars admitted in earlier years, shall be dealt appropriately and carefully, so as to ensure that they are not subjected to any unfair situation whatsoever, although they are required to conform to these Ordinances.

It shall be ensured that all the policies and procedures given in these Ordinances are adhered to and implemented without any change and with all fairness. While handling an issue, if there is no specific provision, the same shall be dealt suitably.

It is in the interest of the doctoral Research Scholars that he/she should be fully familiar with the academic system of the Institute and provisions contained in these Ordinances. Attention should be paid to the schedule, structure of course work, thesis work, the assessment procedures and the rules governing conduct & assessment of these activities throughout the Doctoral Programme.

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## **1. DOCTORAL PROGRAMMES AND OBJECTIVES**

The Institute offers the Doctoral Programme (PhD) in various Departments and Centres as listed in **Annexure-DG-01** or any other Department/Centre as approved by Board of Governors (BOG) on the recommendation of SENATE or as per the directions of MHRD issued from time to time. The number of seats in each Department/Centre shall also be decided by the BOG on recommendation of SENATE or as per the directions of MHRD issued from time to time. Hereafter, Departments and Centres shall be referred to as Department.

The objectives of the Doctoral Programmes at the National Institute of Technology Hamirpur are as follows:

- To cultivate high standards of performance in teaching and research
- To develop the scientific, engineering and managerial manpower of the highest quality to cater to the needs of the industry, R&D organizations and academia
- To provide opportunity to Research Scholars to do research in cutting edge areas
- To be a role model and leader of educational institutions in the country
- To provide a broad grasp of the fundamental principles of the scientific, technological and managerial methods through its curriculum
- To provide a deep understanding of the specific areas of specialization
- To provide an innovative ability to solve new and open problems
- To provide a capacity to learn continually and interact with multi-disciplinary groups
- To develop the Research Scholars with a capability for free and objective enquiry, courage and integrity, awareness and sensitivity to the needs and aspirations of society and doing independent research in their chosen areas

With above objectives in mind, the Doctoral Programmes are designed to include components like course work, seminars and thesis through which a Research Scholar can develop his/her concepts and intellectual skills.

The procedures and requirements stated in these Ordinances embody the philosophy of ensuring highest standards of research performance at the Institute. Within this general framework, the various Departments/Centres may impose such additional requirements as will serve their particular academic goals with the approval of SENATE. It shall be ensured that all the ordinances listed in this document are adhered to and implemented without any change and with all fairness. While considering an issue, if the Doctoral Ordinances does not specifically cover something, the same shall be forwarded by Departmental Doctoral Programme Committee (DDPC) to Chairman, Senate through Senate Doctoral Programme Committee (SDPC) for consideration and further decision. The decision of the Chairman, Senate with regard to rulings related to Doctoral Ordinances shall be final.

## **2. ACADEMIC BODIES FOR DOCTORAL PROGRAMME**

The Institute shall have different academic bodies so as to plan and handle the academic matters pertaining to Doctoral Degree Programmes.

### **2.1 Office of the Dean(Academic)**

The office of the Dean(Academic), called the Academic Section, is responsible for the implementation of the decisions taken on academic matters by the SENATE and other Academic bodies. Its functions are as follows:

1. Receives, processes and maintains all records relating to Bachelor, Master and Doctoral Programmes including curricula, courses offered, academic calendar, registration, leave, examinations, grades and award of degrees and prizes
2. Disseminates information pertaining to all relevant academic matters
3. Issues necessary Memoranda/Orders related to Academics
4. Acts as a channel of communication between the Research Scholars, Departments/Centres and other Academic bodies of the Institute

Academic Section also assists the Academic bodies and its subcommittees in their functioning. Dean(Academic) is the main functionary who ensures the smooth functioning of the Academic Programmes as approved by the SENATE, executes the policies and decisions of the SENATE and other Academic bodies, and ensures that all records and files are maintained. The Doctoral Programme Section of the Academic Section shall assist the SDPC in its functioning and updates/maintains the records related to Doctoral Programme.

## 2.2 Standing Committee of Senate (SCOS)

A Standing Committee of Senate (SCOS) shall assist the Chairman, Senate in academic matters within the purview of SENATE which are urgent in the interest of the Institute from time to time. The composition of the SCOS shall be as under:

1.	Dean(Academic)	Chairperson
2.	Dean (Student Welfare)	Member
3.	Chairperson, Senate Bachelor Programme Committee (SBPC)	Member
4.	Chairperson, Senate Master Programme Committee (SMPC)	Member
5.	Chairperson, Senate Doctoral Programme Committee (SDPC)	Member
6.	Registrar	Secretary

The Chairman, Senate shall mark the academic matters of urgent nature to the Chairperson/Secretary of the above Committee for discussion and the recommendations of above Committee shall be put up to the Chairman, Senate for consideration and approval. The approved matter will be implemented and further ratified in the next SENATE meeting.

## 2.3 Senate Doctoral Programme Committee (SDPC)

The Senate Doctoral Programme Committee (SDPC) shall assist the SENATE in all academic matters related to the Doctoral Programmes which operates through the Departmental Doctoral Programme Committees (DDPCs).

### 2.3.1 Constitution of SDPC

The SDPC shall have the following composition:

1.	Faculty member nominated by the Chairman, Senate	Chairperson
2.	Convener, DDPC from all Academic Departments	Members
3.	Immediate former Chairperson, SDPC, if not already a member	Member
4.	Chairperson, SMPC, if not already a member	Member
5.	Faculty nominated by Chairman, Senate	Member
6.	Faculty nominated by Chairman, Senate	Member Secretary
7.& 8.	Two Full Time Doctoral Research Scholars of SRF level (preferably one male and one female), one from Engineering Departments and one from Non-engineering Departments to be nominated by the Dean(Academic)	Members

The tenure of committee and the Chairperson, SDPC shall normally be of two years.



### 2.3.2 Functions and Jurisdiction of SDPC

The functions of the SDPC consist primarily of general policy determination, coordination and review, but the SENATE shall retain the power of final decision. In the discharge of its responsibilities, the Committee shall make full use of the appraisals and recommendations of the various academic Departments/Centres concerned while recommending a case to the SENATE. This Committee shall be assisted by the DDPCs of various Departments/Centres.

The SDPC shall have jurisdiction in the following matters concerning the Doctoral Degree Programmes of the Institute:

- (i) Recommending for new course(s) of instruction
- (ii) Recommending for desirable modification of courses already approved
- (iii) Recommending for modifying credit value of courses
- (iv) Recommending for modification of eligibility criteria for admission
- (v) Recommending rules for presentation and disposal of thesis
- (vi) Coordinating conduct of oral and written examinations
- (vii) Periodic evaluation of academic performance of programmes
- (viii) Periodic evaluation of research conducted
- (ix) Recommending the cases of PhD Research Scholars for continuation/extension/termination/cancellation of Doctoral Programme
- (x) Recommending for grant of degrees
- (xi) Other related matters as may be referred to it by the SENATE

### 2.4 Departmental Doctoral Programme Committee (DDPC)

Each academic Department/Centre shall have a Departmental Doctoral Programme Committee (DDPC) for dealing the academic matters of Doctoral Degree Programme of the Department/Centre.

#### 2.4.1 Constitution of DDPC

The DDPC shall have the following composition:

1.	Chairperson, DDPC	Head of the Department/Centre (HoD/HoC) (ex-officio Chairperson)
2.	Convener, DDPC	To be nominated by HoD/HoC
3.	Convener, DMPC	Member (ex-officio)
4.	<b>*Additional Members</b>	
	i. One Professor, if available (otherwise Associate/Assistant Professor)	Member
	ii. One Associate Professor, if available (otherwise Assistant Professor)	Member
	iii. One Assistant Professor	Member
	iv. One Professor/Associate Professor from other Department/Centre (Nominated by the HoD/HoC)	Member
5.& 6.	Two Full-Time Doctoral Research Scholars of SRF level preferably, one male and one female (Nominated by the HoD/HoC)	Members

*\*In case there are not sufficient faculty members in a particular Department/Centre, Chairman, Senate may nominate adjunct faculty from other Departments/Centres of the Institute.*

The DDPC shall be proposed by the HoD/HoC in consultation with the Department Faculty Board (DFB) and shall be approved by the Chairperson, SDPC. The term of the Committee shall be two years, preferably, starting from the month of July. The Research Scholars members shall not participate when the cases of academic evaluation of the concerned

Research Scholars are being considered, although the Research Scholars' opinion might be sought prior to taking any decision.

### **2.4.2 Responsibilities of DDPC**

The DDPC is responsible for the following:

- (i) Counselling the PhD Scholars for selection of supervisors as per the policy made by the Institute/Department
- (ii) Coordinating the admission related matters in the Doctoral Programme at Department/Centre level
- (iii) Monitoring the quality of instruction and research of PhD Scholars
- (iv) Attending matters related to PhD Scholars and advising in all academic matters
- (v) Recommending for release/continuation of fellowship on monthly basis, based on attendance and weekly work load of PhD Research Scholars
- (vi) Recommending the cases of PhD Research Scholars for continuation/extension/termination/cancellation of Doctoral Programme
- (vii) Acting as Student Grievance Committee for Doctoral Research Scholars
- (viii) Any other work assigned to it by the SENATE

The Chairperson, DDPC is expected to hold the committee meetings regularly and to keep record of its decisions. DDPC shall meet at least two times in an academic semester.

## **3. ACADEMIC SESSION AND ACADEMIC CALENDAR**

All the academic activities and other important co-curricular and extra-curricular events of the institute shall follow a structured time line as per Academic Session and Academic Calendar.

### **3.1 Academic Session**

The academic session of the Institute is divided into two semesters each of approximately eighteen weeks duration. The semester timeline is defined in the Academic Calendar and is broadly the following:

**Semester I (Odd Semester):** July to December

**Semester II (Even Semester):** January to June

For all Research Scholars who are doing course work, each regular semester (odd and even) shall be for fourteen weeks for academic instructions. Generally, the last two weeks of each semester shall be earmarked for the End Semester Examination (ESE) and one week during the semester for Mid-Semester Examination (MSE).

### **3.2 Academic Calendar**

The exact dates of all the important events, such as orientation, registration, late registration, commencement and end of the classes, examinations, submission of documents, submissions of grades, vacation, mid-semester break, etc., during the Academic Session shall be specified in the Academic Calendar of the Institute. The SENATE shall approve the Academic Calendar prior to start of every Academic Session.

## **4. ADMISSION IN DOCTORAL PROGRAMME**

The admissions to the PhD programme may be made in either or both of the two regular semesters as per decision of SENATE from time to time. Admission shall normally be made in May-June for the Odd Semester and in November-December for the Even Semester. The Dean(Academic) issues notification for the admission after approval of Chairman, Senate. The requirements of PhD scholars in a particular Department for a particular academic year are to be conveyed by the concerned HoD/HoC in consultation with DDPC to the Dean(Academic) before the start of admission process of every academic year based on the policy of the Institute/Department.

#### 4.1 Doctoral Student Selection Committee (DSSC) of Department/Centre

For each academic Department/Centre of the Institute, there is a Doctoral Student Selection Committee (DSSC) at Department/Centre level that shall handle the admission process of Doctoral students at the Department/Centre level.

The DSSC of the Department/Centre shall have the following constitution:

1.	Head of Department/Centre	Chairperson (Ex-officio)
2.	Convener, DDPC	Member Secretary
3.	Three Faculty Members from the concerned Department/Centre, preferably covering major specializations of the Department/Centre	Members
4.	One Faculty member from Other Department/Centre (to be nominated by Chairman, Senate)	Member

The DSSC shall be proposed by the HoD/HoC and approved by the Chairman, Senate in consultation with Dean(Academic). Chairman, Senate may add or delete name of members from concerned Department/Centre. Utmost care should be taken to ensure that the faculty members nominated for consecutive years should not be repeated, preferably, provided option is available in the Department/Centre. If a particular Department/Centre doesn't have the requisite number of faculty as per the constitution of DSSC, then the concerned Head may request Chairman, Senate through Dean(Academic) for nomination of suitable faculty from outside the Department/Centre. Once approved, the term of the DSSC shall be for one calendar year.

#### 4.2 Categories of Doctoral Programme Students

The Doctoral students of the Institute shall be categorized into the following categories depending upon the admission process/fellowship source, etc.

##### 4.2.1 Full Time Research Scholars

###### i. Fellowship Research Scholars (Category Code: FT01)

These scholars shall be eligible for financial assistance in the form of fellowship at the approved rates and guidelines as notified by MHRD/other ministries of Government of India from time to time. The fellowship shall be awarded to the Research Scholars of this category on a Semester-to-Semester basis on the recommendation of Student Research Committee (SRC) through Convener, DDPC and HoD/HoC. The renewal of the fellowship shall be dependent on the satisfactory academic performance of the scholar.

###### ii. Self-financed Research Scholars (Category Code: FT02)

These scholars shall receive fellowship from other agencies such as UGC, CSIR, DST, etc. or Self-financed, at their own level.

###### iii. Sponsored Research Scholars (Category Code: FT03)

These scholars shall be sponsored by Government/Semi-Government Organizations/Institutions and they are further classified into two categories:

- (a) The Research Scholars who will receive financial support from AICTE under QIP scheme OR from Government/Semi-Government Institutions, Government/Semi-Government Organizations, under study leave. Such a candidate must be sponsored by the current employer and must have been in employment with the sponsoring Institutions/Organization for at least two years at the time of admission. Candidates in service are to be released on

study leave or extraordinary leave from the Institution/Organization for Full-Time research work at NIT Hamirpur and must furnish a sponsorship along with No-Objection Certificate (NOC) from the current employer.

- (b) The Research Scholars who will receive financial support from foreign country through their Government or awarded fellowship by the Government of India, under Indian Council for Cultural Relations (ICCR) or other such agencies/organizations for Doctoral programme. Such Research Scholars shall require approval from the Ministry of External Affairs and NOC from the MHRD, and Government of India or are admitted under a MoU with such agencies.

The admission process of sponsored Doctoral Research Scholars of above two categories would be as per the guidelines issued by the related coordinating agencies.

#### **4.2.2 Part-Time Research Scholars**

##### **i. Institute Research Scholars (Category Code: PT01)**

This category refers to PhD Research Scholars who are regular employees of the Institute or who are working on various sponsored projects undertaken by the Institute. They are expected to work for their PhD programme after fulfilling their normal duties.

##### **ii. Sponsored Research Scholars (Category Code: PT02)**

This category comprises of PhD Research Scholars who are working professionals and are sponsored by their respective organizations. While working at their respective organizations, they can pursue the PhD work as a Research Scholar of the Institute. Such PhD Research Scholars, after completion of residential requirement (completion of course work and minimum stay of one year in the Institute campus), may be allowed to join his/her parent organization, where he/she will be doing the research work while serving the parent organization and would be allowed to continue as Part Time Research Scholar.

##### **iii. Non-Degree Research Scholars (Category Code: PT03)**

A Non-Degree PhD Research Scholar is one who has registered for a Degree in any other recognized Institute or University in India or abroad, and is officially sponsored by that Institute or University to complete part of his/her academic requirements at NIT Hamirpur. For this purpose, the Non-Degree Research Scholar may carry out research/course work and use other academic facilities at NIT Hamirpur. Following guidelines shall be followed for all such cases:

1. The strength of Non-Degree Research Scholars in any Programme shall not be more than 5% of the Programme strength.
2. Such PhD Research Scholars shall be required to deposit the fee as per the MoU with the Institute. For Infrastructure and experimental work, the Institute shall decide the same. Further, NIT Hamirpur may assign a mentor faculty/co-supervisor to such Research Scholars if a Non-Degree Research Scholar is required to stay for a period more than three months. However, such candidates may be required to make their own stay arrangement while completing the academic requirements at NIT Hamirpur.
3. Research Scholars so admitted shall be governed by all Rules and Regulations of the Institute during their period of stay.

### **4.3 Eligibility for Admission to Doctoral Programmes**

Admission to Doctoral Programmes at NIT Hamirpur in various Departments shall be made in accordance with the educational qualifications mentioned as follows:

#### **4.3.1 PhD in Engineering Departments**

The applicant must have passed Bachelor Degree and Master Degree in Engineering/Technology in the appropriate discipline. Open/EWS/OBC-NCL candidates must have secured minimum CGPI of 6.5 on a 10-point scale (or equivalent) or 60% marks in Master Degree. Whereas, in case of SC/ST candidates, a minimum CGPI of 6.0 on a 10-point scale (or equivalent) or 55% marks in Master Degree shall be applicable.

OR

The applicant must have passed Bachelor Degree in Engineering/Technology in the appropriate discipline with minimum CGPI of 8.5 on a 10-point scale (or equivalent) or 80% marks in case of Open/EWS/OBC-NCL category. Whereas, in case of SC/ST candidates, a minimum CGPI of 8.0 on a 10-point scale (or equivalent) or 75% marks in Bachelor Degree will be applicable.

The eligibility subject criteria for Ph.D programme in Environmental Engineering is as under:

“The applicant must have passed Bachelor degree in Engineering/ Technology in the appropriate discipline” (other existing conditions remaining same as mentioned in this Clause above).

OR

“The applicant must have passed Master degree (M.E./M.Tech./M.Arch.) in Civil/Chemical/Environmental Engineering/ Agriculture/Atmospheric Science/Biotechnology/Mining/Geotechnology/Water Resource Engineering/Environmental Science & Engineering/Environmental Engineering and Management/Energy and Environmental Engineering/Architecture”.

#### **4.3.2 PhD in Science Departments**

The candidate must have passed Master Degree in Mathematics/Physics/Chemistry or equivalent with minimum CGPI of 6.5 on a 10-point scale (or equivalent) or 60% marks in case of Open/EWS/OBC-NCL category. Whereas, in case of SC/ST candidates, minimum CGPI of 6.0 on a 10-point scale (or equivalent) or 55% marks in Master Degree will be applicable.

#### **4.3.3 PhD in Department of Humanities and Social Sciences**

The candidate must have passed Master Degree in Humanities/Social Science (English/ Economics/ Sociology/ Psychology/ Behavioural and Social Sciences) with minimum CGPI of 6.5 on a 10-point scale (or equivalent) or 60% marks in case of Open/EWS/OBC-NCL category. Whereas, in case of SC/ST candidates, minimum CGPI of 6.0 on a 10-point scale (or equivalent) or 55% marks in Master Degree will be applicable.

#### **4.3.4 PhD in Department of Management Studies**

The candidate must have passed Master Degree in Management i.e. MBA with minimum CGPI of 6.5 on a 10-point scale (or equivalent) or 60% marks in case of Open/EWS/OBC-NCL category. Whereas, in case of SC/ST candidates, minimum CGPI of 6.0 on a 10-point scale (or equivalent) or 55% marks in Master Degree in Management will be applicable.

OR

Qualified Professionals/Executives with Bachelor Degree in Engineering/Technology and working with corporate houses, and having five years professional experience may be considered. Such candidates must have minimum CGPI of 8.0 on a

10-point scale (or equivalent) or 75% marks in Bachelor Degree in case of Open/EWS/OBC-NCL category. Whereas, in case of SC/ST candidates, minimum CGPI of 7.5 on a 10-point scale (or equivalent) or 70% marks in Bachelor Degree will be applicable.

#### **4.3.5 PhD in Department of Architecture**

The candidate must have passed both Bachelor Degree in Architecture/Planning and Master Degree in Architecture or equivalent degree in appropriate branch of Architecture/Planning. Open/EWS/OBC-NCL candidates must have secured minimum CGPI of 6.5 on a 10-point scale (or equivalent) or 60% marks in Master Degree. Whereas, in case of SC/ST candidates, a minimum CGPI of 6.0 on a 10-point scale (or equivalent) or 55% marks in Master Degree shall be applicable.

OR

The applicant must have passed Bachelor Degree in Architecture/Planning discipline with minimum CGPI of 8.5 on a 10-point scale (or equivalent) or 80% marks in case of Open/EWS/OBC-NCL category. Whereas, in case of SC/ST candidates, a minimum CGPI of 8.0 on a 10-point scale (or equivalent) or 75% marks in Bachelor Degree will be applicable.

#### **4.4 Additional Admission Requirements for Sponsored Candidates (Category: FT03 (a) & PT02)**

A candidate who fulfills the eligibility criteria mentioned in Clause (4.3) and is sponsored by his/her employer may be considered for admission provided he/she fulfills the following conditions:

1. The sponsored candidate must attach the relevant sponsorship certificate on letterhead of the institution/organization/industry along with the application.
2. The sponsoring organization must be a reputed medium or large scale Government organization/private industry or any AICTE recognized technical Institution.
3. The sponsored candidate must have been in regular service of the sponsoring organization for at least two years. The sponsoring organization must specifically undertake to relieve him/her to pursue the PhD programme as per the admission category requirement. Such candidates are required to submit No Objection Certificate (NOC) from their Employer/Organization.

***In addition to the above requirements mentioned in Clause (4.3) and (4.4), the applicant (except under category FT03) must have qualified the National Level Tests: UGC-NET/UGC-CSIR NET or GATE examination.***

#### **4.5 Admission Procedure for Doctoral Programme**

The admission process of Doctoral Programme shall be carried out as per the following procedure:

1. The Dean(Academic) will issue the Admission Notice with the approval of Chairman, Senate when admissions are planned as per decision of SENATE.
2. For preparing the admission brochure and to decide different issues related to admission, an admission committee shall be constituted by Chairman, Senate under the Chairmanship of Dean(Academic) to work out the details related to eligibility criteria, seat matrix, application mode and procedure, schedule of admission, etc.
3. The mode of submission of application shall be made clear in admission brochure issued by the Dean(Academic). The Institute may opt for inviting applications through online/offline mode. The duly completed application along with enclosures must reach the office of Dean(Academic) by the specified deadline.
4. The applications shall be scrutinized by the DSSC of concerned Department. To shortlist the candidates to a manageable number, the Department/Centre may adopt separate criteria based on good academic record, reputation of the institute from where UG/PG degrees are obtained or any other criterion decided by Department/Centre. The Institute may also conduct written Examination for sorting of eligible candidates centrally (if required).



5. The Department-wise/Centre-wise list of shortlisted candidates found eligible for presentation and interview shall be displayed on Institute website by Dean(Academic) as per schedule mentioned in the Admission Notice.
6. The final recommendations of the candidates for admission shall be made by DSSC of Department/Centre based on academic credentials of the candidate and his/her performance in presentation and interview. The Chairperson, DSSC, shall send the list of recommended candidates for approval of Director through an Institute level committee constituted for this purpose. The Institute level committee shall consist of Dean(Academic) as Chairperson, Two faculty members nominated by the Director, Registrar as member-secretary and Chairperson, SDPC as member. This committee will check the overall procedure and research policy followed by Department.
7. After approval of the Director, the HoD/HoC shall issue admission letters to the selected candidates, who shall be required to accept the offer of admission by depositing prescribed fee by the specified deadline as per admission brochure.
8. In case, a candidate does not pay the prescribed fee by the specified deadline, the offer of admission shall stand withdrawn.

#### **4.6 Doctoral Admissions under DASA/Study in India Scheme**

Admissions of foreign nationals and Indian students studying abroad shall be made to various Doctoral programmes under Direct Admission of Students Abroad (DASA) scheme of MHRD. The admission process for such research scholars shall be as per the guidelines/directions of MHRD.

#### **4.7 Reservation Policy in Doctoral Programme Admissions**

Reservation policy as prescribed by Government of India/MHRD from time to time shall be applicable.

#### **4.8 Withdrawal of Admission**

Any Research Scholar admitted to the Doctoral programme offered by the Institute may apply for withdrawal of his/her admission at any time during the academic year, in accordance with the following procedure:

1. Application for withdrawal must be submitted in the prescribed format (**Annexure: DPP-25**) duly signed by the Research Scholar and his/her parent/guardian.
2. The application must be routed through the concerned Department/Centre.
3. Refund of fee to such Research Scholars shall be made as per Institute refund policy on receipt of duly completed No Dues form.

#### **4.9 Cancellation of Admission**

All Research Scholars admitted to any of the Doctoral programmes shall submit copies of their mark-sheets, transfer/migration certificate, etc. of the qualifying examination and other documents by the last specified date for this purpose in Admission Information Brochure/Academic Calendar. Chairman, Senate on recommendation of Dean(Academic) may cancel the admission of any Research Scholar who fails to submit the prescribed documents by the specified date or to meet other stipulated requirement(s). The Chairman, Senate may also cancel the admission at any later stage, if it is found that the Research Scholar had supplied some false information or suppressed relevant information while seeking admission.

### **5. REGISTRATION IN DOCTORAL PROGRAMME**

A Research Scholar is mandatorily required to register in every semester in person as per schedule mentioned in the Academic Calendar for the courses that he/she intends to pursue in that semester after depositing the requisite fee. The

registration will be coordinated at the Department/Centre level under the supervision of the Head of the respective Department/Centre.

### **5.1 Registration Procedure**

1. The registration process involves payment of fees and clearance of outstanding dues (if any), signing of the Registration Roll in person, and submitting a duly filled/completed Registration Card (**Annexure: DPP-01**). This process may be partially/completely online.
2. All the Research Scholars, including those who are on authorized leave, shall continue to register in the following semesters till they complete their programme.
3. The Research Scholars admitted to the Institution in their first year in any programme are required to submit certificates/documents of having passed the qualifying examination and other documents by the last date given in the Admission Information Brochure to get their registration regularized.

***The sole responsibility for Registration shall rest with the concerned Research Scholar.***

The Doctoral Research Scholar, who has submitted his/her thesis and is waiting for the Oral Examination of the thesis, will register within the scheduled dates for zero credits without any fee only once (in the next semester i.e. following the semester of his/her PhD thesis submission).

If maternity leave (granted before the date of registration) extends beyond the last date of late registration but expires before the end of seven weeks from the specified date of registration (without late fee) in the given semester, the Research Scholar will be allowed to register only for thesis credits. The number of credits that a Research Scholar shall be allowed to register shall be worked out on a pro-rata basis by DDPC.

### **5.2 Late Registration**

If for any compelling reasons beyond the control of an individual, a Research Scholar is unable to register on the day of registration, he/she will be allowed to register till the last date of registration specified in the Academic Calendar which is generally about one week from the date of registration (**Annexure: DPP-02**). Any Research Scholar registering late shall have to pay Late Fee as decided by the SENATE from time to time. However, in genuine cases supported by the authenticated documents, the late fee can be waived off by the Dean(Academic) on the recommendation of concerned HoD/HoC on case to case basis.

Only in very exceptional cases, a Research Scholar may be allowed to register after Last Date of Late Registration with the permission of Chairman, Senate on the recommendation of concerned HoD/HoC and Dean(Academic) on case to case basis.

However, the maximum period of late registration cannot exceed three weeks after initial date of registration (i.e. date without Late Fee) specified in the Academic Calendar. In this case, it will be the sole responsibility of the Research Scholar to maintain requisite level of attendance requirement and his/her attendance shall be counted from the Last Date of Late Registration (i.e. date with Late Fee) mentioned in the Academic Calendar.

### **5.3 Changing Registration of Opted Course(s)**

A PhD Research Scholar shall register for course work as recommended by the concerned supervisor. Changing registration of any opted course after registration is permitted only if the Research Scholar's request is endorsed by both the course coordinators (old as well as new) and is also endorsed by the Registration Coordinator/Convener, DDPC (**Annexure: DPP-03**). The last date for changing of course will be the last date of late registration as specified in the Academic Calendar and no change will be allowed after this date.



#### **5.4 Cancellation of Registration**

Registration of a Doctoral Research Scholar may be cancelled if he/she fails to fulfill the requirements of registration as per laid down criteria. Such request shall be duly forwarded by DDPC, SDPC and Dean(Academic) to Chairman, Senate for approval of the same. Thereafter, the notice of cancellation of registration shall be issued by the Dean(Academic).

#### **5.5 Change of PhD Programme Status**

A Research Scholar admitted to the Doctoral programme may request for change of the status of registration, if needed. Provision of conversion from Full Time to Part Time and vice-versa can be availed only once by the Research Scholar during his/her PhD programme by moving such request on a prescribed format (**Annexure: DPP-06**). However, such requests will be entertained only if due process is followed as stated in following:

##### **5.5.1 From Part Time (PT) to Full Time (FT)**

A Research Scholar admitted to the PhD Programme as Part Time Research Scholar may be advised by the DDPC on recommendation of supervisor(s)/SRC to convert his/her status to Full Time programme without scholarship if there is not sufficient progress in his/her thesis work as adjudged by the supervisor(s)/SRC. Such recommendations can be entertained only after delivery of State-of-the-Art Seminar requirement of PhD programme. However, all such changes have to be incorporated at the time of normal registration date. For the purpose of determining the maximum period of PhD thesis submission, the candidate shall be counted as Part-Time Research Scholar as per his/her original admission.

##### **5.5.2 From Full Time (FT) to Part Time (PT)**

A Research Scholar admitted to a Full Time PhD programme may be permitted to change his/her registration to Part time PhD programme by Chairman, Senate. However, such request of a Research Scholar should be endorsed by the supervisor(s) and recommended by the DDPC. A Research Scholar requesting such a conversion will be governed by following clauses:

1. He/she should have completed the residential requirement, successfully passed the comprehensive examination and delivered the State-of-the-Art Seminar.
2. He/she should produce a No-Objection Certificate (NOC) from the Head of the institution/organisation, which he/she proposes to join or the organization which has sponsored him/her for the programme.
3. He/she should provide detailed information about the research facilities available at the proposed organization and a certificate from the employer that these would be available to him/her for carrying out the research.
4. Such conversion, if approved by the Chairman, Senate, shall be subject to the conditions that Research Scholar must submit his/her thesis within the stipulated period as applicable in Full Time programme.
5. All such Research Scholars shall be governed by the prevailing Doctoral Ordinances, throughout the remaining period of programme.

### **6. COURSES OF STUDY FOR DOCTORAL PROGRAMME**

A PhD Research Scholar is required to pass successfully the prescribed courses of Master Programme level and achieve minimum level of CGPI for continuing in the PhD Programme. The Research Scholar shall opt only Master level courses which are relevant to his/her area of research, in consultation with his/her Supervisor. For registration purpose, course codes of opted master level courses shall be followed, whereas for doctoral thesis, course code as AB-900 shall be followed, where 'AB' represents the concerned Department/Centre code. The evaluation pattern of the course(s) shall be on

similar lines as for a regular Master level course (i.e. having the components Mid Semester Examination, End Semester Examination, class test, quiz, assignments, etc.).

### **6.1 Semester-wise Courses of Study for Doctoral Programme**

All the PhD Research Scholars with Master Degree qualification shall be registered in every semester for maximum 16 credits. The DDPC on the recommendation of Supervisor may allow registration for lesser number of credits (minimum 8 credits) in a Semester. A PhD Research Scholar with Bachelor Degree qualification shall register for 16 credits of course work in each of first two semesters. The Following distribution of credits along with time-line for different courses of study shall be followed as given in the table:

<b>PhD Programme Semester</b>	<b>Courses of Study</b>	<b>Maximum Credits</b>
I Semester	Course Work/Thesis Work	16
II Semester	Course Work/Comprehensive/State-of-the-Art Seminar/Thesis Work	16
III Semester	Comprehensive/State-of-the-Art Seminar/Thesis Work	16
IV Semester	Comprehensive/State-of-the-Art Seminar/Thesis Work	16
V Semester	State-of-the-Art Seminar/Thesis Work	16
VI Semester onwards	Thesis Work	16 each

### **6.2 Semester Load Requirements**

A semester load shall be equivalent to maximum of 16 credits or otherwise as per Clause (6.1). A Research Scholar shall also deliver seminar at the end of each Semester as per schedule mentioned in the Academic Calendar for showing the progress made towards thesis during that Semester except for the Semester(s) in which the Research Scholar has exclusively registered for course work. Convener, DDPC shall announce such a date in the beginning of each Semester. The progress shall be evaluated by Student Research Committee (SRC) constituted for each PhD Research Scholar while following due procedure.

## **7. EXAMINATIONS AND SEMINARS FOR DOCTORAL PROGRAMME**

### **7.1 Evaluation and Grading System for Course Work Examinations**

The evaluation of Research Scholars in a particular course shall be based on his/her performance in Continuous Semester Assessment (Tutorials, Assignments, Laboratory Work, Viva, etc.), Mid Semester Examination, and End Semester Examination. The complete transparency shall be maintained in evaluation system. The evaluation of answer sheets of Mid Semester Examination, quizzes and class tests, and home assignments shall be done within reasonable time and shown to the Research Scholars. The answer sheets of the End Semester Examination will also be shown to the Research Scholars after evaluation within reasonable time as per the Schedule of Academic Calendar.

For each course, there will be a course coordinator appointed by Head of respective Department/Centre. The course coordinator shall be responsible for setting the question paper, maintaining its secrecy, evaluating and awarding the grades.

#### **7.1.1 Evaluation of Theory/Practical/Studio Courses**

The weightages of various components for award of Grades in Theory/Practical/Studio Courses shall be as under:

#### A. Courses Having Lectures/Lectures and Tutorials

Sr. No.	Component	Weightage
1.	Continuous Semester Assessment (Based on performance in assignments/quizzes/tests/tutorials, etc.)	20%
2.	Mid Semester Examination	30% (1½ Hours)
3.	End Semester Examination	50% (03 Hours)

#### B. Courses Having Practicals

Sr. No.	Component	Weightage
1.	Continuous Semester Assessment (Based on quantity and quality of experiments/jobs, skills in handling equipment, performance in viva/tests, accuracy of outcomes/features, etc.)	60%
2.	End Semester Examination (Performance in practical/job/test/quiz/viva, etc.)	40%

#### C. Studio Courses Having Lectures and Drawings

Sr. No.	Component	Weightage
1.	Continuous Semester Assessment (Based on quantity and quality of experiments/jobs, skills in handling equipment, performance in viva/tests, accuracy of outcomes/features/design problems, etc.)	80%
2.	End Semester Examination (Performance in practical/job/test/quiz/viva, etc.)	20%

#### 7.1.2 Grading System for Course Work

The Institute follows absolute grading system. A Research Scholar shall be awarded a letter grade in each course he/she is registered for, indicating his/her overall performance in that course. There are eight letter grades: A, AB, B, BC, C, CD, D and F. The correspondence between letter grades, grade points (on a 10 point scale), percentage marks and academic performance is given below:

Letter Grade	A	AB	B	BC	C	CD	D	F
Grade Points	10	9	8	7	6	5	4	0
Marks (%)	≥80	<80 & ≥70	<70 & ≥60	<60 & ≥50	<50 & ≥45	<45 & ≥40	<40 & ≥30	<30
Academic Performance	Outstanding	Excellent	Very Good	Good	Average	Below Average	Marginal	Fail

The following are the general guidelines for the award of grades:

1. All evaluations of different components of a Course Work announced in the course plan shall be done in terms of marks for each Research Scholar.
2. The marks of various components shall be added to get total marks secured on a 100-point scale.
3. For any course, the above table will be used to award grades corresponding to the secured marks.
4. A Research Scholar, who does not appear in the End Semester Examination for any reason, shall be awarded F grade irrespective of his/her performance in the Internal Assessment.
5. Thesis Work shall be graded as satisfactory (S) or unsatisfactory (X) during Semester Progress Seminar presentation by the Research Scholar before SRC. The SRC shall assess the Research Scholar's progress towards the Thesis Work during the semester and will award the grade S for each set of 4 credits if the work is satisfactory and X for every unsatisfactory 4 credits. Thus, a Research Scholar registered for 16 credits of Thesis Work can get one of the five combinations i.e. SSSS, SSSX, SSXX, SXXX, XXXX.
6. If a Research Scholar is on leave for a part of the semester, the SRC may reduce his/her Thesis credits appropriately.

### 7.1.3 Grade Point Index (GPI)

The method of grading is an integral part of the course structure prescribed for Doctoral Programme. A Research Scholar shall be issued Grade Point Index (GPI) on the basis of his/her performance in opted courses of study. The GPI shall be computed at semester-wise as well as in a cumulative manner at the end of each semester.

The SGPI (Semester Grade Point Index) is an indicator of the overall academic performance of a Research Scholar in all the courses he/she has registered during a given semester. For example, if the grades awarded to a Research Scholar are  $G_1, G_2, \dots, G_m$  in courses (say,  $m$ ) with corresponding credits  $C_1, C_2, \dots, C_m$ , respectively, then the SGPI is given by

$$SGPI = \frac{C_1 G_1 + C_2 G_2 + \dots + C_m G_m}{C_1 + C_2 + \dots + C_m}$$

Similarly, the CGPI (Cumulative Grade Point Index) indicates the overall academic performance of a Research Scholar in all the courses registered up to and including the latest completed semester/supplementary examination. It is computed in the same manner as the SGPI, considering all the courses (say,  $n$ ), and is given by

$$CGPI = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

### 7.1.4 Grade Report Card and Transcript

A copy of Grade Report Card (GRC) shall be issued to each Research Scholar at the end of the semester. A duplicate copy, if required, can be obtained on payment of the prescribed fee. The Grade Report Card of a Research Scholar can be withheld by the Institute if he/she has not paid his/her dues, or if there is a case of indiscipline pending against him/her. Similarly, a Transcript containing the record of the Grades obtained in each and all Courses registered by a Research Scholar during his/her entire programme can be issued to a Research Scholar on payment of the prescribed fee.

## 7.2 Comprehensive Examination

A PhD Research Scholar must pass an oral comprehensive examination designed to test the overall comprehension of the Research Scholar in the various subjects including the subjects opted during course work. The comprehensive examination is required to be conducted preferably during the running semester as per the semester time-line. Following guidelines would be followed in respect of conduct of comprehensive examination:

1. Preferably, the Research Scholar must pass it within two semesters after the completion of course work (i.e. preferably within two years of initial registration in the PhD programme). The above time limits are inclusive of the period of sanctioned leave, if any. Permission to conduct the said examination beyond the above time-line would require permission from the Chairman, Senate while citing the reasons for the same.
2. The composition of the Comprehensive Examination Board (CEB) shall be as under (**Annexure: DPP-07**):

One Expert outside the Department (To be nominated by Chairman, Senate)	Member
One Departmental Expert (To be nominated by HoD/HoC in consultation with Convener, DDPC)	Member
Concerned Supervisor	Convener

3. The Research Scholar is expected to prepare the literature related to the research domain along with basic knowledge of the courses relevant to the Thesis Work. The examination is required to be announced by the supervisor with intimation to Chairperson, SDPC through HoD/HoC.

4. The evaluation of oral comprehensive examination shall be based on presentation made by the Research Scholar and fundamental knowledge judged by the CEB. A Research Scholar shall be considered to have passed the oral comprehensive examination, if all except at the most one member of the CEB are satisfied with Research Scholar's performance in the examination otherwise Research Scholar shall be declared fail.
5. The report of the comprehensive examination in prescribed format (**Annexure: DPP-08**) must be sent to Chairperson, SDPC within 02 weeks of the date of Examination.
6. If a Research Scholar is unable to pass the oral comprehensive examination in his/her first attempt, a second comprehensive examination will be conducted by the same Board that was constituted earlier unless the faculty member of the Board has left the Institute or has deceased. A Research Scholar will not be allowed to appear in the comprehensive examination more than twice. In case the Research Scholar fails to clear comprehensive examination in two attempts, he/she shall be deemed to be terminated from the PhD programme. The concerned supervisor through HoD/HoC shall recommend the case within 04 weeks in this regard to Dean(Academic) for approval of Chairman, Senate.

### 7.3 State-of-the-Art Seminar

1. Every PhD Research Scholar is required to deliver a State-of-the-Art Seminar in the Department/Centre covering the state of art of the area of research. The State-of-the-Art Seminar is required to be conducted preferably during the running semester only as per the semester time-line. This seminar must be given within 6 month from the successful completion of comprehensive examination. If the Research Scholar fails to deliver State-of-the-Art Seminar satisfactorily within the specified period, he/she may be given one time extension of maximum three months by Chairperson, SDPC on recommendation of DDPC with valid reasons, failing which the registration shall automatically stand cancelled. The concerned supervisor through HoD/HoC shall recommend the case within 04 weeks in this regard to Dean(Academic) for approval of Chairman, Senate.
2. The evaluation of State-of-the-Art Seminar shall be done by the SRC of the concerned Research Scholar and Research Scholar will be considered to have passed the State-of-the-Art Seminar, if members of the SRC are Satisfied with Research Scholar's performance in the Seminar, otherwise Research Scholar has to repeat the State-of-the-Art Seminar within three months.
3. A PhD Research Scholar is required to submit the State-of-the-Art Report to the Supervisor and make PPT presentation covering (i) PhD Research/Thesis Title, (ii) Motivation, (iii) State-of-the-Art in the Proposed Research Area, (iv) Problem Statement and Objectives, (v) Methodology, and (vi) Important References.
4. In case of SRC recommends 'To Repeat' State-of-the-Art Seminar of a Research Scholar then he/she has to satisfactorily deliver the same within three months from the date of first time delivering of the seminar, failing which the registration shall automatically stand cancelled.
5. Result of successfully passing the State-of-the-Art Seminar along with State-of-the-Art Report on prescribed format (**Annexure: DPP-09**) is to be sent to the Chairperson, SDPC by the supervisor within two weeks.

### 7.4 Semester Progress Seminar

A PhD Research Scholar is required to deliver seminar before SRC at the end of each semester for showing the progress made during that semester. The schedule of semester progress seminar will be released by the Convener, DDPC in consultation with HoD/HoC while ensuring completion of the process within the time-line as notified in the academic calendar. However, if a Research Scholar registers for 16 credits of course work in a semester, then he/she may be exempted from end semester progress seminar by SRC. The evaluation report duly signed by the SRC members is required to be sent to the Academic Section on the prescribed Performa (**Annexure: DPP-10**).

## 7.5 Open Seminar

Before proceeding to finalize the thesis, a PhD Research Scholar must deliver a seminar open to the faculty and Research Scholars in which the research work will be presented to obtain comments and criticism, which may be incorporated in his/her thesis in consultation with Thesis Supervisor. A notice of the Open Seminar must be displayed at least four days in advance by the supervisor.

PhD thesis can be submitted only after the satisfactory fulfillment of this requirement, but not later than six months from the date of successful delivery of the open seminar. The Research Scholar shall inform the HoD/HoC through his/her supervisor for readiness to deliver the open seminar on a prescribed application format (**Annexure: DPP-11(a)**).

If the case has been recommended by the SRC members, the HoD/HoC will place it in DDPC for approval. A PhD Research Scholar may be allowed to deliver Open Seminar only if he/she completes all the mandatory requirements like Course Work, Comprehensive Examination, State-of-the-Art Seminar, etc. as well as the minimum number of prescribed credits and in addition minimum two research papers must have been published/accepted in SCI/SSCI/HSCI/SCOPUS/Web of Science listed non-paid journals. The Open Seminar Report (OSR) is required to be submitted in prescribed format (**Annexure: DPP-11(b)**) to Chairperson, SDPC. In case of unsatisfactory performance in Open Seminar, the Research Scholar shall be required to repeat the Open Seminar.

## 8. APPOINTMENT OF SUPERVISOR AND STUDENT RESEARCH COMMITTEE

### 8.1 Appointment of Thesis Supervisor

A registered PhD Research Scholar has to select thesis supervisor preferably immediately after admission or maximum within one month of his/her admission by submitting Supervisor Agreement & Approval Form (**Annexure: DPP-04 (a)**).

1. Admitted Research Scholars shall be guided by the Convener, DDPC regarding the process of selection of the supervisor as per modalities decided by the Institute from time to time. The Convener, DDPC will share the list of probable thesis supervisors with the Research Scholars. Every Research Scholar has to give three choices from within the given list of supervisors. Then HoD/HoC in consultation with Convener, DDPC will finalise the appropriate Supervisor according to Institute policy decided from time to time. However, in some unavoidable situations, the Chairman, Senate may constitute an Institute level committee for supervisor allotment to Research Scholars, considering multiple attributes to ensure uniformity in distribution. No Research Scholar can deny the allotment of Supervisor, either done at Department level or at Institute level committee for any reason whatsoever. After allotment of supervisor, the concerned Research Scholar will fill Supervisor Agreement & Approval Form (SAAF) and submit it to Convener, DDPC for further processing. The decision of the Chairman, Senate with regard to appointment of Supervisor shall be final and binding.
2. In exceptional cases, the Research Scholar may opt for a co-supervisor in the beginning as well, while specifying the reasons for the same. However, the consent of supervisor and co-supervisor has to be sought by the Research Scholar for such an arrangement (**Annexure: DPP-04 (b)**).
3. Once the Research Scholar submits the SAAF, the same shall be routed through convener, DDPC, HoD/HoC and Chairperson, SDPC for the approval of Chairman, Senate.
4. A Research Scholar has to select a topic for his/her thesis in consultation with supervisor(s) and SRC, based on his/her interest and the available facilities in the Department/Centre/Institute.
5. Normally a faculty member shall not supervise more than six PhD Research Scholars (including independent and shared Research Scholars) at a given point of time with a rider on maximum number of MHRD/other ministries of Government of India funded fellowships decided by the Institute from time to time.
6. A Research Scholar shall not normally have more than two supervisors (one supervisor and one co-supervisor) at any given time.



7. A Research Scholar can submit a request to add a co-supervisor at a later stage as well from within/outside the Institute on the recommendation of the DDPC and SDPC and with approval of the Chairman, Senate. The DDPC must ensure that the supervisor from NIT Hamirpur has recommended the case clarifying how addition of co-supervisor will facilitate better research work. Also, the written consent of the proposed co-supervisor is required to be attached. Any such addition of supervisor shall be allowed only if Open Seminar of Research Scholar is not delivered as yet.
8. In case there has been a change/addition of the supervisor, the PhD thesis shall not be submitted earlier than one year from the date of such change/addition.
9. In case a faculty member is suspended/debarred for indulging in lowering the prestige of the Institute in any manner, he/she ceases to be a thesis supervisor.
10. A faculty member of NIT Hamirpur may be allowed to act as supervisor of a Research Scholar registered in other premier institutions including CFTIs/Central and State universities etc. However, in all such cases, the prior approval of Chairman, Senate is required to be taken by such faculty member on receiving such request from the Research Scholar registered in outside institution. Moreover, such request should be officially forwarded from the concerned institution of such Research Scholar. However, such supervision would be restricted to maximum two at any given time per faculty member and would be over and above the limits specified in (5) above.
11. Faculty member having less than three years service left before retirement shall not be allotted new PhD Research Scholars as main supervisor.

## 8.2 Appointment of Alternative Thesis Supervisor

A faculty member appointed as PhD supervisor is normally expected to be available to the Research Scholar in the Institute till the thesis is submitted. However, under unavoidable circumstances, such as long leave, resignation, retirement, or death; an alternative supervisor may have to be appointed, if the Research Scholar does not have another supervisor from NIT Hamirpur. In such cases, the appointment of the supervisor shall be regulated as under (**Annexure: DPP-04 (c)**):

1. If the Open Seminar of the Research Scholar has not yet been delivered:
  - i. If supervisor proceeds on leave for less than one year, then Convener, DDPC will act as Caretaker Supervisor for all administrative purposes such as verification of fellowship, forwarding/recommendation of any request of the Research Scholar, etc.
  - ii. If supervisor proceeds on leave for more than one year and is willing to supervise the Research Scholar, then a co-supervisor must be appointed from NIT Hamirpur, if already not in place. The co-supervisor will be proposed by the Research Scholar in consultation with Supervisor and HoD/HoC while keeping in view Clause (8.1(5)) and further be approved by Chairman, Senate.
  - iii. If supervisor proceeds on leave for more than one year but shows his/her inability to supervise the Research Scholar, then DDPC will recommend new supervisor in consultation with Research Scholar keeping in view Clause (8.1(5)) for the approval of Chairman, Senate. However, if a Co-supervisor from within the institute is already in place, then he/she will act as main supervisor.
  - iv. If supervisor retires from service but is willing to supervise the Research Scholar, then such continuity of guidance shall be permitted only if the Research Scholar has a co-supervisor also. Otherwise, a co-supervisor shall be appointed as per Clause (ii). However, such request should be submitted by such supervisor through DDPC for the approval of Chairman, Senate.

- v. If supervisor retires from service but is not willing to supervise the Research Scholar, then co-supervisor will act as main supervisor of the Research Scholar. Such request should be submitted by the supervisor through DDPC for the approval of Chairman, Senate.
- vi. If supervisor retires from service but is not willing to supervise the Research Scholar and there is no co-supervisor in place, then DDPC will recommend new supervisor in consultation with Research Scholar keeping in view Clause (8.1(5)) for the approval of Chairman, Senate.

2. If the Open Seminar of the Research Scholar has been delivered:

- i. If the supervisor is willing to supervise the Research Scholar, then Convener, DDPC will act as Caretaker Supervisor for all administrative purposes such as verification of fellowship, forwarding/recommendation of any request of the Research Scholar, etc.
- ii. If the supervisor shows his/her inability to supervise a Research Scholar and there is no co-supervisor in place, then DDPC will recommend new supervisor, while keeping in view Clause (8.1(5)), for approval of Chairman, Senate. However, restriction as per Clause (8.1(8)) will not be applicable in this case. If co-supervisor is already in place, then he/she shall act as main supervisor for all purposes. However, such request should be submitted by the co-supervisor through DDPC for approval of the Chairman, Senate.
- iii. In case of retirement of the supervisor, the case shall be dealt as per Clause 8.2 (2)-(i) & (ii).

In case of other exigencies, the matter shall be addressed and interpreted appropriately at the DDPC level on case to case basis. The recommendation of DDPC shall be sent for approval of the Chairman, Senate through Chairperson, SDPC.

### 8.3 Constitution and Formation of Student Research Committee (SRC)

The supervisor allotted to a Research Scholar shall propose a Student Research Committee (SRC) for each PhD Research Scholar keeping in view the area of specialization in which the Research Scholar is working:

The SRC shall have the following constitution:

1.	Supervisor	Member-Convener
2.	One Faculty Members from the concerned Department/Centre closely related to Research Scholar's area of research	Member
3.	One Member from Other Department/Centre	Member

The process for constitution of SRC is to be initiated by the supervisor immediately on his/her appointment as supervisor on a prescribed format (**Annexure: DPP-05**). The SRC proposed by the supervisor shall be deliberated and finalized in concerned DDPC and is to be sent to Academic Section for approval of the Chairperson, SDPC. The SRC shall regularly advise/counsel the Research Scholar for his/her research and will evaluate the Research Scholars performance during End Semester Seminar, State-of-the-Art Seminar and Open Seminar.

## 9. SUBMISSION, EVALUATION AND EXAMINATION OF DOCTORAL THESIS

### 9.1 Submission of PhD Thesis

A PhD Research Scholar can submit bound copies of the PhD thesis prepared according to prescribed guidelines and incorporating required changes suggested by the SRC at the time of Open Seminar within six months from the date of



delivery of the Open Seminar. If the Research Scholar fails to submit the thesis within prescribed period then he/she has to deliver Open Seminar again after approval of Chairman, Senate with justified reasons.

Following guidelines shall be followed for thesis submission:

1. Three soft bound copies of the thesis duly signed by Supervisor along with softcopy (single PDF on CD/DVD) of the thesis shall be submitted in the Academic Section on the prescribed template.
2. A certificate/undertaking that no part of the thesis is plagiarized has to be submitted by the Research Scholar along with Plagiarism Report received from standard plagiarism check software.
3. The Academic Section will issue Thesis Submission Certificate (TSC) to the PhD Research Scholar after receiving items mentioned above at points 1 and 2 (**Annexure: DPP-23**).

## **9.2 Constitution of Thesis Evaluation Board (TEB)**

1. The Thesis Evaluation Board (TEB) shall consist of two members and shall be approved by the Chairman, Senate. The TEB shall normally have the following composition:
  - (a) One Examiner from outside the Institute but from within India
  - (b) One examiner from outside the Institute and outside the country
2. The procedure for constituting the TEB shall be as given below:
  - (a) After receipt of TSC, the Thesis Supervisor shall propose TEB in prescribed format (**Annexure: DPP-14**) which shall be forwarded by HoD/HoC to Chairperson, SDPC.
  - (b) For the purpose of constitution of TEB, supervisor shall supply list consisting of (i) at least four Indian Examiners from reputed Institutions/Organizations such as CFTIs/SPAs/IISERs/Centre & State Universities, etc. and (ii) at least four Foreign Examiners from reputed Institutions/Universities. This list along with softcopy of synopsis (single PDF on CD/DVD) shall be submitted to the Chairperson, SDPC in a confidential sealed envelope.
  - (c) The Chairman, Senate in consultation with Chairperson, SDPC will select the members of the TEB from the list. If considered necessary, the Chairman, Senate may ask for additional names of experts to be included in TEB or add additional names of experts in consultation with Chairperson, SDPC.
  - (d) In case Chairperson, SDPC is the supervisor of the Research Scholar concerned, Chairman, Senate may consult Dean(Academic) for the selection of the TEB. If Chairman, Senate is the thesis supervisor, then Dean(Academic) will approve the TEB in consultation with Chairperson, SDPC. If both, Chairman, Senate and Chairperson, SDPC are the supervisors of a particular Research Scholar, then Dean(Academic) will approve the TEB in consultation with Chairperson, SMPC. If both, Chairman, Senate and Dean(Academic) are the supervisors of a particular Research Scholar, then Chairperson, SDPC will approve the TEB in consultation with Chairperson, SMPC. If both, Chairperson, SDPC and Dean(Academic) are the supervisors of a particular Research Scholar, then Chairman, Senate will approve the TEB in consultation with Chairperson, SMPC.
  - (e) The names of the members of the TEB shall be kept confidential till successful completion of the oral examination. However, on completion of PhD thesis evaluation (as detailed in Clause (9.3)), and successful submission of response to the examiners' queries, the name of the approved Indian Examiner will be intimated to the supervisor/HoD as part of approved Oral Board.

### 9.3 Evaluation of PhD Thesis

1. After submission of the thesis and constitution of TEB, Dean(Academic) with assistance of Chairperson, SDPC shall process the Evaluation of thesis. Dean(Academic) shall be responsible for seeking consent of the approved Examiners. In case the Examiner refuses or no response is received from the Examiner within two weeks (with a reminder being sent after one week), steps shall be taken within a week time to appoint another Examiner from the already approved panel. After receiving the consent of Examiners, the Dean(Academic) shall send the Thesis for evaluation to the Examiners.
2. Examiners shall place their report in any of the following categories in the prescribed format (**Annexure: DPP-18**):  
**Category I:** The Thesis is acceptable in the present form for the award of the PhD Degree.  
**Category II:** The thesis is acceptable after minor revisions as specified to the satisfaction of the Oral Board during viva-voce examination.  
**Category III:** The thesis needs major technical improvements/modifications which must be carried out and revised. Thesis must be sent to me before I recommend the thesis for acceptance.  
**Category IV:** The thesis is rejected as it does not meet out the minimum standards.
3. After receiving the evaluation reports on a prescribed format (**Annexure: DPP-18**), in Category I or Category II, copies of the reports without showing the identity of the Examiners shall be sent to Thesis Supervisor and HoD/HoC by the Dean(Academic). Further, the Supervisor shall give photocopy of one set of all reports to PhD Research Scholar who will incorporate all the modifications suggested by the examiners in the revised thesis in consultation with thesis supervisor. A set of responses shall also be prepared by the Research Scholar in consultation with the supervisor on separate sheets which will be put up to the thesis oral board at the time of PhD oral examination. Three soft bound copies of revised thesis along with one set of responses shall be submitted to the Academic Section by the Research Scholar. The Academic Section will issue Revised Thesis Submission Certificate (RTSC) to the PhD Research Scholar (**Annexure: DPP-24**).
4. If an Examiner gives his report in Category III, then clarification/ modifications suggested by the Examiner shall be done by the candidate in consultation with Supervisor. Further, the Supervisor shall send the corrected thesis along with the responses and explanatory notes to the Dean(Academic). The Dean(Academic) in consultation with Chairperson, SDPC will send the corrected thesis along with the responses and explanatory notes to the same Examiner with a request to respond within six weeks. If no response from the Examiner is received within six weeks' time or the Examiner gives his report again in Category III, then the matter shall be referred to the Chairman, Senate for deciding further course of action.
5. If both Examiners give the report in Category III, then clarification/ modifications suggested by the Examiners shall be done by the candidate in consultation with Supervisor. Then Supervisor shall send the corrected thesis along with the responses to comments, separately of each Examiner to the Dean(Academic). Further, the Dean(Academic) in consultation with Chairperson, SDPC will send the corrected thesis along with the responses of Examiners (Internal and External) to both the Examiners. If no response from the Examiners is received within six weeks' time or the Examiners give their report again in Category III, then the matter shall be referred to the Chairman, Senate for deciding further course of action.
6. If one of the Examiners places the report in Category IV, the matter shall be referred to the Chairman, Senate for deciding the further course of action. If the reports received from both the Examiners are in Category IV, the thesis shall be rejected and the candidature of the Research Scholar shall be terminated with the approval of the Chairman, Senate. The decision shall be conveyed to the Supervisor and the Research Scholar.

#### 9.4 Constitution of Thesis Oral Board (TOB)

1. The Thesis Oral Board (TOB) shall consist of three members in addition to the Thesis Supervisor as follows:
  - (a) One Faculty from the Department/Centre, preferably from SRC
  - (b) One Faculty from Other Department/Centre, preferably from SRC
  - (c) One shall be Indian Examiner who is the members of TEB
2. After receiving the RTSC, the Thesis Supervisor shall propose the members of TOB in prescribed format (**Annexure: DPP-15**), along with RTSC which shall be forwarded by HoD/HoC to Chairperson, SDPC who shall recommend it to the Chairman, Senate for approval.

#### 9.5 PhD Oral Examination and Issue of Provisional Degree Certificate

1. The PhD oral examination will be an open examination conducted by TOB. The Convener of the TOB will fix the date of the oral examination in consultation with the members of the Board and intimate the date to the Academic Section.
2. If a member of the TOB communicates his/her inability to be present in advance or fails to be present on the specified date and time, the Chairperson, SDPC may recommend to appoint a substitute in consultation with the thesis supervisor, HoD/HoC and Dean(Academic) for approval of the Chairman, Senate.
3. Each internal member (within Institute) of the TOB will be given a copy of the revised thesis at least two days before the date of the oral examination by the Academic Section.
4. The TOB shall
  - (a) Examine whether necessary modifications have been incorporated
  - (b) Elicit the Research Scholar's replies to the questions raised by the thesis examiners
  - (c) Judge the presentation made by the Research Scholar
  - (d) Judge the answers given by Research Scholar to the questions asked by TOB
  - (e) Provide a written report of the examination in prescribed format (**Annexure: DPP-16**)
5. If the TOB declares the Research Scholar as passed, the Research Scholar shall be deemed to have passed.
6. On receipt of the report of thesis examination and three number of hard bound copies and softcopy (single PDF on CD/DVD) of revised PhD Thesis (for record in Academic Section, Departmental Library and Central Library) in Academic Section, the Dean(Academic) shall recommend to the Chairman, Senate for approval for award of the degree to the Research Scholar. After approval by Chairman, Senate the Dean(Academic) shall issue Provisional Degree Certificate (PDC) after submission of NO DUES certificate by the Research Scholar from all sections in prescribed format. The Research Scholar shall also vest or license copyright of his/her thesis in the name of NIT Hamirpur.

### 10. ACADEMIC PERFORMANCE REQUIREMENTS FOR CONTINUATION

A PhD Research Scholar is required to complete successfully the prescribed course requirements with minimum CGPI of 6.5, passed Comprehensive Examination, successfully delivered State-of-the-Art Seminar, continuously satisfactory performance in End Semester Seminar with less than **8X** grades in total, and successfully delivered Open Seminar, all within prescribed period. Attendance requirement for the course work shall be governed by the Ordinances for Master Programme.

#### 10.1 Termination from the Programme

A PhD Research Scholar shall not be allowed to continue in the Programme, if any one of the following conditions is fulfilled:

1. His/her CGPI is less than 6.5 from the Course Work at the end of first two PhD programme semesters after first registration (Clause 6.1).
2. He/she obtains F grade in any of the subjects opted for the Course Work in any Semester.
3. He/she accumulates eight or more X towards Thesis Work grades.
4. He/she is unable to pass the Comprehensive Examination in prescribed manner and period.
5. He/she is unable to deliver State-of-the-Art Seminar in prescribed manner and period.
6. He/she is unable to deliver Open Seminar in prescribed manner and period.
7. He/she is not able to earn prescribed minimum credits in the maximum duration (Clause 11.1.1).

The Dean(Academic) will inform the concerned HoD/HoC for issue of Termination Letter to Research Scholar falling under any one of the above conditions 1 to 7, after getting due approval of the Chairman, Senate. The concerned HoD/HoC will issue the Termination Letter to the Research Scholar with intimation to his/her parents and Dean(Academic).

## 11. PROGRAMME AND DEGREE REQUIREMENTS

### 11.1 Programme Requirements

A PhD Research Scholar is required to complete minimum programme requirements in terms of period of residency, course duration and number of credits earned along with other requirements.

#### 11.1.1 Residential, Duration and Credit Requirements

The following table lists the minimum residential period, maximum duration allowed in the PhD programme, and credits requirements:

Doctoral Program	Qualifying Degree	Min. Total Credits to be earned	Min. Credits through Course Work	Min. Credits through Thesis Work	Min. Duration	Min. Residency Period	Maximum Duration Full Time/ Part Time
Engineering/ Architecture	M.Tech./ M.E./ M. Arch.	80	16	64	2.5 years	One Year	Full Time: 5 Years Part Time: 6 Years
	B.Tech./B.E./B.Arch.	112	32	80	3.5 years	Two Years	Full Time: 6 Years Part Time: 7 Years
Science/ HSS	M.Sc./M.A./ M.Com.	80	16	64	2.5 years	One Year	Full Time: 5 Years Part Time: 6 Years
Management	MBA	80	16	64	2.5 years	One Year	Full Time: 5 Years Part Time: 6 Years
	B. Tech./B.E.	112	32	80	3.5 years	Two Years	Full Time: 6 Years Part Time: 7 Years

To satisfy the minimum residential period requirement, registration must be over consecutive semesters; exception will be made only if the Research Scholar is on authorized leave. Maximum duration is counted from the Research Scholar's first registration date.

A PhD Research Scholar with Master Degree qualification should earn minimum of 80 credits including 16 credits from course work (with minimum four theory courses), and 64 credits in thesis work by registering for maximum of 16 credits per semester. A PhD Research Scholar with Bachelor Degree qualification should earn minimum of 112 credits including 32 credits from course work (with minimum eight theory courses), and 80 credits in thesis work by registering for maximum of 16 credits per semester. Part-Time PhD Research Scholars are compulsorily required to complete their course work during their minimum residency period i.e. one year from the date of registration. In addition to this, a PhD Research Scholar is

required to successfully complete/pass other requirements before PhD Thesis submission such as Comprehensive Examination, State-of-the-Art Seminar and Open Seminar.

### **11.1.2 Requirements for Extension of Programme**

No Research Scholar, who has completed the prescribed maximum duration in the programme, shall be allowed to register in the subsequent semester, except for the cases where he/she has been granted extension of the programme by the SENATE on the recommendations of the DDPC and SDPC as a special case. Maximum extension up to two years can be given by the SENATE in blocks of one year/or for full two years at a stretch. In case a Research Scholar fails to submit the thesis after expiry of two years of extension period, the programme shall stand terminated and the concerned HoD/HoC would issue the letter regarding such termination after obtaining the approval from Chairman, Senate on recommendation of DDPC.

### **11.2 Requirement for Degree**

A Research Scholar shall be deemed to qualify for Doctoral Degree of the Institute, if he/she has

1. Passed all the prescribed courses
2. Attained the minimum required CGPI of 6.5 with no course having F grade
3. Completed the residential requirements as per Clause (11.1.1)
4. Satisfied all the requirements specified by the concerned Department/Centre, if any
5. Satisfied all the requirements specified by the SENATE and the Ordinances

In addition, the Research Scholar should have paid all the dues to the Institute and Hostels, and should have no pending case of indiscipline.

### **11.3 Award of Degree**

A Research Scholar who completes all the academic requirements, has paid all dues to the Institute and the Hostels, and has no case of indiscipline pending against him/her, is eligible for the award of Degree. Names of such Research Scholars shall be recommended by the SENATE to the Board of Governors (BOG) for the award of the appropriate Degree in the ensuing Convocation. The Degree shall be awarded only after the BOG accords its approval. However, a Research Scholar eligible for the award of Degree may be issued Provisional Degree before the Convocation.

### **11.4 Withdrawal of Degree**

Under extremely exceptional circumstances, where any gross violation of the graduation requirements is detected at a later stage, the SENATE may recommend to the Board of Governors for the withdrawal of Degree already awarded.

## **12. LEAVES AND LEAVE RULES**

Research Scholars may be granted leave on submission of application to the HoD/HoC through Supervisor and Convener, DDPC. Application must be submitted well in advance from the date of commencement of the leave requested to avoid loss of financial assistance. Leave for a period longer than specified under different clauses below shall entail loss of fellowship for the extended period.

### **12.1 Annual Leaves**

1. Full Time with fellowship Research Scholar (FT-01) shall be allowed leave for up to 7 days at a time subject to maximum 15 days in an academic year, excluding Institute's holidays (**Annexure: DPP-19**). These leaves cannot be combined with any other kind of leave, and will not be carried over.
2. Full Time without fellowship Research Scholar shall be allowed leave for the period of the Institute's vacations, Mid-Semester Break and Institute holidays as mentioned in Academic Calendar.

## 12.2 Medical Leave

Leave on medical ground with fellowship (for fellowship holders), duly supported by a medical certificate from Institute Health Centre/Medical Officer of the Government Hospital/recognized Hospital, may be granted to a Research Scholar for maximum 15 days in an academic year in addition to normal annual leaves on the recommendation of DDPC (**Annexure: DPP-20**). If a Research Scholar falls ill while on the NIT Hamirpur campus, the medical certificate must be obtained from the Institute's Medical Officer. If he/she falls ill outside the campus while on sanctioned leave, the medical certificate along with fitness certificate must be obtained from the Medical Officer of the Government Hospital/recognized Hospital.

In case, the Research Scholar requires more leave as advised by the medical officer, he/she shall be asked to withdraw his/her registration and go on semester leave without any fellowship.

## 12.3 On-duty Leave

A PhD Research Scholar, after successful completion of Course Work, may be granted On-duty leave for the following purposes:

- i) Paper presentation in a conference or attending Short Term Course (STC)/Workshop within the country for a period including entire duration of conference/STC/workshop, along with journey period of the event. Such leave provision for conference/STC/workshop can be utilized by the Research Scholar for maximum two such activities in an academic year and subject to maximum four such activities in entire duration of the programme. The Institute may provide financial support as per the SENATE decision from time to time.
- ii) For data collection, field survey and experimental studies, maximum leave up to 03 months in entire Doctoral Programme may be granted to PhD Research Scholars in phased manner viz; initially for maximum 15 days and after that it may be extended as per requirement subject to full justification based on the recommendation by the concerned Supervisor, external Mentor and HoD/HoC.

The On-duty leave record shall be maintained by the office of the HoD/HoC. While applying for On-duty leave on a prescribed format (**Annexure: DPP-21**), the Research Scholar is required to provide details of such leave availed earlier during the programme. Further, he/she is required to complete the other academic activities as per Academic Calendar.

## 12.4 Semester Leave

Semester leave for up to a maximum of three semesters for PhD Research Scholars on the recommendation of DDPC & SDPC and approval of the Chairman, Senate may be sanctioned without fellowship for valid reasons. Except for medical reasons, such leave would not normally be sanctioned before a Research Scholar has completed his/her residential requirement and in no case before the Research Scholar has completed his/her course work requirement. However, on medical considerations (including maternity) such leave may be sanctioned after his/her stay of one semester. A Research Scholar neither has to register nor to pay registration fee during the semester leave. However, if a Research Scholar opts for semester leave after registration and payment of registration fee, the registration fee would not be refunded. The period for which semester leave is availed by a Research Scholar would be considered for the purpose of counting maximum allowed duration of Doctoral Programme. For availing such leave, the Research Scholar shall move the request on prescribed format (**Annexure: DPP-22**).

## 12.5 Maternity Leave

Maternity leave to female PhD Research Scholar of all categories would be given as per rules/guidelines provided by the Government of India from time to time.

## 12.6 Absence without Sanctioned Leave

Leave for a period longer than specified under different clauses mentioned above shall entail loss of fellowship for PhD Research Scholar for the extended period. Absence without sanctioned leave for more than four weeks for all categories of



PhD Research Scholar may result in the termination of his/her programme on the recommendation of the DDPC, SDPC and approval of the Chairman, Senate. HoD/HoC will issue the termination letter with a copy to the Dean(Academic).

### **12.7 Permission to Proceed to Other Academic Institutions as Non-Degree Research Scholars**

In order to help Research Scholars to broaden their horizons and enrich their cultural and academic experience, provision to proceed to other academic and research institutions in India or abroad as Non-Degree Research Scholars is available only with whom the Institute has signed the MoU. However, in cases where such provision exists as part of any joint project/sponsored project, the Chairman, Senate may allow the same on case to case basis. Rules and procedures to be followed for availing this provision are as follows:

1. A PhD Research Scholar who satisfies the minimum conditions laid down in (2) below may proceed to another academic institution in India or abroad with prior permission of the Chairman, Senate on the recommendation of the Chairperson, SDPC and DDPC of the concerned Department/Center. Only those Research Scholars who have spent at least two semesters, completed course work and have a CGPI of at least 8.0 are eligible to proceed as Non-Degree Research Scholars elsewhere.
2. For permission to spend time as a Non-Degree Research Scholar elsewhere, an eligible Research Scholar shall make an application to the Chairman, Senate through the Chairperson, SDPC in the prescribed format (**Annexure: DPP-17**), duly supported by a statement of purpose to undertake the proposed work and sufficient information about the Department/Institution and, acceptance from that Institute/Organization.
3. Permission to proceed to an Institution as a Non-Degree Research Scholar does not imply that the Research Scholar will automatically get any waiver from the academic requirements of NIT Hamirpur.
4. The concerned DDPC shall evaluate the work done by the Research Scholar and shall make recommendations to the SDPC after determining by whatever means it deems fit, the equivalent NIT Hamirpur requirements for which the Research Scholar may be given a waiver. The minimum residency requirement for the Research Scholars who will avail this provision, remains unchanged. However, it shall be reduced by one semester, provided they spend at least one Semester of 15 weeks duration or two quarters of at least 11 weeks duration each as Non-Degree Research Scholars elsewhere with prior permission.
5. Those Research Scholars, who are selected by the Institute through the Senate prescribed procedure, willing to proceed on any institutional exchange programme, shall also have to go through the procedures and rules for the transfer of credits. Such Research Scholars shall not get any financial assistance during the period spent at the host Organization/Institution. However, his/her fellowship shall be restored after he/she joins back the Department/Center and on recommendation of the DDPC.
6. In case, the Research Scholar could not physically report during registration, due to his/her assignment at the host Organization/Institution, he/she may be allowed for physical reporting later. He/she shall have to complete the other registration steps during the time specified, if permitted.

## **13. CONDUCT AND DISCIPLINE RULES**

Research Scholars shall conduct themselves within and outside the precincts of the Institute in a manner befitting the Research Scholars of an Institute of National Importance.

### **13.1 Code of Conduct**

Each Research Scholar shall conduct himself/herself in a manner befitting his/her association with an Institute. He/she is expected not to indulge in any activity, which is likely to bring down the prestige of the Institute. He/she should also show due respect and courtesy to the faculty members, administrators, officers and employees of the Institute, and good

neighborly behavior to fellow Research Scholars. Due attention and courtesy is to be paid to visitors to the Institute and residents of the Campus.

Lack of courtesy and decorum, unbecoming conduct (both within and outside the Institute), willful damage and/or removal of Institute property or belongings of fellow Research Scholars, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations of the Institute, noisy and unseemly behavior and similar other undesirable activities shall constitute violation of the Code of Conduct for Research Scholars. Ragging in any form is strictly prohibited and considered a serious criminal offence and violation of the code of conduct. Involvement of a Research Scholar in ragging may lead to his/her expulsion from the Institute. In all such matters, duly constituted committee(s) shall decide upon the penalties to be imposed.

### **13.2 Disciplinary Actions and Related Matter**

Violation of the Code of Conduct shall invite disciplinary action which may include punishment such as Reprimand, Disciplinary Probation, Fine, and Debarring from Examinations, Withdrawal of Scholarship and/or Placement Services, Withholding of Grades and/or Degrees, Debarring from Residency, Cancellation of Registration of the Semester and even Expulsion from the Institute.

For indiscipline of a Research Scholar in a class, the course coordinator/teacher may

1. Debar him from few subsequent classes for which he/she shall not be liable to get relaxation in attendance/favourable consideration in mercy appeal, and
2. Report the matter to Dean (Student Welfare) for necessary disciplinary action.

### **13.3 Unfair Means**

The Instructor/Invigilator(s)/Member(s) of Observer Committee may bring cases of unfair means to the notice of the Dean(Academic) along with all the supporting evidences (**Annexure: DG-02**).

Unfair means shall comprise of following:

- (i) Copying from the papers/mobile/electronic gadgets or any other sources
- (ii) Possession of the relevant material
- (iii) Gross indiscipline in examination hall

All such cases shall be looked into by an Unfair Means Committee (UMC) consisting of the following:

1	Dean(Academic)	Chairperson
2	Dean(Student Welfare)	Member
3	Chairperson, SBPC	Member
4	Chairperson, SMPC	Member
5	Chairperson, SDPC	Member
6	Concerned HoD/HoC	Member
7	Associate Dean, dealing with Examinations, if any	Member
8	Deputy Registrar/Assistant Registrar of the Academic Section	Convener

UMC shall meet within reasonable time after Mid Semester/End Semester/Supplementary Examination. The Committee shall give opportunity to the Research Scholar concerned and recommend the punishment. The UMC may decide the level of punishment as deemed suitable, on case to case basis and ensure that consistency is maintained while handling similar cases.

The recommendations of the UMC shall be implemented after getting the approval of the Chairman, Senate.

A Research Scholars who feels aggrieved with the punishment awarded may, however, appeal to the Chairman, Senate stating clearly the case and explaining his/her position while seeking reconsideration of the decision.



### 13.4 Stay at Hostel

The Dean(Student Welfare), Chief Warden, Warden of a Hostel has the power to reprimand, impose fine or take any other suitable measure against a resident who violates either the Code of Conduct or Rules and Regulations pertaining to the Hostels. Any major violation of the Code of Conduct by an individual or by a group of Research Scholars can be referred by the authorities to a Board of Discipline (BOD). Constitution of Board of Discipline (BOD) shall be as under:

1.	Dean (Student Welfare)	Chairperson
2.	Chief Warden(Hostels)	Member
3.	Concerned HoD/HoC	Member
4.	Concerned Warden	Member
5.	Associate Dean dealing with Student Discipline & Counseling, if any	Member
6.	Deputy Registrar/Assistant Registrar of the Student Section	Convener

A Research Scholars, faculty or other functionary of the Institute can report case of misconduct to this Committee for consideration. Further, in very exceptional circumstances, the Chairman, Senate may appoint a special committee to investigate and/or recommend appropriate action for any act of gross indiscipline involving an individual or a number of Research Scholars, which, in his/her view, may tarnish the image of the Institute. The recommendation for any action, including expulsion of a Research Scholar from the Institute, shall be referred to the Chairman, Senate for its final decision. In rare exceptional cases, on the basis of recommendation of duly constituted committee, the SENATE may not recommend a Research Scholar, who is found guilty of some major offence, to the Board of Governors for the award of a degree, even if he/she has satisfactorily completed all the academic requirements from time to time.

### 13.5 Appeal against Termination

A PhD Research Scholar, whose programme is terminated/cancelled on account of inadequate academic performance or otherwise has the right to appeal to the Chairman, Senate for reconsideration through DDPC and SDPC (**Annexure: DPP-26**). While making the appeal, he/she is expected to give reasons for his/her poor academic performance and/or to explain why his/her position merits reconsideration. The SENATE shall take a final decision after considering all the available inputs. However, the Chairman, Senate may not entertain any further appeal for review unless substantial additional information is brought to his/her notice. The SENATE normally shall not entertain the appeal more than two times from the same Research Scholar.

## 14. AWARD OF FELLOWSHIPS

The Fellowships to an eligible Doctoral Research Scholar shall be paid in accordance with guidelines issued by Government of India (GOI) agencies/other funding agencies from time to time. Such fellowships shall be paid up to the date of submission of the Doctoral Thesis. Further, the fellowship enhancement of Doctoral Research Scholars shall be dealt with as per policy adopted by the SENATE from time to time in accordance with guidelines of funding agencies (**Annexure: DPP-12 and DPP-13**).

## **15. AWARD OF PRIZES AND MEDALS**

To promote and recognize academic excellence, constructive leadership and overall growth and development of Research Scholars, the SENATE may award a number of Prizes and Medals, established by the Institute on its own or through endowments/grants made by donors, with the approval of the Board of Governors.

The SENATE shall determine the general policy regarding recommendations for the award of the different types of Prizes and Medals available to Institute Research Scholars. The detailed norms and conditions for the award of various Prizes and Medals (contained in the brochure entitled “Rules and Procedures for Prizes and Medals” of the Institute) shall be framed by the SENATE from time to time.

## **16. INTERPRETATION OF CONTENTS OF DOCTORAL ORDINANCES**

### **1. General**

These Ordinances shall be in force immediately after the approval of the SENATE/BOG NIT Hamirpur. Notwithstanding anything contained in these Ordinances, all categories of Research Scholar shall be governed by the Rules & Regulations framed by the SENATE in this behalf and in force from time to time. Also, the SENATE reserves the right to modify/amend without notice, the curricula, procedures, requirements and rules pertaining to its Doctoral Degree Programmes.

### **2. Interpretations**

Any doubt or dispute arising about the interpretations of the Rules & Regulations shall be referred to the Chairman, Senate whose decision shall be the final.

### **3. Waiver Requirements in Special Cases**

The procedures and requirements stated in these Ordinances, other than those in Clauses covering Eligibility, Admissions and Academic/Programme Requirements may be waived in special circumstances by the Chairman, Senate on the recommendation of the SDPC and comments of Dean(Academic). All such exceptions shall be reported to the SENATE for ratification.

### **4. Jurisdiction**

These ordinances set out the procedure and requirements of the Doctoral Degree Programmes of study that fall under the jurisdiction of the SENATE, NIT Hamirpur. Further, any legal dispute arising from this set of Regulations shall be limited to the legal jurisdiction determined by the location of the Institute and not that of any other parties.



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर  
हमीरपुर (हि.प्र.) – 177 005 (भारत)  
**NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR**  
HAMIRPUR (H.P.) - 177 005 (INDIA)  
(An Institute of National Importance under Ministry of HRD)

Annexure: DPP-01  
Clause- 5.1 (1)

**Academic Registration Form**

Name of Research Scholar	:	
Registration Number	:	
Academic Year and Semester Number	:	
Date of First Registration	:	
Admission Category and Code of Research Scholar	:	
Department/Center	:	
Supervisor and Co-supervisor (if any)	:	

**Details of Course Work/Thesis Work:**

Sr. No.	Name and Code	Credit	Department	Course Coordinator/ Thesis Supervisor
1.				
2.				
3.				
4.				
5.				
Total Credits (in words):				

Signature of Research Scholar

Recommended by: Supervisor and Co-supervisor (if any)

Forwarded by: Convener, DDPC HoD/HoC

Approved by: Chairperson, SDPC

Recorded in Research Scholar's File  
Signature of staff of Academic Section



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**Annexure: DPP-02**  
**Clause-5.2**

**Late Registration Request Form**

To  
The Chairman, Senate

Sir,

Kindly allow me for late registration as I couldn't do the registration by the last date of Registration with late fee i.e  
..... due to .....

I am submitting the documentary proofs for the same as annexed with this request. I request you to allow me late registration as a special case.

Thank you very much.

Yours sincerely

(Signature)

Name:

Registration No.:

Date:

**For Official use**

Recommended by: Supervisor and Co-supervisor (if any) HoD/HoC

Forwarded by: Dean(Academic)

Approved by: Chairman, Senate

Recorded in Research Scholar's File  
Signature of staff of Academic Section



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Annexure: DPP-03  
Clause-5.3

**Change of Opted Course Request Form**

Name of Research Scholar	:	
Registration Number	:	
Date of First Registration	:	
Department/Center	:	
Admission Category and Code of Research Scholar	:	
The Courses to be dropped	:	(i) (ii)
The Courses to be added	:	(i) (ii)
Reason	:	

(Signature of Research Scholar)

Advised by:

Supervisor and Co-supervisor (if any)

Endorsed by:

Course Coordinator(s) / Convener, DDPC

Recommended by:

HoD/HoC

Approved by:

Dean(Academic)

Recorded in Research Scholar's File  
Signature of staff of Academic Section



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Annexure: DPP-04 (a)  
Clause-8.1

**Supervisor Agreement & Approval Form (SAAF)**

**Part- A:** (To be filled by the Research Scholar)

Name of Research Scholar	:	
Registration Number	:	
Academic Year and Semester Number	:	
Date of First Registration	:	
Department/Center	:	
Area/Field of Research	:	
Admission Category and Code of Research Scholar	:	
Name of proposed Supervisor	:	

Date:

(Signature of Research Scholar)

**Part-B:** (To be filled by the proposed Supervisor)

Name of proposed Supervisor	:	
Designation	:	
Department/Center	:	

Details of PhD Research Scholars being supervised at present:	
(1)	(2)
(3)	(4)
(5)	(6)

I wish to supervise the PhD Research Scholar Mr/Mrs/Ms.....and also verify that total number of PhD Scholars including current one are within the specified permissible limits.

Date:

Signature

Recommended by:

Convener, DDPC

HoD/HoC

Forwarded by:

Chairperson, SDPC

Approved by:

Chairman, Senate

Recorded in Research Scholar's File  
Signature of staff of Academic Section



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Annexure: DPP-04 (b)  
Clause-8.1

**Co-supervisor Selection Form**

**Part- A:** (To be filled by the Research Scholar)

Name of Research Scholar	:	
Registration Number	:	
Academic Year and Semester Number	:	
Date of First Registration	:	
Department/Center	:	
Area/Field of Research	:	
Admission Category and Code of Research Scholar	:	
Name of Supervisor	:	
Proposed name of Co-supervisor with Department/ Centre and area of specialization	:	

Reason for addition of Co-supervisor:

Date

(Signature of Research Scholar)



**Part-B:** *(To be filled by the Supervisor and Co-supervisor)*

<b>Consent and comment by Supervisor</b>	:	
<b>Consent and comment by Co-supervisor</b>	:	
<b>Details of PhD Research Scholars being supervised at present by proposed Co-supervisor (applicable only for Internal Co-supervisor):</b>		
(1)		(2)
(3)		(4)
(5)		(6)

We wish to supervise the PhD Research Scholar Mr/Mrs/Ms.....  
and also verify that total number of PhD Scholars including current one are within the specified permissible limits.

Date:

Signature of Supervisor

Signature of Co-supervisor

Recommended by:

Convener, DDPC

HoD/HoC

Forwarded by:

Chairperson, SDPC

Approved by:

Chairman, Senate

Recorded in Research Scholar's File  
Signature of staff of Academic Section



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Annexure: DPP-04 (c)  
Clause-8.2

**Appointment of Alternative Supervisor Form**

**Part- A:** (To be filled by the Research Scholar)

Name of Research Scholar	:	
Registration Number	:	
Academic Year and Semester Number	:	
Date of First Registration	:	
Department/Center	:	
Area/Field of Research	:	
Admission Category of Research Scholar	:	
Name of Current Supervisor and Co-supervisor with Department/Centre (if any)	:	
Present Status of Research Work	:	
Name of proposed alternative Supervisor and with Department/Centre	:	

Reason for alternative Supervisor:

Date

(Signature of Research Scholar)

**Part-B:** *(To be filled by the Supervisor/ Co-supervisor/ alternate Supervisor)*

<b>Consent and comment of Supervisor (if applicable)</b>	:	
<b>Comment by Co-supervisor (if applicable)</b>	:	
<b>Consent and comment of proposed alternative Supervisor</b>	:	
<b>Details of PhD Research Scholars being supervised at present by proposed alternative Supervisor:</b>		
<b>(1)</b>		<b>(2)</b>
<b>(3)</b>		<b>(4)</b>
<b>(5)</b>		<b>(6)</b>

I wish to supervise the PhD Research Scholar Mr/Mrs/Ms.....and also verify that the total number of PhD Scholars including current one are within the specified permissible limits.

Signature of Alternative Supervisor

Recommended by:                      Convener, DDPC

HoD/HoC

Forwarded by:                      Chairperson, SDPC

Approved by:                      Chairman, Senate

Recorded in Research Scholar's File  
Signature of staff of Academic Section



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Annexure: DPP-05  
Clause-8.3

**Constitution of Student Research Committee (SRC)**

Name of Research Scholar	:	
Registration Number	:	
Academic Year and Semester Number	:	
Date of First Registration	:	
Department/Center	:	
Admission category and Code of Research Scholar	:	
Area of Research	:	
Name of Supervisor and Co-supervisor (if any)	:	

**List of Student Research Committee (SRC) Members**

Sr. No.	Name of Member	Designation	Department
1.			
2.			
3.			

Proposed by:

Supervisor and Co-supervisor (if any)

Forwarded by:

Convener, DDPC

HoD/HoC

Approved by:

Chairperson, SDPC

Recorded in Research Scholar's File  
Signature of staff of Academic Section



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Annexure: DPP-06  
Clause-5.5

**Change of Registration Status (Full-Time/Part-Time)**

Name of Research Scholar	:	
Registration Number	:	
Academic Year and Semester Number	:	
Date of First Registration	:	
Department/Center	:	
Present Registration Status (Full Time/ Part Time)	:	
Proposed Registration Status (Full Time/Part Time)	:	
Area of Research Work	:	
Name of Supervisor and Co-supervisor (if any)	:	
Justification:		

Signature of Research Scholar

Comments of Supervisor:

Signature of the Supervisor

Recommended by:

DDPC\*

HoD/HoC

Forwarded by:

Chairperson, SDPC

Approved by:

Chairman, Senate

Recorded in Research Scholar's File  
Signature of staff of Academic Section

\* Minutes of DDPC should be enclosed.



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Annexure: DPP-07  
Clause-7.2 (2)

**Constitution of Comprehensive Examination Board (CEB)**

Name of Research Scholar	:	
Registration Number	:	
Academic Year and Semester Number	:	
Date of First Registration	:	
Admission Category and Code of Research Scholar	:	
Department/Centre	:	
Area of Research Work	:	
Name of Supervisor and Co-supervisor (if any):		
CGPI in Course Work (attach proof)	:	

**List of Suggested Examiners:**

S. No.	Name of Examiners	Designation	Department
1			
2			
3			

Proposed by: Supervisor and Co-supervisor (if any)

Forwarded by: Convener, DDPC HoD/HoC

Recommended by: Chairperson, SDPC

Approved by: Chairman, Senate

Recorded in Research Scholar's File  
Signature of staff of Academic Section



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Annexure: DPP-08  
Clause-7.2 (5)

**Evaluation Report of Comprehensive Examination Board (CEB)**

Name of Research Scholar	
Registration Number	
Academic Year and Semester Number	
Date of First Registration	
Admission Category and Code of Research Scholar	
Department/Centre	
Area of the Research Work	
Name of Supervisor and Co-supervisor (if any)	
Date of Comprehensive Examination	
Comments:	

Recommendation (Tick the Appropriate one): Pass [ ] Fail [ ]

S. No.	Name of Examiner	Department	Signature
1			
2			
3			
4			

Forwarded by:

Convener, DDPC

HoD/HoC

Approved by:

Chairperson, SDPC

Recorded in Research Scholar's File  
Signature of staff of Academic Section





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Annexure: DPP-09  
Clause-7.3 (5)

**Evaluation Report of State-of-the-Art Seminar**

Name of Research Scholar	:	
Registration Number	:	
Academic Year and Semester Number	:	
Date of First Registration	:	
Admission Category and Code of Research Scholar	:	
Department/Centre	:	
Date of Passing of the Comprehensive Examination	:	
Date of State-of-the-Art Seminar	:	
Name of Thesis Supervisor and Co-supervisor (if any)	:	
Topic of State-of-the-Art Seminar	:	

Comments:

Performance Report (Tick the Appropriate one):

Satisfactory

Not-Satisfactory and repeat

Supervisor and Co-supervisor (if any)

Internal SRC Member

External SRC Member

Forwarded by:

Convener, DDPC

HoD/HoC

Approved by:

Chairperson, SDPC

Recorded in Research Scholar's File  
Signature of staff of Academic Section



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Annexure: DPP-10  
Clause-7.4

**Evaluation Report of Semester Progress Seminar**

Name of Research Scholar	:	
Registration Number	:	
Academic Year and Semester Number	:	
Date of First Registration	:	
Admission Category and Code of Research Scholar	:	
Department/Centre	:	
Name of Supervisor and Co-supervisor (if any)	:	
Tentative Title of the Thesis	:	
Date of Presentation	:	

Duration (Jan. to June/July to Dec. with Academic Year)	Grades Awarded (In terms of 'S' or 'X' as per credit registered)
Total credits earned through Thesis Work up to Current Semester	(i) Total credits earned up to Previous Semester: (ii) Total credits earned in Current Semester: (iii) Total credits earned ((i)+(ii)):

Supervisor and Co-supervisor (if any)

Internal SRC Member

External SRC Member

Forwarded by:

Convener, DDPC

HoD/HoC

Forwarded to Dean(Academic)

Recorded in Research Scholar's File  
Signature of staff of Academic Section

*If the candidate has delivered the open seminar, then the presentation for assessing the progress is not required.*



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**Annexure: DPP-11(a)**  
**Clause-7.5**

**Open Seminar Request of PhD Scholar**

Name of Research Scholar	:	
Registration Number	:	
Current Semester	:	
Date of First Registration	:	
Admission Category and Code of Research Scholar	:	
Department / Centre	:	
Title of the Thesis	:	
Name of Thesis Supervisor and Co-supervisor (if any)	:	
Date of Successful completion of Comprehensive Examination	:	(Attach Proof)
Date of Successful completion of State -of -the-Art Seminar	:	(Attach Proof)
Total No. of Credits Completed	:	(i) Thesis: (ii) Course Work : (iii) Total:
No. of papers published/accepted in SCI/SCOPUS/Web of Science listed non-paid journals	:	

I hereby express my readiness to deliver the open seminar at the earliest. I have completed all the requirements as specified in Doctoral Ordinances for delivery of Open Seminar.

Submitted for kind permission to deliver open seminar please.

**Date:**

**Signature of the Candidate**  
**Name:**

.....  
**Recommended by:**

Supervisor and co-supervisor (if any)

Internal SRC member

External SRC member

**Approved by:**

Convener, DDPC

HoD/HoC

*Recorded in Research Scholar's File in the Department*

*(Signature of staff of Deptt./Centre concerned)*

*\*Copy to: Chairperson SDPC for information*



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Annexure: DPP-11(b)  
Clause-7.5

**Evaluation Report of Open Seminar**

Name of Research Scholar	:	
Registration Number	:	
Academic Year and Semester Number	:	
Date of First Registration	:	
Admission Category and Code of Research Scholar	:	
Department / Centre	:	
Title of the Thesis	:	
Name of Thesis Supervisor and Co-supervisor (if any) :		

**Performance Evaluation:**

Date and Venue of Open Seminar	Reports (Tick the Appropriate one)
	(i) Satisfactory and Approved the present Thesis Title (ii) Satisfactory and Approved the Thesis Title with modification as ..... ..... (iii) Unsatisfactory and Recommended for Repeat

Supervisor and co-supervisor (if any)

Internal SRC member

External SRC member

Forwarded by:

Convener, DDPC

HoD/HoC

Approved by:

Chairperson, SDPC

Recorded in Research Scholar's File  
Signature of staff of Academic Section



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Annexure: DPP-12  
Clause-14

**Constitution of Fellowship Enhancement Board (FEB)**

No.:

Date:

To  
The Chairman, Senate

**Subject:** Constitution of review committee to assess the performance of PhD Research Scholars for the payment of revised PhD fellowship of SRF.

Dear Sir,

The following PhD Research Scholars, working under respective supervisor(s), shall be completing two years and fulfilling other necessary requirements decided by SENATE for fellowship enhancement:

Sr. No.	Name of PhD Research Scholar	Registration No.	Name of the Supervisor/Co-Supervisor (if any)	Date of completion of two years
1.				
2.				
3.				
4.				
5.				

The following committee, including supervisor as mentioned above, is to be constituted to review the performance for the payment of revised PhD fellowship of SRF:

- |                      |             |
|----------------------|-------------|
| 1) HoD/HoC           | Chairperson |
| 2) Convener, DDPC    | Convener    |
| 3) Chairperson, SDPC | Member      |

4) The proposed list of External Expert member from outside the Institute but within Country.

<b>Sr. No.</b>	<b>Name of External Expert</b>	<b>Designation</b>	<b>Name of Institute/ University affiliated to</b>
(i)			
(ii)			
(iii)			

Kindly, nominate one of the suggested members of the committee at serial number (4) or add additional names of experts as you think appropriate, and allow for the review of performance of the PhD Research Scholar(s), who has/have completed two years of research programme and fulfilled other requirements for enhancement of fellowship.

Proposed by: HoD/HoC

Recommended by: Dean(Academic)

Approved by: Chairman, Senate

Recorded in Research Scholar's File  
Signature of staff of Academic Section



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Annexure: DPP-13  
Clause-14

**Report of Fellowship Enhancement Board**

Name of Research Scholar	:	
Registration Number	:	
Academic Year and Semester Number:		
Date of First Registration	:	
Admission Category and Code of Research Scholar	:	
Department / Centre	:	
Date of completion of Two Years	:	
Name of Thesis Supervisor and Co-supervisor (if any)	:	
Date of Board Meeting	:	

Based on the performance of the Research Scholar, his/her fellowship enhancement

(i) Recommended from Date.....

(ii) Not recommended

(Supervisor)      (HoD/HoC)      (Convener, DDPC)      (Chairperson, SDPC)      (External Member)

Forwarded by:      HoD/HoC

Recommended by:      Dean(Academic)

Approved by:      Chairman, Senate

Recorded in Research Scholar's File  
Signature of staff of Academic Section





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**Annexure: DPP-14**  
**Clause-9.2 [2(a)]**

**Constitution of Thesis Evaluation Board (TEB)**

Name of Research Scholar	:		Registration Number	:	
Department/Center	:		Date of First Registration	:	
Admission Category and Code of Research Scholar	:		Date of Passing Comprehensive Examination	:	
Date of State-of-the-Art Seminar	:		Date of Open Seminar	:	
Title of the Thesis	:				
Name of Supervisor and Co-Supervisor (if any)	:				

**Details of credit earned by Research Scholar:**

Total Credits Earned through Course Work	:	
Total Credits Earned through Thesis Work	:	

**List of Suggested Examiners for Thesis Evaluation Board (04 Examiners each)**

List of Indian Examiners			List of Foreign Examiners		
Sr. No.	Name of Examiner along with research area/specialisation	Affiliation (Address/Fax/Phone/Email)	Sr. No.	Name of Examiner along with research area/specialisation	Affiliation (Address/Fax/Phone/Email)
1.			1.		
2.			2.		
3.			3.		
4.			4.		

Proposed by: \_\_\_\_\_ Supervisor and Co-Supervisor (if any)

Forwarded by: \_\_\_\_\_ HoD/HoC

Recommended by: \_\_\_\_\_ Chairperson, SDPC

Approved by: \_\_\_\_\_ Chairman, Senate

Recorded in Research Scholar's File

Signature of staff of Academic Section



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**Annexure: DPP-15**  
**Clause-9.4 (2)**

**Constitution of Thesis Oral Board (TOB)**

<b>Name of Research Scholar</b>	:			<b>Registration Number</b>	:	
<b>Department/Center</b>	:			<b>Date of First Registration</b>	:	
<b>Admission Category and Code of Research Scholar</b>	:					
<b>Title of the Thesis</b>	:					
<b>Name of Supervisor and Co-Supervisor (if any)</b>	:					

<b>List of Suggested Examiners for PhD Thesis Oral Board</b>		
Sr. No.	Name of Examiner	Affiliation
1.		
2.		
3.		

Proposed by:                                      Supervisor and Co-Supervisor (if any)

Forwarded by:                                      HoD/HoC

Recommended by:                                      Chairperson, SDPC

Approved by:                                      Chairman, Senate

Recorded in Research Scholar's File  
Signature of staff of Academic Section



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**Annexure: DPP-16**  
**Clause-9.5 [4 (e)]**

**Report of Thesis Oral Board (TOB)**

Name of Research Scholar	:	
Registration Number	:	
Admission Category and Code of Research Scholar	:	
Title of the Thesis	:	
Department/Center	:	
Date of Oral Examination	:	
Name of Thesis Supervisor and Co-Supervisor (if any)	:	

**Recommendations of TOB Members**

Sr. No.	Name of TOB Member	Department/Affiliation	Recommendation(s)	Signature
1.			<i>Tick one of the following:</i> 1. The candidate has passed the Oral Examination. 2. The candidate has failed the Oral Examination.	
2.				
3.				
4.				

Forwarded by: \_\_\_\_\_ Supervisor and Co-Supervisor (if any) \_\_\_\_\_ HoD/HoC \_\_\_\_\_

Recommended by: \_\_\_\_\_ Dean(Academic) \_\_\_\_\_

Approved by: \_\_\_\_\_ Chairman, Senate \_\_\_\_\_

Notification issued and recorded in Research Scholar's File  
Signature of staff of Academic Section \_\_\_\_\_



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Annexure: DPP-17  
Clause-12.7 (2)

**Request of Ph.D. Scholar to Visit Other Institutions as Non-Degree Student**

Name of Research Scholar	:	
Registration Number	:	
Academic Year and Semester Number	:	
Department/Center	:	
Date of First Registration	:	
Admission category of Research Scholar	:	
Date of Passing Comprehensive Examination	:	
Date of Passing State of Art Examination	:	
Proposed Institution and Department (where Research Scholar intends to visit)	:	
Area of Research	:	
Justification:		
Signature of the Research Scholar		

Comments of Supervisor and Co-supervisor (if any):
Signature of the Supervisor

Forwarded by: Convener, DDPC HoD/HoC

Recommended by: Chairperson, SDPC

Approved by: Chairman, Senate

Recorded in Research Scholar's File  
Signature of staff of Academic Section



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**“CONFIDENTIAL” Annexure: DPP-18**  
**Clause-9.3 (3)**

**Evaluation Report of PhD Thesis**

Name of Research Scholar	:	
Registration Number	:	
Department/Centre	:	
Title of the Thesis	:	
Name of Thesis Supervisor and Co-supervisor (if any)	:	

**1. General Features of the Thesis** *(Tick the Appropriate one):*

(i)	Is the Organization and Presentation of thesis is satisfactory?	Yes/No
(ii)	Is the quality of the work comparable with that in other universities of repute?	Yes/No
(iii)	Does the thesis embody any new ideas with original thoughts?	Yes/No
(iv)	Corrections in punctuations, grammar, spelling or language <i>(In case if changes are required, separate sheet may be used):</i>	(None/Minor/Require Changes)

**2. Technical Contents of the Thesis** *(Use Separate, Sheet if Required):*

.....

.....

.....

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.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**3. Strong Points of the Thesis:**

.....

.....

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.....

**4. Weak Points of the Thesis:**

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.....

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.....

**5. Other Suggestions, if any:**

.....

.....

.....

.....

.....

.....

.....

**6. Questions to be Asked at the Time of Viva Voce Examination (minimum two and maximum six):**

.....

.....

7. **Specific Recommendations** (Tick mark (✓) only one of the followings):

Category	Remarks	Description
I	Acceptable	The Thesis is acceptable in the present form for the award of the Ph.D Degree
II	Acceptable after Minor Technical Revisions/Language Corrections	The thesis is acceptable after minor revisions as specified to the satisfaction of the Oral Board during viva-voce examination.
III	Major Technical Modifications and Re-evaluation	The thesis needs major technical improvements/modifications which must be carried out and revised. Thesis must be sent to me before I recommend the thesis for acceptance.
IV	Rejected	The thesis is rejected as it does not meet out the minimum standards.

**(Signature of the Examiner)**

**Name:** .....

**Designation:** .....

**Address:** .....

.....

.....

**Mobile Number:** .....

**Note:** You are requested to maintain the confidentiality of this academic assignment.





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**Annexure: DPP-19**  
**Clause-12.1 (1)**

**Annual Leave Application Form**

To  
The Head of Department/Centre

Sir,

Kindly allow me to avail Leave from..... to..... for.....days and station leave from  
Date.....Time..... to Date ..... Time.....

My address during leave will be as below:

Address:

Yours sincerely

(Signature)

Name:

Registration No.:

Date:

**For Official use**

Recommended by:

Supervisor

Forwarded by:

Convener, DDPC

Approved by:

HoD/HoC

Recorded in Research Scholar's File in the concerned Department

Signature of staff of concerned Department



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**Annexure: DPP-20**  
**Clause-12.2**

**Medical Leave Application Form**

To  
The Chairperson, DDPC

Sir,

Kindly allow me to avail Medical Leave from..... to..... for.....days as I was ill and was advised rest by the Medical officer. The necessary medical certificate from Institute Health Centre/Medical Officer of the Government Hospital, (Address Details :.....) is attached herewith for your reference please.

Yours sincerely

(Signature)

Name:

Registration No.:

Date:

**For Official use**

Recommended by:

Supervisor

Approved by:

Chairperson, DDPC

*\* Minutes of DDPC meeting must be attached and to be recorded in Departmental Doctoral Student File.*

Recorded in Research Scholar's File in the concerned Department

Signature of staff of concerned Department



**On-duty Leave Application Form**

To  
The Dean (Academic)

Sir,

Kindly allow me to avail On-duty leave from..... to.....for.....days as:

(i) I have to attend the (event name).....to be held at  
.....for .....  
.....(The proof for attending the event must be attached).

I have attended.....no. of activities in current academic year and overall I have attended .....no. of activities till date.

(ii) I want to carry out Data collection/ field survey/ experimental studies at .....  
..... which would be needed to carry out the thesis work smoothly.

I have availed a total of ..... on-duty leaves for Data collection/ field survey/ experimental studies, till date.

Further, I certify that I have already completed my PhD Course Work successfully.

Yours sincerely

(Signature)

Name:

Registration No.:

Date:

**For Official use**

Recommended by: Supervisor

Forwarded by: Convener, DDPC HoD/HoC

Approved by: Dean(Academic)

Recorded in Research Scholar's File in the Academic Section and the concerned Department  
Signature of staff of Academic Section/ concerned Department



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**Annexure: DPP-22**  
**Clause-12.4**

**Semester Leave Application Form**

To  
The Chairman, Senate

Sir,

Kindly allow me to avail semester leave (without fellowship) for odd/even semester of academic year

..... as .....

..... (Mention reason, Attach proof if any)

I will register for upcoming semester as per the academic calendar of the institute.

Yours sincerely

(Signature)

Name:

Registration No.:

Date:

**For Official use**

Recommended by: Supervisor

Forwarded by: Convener, DDPC HoD/HoC Chairperson, SDPC

Approved by: Chairman, Senate

Recorded in Research Scholar's File in the Academic Section and the concerned Department  
Signature of staff of Academic Section/ concerned Department



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**Annexure: DPP-23**  
**Clause-9.1(3)**

**To Whomsoever It May Concern**

This is to certify that Mr/Ms/Mrs .....  
Registration Number.....Department/Centre.....  
has submitted his/her thesis titled .....  
.....on date .....

Deputy Registrar (Academic)



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**Annexure: DPP-24**  
**Clause-9.3(3)**

**To Whomsoever It May Concern**

This is to certify that Mr/Ms/Mrs .....  
Registration Number .....Department/Centre.....  
has submitted his/her revised thesis titled .....  
.....on date .....

Deputy Registrar (Academic)



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**Annexure: DPP-25**  
**Clause 4.8**

**Application for Withdrawal of Admission**

Name of Research Scholar	:		
Registration Number	:		
Academic Year and Semester Number	:		
Department/Center	:		
Date of First Registration	:		
Admission Category and Code of Research Scholar	:		
Details of Fellowship Received till Date	:	No. of Months:	Total Amount (Rs.):
Mobile No. and Email Id of the Research Scholar	:		
Address & Mobile No. of Parent/Guardian	:		
Reason of Withdrawal	:		

**Declaration**

I would like to withdraw my admission from Doctoral Programme of NIT Hamirpur in accordance with the **Clause No. 4.8** of the Ordinances for Doctoral Programme.

Date:

Signature of Research Scholar

Consent of Parent/Guardian

Date:

Signature of Parent/Guardian

Comments of Supervisor:

Date:

Signature of the Supervisor

Recommended by:

Convener, DDPC

HoD/HoC

Forwarded by:

Chairperson, SDPC

Approved by:

Chairman, Senate

Recorded in Research Scholar's File

Signature of staff of Academic Section





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Annexure: DPP-26  
Clause 13.5

**Application for Mercy Appeal Against Termination**

Name of Research Scholar		
Registration No.		
Date of First Registration		
Department/ Centre		
Mobile No. and Email Id	Mobile No.:	Email Id:
Reasons of Mercy (attach Proof)		

Date:	Signature of the Research Scholar
-------	-----------------------------------

Recommendation of the Convener, DDPC:

Signature with date

Remarks of HoD/HoC:

Signature with date

Observations of Chairperson, SDPC:

Signature with date

Decision of Chairman, Senate

Signature with date

Recorded in Academic Section  
Signature of staff of Academic Section



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**Annexure: DG-01**  
**Clause-1**

**List of Departments/Centres offering Doctoral Programmes**

Sr. No.	Name of the Department/Centre	Code
1.	Department of Civil Engineering (DoCE)	CE
2.	Department of Chemical Engineering (DoCHE)	CH
3.	Department of Mechanical Engineering (DoME)	ME
4.	Department of Materials Science and Engineering (DoMSE)	MS
5.	Department of Electrical Engineering (DoEE)	EE
6.	Department of Electronics and Communication Engineering (DoECE)	EC
7.	Department of Computer Science and Engineering (DoCSE)	CS
8.	Department of Physics and Photonics Science (DoPPS)	PH
9.	Department of Chemistry (DoCHY)	CY
10.	Department of Mathematics and Scientific Computing (DoMSC)	MA
11.	Department of Humanities and Social Sciences (DoHSS)	HS
12.	Department of Management Studies (DoMS)	MG
13.	Department of Architecture (DoA)	AR
14.	Centre for Energy and Environmental Engineering (CEEE)	EN



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**Annexure: DG-02**  
**Clause-13.3**

**Form for Reporting Cases Regarding Use of Unfair-Means**

**Note:**

- One form should be used for one case only.
- Please send one question paper along with the case(s)

**(A) To be filled in by the Instructor/Invigilator(s)/Member(s) of Observer Committee:**

1. Name of Examination : .....
2. Name of Research Scholar : .....
3. Registration No. : .....
4. Programme/Branch : .....
5. Room No. : .....

6. Subject/ Paper in which the Research Scholar is suspected or reported to have used or attempted to use unfair means or shown disorderly conduct.

<u>Subject Code</u>	<u>Subject Name</u>

7. Date and time of incident : .....
8. Type of Unfair Means :

i. Copying from the paper/material

ii. Possessing materials leading to Unfair-means

iii. Copying from the answer booklet of neighbouring student

iv. Misbehaved with invigilator

Date.....

Signature and Full Name of the Instructor/Invigilator(s)/Member(s) of Observer Committee

**(B) Research Scholar's Statement:**

I have read the report of the Instructor/Invigilator(s)/Member(s) of Observer Committee made against me as given in column **A** and submit the following statements:

- (i) I undertake that this statement has been given by me under no pressure or fear.
- (ii) Do you agree with the report of the Instructor/Invigilator(s)/Member(s) of Observer Committee made against you?

**Yes/No**

- (iii) If you agree with the report, then:

- (a) What explanation have you to offer for possessing/using the unfair-means or for your misconduct/disorderly conduct as mentioned in the report?

- (b) Have any other thing to say, by way of self-defence or clarification?

- (iv) If you do not agree with the report then give your explanation, if any, in your defence against the report of the Instructor/Invigilator(s)/Member(s) of Observer Committee.

**Signature of Research Scholar**

**(C) Statement of Witness, if any:**

Statement of Witness, if any, in case the Research Scholar denies the allegations of the Instructor/Invigilator(s)/Member(s) of Observer Committee or refuses to give his/her statement on the spot or runs away from the examination hall without giving his/her statement.

**Name and Signature of Witness**