

**NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR
SILCHAR 788 010, ASSAM**

wef July 2014

A. ORDINANCES

- 1.1 The National Institute of Technology Silchar, awards the degree of Doctor of Philosophy (Ph.D.) in Engineering/Science/Humanities and Social Sciences (HSS)/Management Studies to a student (also known as research scholar) who successfully completes the stipulated Program of Research as per this rules and regulations.
- 1.2 The Institute also offers honorary degree of Doctor of Philosophy (Ph.D. – Honoris Causa). This scheme is governed by separate Regulations, annexed in annexure A.
- 1.3 The Program of Research with the governing rules and regulations is formulated by the Senate and approved by the Board of Governors of the Institute.
- 1.4 A student to be awarded the Ph.D. degree has to submit a thesis embodying the findings of his/her research. The thesis should make an original contribution of high quality to the advancement of knowledge as judged by experts in the relevant area.
- 1.5 A student becomes eligible for the award of the Ph.D. degree after fulfilling all the academic requirements as per regulations.
- 1.6 The degree shall be awarded by the Board of Governors of the Institute on the recommendation of the Senate.
- 1.7 The degree shall be awarded in the discipline in which the student registers for the Ph.D. program.
- 1.8 Notwithstanding all that have been stated in these regulations, the Senate has the power to alter, modify or rescind any of the clauses of the governing rules and regulations from time-to-time.
- 1.9 Intake into the Ph.D. programs is not fixed. An eligible candidate shall be offered admission only after recommendation of admission committees and subsequent approval of the Chairman, Senate.
- 1.10 Plagiarism: As per Oxford dictionary, plagiarism means copying another person's ideas, words or works and presented as your own. It is nothing but an act or instance of using or closely imitating the language and/or thoughts of another author without authorization and the representation of that author's work as one's own without giving credit to the original author, including one's previous work (in part or whole). It is a serious problem in academia and adversely affects the prestige and esteem of the Institute, and at the same time the career of the individual concerned.

In case a student is found adopting or suspected of plagiarism, penal action shall be taken by the Institute as may be necessary to uphold the sanctity and integrity of the research and credibility of the Institute. All such cases may be taken suo-moto cognizance of by the Chairman, Senate in consultation with Dean (R & C). Cases of plagiarism may also be reported by examiners/supervisor(s)/DC/DPMC or any other person to Dean (R & C) for consideration. After giving an opportunity to the concerned student(s) to explain the conduct and defend against the charges, the Chairman, Senate on the recommendation of Dean (R & C) shall take action to impose on the concerned student(s) appropriate penalty, including termination of registration or withdrawal of the awarded degree in case the same is detected after awarding the degree. All such allegations shall be settled preferably within 30 days.

- 1.11 Any doubt about the interpretation of these Ordinances and Regulations shall be referred to the Chairman, Senate whose decisions shall be final
- 1.12 Legal dispute, if any, shall be under the jurisdiction of Silchar court(s) of Cachar district in the state of Assam only.

B. REGULATIONS

2. CATEGORIES OF THE STUDENTS

A. The Institute admits Ph.D. students under the following categories:

(I) REGULAR

The regular students are those who work full-time for their Ph.D. and may receive assistantship from the Institute or fellowship from CSIR/UGC or any other recognized funding agency or may be self-financed.

(II) SPONSORED

The Institute may admit persons who are employed in a Central/State Govt. Departments/PSUs/Reputed Educational Institutes/Research organizations/Reputed Industries for doing research in the Institute on a full-time basis. He/She should have at least two years of working experience in the respective field. The candidate must submit the filled-in sponsorship letter (FORM I) from the employer with the application for admission. He/She shall not be entitled to any financial support from the Institute.

(III) PART-TIME

This category refers to the candidates who are professionally employed personnel. They have to stay in the Institute/around the Institute at least during the period of course work so that they can attend regular classes as per the Institute academic norm.

The applicant must be an employee of a State/Central Govt. Departments/PSUs/Reputed Educational Institutes/Research organizations/Reputed Industries at the time of admission having at least one year experience in the discipline in which admission is sought. No financial assistance shall be provided by the Institute to such students.

A No Objection Certificate from the Head of the Institute/Organization, in which he/she is employed, must be enclosed with application in FORM II.

(IV) PROJECT STAFF

This category refers to the candidates who work on sponsored projects in the Institute. They may apply for admission into part-time Ph.D. program of the Institute. The remaining duration of the project at the time of admission should be at least one year. They may be sponsored (FORM II-A) as part-time students by the Dean (R & C) on recommendation of the Project investigator.

(V) SPONSORED (EXTERNAL REGISTRATION)

This category refers to candidates employed in R&D organizations/educational Institutes having adequate research facilities. The research work leading to the Ph.D. degree may be carried out on part-time basis largely in the parent organization of the candidate under a Local Supervisor (Joint Supervisor) from his/her organization, but with the overall guidance and advice to be provided by a faculty member (Institute Supervisor) of the department in which he/she is registered. A consent letter along with bio-data of the proposed local supervisor must be enclosed with the application for admission. Sponsorship certificate (FORM III) from the Head of the organization

where the candidate is employed must be enclosed at the time of application. No financial assistance from NIT Silchar shall be provided to such students.

(VI) INSTITUTE EMPLOYEES

Institute employees (regular and contract) may be sponsored (FORM II-B) as part-time students by the Director, on recommendation of the Head of the Department of the concerned employee. A contractual employee may continue with his/her Ph.D. program even after his/her tenure of appointment or his/her contract is terminated.

B. Conversion from full-time to part-time and vice-versa

Dean (R & C), on recommendation of the Doctoral Committee (DC, FORM V) and Departmental Ph.D. Monitoring Committee (DPMC, Annexure I) may approve changes from full-time to part-time. Changes from part-time to full-time may be considered by the Chairman, Senate on recommendations of DC, Chairman, DPMC, and Dean (R & C).

3 MINIMUM QUALIFICATIONS

3.1 Students for admission into Ph.D. Program in Engineering Departments must satisfy one of the following criteria:

- (i) M.E./M.Tech. or equivalent in an appropriate area with a minimum CPI of 6.5 (on a 10 point scale) or equivalent (60% of marks). For SC/ST candidates, a minimum CPI of 6.0 (on a 10 point scale) or equivalent (55% of marks).
- (ii) B.E./B.Tech. with an excellent academic record and with a CPI of at least 8.0 (on 10 point scale) or equivalent (75% of marks). For graduate from IITs/NITs, the minimum CPI requirement is 7.0 (on 10 point scale). For SC/ST candidates, there is a relaxation of 0.5 CPI or 5% of marks.

3.2 Students for admission into the Ph.D. Programs in Science and MBA Departments must have a Master degree in the relevant discipline with a minimum CPI of 6.5 (on a 10 point scale) or equivalent (60% of marks). For SC/ST candidates, a minimum CPI of 6.0 (on a 10 point scale) or equivalent (55% of marks).

3.3 Students for admission into the Ph.D. Programs in Humanities and Social Sciences (HSS) Department must have a Masters degree in any field a minimum CPI of 6.0 (on a 10 point scale) or equivalent (55% of marks). For SC/ST candidates, a minimum CPI of 5.5 (on a 10 point scale) or equivalent (50% of marks).

3.4 Conversion from CPI to percentage or vice-versa shall not be allowed.

4 ADMISSION PROCEDURE

A candidate can apply for admission in the prescribed form round the year. However, the admission shall be offered twice in a year - during December-January and July-August sessions only.

4.1 Admission to all the categories of students shall be made on the basis of a written test and/or interview and/or performance in the qualifying examinations to be evaluated by the departmental admission committee. The departmental admission committee shall be constituted by the Departmental Ph.D. Monitoring Committee (DPMC). The admission committee members shall consist of at least one faculty member from each of the specialization areas in which the department awards Ph.D. degree. In addition to this, faculty members from other department may also be inducted in this committee. The Head of the concerned Department shall be the ex-officio Chairman of the committee. An institute level Ph.D. admission committee (IPAC) shall scrutinize the candidatures of the candidates recommended by the Departmental

Admission Committee. Candidates shall be admitted after approval by the Chairman, Senate and on recommendation of the IPAC and payment of the prescribed fees.

- 4.2 In the case of externally registered candidates the following additional conditions are to be satisfied:
- 4.2.1 The candidates shall have to stay in the Institute/around the Institute for at least one semester during the first year to complete the course work.
 - 4.2.2 The candidate must submit full details of the facilities relevant to his/her research program available in the organization where he/she is employed, duly certified by the sponsoring authority.
 - 4.2.3 The candidate shall have to submit a certificate from the sponsoring authority that required facilities will be made available by the organization.

5 FINANCIAL SUPPORT

Students admitted into the Ph.D. Program shall be considered for assistantship according to the following norms:

- 5.1 Assistantship shall be as per the guidelines of GOI/funding agencies as the case may be.
- 5.2 Students with B.E./B.Tech. degree must have a valid GATE score at the time of admission.
- 5.3 Students having M.E./M.Tech. degree do not require a valid GATE score.
- 5.4 Students with a post graduate degree in Science/Humanities/MBA must have a valid GATE/NET score for the award of Institute fellowship.
- 5.5 Students with fellowship tenable at the time of admission from CSIR/UGC or any other organization recognized by the Institute shall be permitted to draw the same.
- 5.6 An otherwise eligible student is permitted to draw assistantship only upto the date of submission of thesis.
- 5.7 Students receiving assistantship from the Institute or from any other funding agencies will be required to perform academic duties assigned to them by the departments as per rules in force from time to time.
- 5.8 The continuation of the assistantship/fellowship will be subject to satisfactory progress in the research as well as performance on the academic duties assigned by the department.
- 5.9 Extension or enhancement of the assistantship will be subject to satisfactory progress and as per rules of the Institute/funding agency subject to availability of fund.
- 5.10 No financial assistance from the Institute will be available to part-time students.

6 LEAVE RULES

A student is entitled to the following categories of leave. However, unauthorized absence may lead to disciplinary action to be decided by the Chairman, Senate. The concerned Department shall be responsible to maintain all leave records.

6.1 General Leave

A Ph.D. student is eligible for 30 (thirty) days of leave in one year (July-June) on pro-rata basis. A maximum of 15 (fifteen) days of the left over leave in a year can be carried forward (accumulated) to the next year. This means a maximum of 45 days leave only may be available to the student at a given time during his/her program. Maximum allowable leave at a stretch is 30 days. Holidays (including Saturdays and

Sundays) during the leave period are counted towards leave. However, prefixing or suffixing of holidays with leave period is/are allowed.

Head of the Department may sanction leave on recommendation of the Supervisor.

6.2 Maternity/Paternity Leave

A student is eligible for 180 days of maternity leave or 15 days of paternity leave, as the case may be, once during the entire period of her/his Ph.D. program.

Dean (R & C) on recommendation of the supervisor and Chairman, DPMC may sanction maternity/paternity leave. A certificate in this regard is to be submitted from Senior Medical Officer (SMO)/Medical Officer (MO) of the Institute or from a registered medical officer endorsed by the Institute SMO/MO.

6.3 Academic Leave

In addition to the above categories of leave, a student is also entitled to the following academic leave during his/her entire period of Ph.D. program.

6.3.1 A maximum of 60 (sixty) days is permissible to attend conferences, seminars, workshops, trainings, short-term courses, visit to industries/other academic Institutes/research organizations etc., subject to a maximum of 30 days in an academic year (July-June).

6.3.2 A maximum of 60 (sixty) days is permissible to carry out data collection, survey work, etc.

Dean (R & C) may sanction leaves at 6.3.1-2 on recommendation of the supervisor.

6.4 In addition to the leave mentioned at 6.3.1-2, upto a maximum of 6 months of leave during the entire Ph.D. program is also permissible to carry out part of the research work in other reputed Institutes/advanced R&D labs/Industries etc. This leave can be availed in a maximum of three visits. A letter of consent from the host organization in this regard is required to be furnished. This leave is admissible to those students who have made a significant progress in his/her research work. In case, a registration falls during the period of such leave, the student completes his/her registration after expiry of the leave without any late fine.

Chairman, Senate on recommendations of the Supervisor, Head, and Dean (R & C) may approve this leave.

6.5 Extra Ordinary Leave

Any other leave on genuine ground under extra ordinary circumstances on recommendation of DC, Chairman, DPMC, and Dean (R &C) may be considered by the Chairman, Senate.

7 ACADEMIC REQUIREMENTS

7.1 Supervisor/Cosupervisor/Joint supervisor

(a) Every student admitted into the Ph.D. program of the Institute must carry out his/her research work under the supervision of at least one faculty member of the department which admits the students. This faculty member will be called the Supervisor of the student.

(b) In special cases, like lack of faculty members from the appropriate field, a student may opt for his/her supervisor from another department provided both the departments (DPMCs) agree. The reason for disagreement, if any, by any of the two DPMC(s) is to be communicated (written communication) to Dean (R &

- C) by the concerned Chairman, DPMC(s). Final decision on such matters shall be taken in a joint meeting of Dean (R & C) and the two Chairmen, DPMCs.
- (c) The student (other than externally registered student) may also have a second person from the same or another allied department of the Institute or other organizations as in 7.1(f) for joint guidance. Such supervisor from the Institute shall be called cosupervisor and from outside the Institute shall be called Joint supervisor (Jt supervisor). All the administrative responsibilities related to the Ph.D. Program of the student, however, shall lie with the supervisor.
- (d) In the case of externally registered candidates, there shall be one supervisor (Institute supervisor) and one Joint Supervisor (local supervisor). The administrative responsibilities shall lie with the supervisor.
- (e) The Chairman, Senate may allow an Institute supervisor/cosupervisor to continue as Joint supervisor after retirement also, provided the student and the faculty member are willing; and at the same time, the progress is satisfactory in the opinion of the DC.
- (f) The following categories of persons can act only as a joint (Jt) supervisor, but not as a supervisor/cosupervisor
- (i) Retired persons appointed as a Faculty member on contract for at least a period of 3 years.
 - (ii) Scientists/faculty members from Industries/other Academic/Research Institutes. Written consent, along with bio-data, of the proposed Joint supervisor is to be submitted.
- (g) In case a supervisor/cosupervisor remains absent for a long duration due to sabbatical leave, lien leave or any other leave, he/she may continue as supervisor/cosupervisor if he/she and the student mutually agree. Otherwise, the DMPC shall appoint new supervisor/cosupervisor

In no case, more than two persons are permitted to get associated with a scholar as supervisor and/or cosupervisor/Jt supervisor.

7.2 Appointment of Supervisor/Cosupervisor/Jt supervisor

- 7.2.1 The supervisor/cosupervisor/Jt supervisor shall be identified by DPMC in consultation with the scholar and the consent of the supervisor/cosupervisor/Jt supervisor. Appointment should be made within one month from the date of admission.
- 7.2.2 The Departmental Ph.D. Monitoring Committee (DPMC) shall appoint supervisor/cosupervisor/Jt supervisor using FORM IV.
- 7.2.3 The Joint Supervisor of an externally registered sponsored student shall be appointed as per the recommendation of the sponsoring organization.

7.3 Change/Addition of Supervisor/Cosupervisor/Jt supervisor

The Chairman, Senate in consultation with Chairman, DPMC and Dean (R & C) may permit a student to change his/her supervisor/cosupervisor/Jt supervisor for valid reasons. However, it is not permitted after the synopsis presentation is made.

7.4 Doctoral Committee (DC)

- 7.4.1 To monitor the progress of research of the students, there will be a committee called Doctoral Committee (DC) consisting of:

(i)	One faculty member other than the supervisor/cosupervisor	Chairman
(ii)	One faculty member of the department,	Member

	preferably with same specialization where the student desires to carry out research	
(iii)	Supervisor	Secretary & Member
(iv)	Cosupervisor/Joint supervisor, if any	Member
(v)	One faculty member to be nominated by the Chairman, Senate	Member

Chairman, DPMC shall request the Chairman, Senate for his/her nominee. After receiving the same, the DC is to be constituted by DPMC in consultation with the supervisor, and preferably within 30 days from the date of appointment of the supervisor. The appointment, other than the members at (iii)-(v), shall be approved by Dean (R & C) in FORM V. Chairman, DPMC of the Department, not having adequate number of suitable faculty members, may nominate Chairman/member to the DC from other departments, with approval from Dean (R & C).

7.4.2 The Secretary shall convene the DC meetings in consultation with Chairman as and when necessary in addition to the mandatory meetings. It is the responsibility of the supervisor to send the progress report/evaluation report to the office of the Dean (R & C).

7.4.3 Until the DC is constituted, the DPMC will perform the duties of the DC.

7.5 Course Work

7.5.1 The course IC 001: Research Methodology (6 credits) is mandatory for all Ph.D. scholars. In addition to this, the minimum Ph.D./PG level course work requirements are as follows:

Qualifying degree	Minimum course work requirement	Remarks
B.E./B.Tech.	36 credits	Minimum 24 credits in the core areas of proposed Ph.D. work
PG	12 credits	Minimum 06 credits in the core areas of proposed Ph.D. work

Maximum 30 credits shall be allowed to be registered in a semester. The supervisor, cosupervisor, and Joint supervisor shall not be permitted to teach all the courses offered to a student solely. At the most 50% or two courses (which ever is higher) is permitted to be taught solely by the supervisor, cosupervisor, and Joint supervisor.

7.5.2 The course work shall be prescribed by the DC after interviewing the student keeping in view his/her background and proposed area of work. However, till the DC is formed, the DPMC shall prescribe the course work. While prescribing the courses, the DC/DPMC shall see that the student does not repeat any course already he/she studied in his/her UG/PG programs during the last 3 years. On the other hand, at the most 50% of the courses (which the student studied before 3 years of his/her admission), relevant to the research, may be allowed to be refreshed.

7.5.3 Course work is to be completed within first two semesters by the students with a Master degree, while the students with B.E./B.Tech. degree has to complete the same within first four semesters. In case, the same is not completed during the stipulated period on valid ground(s), permission for additional time needs to be taken from Dean (R & C).

- 7.5.4 Minimum CPI to be earned during the stipulated coursework period (clause 7.5.3) is 6.5 to continue with the program. The registration of a student shall get automatically cancelled if his/her CPI is less than 6.5 after completion of coursework.
- 7.5.5 Examination and Grading rules shall be same as in the M.Tech./M.Sc. Regulations.

7.6 Comprehensive Examination

To test the overall competence and academic preparation of the student in the relevant field and broad areas of the research program, a comprehensive (oral) examination shall be conducted by the DC immediately after completion of the course works, and should be within 18 months for students with Master's degree and 24 months for students with Bachelor degrees from the date of admission. Doctoral committee is at liberty to induct at the most two other experts (faculty members) from any department(s) to conduct comprehensive examination. All the course works must be successfully completed before the Comprehensive Examination.

- (a) All the students are to appear in an oral examination on topics covering the domains of his/her broad research area. The examination is open to all faculty members of the Department. The result of this exam shall be declared as satisfactory or unsatisfactory. Once the examination is scheduled, the Chairman, DC shall notify the same (at least seven days in advance) inviting all faculty members of the department to attend the same.
- (b) A student failing in the Comprehensive Examination in the first attempt will be asked to appear in a second Comprehensive Examination after one (1) month but within six (6) months from the date of the first Comprehensive Examination. If the student fails in the second attempt also, his/her registration shall get automatically cancelled.
- (c) After completion of the comprehensive examination, the Doctoral Committee shall submit its report (FORM VI) to Dean (R & C), preferably within seven days.

7.7 Registration Seminar

After the successful completion of the Comprehensive Examination, the student has to submit (at least one week in advance) a plan of proposed research work to the Chairman, DC defining the research problem identified and course of investigation proposed to be pursued. Assessments of the current status of problem area (literature survey) and justifications for the scope of proposed work have to be projected in his/her proposal. The student shall make a presentation of the above proposal before the Doctoral Committee, preferably within 6 months after successful completion of the comprehensive examination and the report (FORM VII) shall be sent to Dean (R & C) for approval.

7.8 Progress Review

There shall be a continuous monitoring of the progress of a student's work after his/her registration seminar is over. If a student completes the registration seminar in *i*th semester, then starting from the (*i*+1)th semester onwards, he/she has to present his/her progress in the given semester before the DC. At the same time, the progress report containing an introduction highlighting his/her previous progress (till the starting of the reporting period) and the salient features of the progress during the reporting period shall have to be forwarded to Dean (R & C) in the given format (Annexure II).

1. Satisfactory Progress

Once the progress is found to be satisfactory, he/she shall be allowed to register in the next semester.

2. Unsatisfactory Progress

- (i) If the progress as assessed above is found unsatisfactory during his/her program for the:
 - First time, he/she shall be allowed to continue with the program
 - Second time at any stage, his/her registration shall be terminated or assistantship/scholarship (if any) shall be withdrawn subject to approval by Chairman, Senate and duly notified by Dean (R & C). However, in the event of cancellation, he/she may appeal not later than 3 months from the date of notification to Chairman, Senate for continuation with program as well as scholarship/assistantship (if any). Decision of the Chairman, Senate shall be final and binding in this regard.
- (ii) The progress of a student shall be considered to be unsatisfactory if he/she does not make the presentation or does not submit the progress report.

7.9 Enrolment

- (a) Students of all categories in the Ph.D. program will have to enroll in person in each semester on the stipulated date till the submission of their thesis, failing which a late fine is to be paid.
- (b) They are required to pay the prescribed fees within stipulated dates till the submission of the thesis.
- (c) On genuine and exceptional grounds, Chairman, Senate on recommendation of the DC, Chairman, DMPC, and Dean (R & C) may allow a student to drop upto a maximum of two semesters during his/her entire program. Period of such drop is also counted towards the prescribed limits (minimum and maximum) of the program. No assistantship shall be provided during the dropped period.

7.10 Cancellation of Registration

The Ph.D. registration of a student is liable to be cancelled for any of the following reasons:

- (a) Consistent lack of progress in research as described in 7.8.
- (b) Violation of Discipline and Conduct Rules of the Institute (as given in the Regulations for the B.Tech. Program).
- (c) Nonsubmission of the thesis within the stipulated period.
- (d) Nonconformity with the regulations of the program.
- (e) Giving false information at the time of application/admission.
- (f) SPI/CPI falls below the minimum specified value.
- (g) Any student, who concurrently registers for any other degree (may be at another Institute) shall be automatically deregistered.

7.11 Minimum Duration of the Ph.D. Program

The minimum duration of the Ph.D. Program, excluding dropped semester(s)/maternity leave, will be as follows:

- (a) Full-time students with Post Graduate degree shall have to be enrolled for a minimum period of four semesters.

- (b) Part-time students with Post Graduate degree shall have to be enrolled for a minimum period of six semesters.
- (c) Full-time students with Bachelor degrees shall have to be enrolled for a minimum of period of six semesters.
- (d) Part-time students with Bachelor degrees shall have to be enrolled for a minimum of period of eight semesters

7.12 Maximum Duration of the Ph.D. Program

The maximum duration of the Ph.D. Program, including all granted leaves, will be 6 years from the date of admission for full-time students and 7 years for part-time students. Unless the Senate otherwise allows, the registration of a student shall stand cancelled automatically after the expiry of stipulated duration.

7.13 Presentation of Synopsis

The minimum publication requirement for submission of a thesis is two journal papers, out of which at least one must be included in the Thomson Reuters citation index of respective stream (engineering, science, arts and humanities, social sciences etc.), with the student being the first author.

Subject to the minimum duration requirement as in 7.11, student shall be asked to present the synopsis of the work as and when the DC feels that the work is worth enough for submission. The concerned Department may invite one external expert (within India) from outside the Institute. Proposal for such expert shall have to be initiated by the DC, recommended by the Chairman, DPMC and Dean (R & C) for approval by Chairman, Senate.

Once the date for presentation is fixed, the Chairman, DC shall notify (at least seven days in advance) the same inviting all interested faculty members and students to attend the presentation. In this regard, the student has to submit 5 copies of synopsis of the research work to the Chairman, DC at least 7 days prior to presentation. The synopsis will contain an outline of the research work carried out by the student.

The student shall make a presentation on his/her thesis work before the DC. The DC, if satisfied with the work done, will permit the student to submit the thesis and forward the synopsis to the Dean (R & C) with its recommendation as per the format available in the guidelines for thesis preparation and submission.

7.14 Thesis Submission

Within three months of acceptance of the synopsis by the DC, the student shall prepare and submit the thesis, along with synopsis, as per guidelines on the Thesis preparation and submission (FORM VIII) to the Dean (R & C). In case, the student is unable to submit the thesis within this stipulated deadline on valid ground(s), he/she has to apply to Dean (R & C) through DC for extension. Dean (R & C) may allow additional time (maximum one year) if he/she is satisfied with the ground(s) for extension sought.

8 Examiners of the Thesis

After successful presentation of the synopsis, DC of the concerned student shall forward the panel of examiners (at least 10 examiners: 8 from India and 2 from abroad), along with their designations and contact details in sealed envelop to Dean (R & C). The panel should comprise of persons from reputed Academic Institutes/R&D organizations/Industries. Final examiners are selected by the Chairman, Senate from the panel. In case the Chairman, Senate is not satisfied with the panel, he/she may change the panel in consultation with Dean (R & C).

8.1 Thesis Examinations and Reports

- (a) Dean (R & C) is responsible for taking consent and sending copies of the thesis to two examiners approved by the Chairman, Senate from the panel of examiners in order of approval.
- (b) The examiners are expected to send the reports as per the format (FORM IX) on the thesis within two months from the date of receipt of the thesis. However, if an examiner does not send the report within this time, a reminder shall be sent. If the report is not received within 3 months (from the original date of dispatch of the thesis), the appointment of the said examiner shall be deemed to have been cancelled. Dean (R & C) shall issue a cancellation of appointment letter to the examiner and refer the thesis to the next examiner from the approved panel. This process will continue till the approved panel is exhausted. However, if any one of the examiners did not send his/her report within 3 months, and sends a delayed report after cancellation of the appointment, the Chairman, Senate may revive the appointment of that examiner and consider his/her report.
- (c) A student becomes eligible for the award of the degree when both the examiners recommend the thesis for the award.
- (d) If an examiner suggests resubmission of the thesis for reexamination, the student is allowed to resubmit the thesis after due revision within the time stipulated by the DC. The revised thesis needs to be resubmitted for further action.
- (e) If one of the two examiners does not recommend the thesis for the award of the degree, the thesis shall be referred to the third examiner from the approved panel with permission from the Chairman, Senate. In case, the third examiner also does not recommend the thesis for the award, the degree shall not be awarded and the registration shall automatically gets cancelled. However, in such cases, re-registration as a fresh student can be considered by the Institute.
- (f) Once the reports are favorable for the award of the degree, Dean (R & C) shall forward the reports/content of the report to the Supervisor, for consideration by the DC.
- (g) Identities of the thesis examiners are always confidential for the students. Supervisor/cosupervisor/Jt supervisor shall share with the students only the relevant (required for corrections in the thesis, queries to be answered etc.), portions of the report without disclosing the identities of the examiners.
- (h) All other cases, not covered under these Regulations, shall be referred to the Senate for a decision.

8.2 Formation of Defence Examination Board (DEB) and Conduct of Viva-Voce

Once the reports are favorable and actions as in 8.1(f) are taken, the DC shall consider the reports and initiate necessary action to incorporate the suggested changes, if any, in the thesis. In this regard, the student shall also submit para-wise replies of the questions raised/observations made by the examiners to the satisfaction of DC. The process for nomination of the Chairman, Senate in the DEB shall be initiated by the supervisor through Dean (R & C). After getting the nomination, the recommendation of DC (FORM X) along with the replies of the student, shall be forwarded to Dean (R & C) who, in turn, shall consider for approval of the conduct of viva-voce examination. After the conduct of viva-voce is approved, the Head shall notify the formation of Defence Examination Board (DEB) as per format (FORM XI) as well as conduct of the same at least 10 days in advance.

Once the DEB is formed, the student appears the viva-voce examination, also known as defence of the thesis, where he/she makes a presentation of his/her thesis in front of the DEB. During the defence, the student also answers the queries raised to the satisfaction of the DEB. The viva-voce is also open to all interested faculty members and students of the Institute.

(a) Composition of the Defence Examination Board

(i)	Chairman, DC	Chairman
(ii)	One examiner of the thesis within the country or an approved expert from the panel of examiners, to be recommended by supervisor through Dean (R & C) and approved by Chairman, Senate	Member (nominee of Chairman, Senate)
(iii)	All other members of the DC	Member

- (b) After conduct of the viva-voce examination and ensuring that the candidate has replied all the queries satisfactorily, the DEB shall submit its report to Dean (R & C) as per format in FORM XII in a sealed envelop superscribing, "DEB Report of name: _____ and registration no. _____".
- (c) If the DEB finds the performance of the student unsatisfactory, the student will be asked to reappear for another viva-voce examination at a later date (not earlier than a month and not later than six months from the date of the first examination).
- (d) If the DEB evaluates performance of the student as unsatisfactory on the second occasion also, the matter shall be referred to the Senate for a decision.
- (e) The DEB may also recommend revisions to be made in the final version of the thesis after taking into considerations the suggestions of the examiners who evaluated the thesis and the discussion at the viva-voce examination. In such cases, the Chairman, DC shall forward the report to the Dean (R & C) certifying that the recommended revisions by the DEB have been incorporated in all copies of the thesis.

9 Award of Ph.D. Degree

If the performance of the student in the viva-voce Examination is satisfactory, he/she will be awarded the Ph.D. degree on recommendation of the Senate, and with the approval of the Board of Governors of the Institute. However, immediately after satisfactory completion of the viva-voce, a provisional certificate may be issued on recommendation of the Dean (R & C) and with approval of the Chairman, Senate, if requested by the student. In case, the performance is not satisfactory, no degree shall be awarded and his/her registration shall stand cancelled.

10 Conduct and Discipline

Conduct and Discipline of B.Tech. regulations are also applicable to Ph.D. students, except the role of Dean (Academic) is to be played by Dean (R & C).

11 Grievance Redressal

Grievances from any stake holders of the program shall be addressed in the following order: Head, Dean (R & C), Director, and finally the Senate. Decision of the Senate shall be final and no further appeal shall be entertained.

NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR
Regulations for the conferment of the Honorary Degree of Doctorate of Philosophy (Ph.D. – Honoris Causa)

1. PREAMBLE:

National Institute of Technology Silchar confers Honorary Doctorate Degrees (Ph.D. – Honoris Causa) as a mechanism to uphold and maintain the highest standards of excellence. Only such individuals who have distinguished themselves through exceptionally outstanding achievements in their chosen area of activity, which can be looked upon as exemplary standards of excellence for the faculty and students of National Institute of Technology Silchar and the society at large, shall be honored with such awards.

2. NUMBER OF AWARDS:

The number of such awards shall be limited to at the most only one per year. However, under exceptional circumstances, Senate may consider honouring more than one person in a given year under consideration. Such deviations may be recorded in writing by the Senate.

3. GENERAL GUIDELINES:

Candidates for the award of Honorary Doctorates should be chosen to ensure that the most worthy candidates are honored for their exemplary contribution to Academics, Profession, and Society.

4. CATEGORIES:

Nominations for Honorary Doctorates should be based on one or more of the following:

- Excellent Academic Distinction;
- Outstanding Professional Achievement;
- Exceptional Contribution to the Society.

5. CRITERIA:

The following criteria should apply in considering nominees for Honorary Doctorates:

- Individual achievement and worth should be the prime criteria.
- The award of the degree should be made to persons distinguished in the arts, the sciences and the technologies, business, industry, the professions, sport, social and service to society.

6. RESTRICTIONS:

- (i) Honorary doctorates recognize an individual, not an office or position. So far as possible, there will be an effort to ensure that the persons honored represent a variety of fields of endeavor. No more than one honorary degree will be approved in any one year with the exceptions cited in para-2 above. Honorary degrees will be awarded at the Convocation, and the recipient must be present to receive the award.
- (ii) Honorary doctorates are not awarded:

- in absentia
- posthumously
- to current employees of the Institute
- to individuals who have direct political, legal, management/administrative or budgetary authority over the Institute.
- in consideration of any past, present, or future gift or other benefaction to the Institute.

7 PROCEDURE:

- Nominations shall be invited by the Director of the Institute from amongst the faculty, members of the Senate and the Board of Governors.
- All nominations shall be made in writing, signed by at least TWO Nominators and seconded by another TWO members of faculty or TWO members of the Senate or TWO members of the Board of Governors.

- All nominations shall be forwarded to the Chairman, Nomination Committee appointed by the Senate.
- The Nomination Committee will collect all the supplementary information required for evaluation of each candidate.
- The Nomination Committee shall recommend at the most three names to the BOG in the order of priority for the award.
- The BOG shall consider the nomination and decide and do the needful in contacting the approved candidate for obtaining acceptance.

Annexure I**NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR****DEPARTMENTAL PH.D. MONITORING COMMITTEE (DPMC)**

Name of the Department: _____

COMPOSITION

(i)	Head of the Department (ex-officio)	Chairman
(ii)	One faculty member of the department to be nominated by the Head of the Department	Member and Secretary
(iii)	At least three faculty members of the department to be nominated by the departmental faculty members in a departmental meeting	Members
(iv)	One faculty member from any department, to be nominated by the Chairman, Senate.	Member
(v)	One regular Ph.D. scholar of the department, to be nominated by the Head. He/she can participate only in major policy decision process, not involving a particular case, for Ph.D. program of the department	Members

In case, there is a lack of sufficient suitable faculty members in the department, the department may nominate members from other allied department, with consent of the concerned member(s) and approval from Dean (R & C). Formation of new committee/ nomination of new members is to be communicated to Dean (R & C).

Tenure:

Two years for faculty members and one year for student members.

Functions:

- (i) To oversee the conduct of the departmental Ph.D. programs.
- (ii) To ensure academic standard and excellence of the Ph.D. work of the department.
- (iii) To consider and recommend to Dean (R & C) all matters related to the Ph.D. program of the department.

Annexure II



NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

PH.D. PROGRESS REPORT

Name of Supervisor:

Name of Cosupervisor/Jt supervisor:

Reporting period: (July-December/January-June, year)

Name of the student :
 Registration no :
 Date of admission :
 Date of Registration Seminar :
 Nature of Registration (Full time/Part time) :
 Department :
 Reporting Semester :
 Seminar/workshop/conferences attended during the reporting semester (attach supporting documents) :
 Publications during the reporting semester (attach supporting documents) :
 Date of progress assessment :

I. Introduction (maximum 300 words): Attachment

II. Progress During the Reporting Period: Attachment

(Signature of the student)Recommendation of the DC* (strike out whichever is not applicable)

1. The reported progress is presented in front of the DC and certified to be (satisfactory/unsatisfactory)
2. May continue with the program with/without assistantship

Signature of the members of Doctoral Committee(Name)
Supervisor(Name)
Cosupervisor/Jt
supervisor*(Name)
Member(Name)
Member(Name)
ChairmanForwarded to Dean (R & C)

Signature and seal of the Chairman, DPMC

*Copy is to be given to the student

* Joint supervisor may not attend the progress seminar; however, his/her comment should be enclosed

FORM I**SPONSORSHIP LETTER FOR FULL-TIME PH.D. PROGRAM**

(Should be typed on the letter head of the sponsoring organization)

Reference No.

Date:

To

The Director
National Institute of Technology Silchar
Assam 788010

Sub: Sponsoring an Employee for Ph.D. Program

Dear Sir,

We hereby sponsor the candidature of Mr./Ms./Mrs. _____,
Designation: _____ who is a regular employee in our organization, for joining Ph.D. Program
in the department of _____ at your Institute as a full-time student.

It is certified that he/she has completed two years of service in our organization as a regular employee.
He/she has gained experience in the field(s) _____.

If selected, we shall relieve him/her from his/her duties to join the program during the first three years of
the Ph.D. Program.

Signature and Seal of the Sponsoring Authority

FORM II

No Objection Certificate for Part-Time Students

(Should be typed on the letter head of the sponsoring organization)

Reference No.

Date:

To

The Director
National Institute of Technology Silchar
Assam 788010

Sub: No objection Certificate

Dear Sir,

We have no objection if Mr./Mrs/Ms. _____, Designation: _____ an employee/project staff in our organization, is admitted to the Ph.D. Program in the department of _____ at your Institute as a part-time student.

It is certified that he/she has completed one year of service in our organization. If selected, we shall sanction him/her leave of absence to attend classes/research work at NIT Silchar during the Ph.D. program.

Signature and Seal of the Sponsoring Authority



NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

FORM II-A

No Objection Certificate for Admission into Ph.D. Program (Project Staff)

Reference No.

Date:

To

The Director
National Institute of Technology Silchar
Assam 788010

Sub: No objection Certificate

Dear Sir,

We have no objection if Mr./Mrs/Ms. _____, Designation: _____ a project staff, under the project: (title of the project), Sanction letter no. _____, in the department of _____, is admitted to the Ph.D. Program in the department of _____ of NIT Silchar as a part-time student. It is certified that the said project shall continue for two more years.

If selected, we shall allow him/her to attend classes/research work under the said project at NIT Silchar during the Ph.D. program without affecting normal project work assigned to him/her.

Signature of Project Investigator
(Name)

Signature of Dean (R & C)



NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

FORM II-B

No Objection Certificate for Admission into Ph.D. Program (Institute Employee)

Reference No.

Date:

It is certified that we have no objection if Mr./Mrs/Ms. _____,
 Designation: _____, a (regular/contractual) employee of this Institute, working in the department of _____,
 _____, is admitted into the Ph.D. Program in the department of _____
 _____ at this Institute as a part-time student.

If selected, he/she shall be allowed to attend classes/research work without affecting normal duties assigned to him/her.

Signature of Head
 (Department:)

Signature of Director

FORM III

Sponsorship Certificate for External Registration

(This should be typed on the letter head of the sponsoring organization)

Reference No.

Date:

To

The Director
National Institute of Technology Silchar
Assam 788010

Sub: Sponsoring an Employee for Ph.D. Program under external registration

1. Name of the sponsoring organization:
2. Address:
3. Name of the Candidate:
4. Designation of the applicant:
5. Present status of the applicant:
(regular/year of completed service)
6. Department/Division/Center where research work is proposed to be done:
7. Name of the Local (Joint Supervisor):
(Bio-data of the Local supervisor (Joint Supervisor) to be enclosed giving details of designation, qualification, research experience etc.)
8. Details of relevant facilities which will be made available to the candidate:
9. Statement of Local supervisor (Joint Supervisor):

Dear Sir,

If Mr./Mrs./Ms. _____ is admitted to the Ph.D. program at National Institute of Technology Silchar, I agree to supervise his/her research program jointly with the Supervisor from NIT Silchar.

Signature of Local supervisor (Joint Supervisor)

If Mr./Mrs./Ms. _____ is admitted to the Ph.D. program, we agree to relieve him/her to reside at NIT Silchar/around NIT Silchar during one/two semester (s) of his/her Ph.D. program to complete his/her course work requirement.

Mr./Mrs./Ms. _____ will be permitted to carry out research at our organization under the guidance of Dr. _____ leading to Ph.D. degree from NIT Silchar. Necessary facilities will be provided for this purpose.

Signature and Seal of the Sponsoring Authority



NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

FORM IV

Appointment of Supervisor/Cosupervisor/Joint Supervisor

Name of the student :
 Registration no :
 Date of admission :
 Nature of Registration :
 (Full time/Part time)
 Department :

NAME OF SUPERVISOR/COSUPERVISOR/JOINT SUPERVISOR

Name	Designation	Department/ Address*	Supervisor/ cosupervisor/ Jt supervisor	Signature [†]

Secretary, DPMC

Chairman, DPMC

Copy to:

1. Dean (R & C)
2. The supervisor
3. The cosupervisor/Jt supervisor (if any)
4. The concerned student

* Please write complete address for outside Jt supervisor

† Jt supervisor may not sign; please enclose his/her bio-data and consent letter



NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

FORM V

FORMATION OF DOCTORAL COMMITTEE

Name of Supervisor:

Name of Cosupervisor/Jt supervisor (if any):

Name of the student :

Registration no :

Date of admission :

Nature of Registration :
(Full time/Part time)

Department :

MEMBERS

Sl. No.	Name	Department	Chairman/Member
1			Chairman
2			Member
3			Member (nominee of Chairman, Senate)
4			Supervisor
5			Cosupervisor/Jt supervisor

Secretary, DPMC

Chairman, DPMC

Dean (R & C)

Copy to:

1. The Chairman and all the members
2. Concerned student



NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

FORM VI

REPORT OF COMPREHENSIVE EXAMINATION

Name of Supervisor:

Name of Cosupervisor/Jt supervisor (if any):

Name of the student :

Registration no :

Date of admission :

Nature of Registration (Full time/Part time) :

Department :

Course works done

Course code no	Course name	Credit	Grade Obtained
---	---	---	---
Total credit			
		CPI	

No of attempt	Date of exam(s)
First Attempt	
Second attempt	

Result[†] (please tick the appropriate box)

satisfactory	unsatisfactory

Signature of Doctoral Committee

(Name)
Supervisor(Name)
Cosupervisor/Jt
supervisor*(Name)
Member(Name)
Member(Name)
Chairman

Forwarded to Dean (R & C):

Chairman, DPMC

[†] Copy to be given to the student

* Joint supervisor may not attend the examination



NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

FORM VII

REGISTRATION SEMINAR REPORT

Name of Supervisor:

Name of Cosupervisor/Jt supervisor (if any):

Name of the student :
 Registration no :
 Date of admission :
 Date of successful comprehensive exam :
 Nature of Registration (Full time/Part time) :
 Department :
 Date of the Seminar :

Literature review (Satisfactory /Unsatisfactory)	
Problem formulated (Yes / No)	

Brief Comments about the student's performance (if required, use back side of this FORM)

Signature of the members of Doctoral Committee

(Name)
Supervisor

(Name)
Cosupervisor/Jt
supervisor*

(Name)
Member

(Name)
Member

(Name)
Chairman

Forwarded to Dean (R & C):

Chairman, DPMC

* Joint supervisor may not attend the seminar; however, his/her written comment should be enclosed



NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

FORM VIII

RECOMMENDATION SHEET FOR THESIS SUBMISSION

(not to be included in the thesis)

Name of Supervisor:

Name of Cosupervisor/Jt supervisor (if any):

Title of the Thesis:

Name of the student :
 Registration no :
 Date of admission :
 Nature of Registration :
 (Full time/Part time)
 Department :
 Date of the Synopsis Seminar :
 Submission Type (for Evaluation/Record):

Signature of the Student

Recommendation of the DC

Above thesis is recommended/not recommended for submission_____

Signature of the members of Doctoral Committee

(Name) Supervisor	(Name) Cosupervisor/Jt supervisor*	(Name) Member	(Name) Member	(Name) Chairman
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Forwarded to Dean (R & C):

Chairman, DPMC

For Academic/Departmental office use

Thesis is received on _____

Signature of the Dealing Assistant/AR

* Joint supervisor may not attend the seminar; however, his/her written comment should be enclosed



NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

FORM IX

RECOMMENDATION OF EXAMINER ON PH.D. THESIS

Name of the Candidate: _____

Regn. No : _____

Title of the Thesis: _____

(Please send detailed report on the thesis on separate sheet, and specific recommendation by ticking any one of the following options)

I. The thesis meets the academic standard of institutions of higher learning around the world. It may be accepted for award of the Ph.D. degree in its present FORM.

OR

II. The thesis is acceptable subject to clarification of certain points at the time of viva-voce. (List of points enclosed)

OR

III. The thesis is acceptable subject to modification/clarification/revision, as per enclosed details. After modification the thesis need NOT be referred back to me.

OR

IV. The thesis is acceptable subject to further work/modification/substantial revision of text, as per enclosed details. After modification the thesis should be referred back to me for final assessment.

OR

V. The thesis does not meet the standards of comparable works in institutions of higher learning. It is not recommended for award of the degree

Place : _____

Signature of Examiner: _____

Date: _____

Name of the Examiner: _____

Affiliation: _____

- N.B:
1. A detailed Report is enclosed in a separate sheet
 2. The Institute requires a signed report from the examiner. Kindly return it under confidential cover, to:

The Dean (R & C)
National Institute of Technology Silchar
Assam 788010, India



NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

FORM X

APPROVAL FOR CONDUCT OF VIVA-VOCE EXAMINATION

Name of Supervisor:

Name of Cosupervisor/Jt Supervisor (if any):

Title of the Thesis:

Name of the student :
 Registration no :
 Date of admission :
 Nature of Registration (Full-time/Part-time) :
 Department :

Name & Designation of Thesis Examiners	Address	Brief Description of the Comments	Final Recommendation
Examiner 1			
Examiner 2			

Brief Comments of DC about the Actions taken on the Examiners' comments:

Final Recommendation

Recommended to conduct Viva-voce on	Date
Not Recommended to conduct Viva-voce	Please specify the reason, if not recommended

Signature of the members of Doctoral Committee

(Name) Supervisor (Name) Cosupervisor/Jt supervisor* (Name) Member (Name) Member (Name) Chairman

Recommended and forwarded:

Chairman, DPMC

Approved by:

Dean (R & C)

* Joint supervisor may not sign; however, his/her written comment is required to be enclosed



NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

FORM XI

CONSTITUTION OF DEFENCE EXAMINATION BOARD

TITLE OF THE THESIS:

Name of the student :

Registration no :

Date of admission :

Nature of Registration :
(Full time/Part time)

Department :

Under rule 8.2 of the Ph.D. regulations, the Defence Examination Board of the above student is hereby constituted with the following members.

Sl. No.	Name	Designation	Department
1.		Chairman (Chairman, DC)	
2.		Member (nominee of Chairman, Senate)	
3.		Member	
4.		Member	
5.		Member (Supervisor)	
6.		Member (Cosupervisor/It supervisor)	

Chairman, DMPC

Dean (R & C)



NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

FORM XII

VIVA-VOCE REPORT OF PH.D. STUDENTS

TITLE OF THE THESIS:

Name of the student :
 Registration no :
 Date of admission :
 Nature of Registration :
 (Full time/Part time)
 Department :
 Date of Defence :

RECOMMENDATIONS

The Defence Examination Board evaluated the Ph.D. work and thesis of the candidate taking into account the queries/questions raised by the external examiners and recommend that (tick one):

1. The thesis in the present form is recommended for the award of the degree	
2. The thesis is recommended for the award of the degree. However, suggestions for modifications of the thesis based on the discussions during the defence examination and detailed in a separate sheet, be incorporated in the thesis.	
3. The thesis is not acceptable for the award of the degree	

Defence Examination Board

Sl. No.	Name	Designation	Signature
1.		Chairman (Chairman, DC)	
2.		Member (nominee of Chairman, Senate)	
3.		Member	
4.		Member	
5.		Member (Supervisor)	
6.		Member (Cosupervisor/Jt supervisor)	

Forwarded to Dean (R & C):

Chairman, DPMC