

UPDATED

Regulations Relating to Ph.D. Programme



(Updated as per the Senate amendments till August 2025)



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर

INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

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Regulations relating to Ph.D. program (Updated till August 2025)

1. General

- 1.1 The Institute provides facilities for research leading to the Degree of Doctor of Philosophy (Ph.D.).
- 1.2 Normally, a candidate has to devote at least three years for study and research. The period will be counted from the date of his enrolment. However, for a candidate who has the master's degree (as a minimum qualification required for admission to PhD), the period shall be a minimum of two years.
- 1.3 The Minimum qualification required for admission to the Ph.D. program is a degree in any one of the areas given below
- a.**
- M. Tech (Master of Technology)
 - M. S.
 - M. C. P. (Master of City planning)
 - M. E.
 - M. R. P. (Master of Regional Planning)
 - M. Sc. (Engg.,)
 - M. Arch. (Master of Architecture)
 - M. Phil
 - M.B.A. (after B. Tech./M.Sc./M.A./M.Com.)
 - 2 year M.B.M.
- or** an equivalent of the aforesaid degrees
- OR**
- b.**
- Bachelor of Technology (B.Tech.)
 - Master of Science (M.Sc.)
 - Master of Business Administration (done after B.A./B.Sc./B.Com.)
 - Master of Arts (M.A.)
 - PG Diploma in Management of 2-year duration (done after B.A./B.Sc./B.Com.)
 - B. Sc. (Engg.)
- or** a degree equivalent to any of them.

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

1.4 The rules for accommodation provided by the Institute are given in **Appendix-I**.

1.5 Doctoral Advisory Committee (DAC) (composition of which is given in **Appendix-II**) for every candidate admitted to the Ph.D. program will monitor the candidate's progress, conduct the open seminars with School Academic Committee (PG&R) and recommend the names of the examiners for evaluating the thesis. On receiving satisfactory reports on the thesis from the examiners, the DAC along with an additional examiner (internal or external) will conduct the final viva voce and recommend to the Senate for the award of the degree. Normally the additional examiner shall be the external Indian thesis examiner.

1.6 All candidates enrolled for the Research Program under any of the categories (Institute Scholar/Sponsored/Individual-CSIR, UGC/Scheme/QIP etc.) shall be governed by all the provisions of this and of such other regulations as are applicable to them and they shall also obey any direction/instruction concerning them issued by the Institute.

1.7 Interested students enrolled in **Master's Programme** at IIT Bhubaneswar may **upgraded** to the **Ph.D. program** in the same department/school (refer 4(m)).

2. Minimum Eligibility Criteria for Application

Category 2.1 - Institute Ph.D. Scholar

Institute Ph.D. Scholar refers to the Ph.D. student who receives **Institute Research Assistantship** sanctioned by the Ministry of Education (MoE) and offered through the institute. Eligibility criteria for different schools are as follows:

School wise Eligibility Criteria:

School	Eligibility Criteria
All Engineering Schools ◆ School of Electrical & Computer Sciences (SECS) ◆ School of Infrastructure (SIF) ◆ School of Mechanical Sciences (SMS) ◆ School of Minerals, Metallurgical and Materials Engineering (SMM&ME)	1. M. Tech./ME or equivalent degree in appropriate disciplines, with minimum 60% marks or 6.5 CGPA (in a 10-point scale). OR B. Tech/BE or equivalent degree in appropriate disciplines with minimum 70% marks or 7.5 CGPA (in a 10-point scale). The candidate must be GATE qualified in an appropriate discipline. 2. Minimum 60% marks or 6.5 CGPA (in a 10-point scale) required in all other examinations from Class 10 onwards. A single relaxation up to 5% marks in secondary/higher secondary/equivalent is permitted.

School of Humanities, Social Sciences and Management (SHSS&M)	1. Minimum of 55% marks or 6.0 CGPA (in a 10-point scale) in Master's degree in appropriate Humanities and Social Sciences disciplines. 2. Minimum 55% marks or 6.0 CGPA (in a 10-point scale) required in all other examinations from Class 10 onwards. A single relaxation up to 5% marks in secondary/higher secondary/bachelor's degree/equivalent is permitted. 3. The candidate must be GATE or CSIR-UGC NET (LS) qualified in an appropriate discipline.
School of Basic Sciences (SBS)	1. Minimum 60% marks or 6.5 CGPA (in a 10-point scale) in Master's or equivalent degree in appropriate disciplines. 2. Minimum 60% marks or 6.5 CGPA (in a 10-point scale) required in all other examinations from Class 10 onwards. A single relaxation up to 5% marks in secondary/higher-secondary/bachelor's degree/equivalent is permitted. 3. The candidate must be GATE or CSIR-UGC NET (LS) or JAM or JEST qualified in an appropriate discipline.
School of Earth, Ocean and Climate Sciences (SEOCS)	1. Minimum 60% marks or 6.5 CGPA (in a 10-point scale) in Master's or equivalent degree in appropriate disciplines. OR B Tech/BE or equivalent degree in appropriate disciplines with minimum 70% marks or 7.5 CGPA (in a 10-point scale). 2. Minimum 60% marks or 6.5 CGPA (in a 10-point scale) required in all other examinations from Class 10 onwards. A single relaxation up to 5% marks in secondary/higher-secondary/bachelor's degree/equivalent is permitted. 3. The candidate with B.Tech/B.E./M.Sc. degree must be GATE or CSIR-UGC NET (LS) or JAM or JEST qualified in an appropriate discipline.

Students of Centrally Funded Technical Institutes (CFTIs)

The students studying in **CFTIs** (<https://www.education.gov.in/technical-education-1>) with a following criterion shall be eligible for shortlisting (they **need not** be GATE/CSIR-UGC NET (LS) qualified to appear for the selection process):

- a) CFTI students, whose admissions were on the basis of **JEE** and currently pursuing B.Tech/B.E./Integrated M.Tech/ Integrated M.Sc Programmes or any other programme of **minimum four year duration** shall be eligible for such provision. Such student, however, must have completed 7 semesters or more with minimum **CGPA ≥ 8.0** (on a 10-point scale). Such students must obtain a CGPA ≥ 8.0 at the time of graduation.
- b) Candidates with **M.Sc.** degree from IITs / IISc with **CGPA ≥ 8.0** shall also be eligible for such provision.

Category 2.2 - Sponsored Ph.D. Scholar

Sl. No.	Type of Sponsored Ph.D. Scholar	Eligibility
1.	Sponsored by External Organization	◆ They must be in continuous service for at least three (3) years in any one of the following categories of organizations where appropriate R&D facilities exist: a) Departments and Ministries of the GoI or any other government organizations. b) Established industrial research and developmental organizations c) Recognized autonomous bodies and public undertakings d) Recognized universities/colleges. e) Established industries ◆ Candidates under this category need not be GATE or CSIR-UGC NET (LS) qualified. ◆ All other academic qualifications specified under Category-2.1 is applicable to these candidates. ◆ Candidates must submit Sponsorship Certificates as per the prescribed format at the time of application; otherwise their applications will not be considered. ◆ Ph.D scholars admitted under this category shall not receive any financial support from the Institute.
2.	Sponsored GoI Doctoral Fellowship (CSIR—UGC, DST-INSPIRE, DBT, ICMR etc.)	◆ Candidates having CSIR-UGC NET (JRF) or any other doctoral fellowship offered by GoI are eligible to apply under this category. ◆ Ph.D. scholars joining under this category receive financial support from respective GoI doctoral fellowships. ◆ They must meet the same minimum academic qualification applicable for Institute Ph.D. Scholar as under Category-2.1. ◆ These candidates need not be GATE qualified. ◆ Candidates who are JRFs/SRFs or of an equivalent position attached to CSIR/DST/Defense Laboratories/Government R & D organization/IIMs are admitted to the Ph.D. program on the basis of qualification as laid down in Appendix-VI.
3.	Sponsored Research Project under IIT Bhubaneswar	◆ Persons who possess the minimum prescribed qualifications as mentioned in Category-2.1 and are already working in a sponsored project of the Institute as JRF/SRF/equivalent availing minimum fellowship as that of Institute Ph.D. scholar shall be eligible for applying to the Ph.D. program under this category. ◆ For this category of candidates, the followings also apply: a) They receive assistantship from the fund available in the project under the personnel/manpower budget head (to be referred as Project Fund now onwards) and the fellowship amount is at least equal to that of Institute Ph.D. scholar. b) The remaining period of the project fund (in a single project) as well as the remaining tenure of the same project should be at least 2 years (duration of the project can be relaxed upto 6 months upon recommendation of the PI & Head) from the date of enrollment in the Ph.D. program in the Autumn/Spring Semester as per the academic calendar (if selected).

4.	Sponsored under “Professor R. H. Tupkary Fellowship” program (the programme will be offered subject to the requirements and as per the advertisement notification)	This programme is applicable for bright and motivated students who are interested in carrying out research in the field of Complex Dynamical Systems’ Analysis and Control. Applications are invited primarily, but not restricted to the broad areas of Industrial and Systems Engineering and Neural Engineering Systems. This is an interdisciplinary program wherein a scholar can take a supervisor from any relevant School of the Institute. An additional amount over and above the Institute Fellowship amount will be awarded to the scholars under this category. So, the scholar will receive ₹35,000/- per month from the date of enrolment till the completion of the Enhancement Seminar. On completion of the Enhancement Seminar, the fellowship will be enhanced to ₹40,000/- per month. The maximum period of the fellowship for any scholar will be for a period of FIVE years only. The Ph.D. student under this category may do an internship in a related industry for six months. The applicant will have to apply with a detailed research proposal. He should also propose the supervisor (possibly after discussion with the concerned faculty) for the research work during the application process. The candidate, if selected, shall join the parent school of the proposed supervisor and under the same supervisor only. All academic qualifications under Category-2.1 apply to these candidates. The requirement of GATE qualification may be waived off for candidates with at least three years of experience in relevant fields.
5.	Sponsored under “Artificial Intelligence and High Performance Computing Research Centre (AHRC)” – A virtual centre, IIT Bhubaneswar (the programme will be offered subject to the requirements and as per the advertisement notification)	◆ This is an interdisciplinary program wherein a scholar can take a supervisor from any relevant School of the Institute. ◆ The Eligibility criterion is given below: M. Tech./ME or equivalent degree in Artificial Intelligence/ Data Science/ Computer Science/Electronics and Communication Engineering with minimum 60% marks or 6.5 CGPA (in a 10-point scale). OR M. Tech./ME or equivalent degree in any Engineering discipline with minimum 60% marks or 6.5 CGPA (in a 10-point scale). The candidate must be GATE qualified in either Data Science and Artificial intelligence (DA) or Computer Science and Information Technology (CS), or Electronics and Communications Engineering (ECE). OR B, Tech/BE or equivalent degree in Artificial Intelligence /Data Science / Computer Science/ Electrical / Electronics/ Communication / Mechanical/Civil/ Biomedical/ Genetics/ Agricultural/ Environmental Engineering, with minimum 70% marks or 7.5 CGPA (in a 10-point scale). The candidate must be GATE qualified in either Data Science and Artificial Intelligence (DA) or Computer Science and Information Technology (CS) or Electronics and Communications Engineering (ECE). OR Master of Science or equivalent degree in Mathematics /Biology/ Genetics/ Psychology: with minimum 60% marks or 6.5 CGPA (in a 10-point scale). The candidate must be GATE qualified in either Data Science and Artificial Intelligence (DA) or Computer Science and Information Technology (CS) or Electronics and Communications Engineering (ECE) with minimum 60% marks or 6.5 CGPA (in a 10-point scale) required in all other examinations from Class 10 onwards. A single relaxation up to 5% marks in secondary/higher secondary/equivalent is permitted. ◆ Students enrolled under AHRC will be affiliated to the respective School /Department as per their allotted main supervisor. ◆ Fellowship will be same as applicable to the candidates of Category-2.1 (Institute PhD scholar).

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

Category 2.3 - Joint M.Sc.-Ph.D. Students of IIT Bhubaneswar

(only for Autumn Semesters admission)

(Refer to M.Sc. regulation – Modalities for Enrolment in Ph.D. Programme for more detail)

- ◆ This programme is applicable for bright and motivated students pursuing M.Sc. programmes at IIT Bhubaneswar. Applicants must have completed third semester. Students securing **CGPA ≥ 8.5** after their **third semester** are automatically shortlisted for appearing the selection test for joining the Ph.D. programme in the following **Autumn** semester.
- ◆ Interested M.Sc. students required to submit a declaration towards joining the Ph.D. program **within two weeks** of declaration of the third semester result otherwise declaration will not be considered for selection test. Their selection test will be conducted along with the **Autumn** semester Ph.D. admission of the institute.
- ◆ There will be a discipline wise cap of 10% of the sanctioned strength (rounded upward) on the number of students who can avail this option. They will be enrolled for the Ph.D. programme in the **Autumn** semester, if selected after the selection tests.

Category 2.4 – Institute Staff Category (IIT Bhubaneswar)

(Refer to Ph.D regulation – Appendix-V Rules relating to enrolment of members of Non-Teaching staff)

- ◆ Members of **Non-Teaching Staff** (working in **permanent** capacity, including technical and non- technical) may be permitted to join the Ph.D. programme of the Institute provided, that prior permission i.e, No Objection Certificate (NOC) has been obtained from the Competent Authority before admission to the program.
- ◆ For admission to the program, a member of staff must fulfil the prescribed norms and in the qualifying examination, he/she must have obtained at least the percentage of marks/grade/CGPA as prescribed under **Category-2.1**. The prescribed minimum qualification for admission to the Ph.D. program and other details are given under **Category-2.1**.
- ◆ The candidate **need not** be a **GATE/UGC-NET/CSIR-NET (LC)** qualified.
- ◆ The other conditions governing such permission to be granted for enrolment of staff members are given in **Appendix-IV**.

Category 2.5 – Ph.D. Programme for Working Professionals (Ref. Senate vide Res. No. 65.A.B.3, APPENDIX-X)

- ◆ Candidates must have at least three (3) years of relevant work experience (experience may include stints at multiple organizations). They must be in serving in following categories where appropriate R&D facilities exist:
 - a. Departments and Ministries of the GoI or any other government organizations
 - b. Established industrial research and developmental organizations
 - c. Recognized autonomous bodies and public undertakings
 - d. Recognized universities/colleges
 - e. Established industries / start-ups.
- ◆ Candidates under this category **need not** be GATE or CSIR-UGC NET (LS) qualified.
- ◆ The prescribed minimum qualification for admission to the Ph.D. program and other details are given under **Category-2.1** shall be applicable to these candidates.
- ◆ The residential period for course work is relaxed under this category.

3. **Selection Procedure:**

- a) An interested candidate meeting the above listed category wise minimum eligibility criteria may apply for the PhD programme.
- b) The minimum eligibility criteria do not guarantee either shortlisting or selection, for the admission. Applications not meeting minimum eligibility criteria will be rejected without any intimation and the application fee will not be refunded.
- c) The minimum eligibility criteria refer to the minimum academic qualification to be met by the applicant at the time of applying for the admission. Relaxation up to 5% marks in all academic examinations is permitted only for SC/ST/PwD candidate categories, over General/OBC(NCL) categories, as per Govt. of India (GoI) guidelines. This is applicable to applicants under both Institute and Sponsored Ph.D. Scholar categories.
- d) **Shortlisting Criteria:** In addition to the specified minimum eligibility criteria the individual School/Department may fix additional criterion in terms of marks / score / discipline/ branch of the candidate at undergraduate and postgraduate level for shortlisting applications.
- e) **Fixing of Cut-off Score:** The fixing cut-off scores for different categories shall be as per the norms defined Table below.

Category	Cut-off Score	Remarks
Unreserved/General	X	X to be decided by the school
EWS	X	
OBC (NCL)	0.9 X	
SC/ST/PwD	0.67	

In the following, the **cut-off marks/score** (in GATE or CSIR-UGC NET (LS) or JAM or JEST, written test and interview) wherever necessary, have been specified for the general/unreserved category only. The assignment and calculation of cut-off marks for reserved categories of candidates as given below will be used in all cases described hereinafter, wherever applicable.

- f) **Selection process:** All shortlisted Ph.D applicants will require to appear for selection process which includes **interview** and /or **written test** (written test is optional and shall be as per the school's requirement): (Refer 65th senate item No. AB-5)
- (i) **For both Written test and Interview:** The selection to be based on 40% weightage in a written test and 60% weightage in an interview. The Schools/Departments can fix cut-offs for written test and interview based upon the requirements. The final selection will be based on combined performances in the written test and interview.
- (ii) **For only Interview:** 100% of the marks secured in Interview. The cut off to be decided by the individual Schools/Departments for final selection.
- g) For shortlisted candidate under category of "Professor R. H. Tupkary Fellowship", following Committee shall conduct interview for the final selection:
- Dean (PG&RP)
 - Head of the School for which the candidate has applied
 - An expert faculty member of the same school nominated by the HoS /HoD
 - An expert faculty member from another school nominated by the Dean (PG&RP)
- h) **Foreign Nationals (Under SII):** Foreign Nationals possessing the requisite qualification are eligible for the admission. A minimum of 60% marks or a CGPA of 6.5 (out of 10) at the qualifying examination is required. The shortlisted candidates shall be selected through online interview conducted by the Schools/Departments.

- f) **Quality Improvement Programme (QIP):** Sponsored college teachers awarded Teacher Fellowship of UGC, candidates selected under Quality Improvement Program (QIP), and personnel deputed by R&D Organizations and Industry are admitted on the basis of
(a) Grades or marks obtained in the qualifying examination as per clause 1.3a or 1.3b as applicable

AND

- (b) Interview conducted by the school concerned. Detailed rules regarding admission and enrolment of sponsored candidates is given in **Appendix-III**
- g) **Final Selection:** After completing the above procedures by the School Academic Committee (Post-Graduate and Research), the Schools/Departments will send their recommendation for selected candidate(s) through the respective Heads to the Dean (PG&RP) for further approval by the Director / Chairperson -Senate.

4. Admission / Enrolment into Ph.D Programme.

- a) The Scholars date of joining shall be considered as date of Enrolment in Ph.D Program.
- b) **Roll No.:** Each scholar shall be allotted a roll number at the time of admission into a Ph.D program, which he/she will quote for all correspondence throughout the program tenure.
- c) The enrolment will follow Supervisor allotment and formation of Doctoral Advisory Committee (**DAC**) for each and every Scholars. The **composition of DAC** is given at **Appendix-II**.
- d) Detailed rules regarding admission and enrolment of **Sponsored candidates** is given in **Appendix-III**.
- e) The other conditions governing permission to be granted for enrolment of **Institute Non- Teaching staff members** are given in **Appendix-IV**.
- f) Candidates who are JRFs/SRFs or of an equivalent position attached to CSIR/DST/Defense Laboratories/Government R & D organization/IIMs are admitted to the Ph.D. program on the basis of qualification as laid down in **Appendix-VI**.
- g) Detailed rules regarding admission and enrolment of **Working professionals** is given in **Appendix-X**.
- h) **Rules and Regulations for Enrolled Ph.D Scholars:** The enrolled Ph.D Scholars shall be required abide by the rules of the Institute and pay applicable fees. The details are placed in the respective appendix mentioned against them.

Rules regarding Conduct and discipline	Appendix-VII
Fees	Appendix-VIII

- i) **Medical Certificate:** A candidate should fulfil the appropriate standards of medical fitness. The Institute Medical Board's opinion in regard to the medical fitness of a candidate shall be final.
- j) The Enrolled Ph.D. Scholars are entitled to certain facilities during their studentship at IIT Bhubaneswar as detailed at **Appendix-V**.
- k) **Residential requirement of Scholar:**
- Normally a candidate admitted to the Ph. D. program will be required to stay in the Institute till he/she completes all assigned course work and submits his/her thesis. The minimum residential requirement shall, however be **one year** for a

candidate who has completed the course work and at least a part of the research work and has been registered for the Ph. D. degree.

- In the case of a sponsored candidate admitted as such to the Ph.D. program, the minimum residential requirement is 6 months or completion of course work.
- **This requirement is not applicable for the Working Professionals category.**

l) **Provision for becoming Non-Resident** (Ref: Senate Res. No. 31.A. B.13): A student can be non-resident if he/she meets the following conditions:

- Registration seminar should have been completed successfully and DAC must have recommended the application.
- The student must have been a resident in the Institute at least for one year.
- The application for becoming a non-resident is only meant for joining a job in teaching and R&D organizations including other organizations where adequate R&D facilities exist.
- The employer must give in writing that it has adequate research facilities for the concerned topic and that the facilities and time would be made available to the student for this purpose.
- The student must submit the thesis and complete all requirements for award of degree within eight (08) years from the date of enrolment

m) **Upgradation to the Ph.D. program from MS.R /M.Tech/M.Sc.:**

Interested students presently enrolled in **Master's Programme** (i.e. MS.R /M.Tech/M.Sc.) at IIT Bhubaneswar may **upgraded** to the **Ph.D. program** in the same department/school (ref. 65th Senate –Item No. AB-2 & AC-2). The regulation for the same is given in **Appendix- XI**.

n) Students enrolled into Ph.D programme directly after B.Tech shall be eligible for MS.R degree subject to conditions that:

- The scholars should complete the following two additional courses (viz., XX6D999 & XX7D999) within **18 months** (refer **Appendix-XI**).
- For each of the two courses, scholars have to submit a report and give a seminar presentation. DAC will evaluate these courses and a minimum grade of 'C' is required.

Course code	Name of course	Credits
XX6D999*	Critical review of Literature	3
XX7D999*	Mini project (simulation, or preliminary experimental/analytical verification of prior art as appropriate to the discipline)	6

(* where XX is the School/Department Code)

- The provisional certificate for MS.R degree will be issued on approval of the Ph.D synopsis by the DAC.

5. Supervisor / Co-supervisor allotment:

- a) A candidate is required to enroll for the Ph.D. program within 1 month of joining and to carry out research work under a **supervisor (Appendix – IX)** from amongst the faculty of the Institute.
- b) A Research Scholar, including a faculty member enrolled for Ph.D. program, must have a **Supervisor**, though he/she may be from exceptionally good academic background having research exposure.
- c) When a research scholar is permitted by the RPEC on the recommendation of the DAC. to carry out a substantial part of the research work in an industry or in an organization with adequate R & D facilities, appointment of a joint supervisor from the industry/organization may be allowed provided that such permission shall not violate the condition for continuity of research scholarship of an Institute Research Scholar. The qualification of the joint supervisor from the industry/organization shall have to be approved by RPEC.

6. Course work requirement for Ph.D. students (Ref: Senate Res. 65.A.B.2)

- a) All candidates enrolled for the Ph.D. programme are required to complete the coursework requirement as prescribed in Table –I.

Table-1		
(A)	For Compulsory Course: Introduction to Research and Entrepreneurship	3 credits
(B)	Technical Courses as recommended by the DAC:	
	a) For Candidates enrolled with M. Tech. (or equivalent) degree	Minimum 2 (two) Subjects Minimum credits =6
	b) For Candidates enrolled with M. A. / M. Sc. (or equivalent) degree	Minimum 4 (four) Subjects Minimum credits =12
	c) For Candidates enrolled with B. Tech. (or equivalent) degree	Minimum 6 (Six) Subjects Minimum credits =18
(C)	Total minimum credit requirements (C) = (A+B)	
	a) Candidates enrolled with M. Tech. (or equivalent) degree	9 credits
	b) Candidates enrolled with M. A. / M. Sc. (or equivalent) degree	15 credits
	c) Candidates enrolled with B. Tech. (or equivalent) degree	21 credits

- b) The performance of a candidate in the assigned courses would be rated by the grading system as given in Table 2 below. The minimum grade required to clear a subject is “C” else the candidate has failed in the subject (scored grade “F”). In the letter case, the candidate will be allowed one more chance to repeat that subject and improve the performance with a grade not lower than ‘C’. If the student fails in the subject again, he/she has to leave the Ph. D. programme.
- c) **Guideline for the Distribution of Grade of Larger/Medium/Small Classes (Table 2):**
 - i. The following guidelines of cut-off for different grades in respect of large classes of size more than 50.

Table -2			
Grade	From (cut-off)	To (<)	Approximate % of Students in the range
Ex	$\geq \mu + 1.65 \sigma$		5
A	$\mu + 0.85 \sigma$	$\mu + 1.65 \sigma$	15
B	$\mu + 0.12 \sigma$	$\mu + 0.85 \sigma$	25
C	$\mu - 0.65 \sigma$	$\mu + 0.12 \sigma$	30
D	$\mu - 1.3 \sigma$	$\mu - 0.65 \sigma$	15
P & F	-	$\mu - 1.3 \sigma$	10
μ - Mean mark of the class			
σ - Standard deviation of the mark of the class			

- ii. The following guidelines of cut-off for different grades in respect of medium classes of size between 20 and 50.

Grade	Approximate % of Students in the range
Ex, A	Top 30%
B, C, D	Next 60%
P, F	Next 10%

- iii. There is no specific guideline for small classes (less than 20).
- d) The proposed grading process provides the good initial guess. The faculties can tweak the grades slightly to take care of the proper distribution of the grades. The actual cut-off marks may be slightly adjusted so as to fall in the gaps in the actual spread of marks in the class, if possible.
- e) The DAC shall periodically review the progress of the coursework of a student and suggest appropriate corrective actions, whenever necessary.
- f) The DAC may also recommended the candidate to audit (i.e., register on non-credit basis) some courses, if it is required. In all the courses audited by a candidate he/she will have to obtain a minimum grade of 'C' in order to pass the subject, as per the grading system. If a candidate fails in the course audited by him/her, he/she will be given one chance for improvement of performance in such a course.
- g) The grade cards issued to the candidates will contain the details of all course, including the audit courses and the actual grades (Including 'F') obtained in these courses, taken by a candidate.
- h) **To permit students to take a lower-level course as a special case over and above the coursework requirement:** The Ph. D students are allowed to take courses of level 6 or higher. In some special cases a student might be allowed to take one (01) level lower course if similar subjects are not offered at a level 6 (six) and this should be over and above the subjects required for course work requirement (all of which should be of level 6 or higher) – [Ref: Senate Res. No. 30.A.B.8]

7. Qualifying-Examination (Q-Exam) :

- a) **Introduction:** The entry into the Institute's Ph. D. programme is currently based on the academic records of the candidate and a short examination to test his/her knowledge in the discipline in a general way followed by a brief interview. It, in no way, tests the research aptitude and innovative quality, which are the essential qualities to pursue research. A

qualifying examination (Q-Exam) that could be introduced at the end of the prescribed coursework of the student, before the registration seminar, stands to be an essential step in evaluating the other important aspect of a successful Ph. D. student.

- b) Rationale:** The qualifying examination (Q-Exam) helps in establishing the suitability of the student for the Ph. D. programme. The Examination is meant to assess the fundamentals of the student in the broad area of specialization as well as research temperament of the student. It should be designed to assess sound fundamentals on the basis foundation subjects in the area of interest, deductive reasoning analytical skills, and inclination to pursue independent research, curiosity attitude, commitment and perseverance.
- c)** Q-Exam requirement, senate deliberated and resolved that Q-Exam should be permitted when student pass all the courses assigned by DAC. (Senate Minutes Item No. 62.A.B.1)

d) Process of Q-Exam:

- i. The student can take the qualifying examination after completion of the course work assigned by the DSC (Doctoral Scrutiny Committee). **Q-Exam must be completed within six (6) months from the completion of course work by the Ph.D. Scholar.** DAC will be the evaluation panel with supervisor(s) as observer(s). The supervisor(s) should prepare the syllabus in consultation with other DAC members and intimate the same to the Scholar. In case the Scholar fails in the 1st attempt, he/she will be given the option to choose either a written test or a viva for the 2nd attempt. The student may at most attempt to pass the Q-Exam twice, failing which he/she will need to leave the Ph. D. programme or will be given the option to pursue MS degree if it exists.
- ii. The student must be given notice of the examination at least one month prior to the date of the examination.
- iii. The School /Centre is to conduct Q-Exams at least once a semester, In the presence of large number of students for a particular specialization or due to lack of availability of subject matter experts, the School/Centre may conduct the examination more than once a semester with prior permission of the Dean (PG&RP)
- iv. The qualifying mark for the Q-exam shall be 65 marks out of 100.
- v. The result of the Q-Exam must be communicated to the Academic Section within a week.
- vi. The student is eligible to go for the Registration Seminar only after he/she declared to have passed the Q-Exam successfully.

8. Registration Seminar

- a) A candidate is required to give a seminar talk on the topic of his /her research within one year of enrolment or within one year of completion of the course work as the case may be. The seminar talk will be delivered to an open audience with members of the DAC present. If the seminar is satisfactory the candidate will be allowed to register for the degree. However, if the DAC is not satisfied by the seminar talk, the candidate will be required to deliver another talk with suitable modification or improvement within the next 3 months. The registration seminar should normally be held within 1 calendar year of enrolment of a student who has been admitted on the basis of qualification as given

in 1.3a above or within 2 calendar years for a student on the basis of possessing qualification as given in 1.3b above. Should the candidate fail to clear the registration seminar even on second attempt the enrolment shall be cancelled and the student shall be asked to leave.

- b) Registration of a candidate for the Ph.D. degree shall be effective, normally, from the date of enrolment and shall remain valid for a period of 08 (eight) years. The registration of a candidate may be deferred by the DAC on account of unsatisfactory progress. A candidate will be required to submit the thesis before the expiry of the registration period. In the event of a candidate failing to submit his thesis within the period, the registration shall lapse automatically.

A candidate who has been registered for the Ph.D. program can be permitted to become non- resident on the specific recommendation of the DAC provided the candidate has stayed in the Institute for a minimum period of one year. The thesis for the Ph.D. degree must, however, be submitted within 8 years of enrolment.

- (a) A candidate sponsored by an industry, an R&D Organization, an educational institution or a Government Organization equipped with R&D facilities, may be allowed to work externally subject to his fulfilling all conditions prescribed by sub-para 6 (b) and 6 (e) above and also such other conditions as are applicable. Permission to carry out the research work at the Organization shall be granted only if necessary research facilities exist there and the DAC is satisfied about the requirement and recommends accordingly.
- (b) In such a case a joint supervisor may be appointed from that Organization in addition to the supervisor from the Institute. The Joint Supervisor so appointed from the sponsoring Organization should have adequate research experience.
- (c) When a sponsored candidate has been granted permission for carrying out research work externally at the parent Organization he will be required to maintain close contact to the satisfaction of the supervisor in the school.

9. Seminar and Synopsis of Research Work

- (i) Prior to submission of the thesis the candidate will submit the synopsis of the thesis and present a seminar to an open audience in which besides others the DAC members will be present. The seminar lecture will test the candidate's depth of knowledge and progress in his/her research. The candidate shall be allowed to submit his/her thesis for the Ph.D. degree only when the DAC is satisfied about the work. If the DAC is not satisfied with the quality of the work or the general preparation of the candidate, the candidate will have to appear again for the seminar within a maximum period of six months. The thesis must be submitted within two months after the DAC approves the submission on the basis of this seminar.
- (ii) If a student does not submit the thesis within two (02) months of the synopsis seminar, the Synopsis seminar stands cancelled and it has to be repeated. (Senate Res. 34.A.B.13).

10. Thesis Submission and Evaluation:

10.1 A candidate shall submit the thesis neatly typed. The thesis must contain, besides the text and common matters like bibliography/references and summary/conclusions:

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

10.2 On successful completion of the seminar the DAC will recommend to the Senate a panel of three experts, each from India and abroad, to examine the thesis. One experts from each panel shall be appointed as 'external' examiners. The thesis shall be forwarded to the examiners who shall report separately on the thesis and forward their recommendation to the Dean (PG&RP).

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

- (i) The examiners are unanimous in recommending the award of the degree on the basis of the thesis without any modification. This is a clear case for going in for the final requirement of viva voce.
- (ii) The external examiners are unanimous in recommending the award of the degree but have suggested modification and/or have asked for clarifications. The candidate in that case shall make modifications and provide the clarifications as suggested within a time to be fixed by the DAC which in no case shall exceed six months from the date the communication is sent to the candidate. These may be sent to the examiners, if so desired by them.
- (iii) One of the external examiners does not recommend the award of the degree and rejects the thesis while the other external examiner recommends the award. The Dean (PG&RP) may on the recommendation of DAC refer the revised thesis (based on examiner's report) to another examiner from the existing panel whose assessment will be taken as final and binding (as per present Ph.D. regulations, unrevised/original thesis to be sent to another examiner) ([Senate ref. 60.A.B.6](#)).
- (iv) Both the external examiners reject the thesis.

10.4 In the event of a thesis being rejected by both the external examiners the Senate

may, on the recommendation of the DAC, permit submission of a revised thesis on an additional payment of the prescribed fee, after a suitable time to be fixed by the Senate. The observations and comments of the examiners, if any, may be copied and given to the candidate on request. In no case should a resubmission of the thesis without modification along the lines of criticism made by the earlier examiners be allowed. The revised thesis shall be referred for assessment to two external examiners selected from a new panel of ten experts recommended by the DAC. In case both the experts reject the revised thesis again the thesis will stand rejected.

- 10.5 Once the reports of the examiners have been accepted as satisfactory the candidate will have to defend his/her thesis before a viva voce board consisting of all DAC members and the Indian 'external' examiner. In case the Indian 'external' examiner is not available to conduct the viva voce the Director at his discretion, may appoint another examiner either from the original panel of thesis examiners recommended by the DAC or advise that a faculty from an allied School of the Institute be appointed as the additional examiner to conduct the viva voce. In such cases the DAC shall recommend a faculty member of the Institute having knowledge in the area of the thesis topic to be appointed as the additional examiner.
- 10.6 If the viva voce board is not satisfied, the candidate has to appear again before the board within the next three months. The DAC shall recommend to the Senate the award of the Ph.D. degree if the viva voce is satisfactory and all other requirements have been fulfilled.
- 10.7 After the recommendations of the DAC either for acceptance of the thesis for the Ph.D. degree or for its rejection/modification have been accepted by the Senate and the Board of Governors or by their Chairman as the case may be, a copy of the reports of the examiners may be issued to the candidate at his request. However, the names of the examiners are not to be disclosed.
- 10.8 Nothing contained in these Regulations shall preclude a candidate from publishing/patenting either independently or jointly with the supervisor the results of the work incorporated in the thesis, at any time before or after submitting the thesis for examination.
- 10.9 The abstract of the Ph.D. thesis must be written in any one of the Indian Languages in addition to English. (Ref: Senate Res. No. 62.A.B.2).
- 10.10 Foreign examiners for evaluation of Ph.D thesis will be paid an honorarium of USD 500, which should be over and above all statutory deductions (Ref: Senate Res. No. 62.A.B.2).

11. Award of the Degree:

- (i) A student who has completed satisfactorily all prescribed requirements and has cleared all fees and dues payable to the Institute and the Hall of Residence shall be eligible for the award of Ph. D. degree of the Institute by the Board of Governors on the recommendation of the Senate. The degree shall be awarded at the annual convocation for the academic session in which the student completes the requirements satisfactorily.
- (ii) In Ph.D. certificates, name of discipline/school/department will not be mentioned (Ref:

Senate Res. No. 65.A.B.4). In case any student requests for mentioning the discipline for any particular requirement, a separate endorsement will be issued mentioning the discipline name as per sample given at **Appendix: XII**.

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

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

The procedure to be followed will be as follows:

- I. On being invited to co-supervise a research student by any University/Institute, as above, the faculty member of the Institute shall assess the suitability of the student for research before deciding to supervise the student.
- II. The faculty member shall apply to the Institute for permission to be a co-supervisor of the student at other University/Institute. This request should be made to Dean (PG&RP) and shall enclose the invitation letter form the other University/Institute, assessment report by the faculty member on the student and recommendation from the Head of the academic unit to which he (or she) belongs.
- III. Permission for serving as co-supervisor may be considered on merit of each case with the approval of the Director.
- IV. Inclusion of co-supervisor in the DAC before the completion of the Registration Seminar of the Research Scholar is permitted depending up on the thesis objective and requirements.
- V. *Faculty member so permitted to act as co-supervisor for an external Institute/University can have two students at any given point of time* (Ref. Senate vide Res. No. 58.A.B.4).
- VI. The Institute/University in which the student is registered will formalize the process of including the concerned faculty member as a co-supervisor of the student and will send an official letter in this respect to the faculty member.
- VII. On receipt of the formal letter from the other institute/university, the faculty member will submit a copy of the same along with the copy of the Institute permission to the Dean (PG&RP).
- VIII. On the basis of these letters, the Academic Section will bring out an Office Order. A copy of this letter will be endorsed to Establishment Section for record in the personal file of the faculty member.
- IX. The concerned faculty will have full accountability towards discharging his academic responsibilities (teaching, research and administrative) assigned by the Institute. He or She will not be entitled to any leave for such assignment or visiting the concerned Institute/University.
- X. Such permission will have no financial implication to the Institute.
- XI. To enable the research student of other Institute/University to enter the Institute campus and use the Central Library facilities (excluding the issue facilities) the student should carry a copy of the Office order with him (or her) and his or her identity card, whenever his/her visits the Institute. Such a student shall not have the status of a student of IIT Bhubaneswar.

- XII. Any other facilities including laboratories in the Institute can only be made available to such research student on payment basis and on recommendation of the faculty member.
- XIII. Such student can stay in Institute hostel during his or her short visit for consultation with his/her co-supervisor on payment of required fees.
- XIV. *Faculty member agreeing to co-supervise as above is expected to formulate multi-institutional collaborative project.*
- XV. ***No TA/DA will also be paid to a regular faculty member for visiting any other institute where he/she is a co-supervisor for Ph. D candidate (Ref: Senate Res. 35.A.E.3).***

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

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

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

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

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

14. Conversion from Institute Scholar to Project Scholar

(Ref: Senate Res. No. 59-A.B.3 vide O.O 247/2023):

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

- The Committee recommended that the Project Investigator (PI) could propose the conversion from the Institute Research Scholar to Project Research Fellow based on the project requirements and provision of a funding agency. After join in the project, the Scholar needs to intimate to the Institute for holding the Institute fellowship till s(he) continues in the project.
- The selection process may be through advertisement or with the consent of the Research Scholar.
- The difference in the enhancement of fellowship during the period of the Project may be met from the contingency grant of the particular Project till the scholar gets converted from JRF to SRF.
- The Scholar can avail similar facilities for international conferences at par with the institute research scholar.

15. Conversion of Project Scholar to Institute Scholar (vide Office Order No. 331/2022):

- (a) Persons who possess the minimum prescribed qualifications as mentioned in Section 1.3 and are already working in a sponsored project of the Institute as JRF/SRF/equivalent availing minimum fellowship as that of Institute PhD scholar shall be eligible for applying to the Ph.D. program
- (b) In the event of conversion of a Ph.D. Student from Project Scholar category to Institute Scholar category, the rate of fellowship amount to be received by the Research Scholar shall be decided based upon the status of the Scholar in the Ph.D. program. That is, if he/she has cleared the Ph.D. enhancement seminar, he/she will be entitled for an enhanced fellowship and if not, he/she will receive the basic fellowship, as per the Institute Ph.D. Scholar guidelines. Prior to conversion from Project Scholar to Institute Scholar, the monthly emoluments of the concerned Ph.D. student (Project Scholar) would be regulated as per sponsored Project guidelines.
- (c) The transfer of a Ph. D. student's funding source from an externally funded research project to Institute Fellowship will be guided by the followings:
 - (i) The transfer request will be considered against the category-wise quota of the Institute Fellowship allotted to the school. In case the school quota is exhausted at the time of such a transfer request, it will be considered on a case-to-case basis.
 - (ii) The transfer is possible only if the funding source is exhausted after completion of the project tenure.
 - (iii) The candidate must have completed at least 2 years in the research project. However, Dean (PG&RP) can relax the duration by up to six months upon recommendation of project investigator and Head.
 - (iv) The candidate must have been registered into the Ph. D. Programme before the transfer request is made.
 - (v) The candidate must present his/her work done so far for his/her Ph. D. in an open seminar in the presence of the DAC members and other faculty members. The DAC must submit in writing a satisfactory performance report and recommend it as a deserving case.

16. Termination of Enrolment:

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

17. Other Assignments:

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

RELINQUISHMENT OF RESEARCH ASSISTANTSHIP, FELLOWSHIPS ETC., AND PERMISSIONS

- (i) **Institute Research Scholar** If a research fellow wishes to relinquish the assistantship during the tenure, it should be done with the prior approval of the Institute. He should

also obtain prior permission of the Institute for appearing in any examination conducted by any Institution, University or Public Body.

- (ii) **Other categories** (scheme research fellows/CSIR etc.) Same principle will be applicable.

APPENDIX- I

RULES RELATING TO RESIDENTIAL ACCOMMODATION

(Vide para 4 (j) of the Regulations)

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

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

APPENDIX-II

COMPOSITION OF THE DOCTORAL ADVISORY COMMITTEE

(Vide para 4 (c) of the Regulations)

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

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

2. The DAC should be constituted within two weeks of candidate's joining.
3. A member of the Faculty who does not have adequate experience in the relevant field shall not be appointed as Chairman or Supervisor or a member of the DAC.
4. Inclusion of Co-supervisor in the DAC before the completion of the registration seminar of the research scholar may be permitted depending upon the thesis objectives and requirements. (Ref: Senate Res. No. 58.A.B.4).

APPENDIX-III

ADMISSION OF SPONSORED CANDIDATES TO Ph.D. PROGRAMME

(Vide para 4(d) of the Regulations)

1. Persons who possess the minimum prescribed qualifications and are in service in any of the following establishments shall be eligible for admission to the Ph.D. program as sponsored scholars:
 - a. Defense or other ministries of the Government of India or any other government organizations;
 - b. Established industrial research and development organizations;
 - c. Autonomous bodies and public undertakings;
 - d. Universities/colleges;
 - e. Such industries as may be recognized by the Institute for the purpose from time to time.
2. Besides the sponsored candidates from the above organizations, qualified teachers from recognized Engineering Colleges selected under the Quality Improvement Program (QIP) of the Govt. of India and of Science Colleges who are awarded Teacher Fellowship of the University Grants Commission shall be eligible for admission to the program.
3. The prescribed minimum qualification for admission to the Ph.D. program are given in para-1.3a and 1.3b of the regulation. The Chairman of the Senate may, on the recommendation of

the School Academic Committee and RPEC, relax the above norm to the extent deemed reasonable in the case of a sponsored candidate having long experience and/or additional professional qualification.

4. An intending sponsored candidate must submit his application in prescribed form for admission through his employer, who will forward the same to the Institute with suitable endorsement so as to reach the Institute by the date stipulated in the notification for the semester.
5. A sponsored scholar selected for admission shall be required, at the time of joining the Institute:
 - (a) to submit evidence of having passed the qualifying examination and such other documents as the Institute may require,
 - (b) to produce certificate from the employers to the effect
 - (i) That he has been officially released from his duties for purpose of joining the program and has been granted the leave for the required period,
 - (ii) That his services shall be retained with the employers.
 - (iii) No objection/Sponsorship certificate.
6. Subsequent to his /her joining the Institute as a sponsored research scholar and during his tenure here, if the sponsoring authority puts him /her on leave without pay or half pay, he/she will be treated as self- supporting candidate and he/she will not be eligible for any scholarship.
7. (a) In the case of a sponsored candidate admitted as such to the Ph.D. program, the minimum residential requirement is 6 months or completion of course work.

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

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

(d) In such a case a joint supervisor from the sponsoring Organization with adequate research experience may be appointed with the approval of DAC. When a sponsored candidate has been granted permission under these provisions to work externally at the parent Organization he will be required to maintain frequent contact with the supervisor in the Institute.
8. No candidate shall normally be allowed to change the category under which he/she is enrolled.

APPENDIX-IV

RULES RELATING TO ENROLMENT OF MEMBERS OF NON-TEACHING STAFF

(Vide para 4 (e) of the Regulation, Ref: Senate Res. No. 61.A.B.2)

- 1 Members of non-teaching staff (working in permanent capacity, including technical and non- technical) may be permitted to join the Ph.D. programme of the Institute provided, that prior permission i.e., No Objection Certificate (NOC) has been obtained from the Competent Authority before applying for admission to the program.
- 2 For admission to the program a member of staff must fulfill the prescribed norms and at the qualifying examination he/she must have obtained at least the percentage of marks/grade/CGPA as prescribed in the Institute Ph.D. regulations. The prescribed minimum qualification for admission to the Ph.D. program and other details are given in regulations. The candidate need not be a GATE/UGC-NET/CSIR-NET qualified.
- 3 All common rules laid down in the Ph.D. Regulations relating to course work, prosecution of research work under the supervision of a member of faculty, etc. shall be applicable to all members of staff when being enrolled.
- 4 A member of staff enrolled for the Ph.D. degree shall be exempted from payment of any tuition and other fees except the following, which all Ph.D. candidates are required to pay (a) Admission fee, and (b) Thesis fee. Members of staff permitted and enrolled for the degree shall not be entitled to any Scholarship.
- 5 The above para (s) is applicable to MS-R students also.
 - (i) A member of non-teaching or non-academic staff seeking permission to join the research program must hold a permanent post in the Institute.
 - (ii) The application for administrative permission to join a research program by a member of non- teaching staff must be submitted through the Head of the School or the Section In-charge, as the case may be. While submitting the application he/she must give an undertaking in the form appended hereto **(Schedule-A)** to the effect that he/she will abide by all rules and regulations.
 - (iii) If the exigencies of Institute work so require, the permission granted to a member of non- teaching staff under these rules can be withdrawn by the Institute at any time.
 - (iv) Every application for permission under these rules shall be examined by the Research Program Evaluation Committee taking into account whether the proposal for joining the program for which permission is sought for arises out of genuine interest and ability.
 - (v) After the permission is granted, he/she will submit his application on prescribed form together with the prescribed enrolment-cum-registration fee. On receipt of this application the Head of the School concerned will place the same before SAC (PG&R) for composition of the Doctoral Scrutiny Committee.
 - (vi) The minimum period to be spent in the research work by a member of non-teaching staff registered for the Ph.D. degree shall be 5 years. The maximum period admissible for completion of the work and submission of the thesis shall, however, remain to be the same as in the case of regular candidates, i.e., 8 years.

SCHEDULE -A

UNDERTAKING

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

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

Date:.....

.....

(Signature)

APPENDIX- V

ENTITLEMENTS OF PH.D SCHOLARS

The Enrolled Ph.D. Scholars are entitled to Assistantship / Fellowship, Leave, Contingency grant, Partial Financial Assistance to attend National / International Conference / Seminar /Symposium during their studentship at IIT Bhubaneswar as detailed below:

1. ASSISTANTSHIP /FELLOWSHIP

1.1 Category-wise eligibility for assistantship and its source given below:

Category	Name of Category	Eligibility for Assistantship	Source of Assistantship
Category -1	Institute Ph.D. Scholar	Yes	Ministry of Education (MoE) and offered through the institute
Category - 2	Sponsored Ph.D. Scholar:		
	a) Sponsored by External Organization	No	NA
	b) Sponsored GoI Fellowship	Yes	From respective GoI doctoral fellowships.
	c) Sponsored Research project under IIT Bhubaneswar	Yes	From the Project fund
	d) Sponsored under AHRC	Yes	Amount same as Category-1 through applicable grant of AHRC
	e) Tupkary Fellowship (TF)	Yes	From Tupkary fund
	f) Quality Improvement Programme (QIP)	Yes	AICTE through QIP Centre of IIT Bhubaneswar
Category - 3	Joint M.Sc.-Ph.D. Students	Yes	As applicable to Category-1
Category - 4	Institute Staff Category	No	NA
Category - 5	Ph.D for Working Professionals	No	NA
Category - 6	M.Tech/M.Sc. / MS.R. students upgraded to Ph.D. Programme	Yes	As applicable to Category-1
Category-7	Foreign students under Study in India Programme	Yes/No	Depending on the sponsoring agency

1.2 PMRF fellows will get institute support from the institute after the PMRF fellowship stops. (Ref : O.O. NO. 89 dated 23.02.2024) (Senate Res. 61.A.B.1)

1.3 Research Scholar is required to carry out his/her research work regularly under the guidance of

the Supervisor(s), without any interruption during the period he enjoys the assistantship.

- 1.4 A person who is employed in the Institute temporarily under a project or scheme or who enjoys an outside Scholarship other than QIP/TF, and who has been registered for the Ph.D. degree may be granted Institute Research assistantship (on the recommendation of the DAC) subject to conditions of the rules.
- 1.5 No Research Scholar shall be permitted to receive any emoluments, salary, stipend or any other scholarship/assistantship during the tenure of award. In the event of a scholar being awarded another Scholarship/assistantship of the Institute or of any external organization/Institution, he/she will have the option to retain any of the awards according to his/her choice, which he/she will communicate immediately in writing to the Dean (PG&RP).
- 1.6 QIP scholars shall however draw fellowship and contingency grant from QIP program of MoE only as per rules applicable to them. They shall in no case be eligible for award of Institute Research Assistantship.
- 1.7 There is no specific requirement of Scholarship/Fellowship enhancement seminar for the Ph.D. Scholars joined under Quality Improvement Programme (QIP) (Vide O.O No. 321/2022 Dated: 22.11.2022).
- 1.8 The total period of assistantship from any sources either single or combined together should not **exceed 5 years**.
- 1.9 The amount of Research Scholarship of a registered candidate may be recommended for **enhancement** by the DAC after completion of **two** years of continuous research work based on existing guidelines and on the basis of a written report and a seminar lecture given to an open audience with members of DAC present (**Ref** : O.O. NO. 328 dated 08.08.2023).
 - a) All the eligible students must deliver enhancement seminar within 2 months after completion of 2 years of continuous research (the time period of 2 months is given for the coordination of seminars). This process is compulsory.
 - b) School will send the list of recommended/not-recommended students within 15 days after the above-mentioned limit (i.e., 2 months).
 - c) For “recommended” cases, enhancement of fellowship will be effective from the date following completion of 2 years of continuous research.
 - d) For “not recommended” cases, DAC will reassess the candidate’s work in the due course of time and if the enhancement is recommended, it will be effective from date of successful completion of enhancement seminar. Recommendation of enhanced fellowship from retrospective effect will not be admissible for such cases.

2. **TENURE OF ASSISTANTSHIP/ FELLOWSHIP**

- 2.1 The assistantship shall be payable from the date the scholar joins the Institute. At the initial stage the order for payment of assistantship shall, however, be issued when the scholar is enrolled formally.
- 2.2 The **tenure of a research assistantship shall be five (05) years** counted from the date of joining; the initial award shall however, be released for one year and then renewed from year to year up to the third year, subject to satisfactory progress. On the recommendation of the DAC the

tenure may be extended for a further period of one year, granting the extension for not more than six months at a time subject to the Scholar's satisfactory performance at seminar lecture delivered to an open audience embodying the progress of the work during the last six months. Grant of a six-monthly installment of the tenure is subject to actual requirement of the Scholar's work to be certified by the DAC after assessing the progress of the work presented through a written report and seminar lecture.

- 2.3 Normally the tenure of the assistantship awarded to a scholar will terminate with effect from the day following the date of submission of thesis, provided he has not left the Institute earlier and has been working in the School till that date. However, a scholar may be allowed to draw assistantship for a further period of 3 months to complete any unfinished part of experiment undertaken relating to his/her research work, subject to the overall limit of 5 years irrespective of the funding sources. (Senate Res. 33.A.B.15) on the recommendation of the supervisor. The scholar has to be a full time student during this period.
- 2.4 The assistantship for the last month shall be payable subject to foregoing conditions up to the actual date of the scholar's leaving the Institute. The disbursement of last monthly installment of assistantship shall be made, on production of a 'No Dues' certificate from the Hall of Residence, the Library and the School.
- 2.5 Notwithstanding anything contained in the foregoing sub-paragraphs, continuation of assistantship from month to month is subject to candidate's good conduct and continuous progress of research work to the satisfaction of the Supervisor(s), the Head of the School and other authorities.
- 2.6 An Institute Research Scholar is required to carry out his/her research work regularly under the guidance of the Supervisor(s), without any interruption during the period he enjoys the assistantship.

3. **LEAVE RULES**

- 3.1 A scholar shall be entitled to following leaves counting from the date of joining the program:

Sl. No.	Type of Leave	Days	Sanctioning Authority	Applicable to
(i)	Casual leave	15 days	HoD /HoS	All scholars
(ii)	Medical leave	15 days	HoD /HoS	All scholars
(iii)	Paternity Leave	15 days	HoD /HoS	Married male Scholars
(iv)	Maternity Leave	180 days	Chairperson, Senate	Married female Scholars (On case to case basis)
(v)	Child Care Leave	240 days		

- 3.2 In case of serious illness, the research scholar may avail a part of casual leave as medical leave, in addition to 15 days, at the discretion of the Head of School.
- 3.3 They are **not entitled to Vacation Leave** (summer & winter).

- 3.4 Any leave not availed of shall not accumulate.
- 3.5 In cases where extensive field- work is necessary, absence from station upto a period of **12 weeks** per year will be considered as **on duty** on certification of the Head of the School/Principal Investigator.
- 3.6 The application for Maternity or Paternity Leave should be sent for approval along with medical certificate from a Registered Medical Practitioner to the office of the Competent Authority.
- 3.7 Any absence over and above the admissible leave as prescribed above shall be **without fellowship**, which shall be deducted on a pro-rata basis for the days of such absence.
- 3.8 A research scholar may, on the recommendation of the Supervisor and the Head of the School, be granted **Leave without Fellowship** for a total period not exceeding **three months**, during the entire tenure of fellowship by the Dean (PG&RP).
- 3.9 In exceptional circumstances the Dean (PG&RP) may, on the recommendation of the DAC grant a Research Scholar **Leave without Fellowship** for a period not exceeding **12 months** in the entire period of his tenure for purpose of accepting teaching/research assignment on temporary basis provided the post accepted by research scholar is in the same school or in an educational institution, R & D organization or an industry of repute.
- 3.10 When a scholar is granted such Leave without Fellowship the **enhancement** of the value of fellowship shall be **deferred** for the appropriate period.
- 3.11 In all the cases of leave granted, the period spent on leave shall be counted for the purpose of termination of the tenure of the fellowship.

4. Contingency Grant & it's utilization

- 4.1 Institute Ph.D Scholars are eligible for **Contingency Grant** of **₹1.00 Lakh** only for the entire **5 years** tenure with effect from the date of their enrolment as Ph.D Scholar.
- 4.2 It should be utilized with the approval of the Head of School / Department and the expenditure shall be met from the operational grant of respective schools, subject to availability of grant.
- 4.3 The contingency grant can be used for the followings:
- a) For research related works.
 - b) For printing of thesis as well as for any other contingency expenses towards thesis submission.
 - c) For purchase of computer peripherals (Ceiling of ₹5,000/year)
 - d) For Student membership charges (every year) of professional bodies or societies, **limited to one membership**.
 - e) For attending of multiple conferences/symposiums/ workshops/seminars/training /short-term courses/ fieldwork /Data collection **within India**.

- f) **Lodging and Boarding** charges would be admissible up to ₹2000/- per day during Conference/Workshop etc. period. In case lodging is provided by host Institute, food charges will be admissible up to ₹500/- per day only.
- g) Food charges during the journey period in the train would be admissible up to ₹500/- per day only.
- h) For attending conferences **abroad** as an additional grant.

4.4 **Purchase of Tickets:** The tickets shall be booked from one of the Authorized travel Agencies i.e. M/s. Balmer Lawrie & Company Ltd (BLCL) M/s Ashok Travels & Tours (ATT) and Indian Railway Catering and Tourism Corporation (IRCTC).

4.5 **Travel Entitlement:**

Within India	3 rd AC by Rail
Outside India	Economy class in Air

- 4.6. Purchase of items for Research work should be as per GFR of GoI.
- 4.7. The claim amount towards purchase of items for research work /attending conference shall be reimbursed on production of original bills subject to availability of contingency grant.
- 4.8. **Visit related to field work /data collection:** The concerned Heads of the School and Departments will approve the application. The forms need not sent to Academic Section for approval.
- 4.9. The concerned Schools needs to maintain utilization records for contingency grant for the entire five-year period. Contingency claim form should include the remaining balance available in the specific student's contingency grant.
- 4.10. All items must be entered in the relevant stock register of the respective Schools and all bills need to be countersigned by the PDF and his /her supervisor/mentor.
- 4.11. Bills should be directly submitted to Finance & Accounts Section with the recommendation of the supervisor and approved by HoS/HoD.

5. Partial financial assistance to attend/paper presentation in international/national conference/ seminar/symposium etc.

(Ref: 1. BoG Order: 490/2024, dated: 28-Mar-2024).

- 5.1 The financial assistance is only for Research Scholar/students supported by **Institute Assistantship / Fellowship** and JRFs/SRFs sponsored by Research Funding Agencies for attending National/International Conference etc...
- 5.2 The financial assistance is to be rendered only during the tenure of the student in the Institute subject to fulfilling following criteria:

Type of Conference /symposium	Eligibility	Maximum Amount & Source of fund
National <i>(International Conference/Symposia etc. held in India will be treated as National Conference)</i>	Must have completed the course work requirement successfully	₹1.00 Lakh from contingency grant.
International <i>(Maximum 10% of the sanctioned intake can avail the facility during any financial year)</i>	- Must have published at least one paper in a National / International Journal as 1st Author (based on the work carried out at IIT Bhubaneswar) and - Must have completed the course work requirement successfully	₹1.5 Lakhs plus additional amount from contingency grant (if required).

- 5.3 The International Conference/Symposia etc. held in India will be treated as National Conference / Symposia etc. for consideration of financial assistance.
- 5.4 Students are advised to approach various R&D institutions/autonomous bodies /GoI for seeking air travel assistance and partial funding before seeking for Institute funding.
- 5.5 The Scholar should present the paper in the School to the satisfaction of the faculty members before the application is recommended by the Head for financial assistance.
- 5.6 **No financial assistance** would be provided during the period of **temporary withdrawal**.
- 5.7 The application of the student should be submitted with clear recommendation of the Supervisor/Programme Coordinator and the Head of School, in the prescribed format.
- 5.8 The application must reach **30 days** prior to the event. Under no circumstance post facto approval for financial assistant is allowed.
- 5.9 For Conference **Abroad**, Monitoring Committee comprising of the following members will examine the proposal for grant financial assistance.
- | | | | |
|-------|------------------------|---|-----------------------|
| (i) | Dean (PG&RP) | - | Chairman (Ex-Officio) |
| (ii) | Dean (Student Affairs) | - | Member (Ex-Officio) |
| (iii) | Dean (SRIC) | - | Member (Ex-Officio) |
- 5.10 The monitoring Committee meeting will be held once in every month (in the first week), if required.

5.11 Limits of Financial Assistance: -

Particulars	National	International
No. of times permitted	Multiple	Once during the tenure of the student in the Institute.
Registration Fees	As per actual within ceiling	As per actual within ceiling
Travel entitlement	Rail (AC-III Tier)	Travel in economic class excursion fare, registration fee, visa fee, local travel fare, health insurance, per diem for boarding and lodging up to US\$100 for a maximum period of five days excluding journey time with an overall ceiling of ₹1.5 lakh per student is permitted. Maximum 10% of the sanctioned intake can avail the facility during any financial year.
Lodging and Boarding charges	Up to ₹1,500/- per day during Conference/Workshop etc. period. In case lodging is provided by the host institute, food charges will be admissible up to ₹250/- per day only.	
Food charges	Up to ₹500/- per day only during the journey period in the train or as per actuals mentioned in the train tickets	
Local Travel	Up to ₹500/- only for the whole conference period .	

5.12 All expenses for the purposed travel should be met from the Operating Grant of the respective Schools out of annual grant.

5.13 Bills should be submitted directly to the Accounts Section with the recommendation of supervisor and approved by Head of School.

6. Other Important Points

- 6.1 A Research Scholar may be assigned academic responsibilities up to eight hours per week of tutorial classes, laboratory demonstration work, conduct of Seminar/Symposia, running and maintenance of equipment/computer as may be decided by the Head of the School.
- 6.2 A Research Scholar shall maintain, besides satisfactory academic progress, good conduct, behavior and discipline in the Institute. In the event of a scholar being found to be involved in any act of misconduct, misbehavior, indiscipline or use of unfair means at an examination, the Scholarship is liable to be suspended with immediate effect.
- 6.3 If a Research Scholar wishes to relinquish the assistantship during the tenure, it should be done with the prior approval of the Supervisor, the Head of the School and the Dean of Academic Affairs. He/she should also obtain prior permission from the same authority for appearing in any examination conducted by any Institution, University or Public Body.

APPENDIX – VI

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

(Vide para 4 (f) of the Regulation)

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

APPENDIX – VII

RULES REGARDING CONDUCT AND DISCIPLINE

(Vide para 4(h) of the Regulation)

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

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

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

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

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

APPENDIX – VIII

FEES AND OTHER CHARGES PAYABLE BY RESEARCH SCHOLARS

(Vide para 4(h) of the Regulation)

1. Candidates shall be admitted to the Ph.D. programme only upon payment of the prescribed **admission fees**, as applicable to their category of enrolment, such as Institute Scholar, Sponsored Scholar, Foreign Scholar, Project Scholar, Institute Employee, etc.
2. The following fees are payable by a Research Scholar, at rates as in force for the time as details are given below:

Sl. No.	Particulars	Towards
A	Caution Money (Refundable)	Institute Fee, Library, Hostel, Mess etc.
B	One Time Fee (at the time of admission only)	Alumni Subscription, Hostel Admission Fee, Identity Card Fees, Provisional Certificates Fees, Medical Examination, Admission Fees, Student's Welfare Fund, Grade Card Fees, Career Development Fee , Library Fees etc.
C	Semester Fee	Tuition Fee, Registration, Laboratory Contingency, Institute Residence Fee, Electricity & Water Charges, Student Brotherhood Fund, Gymkhana Fee, Transport Charges, Movie Club Membership etc.
D	Annual Fees	Medical Insurance Fees
E	Hostel Charges (per Semester)	Hostel Mess Advance
		Hostel Establishment Charges

3. The fee structure is subject to revision from time to time.
4. For the purpose of tuition fees and Hostel Establishment charges the year shall be counted from the date of joining of the Research Scholar except that the fees shall be charged from the first day of the month irrespective of the actual date of joining. Similarly, at the time of leaving the Institute the tuition fees and Hostel Establishment fees shall be charged for the full month irrespective of the actual date of leaving.
5. Every semester a scholar is required to enrol after paying the requisite semester fees, until the submission of the thesis. Partial exemption may however, be allowed for the scholars who take the Temporary Withdrawal in the following cases:
 - (a) a Research Scholar who has been permitted to leave the Institute after the prescribed minimum period of stay, or
 - (b) who has been granted permission to carry out research work at his/her parent organization under the provisions of the Regulations.
6. In case permission obtained to carry out research work by taking temporary withdrawal:
 - a) Scholar shall pay Tuition fees and registration fees for the such period.
 - b) However, if he/she rejoins the Program for completing the unfinished part of his work he/she shall have to pay the Hostel Establishment fees along with regular fees for the period of such subsequent stay. For calculation of the Hostel Establishment fees whole month will be counted as indicated in para 4 above.

7. To stay-outside of the campus, permission needs to be obtained from the Chief Warden and Dean (Students' Affairs).
8. A Research Scholar who has been given under special consideration separate accommodation on rent in one of the premises of the Institute other than a Hall of Residence shall be required to pay only the rent for the accommodation actually occupied by him /her.

APPENDIX – IX

GUIDELINES FOR APPOINTMENT OF SUPERVISOR AND JOINT SUPERVISOR

(Vide para 5 of the Regulation)

1. All candidates for the Ph.D. degree are required to carry out his/her research work under the guidance of a supervisor unless otherwise permitted by the Senate. There can be two supervisors, at most, for any Ph.D. student. The school will provide the list of eligible faculty members to the students after joining. The students will be given 2 weeks' time to interact with the eligible/available faculty members in the school. The students will give the preferences in order. The supervisor's consent will be taken before the final allocation. More than one student can join under a supervisor through a selection round, subject to the availability of vacancy under him/her.
2. For cases where the supervisor has guided the candidate for 2 years or more:
 - (a) If the person proceeds on long leave for more than a year a joint supervisor should be appointed and if the leave is for less than a year, a caretaker supervisor is to be appointed by the DAC.
 - (b) However, on the recommendation of the DAC, a supervisor can be allowed to continue as sole supervisor on case-to-case basis depending on the state of progress of the thesis work.
 - (c) A person superannuating will continue to the sole guide if the thesis is submitted within 6 months.
 - (d) If the thesis is not ready for submission within 6 months a joint supervisor must be appointed by the DAC.
3. For a case where guidance has been given for less than 2 years:
 - (a) When a person proceeds on leave for more than 6 months, a joint supervisor be appointed and in case the period of leave is less than 6 months a care-taker supervisor be appointed by the DAC. However, if the leave is for 2 years or more the person shall cease to be a supervisor.
 - (b) A person superannuating will continue as the guide if the thesis is submitted within 6 months' time, otherwise another person will have to be appointed as the sole guide in his place.
4. After superannuation from service of this Institute if a person joins the Institute as an Emeritus Professor/Scientist or in any other capacity, he may continue to be the sole supervisor or as Joint supervisor if the DAC so recommends.

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

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

APPENDIX – X

Ph.D. Programme for Working Professionals

(Ref. Senate vide Res. No. 65.A.B.3)

Eligibility Criterion:

- Candidates must have at least three (3) years of relevant work experience (experience may include stints at multiple organizations). They must be in serving in following categories where appropriate R&D facilities exist:
 - a. Departments and Ministries of the GoI or any other government organizations
 - b. Established industrial research and developmental organizations
 - c. Recognized autonomous bodies and public undertakings
 - d. Recognized universities/colleges
 - e. Established industries / start-ups.
- Candidates under this category need not be GATE or CSIR-UGC NET (LS) qualified.
- All other academic qualifications under Section 1.1 apply to these candidates.

Course work requirements:

- Course work requirements is similar as regular Phd students.
- Candidates may take online courses with the concurrence from a supervisor(s). The online course can be taken from IIT Bhubaneswar or NPTEL. The courses from other IITs/NISER/IISER/IISc can be considered on the basis of MoU signed with them. However, students must attend the mid-semester and end-semester examination in-person in the Institute. The examination shall be conducted by the subject coordinator (assigned by the HoS/HoD) during the scheduled date of mid-semester / end-semester examination as per the academic calendar.
- Contact hours of the online courses must be same as the contact hours of courses offered by the institute, with $\pm 5\%$ deviation.

Fees:

- Tuition Fees for this category shall be ₹25,000/- per Semester. Other fees shall be same as applicable to Sponsored Category Scholars.
- There shall be no fee concession for SC/ST/PwD, etc.

Other Terms & Conditions:

- Candidates need to produce No Objection Certificate (NOC) from the present employer while applying.
- Scholars admitted under this category cannot be converted to the Regular Category (Institute fellowship category) at any point of time.
- Ph.D scholars joining under this category shall not receive any financial support from the Institute.
- All other terms & conditions mentioned in prevailing Ph.D regulations for Regular Scholars shall be applicable to the Scholars of this category
- One faculty member can be a supervisor of maximum two Ph.D Scholars under this category at a time.

APPENDIX – XI

Modified Regulation for Upgradation to Ph.D from MS.R / M.Tech / M.Sc.

(Ref. Senate vide Res. No. 65.A.B.2)

Interested students presently enrolled in **Masters Programme** (i.e. MS.R /M.Tech/M.Sc.) at IIT Bhubaneswar may **upgraded** to the **Ph.D. program** in the same department/school. The modified regulation for the same is given below:

Sl. No.	Particulars	Details								
1.	Minimum Qualifications for upgradation	For different Degree student the criterions are given below: <table><tr><th>Degree</th><th>Eligibility Criterion</th></tr><tr><td>M.Tech</td><td>Completed the first semester and obtained a CGPA ≥ 8 at the time of application.</td></tr><tr><td>MS.R</td><td>Completed the prescribed courses and obtained a CGPA ≥ 8 at the time of application.</td></tr><tr><td>M.Sc.</td><td>Completed the courses prescribed for the first 3 semesters, and with CGPA ≥ 8 at the time of application.</td></tr></table>	Degree	Eligibility Criterion	M.Tech	Completed the first semester and obtained a CGPA ≥ 8 at the time of application.	MS.R	Completed the prescribed courses and obtained a CGPA ≥ 8 at the time of application.	M.Sc.	Completed the courses prescribed for the first 3 semesters, and with CGPA ≥ 8 at the time of application.
Degree	Eligibility Criterion									
M.Tech	Completed the first semester and obtained a CGPA ≥ 8 at the time of application.									
MS.R	Completed the prescribed courses and obtained a CGPA ≥ 8 at the time of application.									
M.Sc.	Completed the courses prescribed for the first 3 semesters, and with CGPA ≥ 8 at the time of application.									
2.	Procedure of application & Selection	➤ Requests for upgradation should be submitted by the aspirant(s) within 2 years from the date of joining in the Master’s Programme to Head of the School/Department. ➤ Afterward, the School/Department Academic/Selection Committee may interact with such student(s) to consider their suitability for upgrading to Ph.D. ➤ It may be noted that upgradation shall be limited to 20% of the sanctioned strength of the particular M.Tech/M.Sc. programme (as per Senate resolution, 59.A.C.2). ➤ The HoS/HoD may send their recommendation of suitable candidates for upgradation along with formation of DAC to the Dean (PG &RP) for further approval.								
3.	Provision of getting two degrees	➤ Two degrees, both Masters (i.e. MS.R/MTech/MSc) & Ph. D. shall be awarded <i>(subject to meeting the mentioned courses and other requirements of the respective Master’s programme as well as of the Ph.D programme.)</i> ➤ The provisional certificate for the Master’s degree will be issued to the scholars on approval of the Ph.D synopsis by the DAC.								

4.	Coursework Requirements:	➤ The scholars should complete the following two additional courses (viz., XX6D999 & XX7D999) after upgradation. ➤ Completion of these two courses will be towards the partial fulfilment of the award of the MS.R/MTech/MSc degree. ➤ These two special courses need to be completed in lieu of the project requirement. ➤ For each of the two courses, scholars have to submit a report and give a seminar presentation. DAC will evaluate these courses and a minimum grade of 'C' is required. <table border="1"> <thead> <tr> <th>Course code</th><th>Name of course</th><th>Credits</th></tr> </thead> <tbody> <tr> <td>XX6D999*</td><td>Critical review of Literature</td><td>3</td></tr> <tr> <td>XX7D999*</td><td>Mini project (simulation, or preliminary experimental/analytical verification of prior art as appropriate to the discipline)</td><td>6</td></tr> </tbody> </table> (* where XX is the School/Department Code) (b) Minimum coursework requirement after upgradation. <table border="1"> <thead> <tr> <th>Degree</th><th>Minimum course work (after upgradation)</th><th>Minimum credit</th></tr> </thead> <tbody> <tr> <td>MTech/MS.R</td><td>XX6D999, XX7D999 and 3 courses including "Introduction to Research and Entrepreneurship (HS6L022)".</td><td>18 (3+6+9)</td></tr> <tr> <td>MSc</td><td>XX6D999, XXD7999 and 5 courses including "Introduction to Research and Entrepreneurship (HS6L022)".</td><td>24 (3+6+15)</td></tr> </tbody> </table> (c) Only the minimum required courses with the best performance will be considered for computing the CGPA. (d) Once a course is successfully completed (meaning a grade of C or higher), it cannot be repeated. (e) A course needed to be completed as a part of minimum requirement may be waived if there is evidence that the student has completed the needed course successfully from an IIT or comparable level institutions.	Course code	Name of course	Credits	XX6D999*	Critical review of Literature	3	XX7D999*	Mini project (simulation, or preliminary experimental/analytical verification of prior art as appropriate to the discipline)	6	Degree	Minimum course work (after upgradation)	Minimum credit	MTech/MS.R	XX6D999, XX7D999 and 3 courses including "Introduction to Research and Entrepreneurship (HS6L022)".	18 (3+6+9)	MSc	XX6D999, XXD7999 and 5 courses including "Introduction to Research and Entrepreneurship (HS6L022)".	24 (3+6+15)
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MSc	XX6D999, XXD7999 and 5 courses including "Introduction to Research and Entrepreneurship (HS6L022)".	24 (3+6+15)																		
5.	Minimum duration	Minimum duration to submit Ph.D thesis will be three years after upgradation to Ph.D.																		
6.	Fellowship Provisions	➤ Commencement of Ph.D fellowship –immediately after upgradation ➤ Upto 5 years after converting to Ph.D.																		

7.	Exit/Reversion option for upgraded PhD to Master's programme	6.1: Exit / Reversion from Ph.D to MTech/MS.R/MSc: ➤ A PhD student can revert to MTech/MS.R/MSc after one semester from the date of upgradation if (s)he has completed 2.5 years or more after the date of joining the Master's programme. ➤ If the scholar does not pass the Q- exam, in two attempts, (s)he shall revert to the respective Master's programme. ➤ The DAC may recommend reversion of registration for approval by the Senate. ➤ In order to get respective Master degree after reversion, student must complete the requirements of the same as per regulation (see MTech/MS.R/MSc Regulations).
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APPENDIX – XII

To whom it may concern

It is hereby certified that Indian Institute of Technology Bhubaneswar has awarded the degree of Doctor of Philosophy in the discipline _____ to Mr./ Ms. _____ on Date _____. The title of the Thesis was _____.

AR/DR (Academics)



INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

TIMELINE OF PH. D. PROGRAMME:

Sl. No.	Event	Action	Time
1	Web advertisement of Ph.D. admission	Academic Section (Ph.D)	Autumn/Spring
2	Selection to Ph.D programs	Respective Schools/Deptt.	At least one month before the date of joining
3	Issue of offer letter	Academic Section (Ph.D)	At least 15 days before date of joining
4	Registration/admission	Academic Section (Ph.D)	Date of Joining as per academic calendar
5	Joining of Ph.D. Scholar in School	Respective School/ Deptt. offices	Same day of Registration
6	Appointment of Supervisor [Not more than two Institute scholars could be allotted to any faculty member at any given time]	Head of School/ Deptt.	One week of joining
7	Formation of DAC	Head of School/Deptt.	Within two weeks of joining
8	Issue of DAC Memo	AR / DR (Academics)	Within two weeks of receiving DAC forms from the Schools
9	Allotment of Courses	DAC	Within one month of joining
10	Enrolment	Head of School	Within one month of joining
11	Approval of course allotment	Dean (PG&RP)	Within one month of joining
12	Issue of Enrolment Memo	AR/DR (Academics)	Within one month of joining
13	Course Work [The supervisor may advise the candidate to attend classes even before enrolment]	---	Normally within one year of enrolment
14	Q-Examination	---	After the completion of the Course work (must be completed within six months from the completion of course work)
15	Submission of Annual Progress Report	Supervisor, HoS, Dean (PG&RP)	After one year of joining
16	Registration Seminar [After submission of application form for registration by the candidate]	DAC	within one year of enrolment or within one year of completion of the course work
17	Approval of registration for Ph.D. program	DAC, RPEC, Senate	Regular Senate meeting
18	Review of progress for enhancement of fellowship	HoS, DAC	After two years of joining
19	Pre submission seminar / Submission and approval of synopsis	HoS, DAC	Before two months of submission of thesis
20	Recommendation of panel of experts to the Senate	DAC	Before two months of submission of thesis
21	Approval of Examiners	Dean (PG&RP)	Before two months of submission of thesis
22	Sending of synopsis to external examiners	Dean (PG&RP)	Within ten days from the date of approval of examiners
23	Sending of thesis to external examiners	Dean (PG&RP)	Within one month from the date of submission of thesis
24	Receipt of thesis evaluation report	Dean (PG&RP)	Normally within three months from the date of approval of examiners
25	Defense Seminar / Viva-voce	DAC, External Examiner (Indian)	Within one month from date of receipt of external examiner report.
26	Recommendation for award of Ph.D. degree	DAC	Within one month from date of receipt of external examiner report.
27	Approval of award of Ph.D. degree	Chairman Senate/Director	For reporting in the Senate
28	Issue of Provisional Certificate	AR/DR (Academics)	After the approval of CA
29	Conferred of Ph.D. degree	Chief Guest/Director	Annual Convocation