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Indian Institute of Information Technology, Nagpur

"An Institution of National Importance by an Act of Parliament"

Survey No. 140,141/1 behind Br. Sheshrao Wankhade Shetkari Sahkari Soot Girni, Village - Waranga, PO - Bori (Butibori) Tahsil- Nagpur (Rural) District Nagpur - 441108

Website: www.iiitn.ac.in Email: director@iiitn.ac.in, registrar@iiitn.ac.in

ACADEMIC RULES AND REGULATIONS
Academic Year 2024-25 onwards

Governing
All Ph.D. Programs

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY NAGPUR (IIITN)
INDIA 441108
APRIL-2024.

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PREFACE

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY NAGPUR (IIITN), **is an institution of national importance set up under the INDIAN INSTITUTES OF INFORMATION TECHNOLOGY (PUBLIC-PRIVATE PARTNERSHIP) ACT, 2017.** IIITN is set up with the objective of making available facilities for higher education, research and training in various fields of Information Technology to address the challenges faced by the Indian IT industry and growth of the domestic IT market. The Ministry of Education (MoE) (formerly, Ministry of Human Resource Development), Government of India has established Indian Institutes of Information Technology (IIITs), on a not-for-profit Public Private Partnership (PPP) basis. The partners in setting up the IIITs are the Ministry of Education, Governments of the respective States where each IIIT has been established, and the industry.

On the same line INDIAN INSTITUTE OF INFORMATION TECHNOLOGY NAGPUR (IIITN) is established by the Ministry of Education, Government of India and industry partner Tata Consultancy Services, Mumbai Not-for-profit Public Private Partnership (N-PPP) Institution.

The institute is committed to get itself recognized as a leader in Information Technology related Science and Engineering. It wishes to establish a firm foundation for education and research with a high-quality faculty base and having a vision to be the fountainhead of new ideas and innovations in technology and science. IIIT Nagpur is an ambience in which new ideas, research and scholarship flourish and from which the leaders and innovators and IT-entrepreneurs of tomorrow emerge.

This booklet gives comprehensive information on the existing Rules and Regulations for Ph.D. for all the branches. Ph.D. program will be governed by these rules and regulations based on the global concept of outcome based education.

IIIT Nagpur gives freedom to its various departments to tailor their academic programs as per their specific needs, within the framework of the Rules and Regulations approved by the Senate and the Board of Governance from time to time, keeping in view the ever growing challenges and new developments. The revised program provides additional opportunities and flexibilities for students to optimize their learning experience. This needs continuous and meticulous planning of the academic profile on the part of each student to fully utilize the opportunities. The students, and parents/guardians are therefore advised in their own interest to get fully familiar with the academic system of the institute, since in many ways it is different from what they would

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have come across earlier. Student's attention is brought particularly to the assessment procedures and the specific rules governing the grading system, academic performance requirements, etc.

The broad objective of the Ph.D. program is not only to keep pace with the expanding frontiers of knowledge but also to provide research training relevant to the present social and economic objectives of the country. The Institute also encourages research in interdisciplinary areas through a system of joint supervision and interdepartmental group activities. The presence of a strong research-oriented faculty provides excellent opportunities for such program.

Associate Dean –IIITN

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1. **Ph.D. Program and Research Areas:**

   IIIT Nagpur offers Ph.D. program in the following disciplines:

   i. Computer Science and Engineering (CSE)
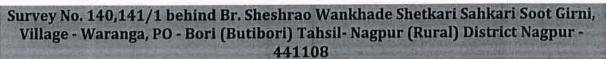   ii. Electronics and Communication Engineering (ECE)

   IIIT Nagpur encourages research in interdisciplinary areas. The areas include but not limited to:

Department	Research Areas
Computer Science and Engineering	All areas in Computer Science and Engineering like Operating Systems, Databases, Computer Networking, Compilers, Computer Graphics, Software Engineering, Image Processing and Computer Vision, Big Data, Data Mining, Artificial Intelligence, Machine Learning, Deep Learning, Natural Language Processing, Computational Biology, Internet of Things, Information Security, RTOS and Embedded Systems, and relevant areas.
Electronics and Communication Engineering	MIMO Technologies, Microprocessors and Embedded Systems, Image and Video Signal Processing, Computer Vision, Instrumentation, Opto-electronics, VLSI Design, Internet of Things, Automotive Electronics, Mechatronics, Embedded System Design, Wireless Sensor Network, Cognitive Radio, LI-FI, and another Advanced topics of Electronics and Communication Engineering along with Solid Mechanics, Vibration, Robotics, Analytical Modeling, and relevant areas.

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2. About the Ph.D. Scheme:

IIITN offers Ph.D. program in various categories as given below:

Ph.D. ADMISSION CATEGORIES:

The institute admits Ph.D. candidates under the following categories:

A. Industry Candidates:
a) Extern Candidate from Industry (EX-I)
b) Intern Sponsored Candidate from Industry (IN-IS)

B. Academic Institution(s) Candidates:
a) Extern Self-financed candidates from Academic Institutions (EX-A)
b) Intern Sponsored candidates from Academic Institutions (IN-AS)
c) Extern Sponsored candidates from Academic Institutions (EX-AS)

C. Other Candidates:
a) Intern self-sponsored Candidates (IN-U)
b) Intern externally funded or sponsored or Project Staff Candidates (IN-ES)
c) Intern self-sponsored project staff candidates SRF/JRF (IN-PS)

A. Industry Candidates:

a) Extern Candidate from Industry (EX-I)

This category shall include a candidate who is self-financed and permitted and employed by a recognized private/ government/semi-government, R&D Organization, PSU, Private/ Government/ semi government Industry or companies or any Private/ government/ semi government non-academic institution for doing research in work integrated manner at the respective place of work.

The candidate must be an employee of the employer organization with minimum one year of professional experience in the respective field and is eligible for admission with B.Tech/BE or M.Tech/M.S./ME qualification with respective thesis submission period and required course work credits. Such candidate is not eligible to receive any financial stipend or support from IIITN. At the time of admission such candidates are required to submit

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NOC from the employer organization.

b) Intern Sponsored Candidate from Industry (IN-IS)

This category shall include a candidate who is sponsored and permitted and employed by a recognized private/ government/semi-government, R&D Organization, PSU, Private/ Government/ semi government Industry or companies or any Private/ government/ semi government non- academic institution for doing research at IIITN.

The candidate must be an employee of the sponsoring organization with a minimum three years of professional experience in the respective field and is eligible for admission with B.Tech/BE or M.Tech/M.S./ME qualification with respective thesis submission period and required course work credits. Such candidate is not eligible to receive any financial stipend or support from IIITN instead will be receiving the same from the sponsoring organization. It is mandatory for such candidates to present the certificate of financial assistance provided by the sponsoring organization. He/ She shall remain present at IIIT Nagpur campus during the course of research.

B. Academic Institution(s) Candidates

a) Extern Self-financed candidates from Academic Institutions (EX-A):
This category shall include a candidate who is self-financed and permitted and employedby a recognized private (autonomous or university affiliated)/ government (state or central)/semi-government academic institution for doing research in work integrated manner at the respective place of work.

The candidate must be an employee of an organization and is eligible for admission with M.Tech/M.S./ME qualification with respective thesis submission period and required course work credits.

Such candidate is not eligible to receive any financial stipend or support from IIITN. At the time of admission such candidates are required to submit NOC from an organization.

b) Intern Sponsored Candidate from Academic Institutions (IN-AS)

This category shall include a candidate who is sponsored and permitted and employed bya private (autonomous or university affiliated)/ government (state or central)/semi

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government academic institution or sponsored under QIP schemes for doing research at IIITN.

The candidate must be an employee of the sponsoring organization and is eligible for admission with M.Tech/M.S./ME qualification with respective thesis submission period and required course work credits. Such candidate is not eligible to receive any financial stipend or support from IIITN instead will be receiving the same from the sponsoring organization. It is mandatory for such candidates to present the certificate of financial assistance provided by the sponsoring organization. He/ She shall remain present at IIIT Nagpur campus during the course of research.

c) **Extern Sponsored Candidate from Academic Institutions (EX-AS)**

This category shall include a candidate who is sponsored and permitted and employed by a private (autonomous or university affiliated)/ government (state or central)/semi government academic institution for doing research at IIITN. The candidate must be an employee of the sponsoring organization and is eligible for admission with M.Tech/M.S./ME qualification with respective thesis submission period and required course work credits. Such candidate is not eligible to receive any financial stipend or support from IIITN instead will be receiving the same from the sponsoring organization. It is mandatory for such candidates to present the certificate of financial assistance provided by the sponsoring organization

C. **Other Candidates:**

a) **Intern Self Sponsored Candidates (IN-U)**

This category shall include a candidate who is self-financed and unemployed. He/She shall remain present at IIIT Nagpur campus during the course of research. The candidate is eligible for admission with M.Tech/M.S./ME qualification with respective thesis submission period and required course work credits. Such candidate is not eligible to receive any financial stipend or support from IIITN.

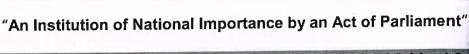b) **Intern Externally Funded or Sponsored or Project Staff Candidates (IN-ES)**

This category shall include a candidate who has received fellowship or scholarship or funding from Private trusts/Private industry/ Government or semi government agency or department and is unemployed or a candidate working as SRF or JRF at IIITN under a funded research project will be doing research at IIITN. The candidate is eligible for

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admission with M.Tech/M.S./ME qualification with respective thesis submission period and required course work credits. Such candidate is not eligible to receive any financial stipend or support from IIITN. Instead in case of SRF/JRF like IIITN project staff the stipend will be under the respective research grant and for other candidates the stipend will be through the scholarships or fellowships they will be receiving. He/ She shall remain present at IIIT Nagpur campus during the course of research.

c) Intern Self-Sponsored Project Staff Candidates SRF/JRF (IN-PS)

This category shall include a candidate who is working as SRF or JRF at IIITN under a funded research project will be doing research at IIITN. The candidate is eligible for admission with M.Tech/M.S./ME qualification with respective thesis submission period and required course work credits. Such candidate is not eligible to receive any financial stipend or support from IIITN. Instead in case of SRF/JRF like IIITN project staff the stipend will be under the respective research grant. He/ She shall remain present at IIIT Nagpur campus during the course of research.

3. ELIGIBILITY CRITERIA:

The relevant details of the eligibility criteria are as under:

Sr. No.	Category	Minimum Duration for Thesis Submission	Eligibility
1	Candidate from Industry (EX-I) (IN-IS)	Three (3) Academic years for Candidates with **Master's Degree** and Four (4) Academic years for candidates with **Bachelor's Degree.**	**Essential:** 1. Master's Degree in Engineering / Technology with Bachelor's in Engineering / Technology with First class or 60% marks (55% marks for SC / ST / PwD) / CPI or CGPA greater that 6.75 (6 for SC / ST / PwD) on a 10 point scale. **OR** Bachelor's Degree in Engineering / Technology with First Class or 60% marks (55% marks for SC / ST / PwD) / CPI or CGPA greater that 6.75 (6 for

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			SC/ST/PwD) on a 10 point scale. **AND** 2. Minimum 3 years of relevant experience in CSE/ECE/IT and allied fields. **Desirable:** A valid GATE score is desired.
2	**Academic Institution(s) Candidate (EX-A) (IN-AS) (EX-AS)**	**Three (3) Academic years**	**Essential:** **Master's** Degree in Engineering / Technology with Bachelor's in Engineering / Technology **in ECE/CSE and allied disciplines** with First Class or 60% marks (55% marks for SC/ST/PwD) / CPI or CGPA greater that 6.75 (6 for SC/ST/PwD) on a 10 point scale. **Desirable:** A valid GATE Score.
3	**Other Candidates (IN-U) (IN-ES) (IN_PS)**	**Three (3) Academic years**	**Essential:** Master's Degree in Engineering / Technology with Bachelor's in Engineering / Technology **in ECE/CSE/MECH/INDUSTRIAL and Allied Disciplines** with First Class or 60% marks (55% marks for SC/ST/PwD) / CPI or CGPA greater that 6.75 (6 for SC/ST/PwD) on a 10 point scale. **Desirable:** A valid GATE Score.

4. SELECTION PROCESS (ALL CATEGORIES):

Admission will be on the basis of written test and interview. The procedure will be as follows:
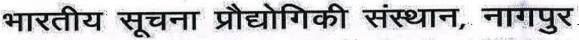
Stage 1: Written Test: Eligible candidates are required to appear for the written test.

Qualifying Score in Written Test:

The minimum qualifying score will be a normalized score decided taking into account the number of candidates to be called for interview, but in no case it will be less than 40%. The normalization will be done by considering the top most score to be 100% and scaling the scores of other candidates accordingly.

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Stage 2: Interview: Candidates qualifying the written test are required to appear for the Personal Interview.

Stage 3: A combined score will be calculated on the basis of score in written test, score in interview, and GATE qualification with following weightages.

PhD Category	Total Marks	Distribution		
		Written Test	Interview	GATE Qualification*
EX-I	100	40	50	10
Ex-A and Other Candidates	100	50	40	10

* Candidates with GATE qualification would be obtaining the allotted marks.

5. ENROLLMENT NUMBER ALLOCATION:

Students are given an alpha numeric enrollment no., XXYYnnZZZmmm, where, 'XX' Indicates Program Code, 'YY' indicates PhD admission category, 'nn' indicates year of admission, ZZZ indicates discipline code, 'mmm' indicates Sr. No. in program. For example, DTEI24ECE001 indicates enrollment number 001 under Extern Industry category of PhD in Electronics and Communication Engineering admitted in 2024.

6. CREDIT REQUIREMENT:

All the registered Ph.D students need to complete the requirement of coursework of 6 credits by M.Tech degree holders and 12 credits by B.Tech degree holders in either of the following modes.
   a. Courses offered by the institute.
   b. Credits can be earned through successful completion of the online courses available on MOOC platforms like NPTEL/ MIT-OCW/Coursera/edX, etc. (**The total minimum course hours for an online course should be 40 / 12 weeks.**)
   c. Courses should be completed within a period of two years from the date of

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registration.

7. **ASSESSMENT MECHANICS FOR ONLINE/MOOC COURSE:**
   a. If the MOOC course is a credit course (where the MOOC platform conducts their own written exam not less than two to three hours' duration in addition to the regular assignments), then consolidated score in percentage provided by the platform would be used for grading.
   b. If the MOOC course is not a credit course, then the following procedure would be applicable:

   i. *Course accomplishment (25% weightage):*
   The candidate must successfully complete the registered online course as per the respective course evaluation criteria.
   ii. *Institute-level assessment (75% weightage):*
   An additional 100 Marks institute level assessment will be conducted and evaluated by the supervisor/course instructor for each such online course registered by the candidate.
   iii. *Final Score:*
   The final score of the online courses is evaluated on the basis of a combined weighted score secured in both online assessment and Institute-level assessment as follows.

   Final Score= 0.25 (Score obtained through online assessment) + 0.75 (Score obtained through Institute-level assessment)
   c. **Gradation:**
   Following table can be used for the award of grades for all the online course.

Tentative range of marks obtained in the evaluation	Grade
81-100	AA
71-80	AB
61-70	BB
56-60	BC
51-55	CC
46-50	CD
40-45	DD
Below 40	FF

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8. VALIDITY OF REGISTRATION:

1. The registration will be valid for a period of **6 years for M.Tech. Degree holders and 7 years for B.Tech. Degree holders** from the date of registration and no further extension will be granted under normal circumstances.

2. After 6/7 years, if a candidate wishes to continue research, he / she will be required to register again. A candidate should apply for re-registration before completion of 6/7 years of registration period. Failure to do so a candidate will be required to register again following the procedure for fresh candidates.

9. LEAVE REGULATIONS FOR FULL TIME / SPONSORED (FULL TIME) PH.D. SCHOLARS WITH FINANCIAL SUPPORT:

1. A full-time/ sponsored (full time) Ph.D. scholar, during his/her stay at the Institute will be entitled 30 days leave during each academic year, including leave on medical ground. These scholars are not entitled to have vacation. Even during mid-semester breaks and summer and winter vacations, he/she will have to explicitly apply for leave. Leave beyond 30 days in an academic year may be granted to a research scholar in exceptional cases subject to the following conditions:

> i. that the leave beyond 30 days will be without Assistantship/Scholarship, and
> ii. such an extension of up to additional 30 days will be granted only once during the entire program of the scholar including self-sponsored scholar.

2. The female Ph.D. Scholars are entitled for Maternity leave of maximum period of 180 days. In such cases, the Ph.D. registration period, that is valid for six years as per the norms of the Institute, will further be extended for the period of maternity leave availed (not exceeding 180 days).

Research scholar shall submit the application for leave along with a copy of appropriate medical certificate through Supervisor, PhD Coordinator, HoD and to Dean for approval.

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Note: For full time external candidate above leave regulations are not applicable.

10. ABSENCE DURING THE SEMESTER FOR COURSES REGISTERED:

i. A scholar must inform the Supervisor, PhD Coordinator, HoD and Dean immediately of an instance of continuous absence from course work.

ii. A scholar who is absent due to illness or any other unavoidable circumstances, up to a maximum of two weeks, should approach the course coordinator for make-up quizzes, assignments and laboratory work. Supporting document should be attached to the application.

iii. A scholar absent from a sessional examination due to illness should approach the course coordinator for a make-up test immediately on return to class. The request should be supported with a medical certificate from Institute's Medical Officer. A certificate from registered medical practitioner will also be acceptable for a scholar normally residing off-campus, provided detail of registration of the concerned Medical Practitioner appears explicitly on the certificate.

iv. In case the period of absence on medical grounds is more than 20 working days during the semester, a scholar may apply for withdrawal from the semester, i.e. withdrawal from all courses registered in that semester. Such application must be submitted as early as possible and latest one week before the start of the End Term Examination. No applications for semester withdrawal will be considered thereafter. Depending on merit of the case Dean, will consider such applications. Partial withdrawal from courses registered in a semester is not allowed.

v. If a scholar is continuously absent from the institute for more than four weeks without notifying the Supervisor / PhD Coordinator/ HoD / Dean, his/her name will be removed from institute rolls.

11. SEMINARS DURING PH. D WORK:

1. A scholar is required to give a progress seminar on his / her project work every six months in concerned department during the Ph.D. seminar weeks indicated in academic calendar.

2. The time-line for six monthly seminars shall be as per the academic calendar. A brief write-up outlining the work previously done, the current status and the future plans also should be submitted to the RPC

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members at least 3 days prior to date of seminar.

3. Report of the RPC after each six-monthly progress seminar shall be duly forwarded to the office of the Dean/PhD Coordinator by the concerned department, in a format available on website.

4. Six monthly seminars shall be conducted only if semester fee is paid. No further seminar shall be conducted without payment of fees.

5. Report of six-monthly seminars is required to be submitted to Dean office **within 15 days period** after the last date of delivering the seminar mentioned in the academic calendar. The consolidated summary sheet along with copies of seminar reports and other documents of all candidates should be sent in a single lot. Individual seminar report of candidate will not be accepted.

6. A candidate is supposed to earn satisfactory remark from the RPC after presenting the progress seminar on getting two consecutive unsatisfactory remarks; the candidate may be liable for registration cancellation if the explanation and undertaking submitted by him/her is not satisfactory.
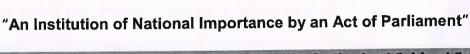
12. PRE-SUBMISSION SEMINAR

1. In case there is a need to organize pre-submission Seminar of Ph.D. scholar before completion of minimum duration for Ph.D. thesis submission, such pre-submission seminar may be permitted up to the duration of one month before the completion of minimum duration.
2. The Ph.D. coordinator needs to issue a notice of pre-submission seminar through the Chairman BoS with a copy to the RPC, Dean and Director at least one week in advance.
3. A copy of synopsis should be submitted to the RPC members at least one week prior to the pre-submission seminar date.
4. The pre-submission seminar report along with the undertaking for publication should be submitted to the Dean office/PhD Coordinator for further processing.
5. The PowerPoint presentation of the pre-submission seminar should be in tune with the thesis and should be like a precursor to the final defense.
6. Faculty members and Ph.D. scholars of the respective department should attend the pre-submission seminar in large numbers.

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13. REQUIREMENTS FOR SUBMISSION OF THESIS:

i. The minimum requirement for submitting the thesis is publication in 1 SCI/SCIE indexed journal **and** 1 SCI/SCIE/Scopus indexed journal.

ii. A scholar shall be required to deliver a pre submission seminar, and will be allowed to submit his/her thesis only if the RPC recommends.

iii. Thesis should be shown to RPC members. Preferably thesis should be ready before delivering the pre-submission seminar, so RPC members will go through the facts & figures of thesis.

iv. Thesis will be required to be submitted within six months from the date of delivery of pre submission seminar.

v. A candidate is required to submit 3 copies of synopsis and 3 copies of soft bound Ph.D. thesis along with the soft copies of synopsis and thesis in PDF format to the Academic Section.

14. PH.D. THESIS EVALUATION:

i. The candidate needs to pay Ph.D Thesis evaluation Fees of Rs 35,000/- (Rs Thirty Five Thousand Only). It will be utilized for Thesis Evaluation honorarium of examiners, Defense Examination, and TA, DA of external Examiner etc.

ii. Thesis shall be evaluated by two examiners nominated by the Chairman Senate from the panel of examiners suggested by Supervisor and forwarded through the HoD.

iii. The supervisor will be notified once all the reviews of the thesis are available for further action by Registrar office/ Academic Section.

iv. Candidate shall be provided a copy of detailed reports of both examiners by the supervisor.

v. If both the examiners give favorable reports, the candidate will be eligible for Ph.D. degree after open defense and recommendation of the Senate.

vi. If the examiner(s) recommends acceptance of the thesis subject to major modifications, the thesis can be resubmitted only once after incorporating the modifications, within a period of one year. The thesis so resubmitted shall be

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examined by the same examiner(s).

vii. If the examiner(s) recommend acceptance of the thesis with minor modifications only, the thesis is to be corrected before open defense and viva-voce. External examiner shall confirm whether corrections suggested by both examiners are included.

viii. In case, the report of one of the examiners is not favorable, the thesis will be sent to the third examiner. If the report of third examiner is favorable then only a candidate will be considered eligible for Ph.D. degree after open defense.

ix. A candidate shall be required to defend his / her Ph.D. thesis (open defense and viva-voce) before the Board of Examiners consisting of following members:

    i) One of the Examiners of the Ph.D. thesis
    ii) Chairman, Board of Studies of the concerned Department.
    iii) Supervisor(s) of Ph.D. thesis.
    iv) Director's Nominee (from amongst the Ph.D. Supervisors from another Department)
    v) RPC member(s)

In case the examiner is unable to attend the viva-voce for any reason either in offline of online mode, the Director is empowered to nominate one expert in the field from the local area as an examiner.

x. A candidate will have to submit two hardbound copies of thesis incorporating all suggestions of examiners after successful defense, one for record, and the other for library along with the soft copies in pen drive.

xi. A softcopy of the thesis should also be uploaded on to Shodhganga platform through the institute library.

xii. Thesis rejected by both the examiners may be resubmitted after revision, not earlier than one year and not later than three years from the date of such intimation to the scholar by the Academic Section. The thesis so resubmitted may be examined by the same referees or by new referees.

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xiii.   Rejection of the thesis so resubmitted will disqualify the scholar from further consideration for the award of the Ph.D. degree, in the topic of research chosen by him / her.

xiv.   On the basis of report of Board of Examiners, the Senate decides the scholar's eligibility for award of the degree of Doctor of Philosophy

15. COMPOSITION OF RPC:

The Research Progress Committee (RPC) required to be set up for monitoring the progress of research for each registered scholar shall have following composition.

i.   **Chairman -** Head of the concerned Department/ One of the senior qualified supervisors nominated by Chairman Senate.

ii.   **Supervisor/Supervisors.**

iii.   **One/Two RPC Members -** Expert from the Allied Department/Discipline/Industry/other reputed academic institutes to be nominated by the supervisor.

iv.   **Invited Member -** A scholar can have an invited member as a part of his RPC who can be co-author in the research papers/patents. The invited member should be from IIT/NIT/IIIT/other Institute of repute. Supervisor shall take the consent and approval for the selection of the invited member through proper channel from the Dean Acad.

v.   **External RPC Member -** A scholar can opt for an external RPC member if he/she is an expert in the area in which the scholar is working. An RPC member cannot be the co-author in publication. Supervisor can take the consent and approval for the selection of the invited member through proper channel from the Dean Acad.

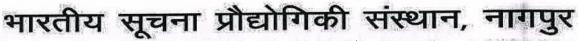## 16. MAXIMUM NUMBER OF CANDIDATES A SUPERVISOR CAN GUIDE:

A supervisor can have 8-10 candidates registered under him/her for Ph.D. (candidate count shall be considered as; Joint Supervision=0.5, Standalone Supervision= 1)

17. ADDITIONAL SUPERVISOR:

If the Principal Supervisor leaves the Institute for any reason, an additional supervisor may be associated with the Principal Supervisor. The decision regarding retention/ relieving of the principal supervisor for the candidates registered with him/her before

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leaving the institute will be of the Chairman Senate. If the Principal Supervisor is retained then he/she will act as a Co-Supervisor for the candidate registered with him/her before leaving the institute and additional Supervisor associated will act as a principal Supervisor.

18. CHANGE OF SUPERVISOR:

The practice of change of Supervisor should be discouraged under the normal circumstances. However, any application from a candidate or the Supervisor requesting for a change if recommended by HoD may be considered and the requested change will be permitted with the approval of Director.

19. SEMESTER BREAK:

1. Due to any genuine reasons a scholar can opt for semester break for which he/she have to submit such application with supporting documents forwarded through PhD Coordinator, HoD and Dean to the Director. Such break will be allowed only subject to receiving approval from the Director and only one such break will be allowed during the entire duration of Ph.D. A scholar is not required to pay the fees and present progress seminar of that semester break.

2. A research scholar must follow the schedule of course/seminar registration schedule of every semester and also the schedule of progress seminar presentation without fail. Any kind of delay resulting in missing the deadline may make scholar to pay the fine subject to the approval from the Dean and Director.

20. CANCELLATION OF REGISTRATION:

Candidate alone or supervisor with RPC or candidate and supervisor(s) can apply for cancellation. PhD Coordinator, HoD and Dean shall recommend the cancellation to the Director for approval.
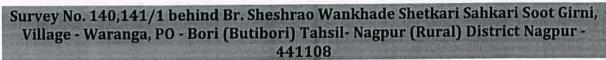
21. RESIDENCE REQUIREMENTS & HOSTELS:

i. The institute is need based residential and all students opting for hostel facility shall be required to reside in, and be members of the hostel to which they are assigned at the time of registration. Only in exceptional circumstances a student may be permitted to change

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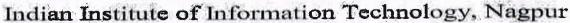
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from one hostel to another.

ii. No family member or any other person will be allowed to stay in the hostel with the students. Only under special circumstances, the Director/Dean of Academic Affairs may permit a student to reside with his/her Parent/Guardian in the Institute Campus or within a reasonable distance from the Institute. Such a student shall, however, be attached to a hostel and will be required to pay seat rent according to rules, and Hostel establishment charges fixed by the Warden. However, this permission may be withdrawn at the discretion of the Institute, at any time considered appropriate by it, without assigning any reason.

iii. All students must abide by the rules and regulations of the hostel as may be framed from time to time by the Hostel Management Committee and approved by the Senate.

iv. Married accommodation shall be provided as per availability.

v. For each Hostel, there shall be a Warden/Assistant warden(s)/ Proctor (if needed)/ Matron (for girl's hostel)/ Hostel Supervisor (s) (if needed). The office of the Warden shall be held by the members of the academic staff of the Institute. These appointments shall be made by the Director. The Warden shall be responsible for managing the Hostel efficiently.

vi. Every student residing in a Hostel shall join the Hostel Mess. However, the Warden may exempt an individual student from the Mess on medical grounds for a specified period. During Institute vacations, messes of a few Hostels will function, depending upon need. All students staying in the hostels during vacation shall have to join one of these messes. No other arrangement will normally be permitted.

vii. The passing out PhD students will have to vacate hostel latest up to the date of 30th June of calendar year.

viii. Every student shall be personally responsible for the safe up-keep of the furniture and other items supplied to him/her and will be charged for any damage or loss caused by design or negligence during the occupancy of the room. All the hostel residents will themselves be responsible for taking care of their valuables and belongings.

ix. Every student must pay the mess bill by the due date, announced by the Warden. Failure to deposit the dues in time may result in fine or such other penalty as the Warden may deem fit. Even the registration of a student may be cancelled in case of failure to clear the mess dues within prescribed due date.

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x. Hostel residents shall respect the right of each individual to express his/her ideas, pursue his/her interests and follow the style of life most meaningful to him /her without hurting /disturbing the other hostel residents. However, political campaigning is prohibited.

xi. Visitors and persons of the opposite sex are strictly prohibited to enter the residential blocks of the Hostels. Other visitors like parents etc will be allowed to visit only during visiting hours and in reception lobby only.

xii. Use of liquor, drugs, or any other intoxicants in the Hostels and all premises is strictly prohibited. Also carrying out publishing, disseminating, viewing Porn and other illegal material on social media is strictly prohibited. Any kind of video shooting of group fights, physical abuse and any matter leading to disrepute to the institute is strictly prohibited. No Kind of Ragging is allowed in the hostel and premises of the institute.

xiii. Every resident shall comply with all the rules and regulations of the Hostels as may be in force from time to time. The Institute shall take necessary actions against the defaulters.