



भारतीय पेट्रोलियम और ऊर्जा संस्थान, विशाखापट्टणम
(संसद के एक अधिनियम द्वारा राष्ट्रीय महत्व का संस्थान)

INDIAN INSTITUTE OF PETROLEUM AND ENERGY, VISAKHAPATNAM
(An Institute of National Importance by an Act of Parliament)

सातवीं सीनेट बैठक के कार्यवृत्त

MINUTES OF THE 7th MEETING OF SENATE

दिनांक : सोमवार, 06 मार्च 2023
Date : Monday, 06th March 2023
समय : सुबह 10:30 बजे
Time : 10:30 AM
स्थान : डॉ. ए. पी. जे. अब्दुल कलाम समावेश प्रांगण
Venue : Dr. A. P. J. Abdul Kalam Conference Hall



Signature
14.03.2023

**MINUTES OF 7th MEETING OF THE SENATE HELD ON 06th MARCH 2023 AT 10:30 AM
IN THE CONFERENCE ROOM (ROOM NO. 301)**

The following members were present in the meeting*:

Sl.	Chairperson	
1	Prof. Shalivahan, Director and Chairperson, Senate	
Sl.	External Experts	Organisation
2	Prof. Arvind Kumar Mishra (Attended Online)	Director , CSIR - CIMFR Dhanbad
3	Prof. K Srinivas Reddy	Professor , Mechanical Engineering, IIT Madras
4	Shri S.K. Ghulyani (Attended Online)	Executive Director (Training and HR-Policy)/OIC, GTI
Sl.	Deans and Assoc. Deans	Section
5	Prof. K. Vijaya Kumar	Dean (Research & Development)
6	Dr. A. Seshagiri Rao	Assoc. Dean (Faculty Affairs)
7	Dr. Deepak Amban Mishra	Assoc. Dean (Academic Affairs & Admin)
8	Dr. C. V. Rao	Assoc. Dean (Students' Affairs)
9	Dr. P. Aparoy	Assoc. Dean (Research & Development)
10	Dr. G. Nagesh	Assoc. Dean (Planning Resources & Alumni)
11	Dr. Rajat Jain	Assoc. Dean (International Relation and Alumni affairs)
12	Dr. Ranjan Pramanik	Assoc. Dean (Innovation, Incubation and Entrepreneurship)
Sl.	Head of the Department	Department
13	Dr. Himangshu Kakati (Leave of Absence)	PIC-Examination Cell & HoD Petroleum Engineering
14	Dr. P. Venkata Reddy	Chemical Engineering
15	Dr. Arun Kumar Pujari	Mech. Engineering
16	Dr. Somnath Ghosh	Humanities & Sciences
Sl.	Faculty members	Department
17	Dr. R. Ramunaidu	Humanities & Sciences
18	Dr. T. Hemanth Kumar	Chemical Engineering
19	Dr. Raka Mondal	Chemical Engineering
20	Dr. Dipankar Pal	Chemical Engineering
Sl.	Registrar (As Ex-officio Secretary)	Section
21	Shri Ram Phal Dwivedi	Administration

At the outset, Chairman, Senate welcomed all the members present in the meeting and the following agenda items were taken up for discussion:

Item No. 07.01	Confirmation of the Minutes of the 06th Academic Senate of IPE held on 22nd August 2022 and submission of Action Taken Report.
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Handwritten signature and date:
14.3.2023

The Associate Dean, Academic Affairs and Admin informed the Senate that the minutes of the 06th Academic Senate was circulated to all the member of Senate. Since no suggestions was received hence it was proposed to approve the same. Further Action Taken Report was also presented before the senate.

Resolution: The Action Taken Report and proposal to confirm minutes of 06th meeting of Senate was deliberated by the senate in detail and confirmed the minutes of 06th Academic Senate and noted the Action Taken Report.

Item No. 07.02	Announcement by the Director
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The following were announced by the Director:

1. Director thank Prof S Basu and Sri S Yomoda for contributing immensely in the growth of the academic environment. Director welcomed the new members Prof K S Reddy, IIT Madras and Prof A K Mishra, Director, CSIR-CIMFR Madras and Sri R P Dwivedi Registrar.
2. Hon'ble Andhra Pradesh High Court has issued interim orders on land acquisition matter of the Institute.
3. Progress towards finalizing of drawings proposed by CPWD and Construction of Compound Wall around allotted land at Sabbavaram, Visakhapatnam.
4. In the academic year 2022-23, a total of 111 students (58 from Chemical Engineering and 53 from Petroleum Engineering) were admitted to UG Programs. 87.5% of final year students have been offered placement at various organizations.
5. Institute has conducted the following workshop/training programs:
 - a. "Whole Value Chain Carbon Capture, Utilization and Storage" organized by the Department of Petroleum Engineering and Earth Sciences at GTI, New Delhi from 17-19 October, 2022.
 - b. "Technologies for Abatement of Pre/Post (TAP) Carbon Emissions" organized by the Department of Chemical Engineering at IIPE, Visakhapatnam from 23-25 January 2023.
 - c. Training program conducted by Department of Chemical Engineering for new joinees of HPCL from 5-6 December, 2022.

All Senate members appreciated the efforts made by the Institute.

Item No. 07.03	Ph.D. Manual
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A comprehensive Ph.D. manual was presented before the senate.

Resolution: The senate has recommended the PhD manual with effect from academic year 2023-24.



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Item No. 07.04	Course Curriculum for Research Scholars
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The list of courses and their curriculum for Research scholars to be offered at Institute was presented before the senate.

Resolution: The list of courses and their curriculum was deliberated and the senate has recommended the same.

Item No. 07.05	2nd, 3rd and 4th year Syllabus of all Departments (Chemical, Petroleum and Mechanical)
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Uniform syllabus for 1st year students is already running for first year students from 2022-23 session. Revised course curriculum for the 2nd, 3rd and 4th Year of Chemical Engineering, Petroleum Engineering and Mechanical Engineering was presented before the senate. The Senate recommended that before finalizing the course structure following points may be considered:

- a) Minimum Percentage Credit for the different components of the course should be as follows:

Course Type	Credit	Percentage of Credit
IC + HSS	68	~41
DC (Includes Departmental Practical/Viva Voce, Projects and Training	76	~46
DE	6	~4
OE	15	~9

- b) The Credit for 3rd to 6th Semester can vary between 18 to 25 whereas in the 7th and 8th semester it may vary from 15 to 20.
- c) The maximum number theory courses per semester should be 5 and minimum number of lab courses per semester should be 2 between semester III to semester VIII.
- d) Between semester III to semester VIII, total number of DC courses should be between 12 to 15; DE courses between 2 to 5 and DP courses between 6-8. It is expected that these courses will be uniformly distributed across the programme.
- e) Other courses must be as per following template:

Serial Number	Course type	Semester	L-T-P	Credit	Contact Hours
1	IC	3	3-1-0	4	4
2	IC	3	3-1-0	4	4
3	IC	3	4-0-0	4	4
4	OE 1	6	3-0-0	3	3
5	OE 2	7	3-0-0	3	3
6	OE 3	8	3-0-0	3	3
7	OE 4	8	3-0-0	3	3
8	OE 5	8	3-0-0	3	3
9	PR I	6	0-0-3	2	3
10	PR II	7	0-0-3	2	3
11	PR III	8	0-0-9	6	9



Amiya Tripathy

12	IT	7	0-0-0	2	0
13	HSS	7	4-0-0	4	4
14	VV	8	0-0-0	2	0

IC : Institute Core

DC : Departmental Core

DE : Departmental Elective

OE : Open Elective

PR : Project

IT : Industrial Training

VV : Comprehensive Viva-Voce

Resolution: Senate recommended that the above template should be followed. Once approved the course of various departments will be discussed in the next senate.

Item No. 07.06	Syllabus of M.Tech. in Energy Science and Engineering
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The institute is starting MTech in Energy Science and Engineering from the 2023-24 session. Course structure and detailed syllabus of the proposed program was presented before the Senate. The Senate recommended that before finalizing the course structure following template may be adopted:

Semester I

Serial Number	Course Code	Lecture	Tutorial	Practical	Credit	Contact Hours
1	DC1	3	0	0	3	3
2	DC2	3	0	0	3	3
3	DC3	3	0	0	3	3
4	DC4	3	0	0	3	3
5	DC5	3	0	0	3	3
6	DP1	0	0	3	2	3
7	Seminar	0	0	0	2	0
Total					19	18



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Semester II

Serial Number	Course Code	Lecture	Tutorial	Practical	Credit	Contact Hours
1	DC6	3	0	0	3	3
2	DE1	3	0	0	3	3
3	DE2	3	0	0	3	3
4	DE3	3	0	0	3	3
5	DE4	3	0	0	3	3
6	DP1	0	0	3	2	3
7	VV	0	0	0	2	0
Total					19	18

Semester III

Serial Number	Course Code	Lecture	Tutorial	Practical	Credit	
1	Dissertation-I	0	0	0	18	
Total					18	

Semester IV

Serial Number	Course Code	Lecture	Tutorial	Practical	Credit	
1	Dissertation-II	0	0	0	20	
Total					20	

Resolution: Senate recommended that the above template should be followed. Once approved the course of various departments will be discussed in the next senate.

Item No. 07.07

Course distribution of MSc courses

Along with the BTech & MTech courses, the template for MSc. Courses were also discussed. It was recommended that the all MSc course curriculum should follow a template as mentioned below:

- The total number of credits should be between 70 to 95.
- The total credit may vary between 18 to 24 per semester.
- Maximum theory courses per semester should be 5. Labs will be 1 – 2 per semester and all lab courses should be completed by 3rd semester.
- Total number of DC courses should be between 12 to 16; DE courses between 4 to 6 and DP courses between 5-6. It is expected that these courses will be uniformly distributed across the programme.
- Other courses must be as per following template:

Serial Number	Course type	Semester	L-T-P	Credit
1	Field work /Industrial tour I	1		2
2	Field work /Industrial tour I	3		2
3	Project I	3	0-0-3	2
4	Project II	4	0-0-9	6
5	Industrial Training	3		2

Resolution: The proposal was deliberated in detail and suggested to implement the recommendations.



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Item No. 07.08

Fee structure for 4 year BTech , 2 year M. Sc and M. Tech Programmes

The senate has deliberated on this in detail and recommended following fee structure for BTech, MTech and MSc programs to be implemented from 2023-24 academic year.

Fee Structure for 4 year BTech / 2 Year M.Tech. / 2 Year M. Sc. Programmes

Sl. No.	Particulars	Regular		Sponsored
		Gen./OBC/EWS	SC/ST/PD	
A.	One Time payment at the time of Admission (Non-Refundable) (Rs.)			
1.	Admission Fee	500	500	1,000
2.	Identity Card	100	100	100
3.	Placement Fee	1,500	1,500	0
4.	Convocation Fee	2,000	2,000	2,000
5.	Alumni Subscription	1,000	1,000	1,000
6.	Migration fee	500	500	500
	Total	5,600	5,600	4,600

B.	Caution Deposits (Refundable) payable at the time of Admission# (Rs.)			
	Institute Caution Money	5,000	5,000	5,000

C.	Semester Fee (Each Semester) Non-Refundable (Rs.)			
1.	Examination	500	500	500
2.	Registration/Enrolment	200	200	200
3.	Gymkhana Fee	1,000	1,000	1,000
4.	Campus Services and Utility	500	500	500
5.	Library Fee	200	200	200
	Total	2,400	2,400	2,400

D.	Annual Fees			
1.	Medical Insurance fee	2,000	2,000	2,000
2.	Student Brotherhood Fund	500	500	500
3.	Benevolent fund	1,000	1,000	1,000
4.	Modernization Fee	700	700	700
	Total	4,200	4,200	4,200

E.	Tuition Fees (Each Semester)			
	Name of Programme	Regular		Sponsored
		Gen./OBC/EWS	SC/ST/PwD	
1.	2 Year M. Sc.	5,000	Nil	12,500
2.	2. Year M. Tech	10,000	Nil	25,000
3.	4 Year BTech Program	75,000	Nil	NA

F.	Amount Payable at the time of admission (Total of A, B, C,D, and E)			
	Total (For M.Sc)	22,200	17,200	28,700
	Total (For M.Tech)	27,200	17,200	41,200
	Total (For B.Tech)	92,200	17,200	NA

Note:



Amrith P. Gao

Students have an option to donate the caution deposit to the Institute

1. Student residing in Hostel need to pay Rs. 30000/- per semester and caution deposit of Rs. 4000/- during the admission
2. Student need to pay additional amount of ₹ 5,500.00 (approx.) per month to the mess vendor. This is an indicative amount and will be charge as per actual.
3. Fee structure and fee amounts are subject to change from time to time.

Item No. 07.09	Recognition of NEC and TATA as the 'Research Institution'
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The proposal to recognize NEC and TATA as the research Institution was presented before the senate.

Resolution: After a detailed deliberation, the Senate has recommended the proposal.

Item No. 07.10	Any other item with the permission of the chair.
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There was no other item for discussion and the senate.

The Chairman concluded the meeting with vote of thanks.

Minutes may pl. be approved. *Kimha Tasi*

14.03.2023
Registrar
Secretary, Senate

Chairman, Senate Approved

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Ph.D. Manual
(Ph.D. REGULATIONS)



INDIAN INSTITUTE OF PETROLEUM AND ENERGY (IIPE)
VISAKHAPATNAM-2023



Thakur
14-03-2023

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GENERAL INTRODUCTION

Indian Institute of Petroleum and Energy (IIPE), Visakhapatnam, a domain-specific Institute at par with IITs and IIMs, is established by the Government of India under the aegis of the Ministry of Petroleum and Natural Gas (MoPNG) in the year 2016. The Indian Institute of Petroleum and Energy Act, 2017 (No.3 of 2018) enacted by the Parliament and declared the Institute as an 'Institution of National Importance'.

IIPE is a research focused Institute with an emphasis on the emerging areas in the energy sectors, namely Shale Gas, Coal Bed Methane, Gas Hydrates, Conventional Energy Sources, Renewable Energy Sources, Storage, upstream and downstream activities of oil & gas. The academic and research activities of IIPE derive strength from Institute's proximity to sector related activities such as projects at the KG Basin, Vishakhha Refinery, and the planned Petrochemical Complex at Kakinada. The Institute also enjoys a strong relationship with the industry regarding teaching, research, and students' training & placement. A primary goal of research at IIPE has been to meet the country's fossil fuel and renewable energy demands. However, given its position as an energy institute, IIPE also has a great responsibility to contribute toward achieving the United Nations Sustainable Development Goals, i.e., ensuring access to affordable, reliable, and sustainable modern-day energy for all. The Institute has also embarked on an ambitious path to be the country's energy hub.

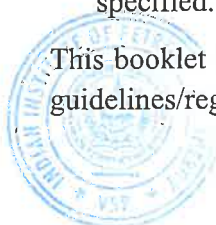
The Institute also aims to produce skilled manpower to meet the quantitative and qualitative gap in Petroleum & Energy sectors and to boost the research activities needed for growth of these sectors by nurturing and promoting the quality and excellence in education and research in various areas of petroleum and energy through the programs leading to the award of the Bachelors, Masters and Doctoral degrees.

The Institute has academic alliances with many IITs and specific domain international Institutions such as Texas A&M University and Petroleum Research School of Norway in the areas of research & consultancy, faculty exchange programs, student exchange programs, summer internships, and joint research programs. The Institute has established alliances with industries for research and consultancy, program development, guest lectures, internships, and placements.

The Institute provides facilities for research leading to the Degree of Doctor of Philosophy (Ph.D). The award of the Ph.D. degree is made on the basis of the satisfactory performance of a registered candidate in:

- Prescribed course work, comprehensive examination & seminar.
- Publication of original research work in reputed journals/conferences or award of patents/technology transfer etc. The thesis submitted by the candidate and a final viva voce.
- The thesis shall be the report of research work characterized by either discovery of new facts or a new interpretation of known facts and theory, or an independent design and development, or development of new instrument/technology.
- Candidates who have qualified for the award of Bachelor's / Master's degree from IIPE or any equivalent degree from other recognized institute or university (as approved by Equivalency board of IIPE) are eligible to apply for the Ph.D. program of IIPE.
- Admission into all Ph.D. programs will be made against advertisement unless or otherwise specified.

This booklet is the Ph.D. programme manual comprising of an overview of Academic Affairs and the guidelines/regulations that the Institute follows for this programme. However, in addition to these



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general guidelines, different Departments may impose specific requirements, approved by the Senate, from time to time, in order to achieve their goals.

ADMINISTRATIVE BODIES

Senate

The Senate is the principal academic body of the Institute and shall have control over the general academic regulations. The Senate is responsible for the maintenance of standards of education, teaching and training, inter-departmental co-ordination, and for considering and recommending the results of examinations and award of degrees to the Board of Governors (BoG) of the Institute for its approval. The Senate shall exercise such powers and perform other duties as may be conferred or imposed upon it by the Statutes.

Office of Academic Affairs

The Office of Academic Affairs, headed by the Dean, Academic Affairs (DoAA) is responsible for implementing the decisions taken by the Senate, in consultation with the Institute Academic Committee (IAC).

The Institute Academic Committee (IAC)

This committee consists of the Heads of the departments and is headed by the DoAA. This standing committee will examine matters related to academic issues common to all departments and recommend appropriate actions, including those to be taken to the Senate for its consideration.



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ADMISSIONS

2.1. Categories of Admission

Admission into Ph.D. programs in Science and Engineering are given under the following categories after fulfilling the eligibility criteria mentioned in section 2. The Eligible candidates for Ph.D. program in Science and Engineering can be considered in the following categories.

2.1.1. Full time

- It is a full-time program where the student is expected to devote their entire time to research work and complete the degree within the specified time frame. Candidates fulfilling any one of the following criteria can apply for the full-time category.
- A full-time candidate may have financial support in the form of
 - Regular candidates with Institute Research Assistantship
 - Candidates holding an individual fellowship from a national agency (CSIR/UGC/DBT/ICAR/INSPIRE etc.)
 - Candidates working in a sponsored project in IIPE.
 - Candidates selected/ sponsored under the **Quality Improvement Program (QIP)** as per State and Central Govt. Human Resources Ministries/ Technical Education Boards.

2.1.2. Sponsored: External

This category of PhD admission is for those who are working professionals and want to pursue a PhD alongside their job. The employer or the agency takes care of the financial aspects of the program. The duration of the program is usually longer than the regular PhD program. Candidates fulfilling the following criteria can apply for the sponsored category:

- Persons with First Class in Graduation and are in service in any of the following establishments with minimum of three (3) years job experience shall be eligible for admission to the Ph.D. program as sponsored candidates (External).
 - Public Sector Undertakings (PSUs)
 - Petroleum & Natural Gas, Coal, Earth Sciences, Chemical & Fertilizer, Defence or other ministries of the Government of India or any other government organizations
 - Established industrial R&D organizations.
 - Autonomous bodies and National Laboratories.
 - Reputed industries having R & D facilities recognized as 'Research Institution' by the Institute.
- Such a candidate should be sponsored by his/her employer and should have been in employment with the sponsoring organization for at least 2 years at the time of admission. In case of mentoring under TEQIP and other such programs under MoUs the experience requirement may be relaxed.
- Candidates need to produce a NOC cum Sponsorship letter at the time of application.
- These candidates must have a Supervisor (internal) from the Institute (IIPE) and an external supervisor (optional) from their parent organization where they will be doing the research works.



Amna Singh

- The candidate should also provide the biodata of the prospective external supervisor from his/her organization who would supervise the candidate's work at his/her organization (if applicable).
- Candidates are required to submit a research proposal as part of their application. The research proposal should clearly state the research problem, the research questions, the research methodology, and the expected outcomes of the study.
- The competence of these candidates will be assessed along with the regular candidates.
- After joining, the rules and regulations as specified by the Institution (IIPE) for regular candidates with regard to academic performance will remain applicable for candidates under this category also.
- The candidate should submit a Sponsorship Certificate (Annexure I) from the organization, in which s/he is employed, at the time of application giving an undertaking that s/he would be released from the normal duties to fulfil the coursework requirement. The certificate should also provide details of facilities relevant to the research programme and available to the candidate.
- The candidate has to complete the course-work immediately after joining the programme within a period of three semesters. Depending on the student's background and the programme requirements, an additional semester may be needed to complete the coursework.
- After fulfilling the course-work at the Institute, these candidates will be allowed to register for Ph.D.
- The selected candidates will have a Doctoral Scrutiny Committee (DSC) as per the existing regulations.

2.1.3. Sponsored: Part-Time

Part-time PhD programs in the Indian Institutes of Petroleum & Energy (IIPE) are designed for professionals who want to pursue doctoral studies while continuing with their jobs. A part-time candidate is a professionally employed personnel who can, while employed, attend regular classes as per schedule of the Institute.

- Candidates who meet the eligibility criteria mentioned in Section 2 are eligible to apply for a part-time PhD program. In addition, candidates should have at least two years of work experience after obtaining their qualifying degree.
- Candidates working as permanent faculty of a reputed university or academic/research/ professional organization/ institution.
- Candidates admitted under Part-time category must complete the course work and comprehensive viva-voce within 3 semester.
- Confirmed staff members of IIPE fulfilling the eligibility criteria.
- Candidates need to produce a NOC from the employer at the time of application/admission.
- These candidates must have a Supervisor (internal) from the Institute (IIPE) and an external supervisor (optional) from their parent organization where they will be doing the research works.
- The candidate should also provide the biodata of the prospective external supervisor from his/her organization who would supervise the candidate's work at his/her organization (if applicable).
- Candidates are required to submit a research proposal as part of their application. The research proposal should clearly state the research problem, the research questions, the research methodology, and the expected outcomes of the study.



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- Part-time PhD students are not eligible for a stipend or fellowship from the institute.
- If candidates propose to do research in his/her parent organization, then relevant rules for an external candidate will apply.
- In case of mentoring under TEQIP and other such programs under MoUs the experience requirement may be relaxed.

2.2. Eligibility Criteria for Admission

2.2.1. Minimum qualifying degree required for seeking admission to the Ph.D. program

An applicant must have a Master's Degree (MTech/ MS/ ME/ MPhil) in Engineering/ Technology or a degree equivalent to any of the above in relevant subject after qualifying GATE with consistent First Class/ division or a minimum 60% marks or a minimum 6.5 CGPA on a 10-point scale (55% or 6.0 CGPA for ST/SC).

OR

An applicant must have a Bachelor Degree (B.Tech/ BE) in Engineering/ Technology or a degree equivalent to any of the above in relevant subject with consistent First Class/ division or a minimum 60% marks or a minimum 6.5 CGPA on a 10 point scale (55% or 6.0 CGPA for ST/SC).

OR

An applicant must have a Master Degree (M.Sc/ M.Tech/ MS/ ME) in Science/ an allied area or a degree equivalent to any of the above in relevant subject with consistent First Class/ division or a minimum 60% marks or a minimum 6.5 CGPA on a 10 point scale (55% or 6.0 CGPA for ST/SC).

2.2.2. Additional Requirements for different Admission category

The additional requirements for admission to the PhD program of the Institute are as follows:

2.2.2.1. Regular with Institute Research Assistantship

- A valid GATE/UGC/CSIR-NET/NBHM/ equivalent national level exam score is required for the award of Institute Research Assistantship.
- A person who is in employment and is applying for Institute Assistantship and selected for admission, he/she must resign and produce the acceptance of resignation by the employer at the time of joining or produce a document that he/she is not receiving any salary from his/her employer along with proper document of sanctioned leave.

2.2.2.2. Degrees from IITs/IISc/IIPE/RGIPT/NITs

B.Tech degree, Dual Degree (B.Tech & M.Tech), 5 year Integrated MSc degree, 2 year MSc degree (admitted through JAM) holders having final CGPA ≥ 8.0 on a 10.0 point scale or 75% (7.0 CGPA or 65% for SC/ST) from Indian Institutes of Technology (IITs), Indian Institute of Science (IISc), Indian Institute of Petroleum and Energy (IIPE), Rajiv Gandhi Institute of Petroleum and Technology (RGIPT) and National Institute of Technology's may be considered for direct admission in Ph.D programme with Institute Research Assistantships.

2.2.2.3 Individual Fellowship (CSIR/UGC/DBT/ICAR/INSPIRE etc.)



Timmy Khan

- All candidates applying for the Individual Fellowship category must have a valid award letter with fellowship issued by the respective funding agency (i.e. CSIR/UGC/DST/DBT/ICMR etc.) along with the eligibility criterion as mentioned in 2.1.
- Candidates having provisional Individual Fellowship award letter must give an undertaking that "In case of cancelation/withdrawal of Provisional award of fellowship by the funding agency, the admission at IPE Visakhapatnam will be canceled from the date of joining the Ph.D. program and there is no liability on the part of IPE in this regard".

PhD through Project

- Candidates who possess the prescribed qualifications as mentioned in the eligibility criteria as mentioned in 2.1 and are working on a sponsored project in the Institute shall be eligible for admission to the Ph.D. program under the project category.
- An intending candidate must submit his/her application in prescribed form for admission through Principal Investigator, Head of the Department and Dean (Research and Development) with suitable endorsement.
- The minimum remaining period of the project as well as tenure of the project employee should be at least 1 years from the date of joining the Ph.D. program.
- The PhD scholar who is getting Institute assistantship may be converted to Project fellowship or vice versa as per mutual agreement between supervisor and student.

2.2.2.4. QIP (Quality Improvement Program) category

- Candidates fulfilling the eligibility criteria as mentioned in 2.1 (Without GATE/ CSIRNET/ UGC/ NBHM) and a minimum of three (3) years teaching experience as full-time regular/permanent teachers of AICTE/UGC-approved Degree level Institutions are eligible to apply.
- An intending sponsored candidate under QIP category must submit his/her application in the prescribed form along with No objection certificate for admission through his/her employer, who will forward the same to the Institute with suitable endorsement.
- They are expected to be released for fulltime course work and research at the Institute for a minimum period of three (3) years.
- The candidate has to complete the coursework immediately after joining the program within a period of one to two semesters. Depending on the student's background and the program requirements, an additional semester may be needed to complete the coursework. After fulfilling the coursework at the Institute, these candidates will be allowed to register for Ph.D.
- A sponsored candidate under QIP Category selected for admission shall be required, at the time of joining the Institute, to produce certificate in the prescribed form from the employers to the effect: (i) that he/she has been officially released from his duties for purpose of joining the program and has been granted leave for the required period; (ii) that his services shall be retained with the employer.
- There is no provision for any financial assistance for QIP candidates.

2.3. International Students

- a. A foreign national can only register as a full-time research scholar.
- b. A foreign national with a degree from Indian Universities will be treated on par with an Indian national for admission purposes.



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- c. Candidates with a foreign degree must meet the minimum educational requirements as given in section 2 equivalent to candidates with Indian degree in the relevant disciplines.

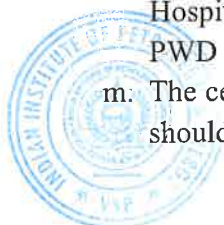
2.4. Fellowships

- o A person who is in employment and is applying for Institute Assistantship and selected for admission, he/she must resign and produce the acceptance of resignation by the employer at the time of joining or produce a document that he/she is not receiving any salary from his/her employer along with proper document of sanctioned leave. The Institute Research Assistantship shall be awarded for a maximum period of 5 years which include the period the fellowship received through project, if any.
- o No Research Student shall be permitted to receive any other emoluments, salary, stipend or any other scholarship/assistantship during the tenure of Institute Research Assistantship

2.5. Sanctioned Seats

From time to time, Institute will decide the number of seats for the PhD admission.

- a. In admission to Ph.D. seats shall be reserved as per the Government of India norms who fulfil the minimum eligibility criteria as stated above without compromising the quality.
- b. The merit list for admission to all programmes shall be published separately for each branch by allocating seats to the candidates of reserved categories.
- c. It is mandatory that the candidate of SCs/STs/OBCs/PWD shall mention their category at the time of submission of the application form in the prescribed format and produce the original Caste Certificate of the respective reserved category issued by the competent authority for admission.
- d. The candidates of reserved categories shall submit the certificates in original issued from an approved District Authority stating the category of Scheduled Caste/Scheduled Tribe/Other Backward Class, to which the candidate belongs. A list of approved authorities from which the respective category certificates can be procured by the candidates is given below:
- e. District Magistrate/ Additional Magistrate/ Deputy Commissioner / Collector /Additional Deputy Commissioner/Deputy Collector /1st Class Stipendiary Magistrate / City Magistrate (not below the rank of 1st Class Stipendiary Magistrate), Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate / Extra Assistant Commissioner.
- f. Revenue Officer not below the rank of Tahasildar.
- g. Sub-Divisional Officer of the area where the candidates and/ or her/his family normally resides.
- h. Administrator/ Secretary to Administration/ Development Officer (Laccadive & Minicoy Islands).
- i. Any other authority approved by state government/union territory.
- j. It is mandatory that the candidate seeking admission under Reserved categories/classes shall produce the caste/category certificate in her/his name at the time of application/admission. The certificate in the name of either of the parents (Mother/Father) shall not be acceptable.
- k. The validity of OBC-NCL certificate would be 1 year (Office Memorandum dated 31st March 2016 issued by DoPT), hence, candidates belonging to this category shall produce OBC-NCL certificate, issued by competent authority in the same financial year.
- l. A certificate shall be issued to PWD by a duly notified Medical Board of a District/Government Hospital set up for examining the physically challenged candidates under the provision of the PWD (Equal Opportunities, Protection of Rights and Full Participation) Act 1995.
- m. The certificate of PWDs shall indicate the extent of (i.e., percentage of) the physical handicap, it should bear the photograph of the candidate concerned, and one of the Doctors of the consulting



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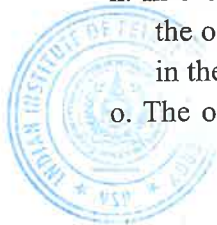
Board, issuing the certificates, should countersign it.

- n. The 3% reservation PWD is distributed horizontally over all category and shall not be considered for less than 40% of disability.

2.6. Admission Procedure

This section covers the admission procedure for all candidates wishing to get admission into to the Ph.D. program in the Institute, irrespective of whether they opt for full-time, external, or part-time Ph.D. programs. This section also applies to candidates holding positions in projects at the Institute.

- a. The admission procedure consists of (i) shortlisting through GATE/NET/Appropriate National Level Examination, and (ii) interview.
- b. Candidates with MTech or equivalent degree may be considered for regular admission without GATE or National exam to get Institute assistantship. For such candidates, institute will conduct a written exam. Shortlisted candidates will be allowed for the interview.
- c. For Masters and/or Bachelors degree holders from IITs/IISc/IIPe/RGIPT/NITs having a CGPA of 8.0 or above (7.0 CGPA or 65% for SC/ST), the requirement of GATE/NET is waived off.
- d. A candidate, selected under Prime Ministers Research Fellowship (PMRF) scheme, shall be directly admitted to the PhD program without any interview.
- e. In very exceptional cases, for example for faculty rigorously selected under TEQIP for a mentee institution of IIPe Visakhapatnam, the Senate may directly admit candidates for the part-time Ph.D. program, provided the minimum eligibility criteria for admission is fulfilled.
- f. HoD will submit the list of selected students to the office of the academic affairs for approval.
- g. Candidates whose selection has been approved by the Dean Academics/Director will be admitted into the PhD program after obtaining a medical fitness certificate as per the norms of IIPe and payment of prescribed fees.
- h. The admission to Ph.D. program will normally be held during May-June for the Autumn Semester and during November-December for the Winter Semester.
- i. For admission to Ph.D. program, the candidate must apply on the prescribed form/Online (whichever applicable). The offline form must be sent directly to the DoAA, IIPe.
- j. Before the admission process, the Department must provide a list of the names of faculty members along with their research areas who will be available for guiding scholars. All the faculty members of a Department can be the members of the written test/interview committee.
- k. All admissions to Ph.D. program will be made on the approval of the Chairman, Senate/DoAA on the recommendations of the duly constituted Departmental Selection Committee/Admission Committee. The Departmental Selection Committee shall consist of faculty members from the Department and at least one faculty member from another Department. The constitution of the Departmental Selection Committee shall be proposed by the Head and approved by the Chairman, Senate/DoAA.
- l. Candidates in the final year of the qualifying degree may be considered for provisional admission provided that they give an undertaking that the results will be made available to Institute before the start of next semester else admission is liable to be canceled
- m. The office of the academic affairs will issue the admission letters to the candidates who will be required to accept the offer of admission by depositing the prescribed fee before the specified date.
- n. In case a candidate does not accept the offer by paying the prescribed fee by the specified date, the offer of admission may stand withdrawn, and the admission may be offered to the candidates in the waiting list, if any, in the order of merit.
- o. The offer of admission may also stand withdrawn if the candidate, who has accepted the offer,



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fails to register by the date for late registration.

Application fee: The institute will charge the fee as applicable.

2.7. Physical Fitness

All selected students will have to submit a medical examination report at the time of admission from a registered medical practitioner in a format prescribed at the time of admission.

2.8. Cancellation of Admission

- a. All students are considered provisionally admitted to the academic programme until the submission of all required and valid documents including mark-sheets, provisional certificates, reserved category certificates (if applicable), and/or other supporting documents of the qualifying examination to the Office of Academic Affairs.
- b. Student should bring the original documents for verification.
- c. These documents should be submitted by the last date specified for this purpose in the admission/declaration form.
- d. The Senate can cancel the admission of any student who fails to submit the required documents by the specified date or meet other stipulated requirements.
- e. The Senate may also cancel the admission at any later stage if it is found that the student had supplied false information or suppressed relevant information while seeking admission.
- f. Further, the Institute has the right to cancel the admission of any student and terminate his/her academic programme at any stage, on grounds of unsatisfactory academic performance, irregular attendance in classes, or acts of indiscipline.

2.9. Choice of Supervisor

- a. After mutual discussion, the names of the potential supervisors in the order of preference and their signatures will be submitted to the DoAA through HoD.
- b. Allotment of candidates to faculties will be made by the Departmental selection committee taking into consideration the research profile of the department and the preferences of the candidates and Supervisors.
- c. There shall be no more than two Supervisors from the Institute for a candidate.
- d. Additional Supervisor from outside the Institute can be allowed with the approval of the DoAA/Director.
- e. Co-Supervisor from other Institutions / Industries / IITs with a minimum academic qualification of PhD in relevant area may be nominated for PhD scholars on the request of Supervisor subject to approval of the DoAA/Director.
- f. Appointment of Co-Supervisor by the HoD on the recommendation of the Supervisor within 24 months from the date of joining for the PhD scholars.
- g. The recommendation for inclusion of co-Supervisor after 24 months of the students joining the program, shall be made with valid reasons and justifications by the DSC of the candidate.
- h. Co-Supervisor for PhD scholars can be appointed within the time limit (24 months).
- i. In case the main Supervisor resigns and join other institute, the DSC will decide another Supervisor from relevant research field and the former Supervisor can act as co-Supervisor from his/her current institute.
- j. The DSC will verify the CV of the proposed co-Supervisor and recommend appointment of the co-Supervisor if found eligible.
- k. The co-Supervisor will be requested to sign intellectual property rights (IPR) and non-disclosure agreement (NDA) documents as a part of acceptance.



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1. From a financial point of view, the Institute should have no obligation to the Co-Supervisor.
 - 1.1. The Doctoral Scrutiny Committee (DSC) of a candidate may recommend a change of Supervisor or appointment of a co-Supervisor for valid reasons.
 - 1.2. Students registration has to be done in the department of the supervisor

2.10. Eligibility for being Supervisors

2.11. The following may be a Supervisor for a PhD scholar:

- a. All regular faculty members of the Institute.
- b. Continuance of retired faculty members / emeritus faculty as Supervisors.
- c. When a faculty member, who has guided a candidate for at least 3 years, retires, he will continue to be a Supervisor. However, a co-Supervisor who is in service will be appointed in addition.
- d. A faculty member who is to retire within 3 years may be permitted to become a Supervisor to a new scholar with another faculty member, who is not likely to retire within 5 years as co-Supervisor, at the time of registration itself. Upon retirement, the faculty member will continue to be a Supervisor and will be invited to the Doctoral Scrutiny Committee (DSC) meetings, synopsis meeting and viva voce examination.
- e. CSIR and other Emeritus Fellows / Scientists / Emeritus Professors, who hold office at this Institute for a period of 2 years or more, can become co-Supervisors for scholars along with a Supervisor from IIPE, with at least 5 years' service still left at the time of registration of the scholar.
- f. In case a faculty member who is a Supervisor goes on leave exceeding one-year duration, another faculty member will be identified to become a co-Supervisor of the candidate.
- g. Co-Supervisor for PhD scholars can be appointed from foreign / Indian universities within the time limit approved (24 months).
- h. The date of registration of the PhD candidate should be before the date of award of PhD supervisor.

2.11. Doctoral Scrutiny Committee (DSC)

- For each research scholar, the HoD will be intimate to the **Dean Academics/Director**, the area of research, the name(s) of the Supervisor(s) and a panel of faculty names, for constitution of a **DSC**, within 2 weeks of the date of joining of the candidate.
- The following is the composition of the DSC:
 - a. DSC Chairman: HoD will be the chairman of the DSC. If the HoD happens to be the Supervisor of a scholar, Dean Academics/Director may nominate the senior most Professor / previous HoD as DSC chairman for the conduct of DSC meetings to assess the progress of the scholars.
 - b. Members
 - Research Supervisor or Supervisors
 - Minimum of two faculty members of the Department nominated by the Supervisor, approved by DSC chairman.
 - Minimum of one faculty member of allied Departments or allied Institutions nominated by the DSC Chairman on recommendation of the supervisor.
 - c. In case any member goes on leave exceeding one-year duration, or resigns or retires from the Institute, the DSC Chairman will nominate another member.



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- d. Scientific/Design staff and others who are eligible to be Supervisor of PhD scholars may be nominated as members of the DSC.
- e. Appointment of DSC members from abroad can be made with the condition that non-disclosure agreement to be obtained from the proposed DSC members before appointment.
- f. Supervisor will act as a convener of the DSC meetings except for comprehensive viva.



Amrinder Singh

ACADEMIC REQUIREMENTS

3.1. Coursework

The DSC will consider/approve the proposed broad area of research and prescribe/approve the courses of study normally within 2 weeks of being constituted. All candidates enrolled for the Ph.D. program are required to complete the coursework as prescribed below:

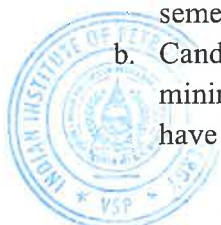
- English for Technical Writing (Compulsory for all except sponsored candidate)
- One interdisciplinary subject (3 credits)
- A set of subjects to be recommended by the DSC considering the student's skill requirements for the research work to be undertaken by the student and his (or her) academic background to have a credit loading as under.
 - i. For students admitted on the basis of M.Tech. or equivalent degree:
Lower Limit: 10, Upper Limit: 20
 - ii. For students admitted on the basis on M.Tech. or equivalent degree, who had done their qualifying degree 8 years before the admission:
Lower Limit: 20, Upper Limit: 40
 - iii. For students admitted on the basis of B.Tech., M.Sc. or equivalent degree:
Lower Limit: 20, Upper Limit: 40

Course work requirement for Sponsored and Part-time Candidates

- The coursework will be a minimum of 20 credit points (for candidates with Bachelor's degree) and 16 credit points (for candidates with Master's degree) with due consideration to special requirements if any.
- DSC may recommend relevant courses of MOOCS/NPTEL/GIAN/virtual classrooms/interactive exercises and active learning programs offered only by IIPE/IIT/IISc/IIM/IISER/AIIMS besides the available courses in the Institute.
- For ongoing online courses, the grade assigned at the end of the course will be directly transferred to the student's coursework. For all other courses, a faculty member having expertise in that subject will set the question paper and evaluate the performance of the student.
- Self-study courses with standard format (Students need to submit weekly or bi-weekly assignments via email to the course coordinator) will be mandatory to ensure progress and rigor. The candidate will have to appear for only the end semester examinations, preferably during the regular examination period of IIPE Visakhapatnam. For self-study courses, the consent of the course coordinator must be obtained before registration.
- At the end of the online & contact courses listed above, the student should submit the course completion certificate(s) with grades/marks for record in his/her course work.
- Submission of semester progress report through seminar and presentation will be compulsory.
- The candidate shall have to spend at least one week per semester at IIPE, Visakhapatnam interacting with his supervisor that may include working in the laboratory.

3.2. Grades

- a. Based on the semester performance, each PhD scholar is awarded a final grade at the end of the semester in each subject following the grading system of IIPE.
- b. Candidates shall obtain a minimum CGPA of 7 in the courses taken by them subject to a minimum of "C" grade in each prescribed course. If more than the minimum required electives have been taken, only the electives with the best performance will be considered for computing



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the CGPA.

- c. Once a subject is successfully completed with grade higher than or equal to C, it cannot be repeated.

3.3. Comprehensive examination

1.1. Comprehensive Examination after completion of minimum course work requirement.

- 1.1.1. Every PhD scholar shall take and perform satisfactorily in a Comprehensive Examination in his/her Department.
- 1.1.2. The mode of the comprehensive exam shall be decided by the department.
- 1.1.3. The Comprehensive Examination shall be conducted by a Comprehensive Examination Committee of the Department, consisting of the DSC of the scholar and at least two other faculty members of the Institute nominated by the DSC Chairman.
- 1.1.4. If the performance of a candidate in the Comprehensive Examination in the first attempt is not satisfactory, he/she will be given one more opportunity to appear for the comprehensive examination within six months of the first attempt.
- 1.1.5. The registration of a candidate who fails to successfully complete the Comprehensive Examination in both attempts, his/her registration will be cancelled.
- 1.1.6. The objective of the Comprehensive Examination is to test the general capability of the candidate and the breadth of his/her knowledge in his/her discipline and areas related to his/her field of research.
- 1.1.7. The Comprehensive Examination Committee shall intimate to the candidate sufficiently in advance the scope of the Comprehensive Examination, to enable the scholar to prepare adequately for it.
- 1.1.8. The PhD candidates are normally expected to successfully complete the Comprehensive Examination within a year after his/her enrollment in the PhD program and in any case not later than three semesters after her/his registration in the PhD program.
- 1.1.9. Both written and oral components for Comprehensive viva can be allowed as decided by the department.

3.4. Registration Seminar (Seminar 1)

- Every Ph.D. scholar admitted to the candidacy for the Ph.D. degree is required to deliver a Registration/Research Proposal Seminar on the area of research before the DSC. This seminar must be delivered within SIX months of clearing the Comprehensive Examination. The DSC report of satisfactory completion of this requirement is to be communicated to the office of the Academic Affairs by the supervisor. If a scholar fails to successfully deliver the seminar/is unable to deliver the seminar due to some unavoidable circumstances within the stipulated SIX months, then on request of the scholar and recommendation from the DSC, the Dean (Academic Affairs) may grant an extension up to ONE month. That is the maximum duration to deliver a Research Proposal Seminar is within SIX months after clearing of the Comprehensive Examination. If a scholar fails to deliver the Research Proposal Seminar even after this extension or the result of seminar is unsatisfactory, academic program of the scholar is deemed to be terminated.
- It is mandatory for all the eligible scholars to deliver the research proposal seminar, with satisfactory grade (s), before the start of the classes for the next semester.

3.5. Enhancement Seminar (Seminar 2)

After 2 years of joining and after successful completion of registration seminar, Enhancement seminar



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shall be conducted as per norms. On successful completion of this seminar only the students will be promoted to senior Research Fellow (SRF). Scholarship will be with-held for the students who fails to give the enhancement seminar by 2 years from date of enrolment. Enhanced scholarship will be activated from the date of enhancement seminar.

3.6. Progress Report

- a. A candidate shall, after registration, submit annually a written report. Students are to submit a progress report to the Supervisor, HoD, DSC members every year.
- b. The report should be routed through the Supervisor to the HoD, for consideration by the DSC committee.
- c. The progress made by a candidate shall be reviewed by the DSC once a year. Continuance of registration, and award/continuance of scholarship/ Research Assistantship will be based on the recommendation of the DSC members.
- d. In the case of candidates under the external registration program or working on a part-time basis, the DSC committee will pay particular attention to the quantum of effort put in by the scholar. Inadequacy of effort/progress can be a reason for cancellation of registration.

3.7. Synopsis

- a. On satisfactory completion of the prescribed courses, the comprehensive examination and the research work, the scholar shall submit the requisite copies of the synopsis of his/her research work in the required format through the Supervisor(s) and HoD to the DSC and Dean Academics/Director for consideration.
- b. The candidate shall present the synopsis before the DSC. The DSC will, if it approves the work reported in the synopsis, permit the candidate to submit the thesis.
- c. DSC will recommend a panel of examiners (06 names) of Indian and Foreign experts. Among them, at least one should be Indian.. The examiners should preferably be the Professors.
- d. The scholar should have at least two paper either published or accepted for publication in refereed journals of which one must be published in internationally reputed (SCI/SCIE/Scopus indexed) journal. The scholar should have at least one journal paper with he/she as the first/corresponding author.
- e. Prior to submission of the synopsis, the scholar is required to give at least two seminar talks on the topic of his/her research and the first seminar talk must be given before the end of third year.
- f. The Research proposal meeting may be treated as the first seminar. In case of a separate seminar meeting, it will be treated as DSC meeting. There must be at least 6 months between two seminars.

3.8. Submission of Thesis

- a. The scholars should submit the synopsis along with thesis in hard and soft copy on the day of synopsis meeting. However, one-month time will be given to improve the thesis if they want to change it. Otherwise, the thesis submitted will be treated as final version.
- b. The candidate shall, within one month of acceptance of the Synopsis, submit requisite copies of the thesis and abstract of the thesis as stipulated.
- c. The DSC may grant additional time beyond one month on request from the scholar for valid reasons.
- d. The guidelines for use of anti-plagiarism software for the PhD thesis are as follows:
 - The scholars must certify that the software "Turnitin" or any other standard software of



- the Institute / platform was used for checking against Plagiarism.
- The Supervisor must ensure checking against plagiarism through any standard software before submission of PhD thesis and endorse the undertaking of the scholar.
- e. The Supervisor may obtain a special relief from this checking from the Dean Academics/Director on grounds of IP implications or National Security, if applicable.

3.9. Panel of Examiners

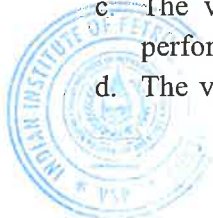
- a. Supervisor/DSC to send the list of examiners with 06 names of experts. Among them, at least one should be Indian.
- b. The thesis shall be referred to three examiners out of which one must be Indian by the Dean Academics/Director.
- c. The Indian reviewer must attend the viva-voce in person. If he/she is unable to attend viva-voce in person, video conference must be arranged with an internal examiner nominated.
- d. Request will be sent to the alternate examiner for PhD thesis review after completion of the time limit and after issuing a second reminder to the existing examiners. This procedure to be brought to the attention of examiners in the first letter of invitation sent to them.

3.10. Thesis Report

- a. The examiner is expected to send the report on the thesis within two months from the date of receipt of the thesis.
- b. If an examiner suggests resubmission of the thesis, after revision, the candidate will be allowed to resubmit the thesis within the time stipulated by the DSC failing which the revised thesis will not be accepted and his/her registration will be cancelled.
- c. If two examiners report the thesis as not commended, the registration of the scholar shall stand cancelled.
- d. If reports of two examiners declare the thesis as 'commended' the DSC will consider the reports and recommend conducting the viva voce examination. The viva-voce examination will be conducted normally not earlier than two weeks from the date of the constitution of the viva voce board.
- e. In all other cases, not covered by the above Regulations, the matter will be referred to the Dean Academics for consideration.

3.11. Viva Voce Examination

- a. The following is the composition of the viva voce Board:
 - Head of the Department
 - If HoD happens to be the Supervisor of the candidate the Senior Most Professor / previous HoD, will be nominated by DSC Chairman and Dean Academics.
 - The examiner of the thesis from within the country, or a specialist in the subject nominated by the DSC Chairman, Dean Academics from the panel of examiners approved by the DSC.
 - Research Supervisor(s)
- b. DSC members of the candidate concerned will be invited to the viva voce.
- c. The viva voce board will examine the scholar on his/her thesis work and evaluate his/her performance as satisfactory or otherwise.
- d. The viva voce board will ensure that the scholar answers satisfactorily the questions raised by



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the thesis examiner(s).

- e. E-copy of the thesis to be circulated prior to reports meetings and viva voce examination of the Ph.D. thesis. The reports are to be circulated to the DSC members along with a e-copy of the thesis and the response of the candidate as well as the modified e - thesis be circulated prior to the Viva-voce/meeting
- f. If the report of the viva voce board declares the performance of the candidate not satisfactory, he/she may be asked to reappear for viva voce at a later date (not earlier than a month and not later than six months from the date of the first viva voce).
- g. On the second occasion, the viva voce board will also include the members of the DSC.
- h. If the viva voce board on the second occasion also evaluates the performance of the candidate not satisfactory, the matter will be referred to Dean Academics for a decision.
- i. The viva voce board may also recommend revision to be made in the final version of the thesis after taking into consideration and suggestions of the examiners who evaluated the thesis and the discussion at the viva voce.
- j. The Chairman of the viva voce board shall forward the thesis to the academic section certifying that the revisions recommended by the viva voce board, if any, have been incorporated in the copy of the thesis along with the report of the viva voce board.
- k. All the candidates shall submit one copy of the final form of thesis and an electronic version in PDF format after the viva voce board recommends the award of the PhD degree.

3.12. Award of PhD Degree

- a. If the performance of the candidate in the viva voce is satisfactory, he/she will be awarded PhD. degree on the recommendation of the Dean Academics and with the approval of the Board of Governors of the Institute.
- b. PhD. degree will be awarded after successfully completing the PhD. requirement.



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GENERAL GUIDELINES

4.1. Semester Registration

All candidates who are in residence and whose registration for research degree is still in force are required to enroll in person each semester on the stipulated date till their submission of thesis, on payment of the requisite fees. Those not in residence may pre-enroll in absentia during the stipulated period after payment of the requisite fees. The enrolment will be cancelled if the progress is not satisfactory.

4.2. Minimum Residential Requirement

- a. The minimum period of study and research for regular full-time candidates required at the Institute from the date of registration for the PhD. Program in engineering to the date of submission of PhD. thesis shall be 24 months for candidates with a Master's Degree in Engineering / Technology; 36 months for
 - candidates with a Master's Degree in the Sciences,
 - candidates directly admitted to the PhD Program with Bachelor's degree in Engineering / Technology
- b. Withdrawal from the regular program is permitted for a semester or longer for reasons of ill health or other valid grounds as duly recommended by DSC.

4.3. Maximum Duration of Program

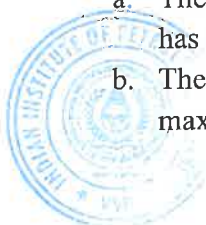
- a. Regular Ph.D. candidates should submit the thesis within 5 years from the date of enrollment.
- b. The DSC may extend the period of submission of the thesis further 2 years with an additional year for
 - research scholars under QIP
 - Part time research scholars
 - Extramural research scholars
 - Part time candidates working on a part-time basis
 - maximum duration for PhD Scholars avail maternity/paternity leave, is 5 years + 2 years+ number of days of maternity/paternity leave (not exceeding 180 days).
- c. If a candidate fails to submit the thesis by 8 years from the date of enrollment, then her/his registration will be automatically cancelled.

4.4. Withdrawal from the program

- a. A scholar may be permitted by **Dean Academics/Director** to withdraw from the program for a semester or longer for reasons of ill health or other valid grounds duly recommended by the DSC. Normally a scholar will be permitted to discontinue from the program only for a maximum continuous period of two semesters.

4.5. Cancellation of Registration

- a. The registration of a candidate whose progress is not found to be satisfactory by the DSC or who has not enrolled consecutively for 3 semesters is liable to be cancelled.
- b. The registration of a candidate who has not submitted his/her thesis before the end of the maximum permissible period will be cancelled.



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4.6. Institute assistantship

- a. PhD scholars are expected to be given teaching assistantship of 8 hours per week.
- b. The Institute may provide financial assistance in the form of teaching or research assistantship (refer fellowship Section) to the full-time Ph. D. scholars who have qualified GATE or any other eligible national level examination. Assistantship is provided for a period up to five years or up to the date of submission of thesis, whichever is earlier, subject to devoting up to eight hours per week towards teaching/laboratory assistantship assigned to them.
- c. The maximum duration of fellowship for full time Ph.D scholar will be up to five years or up to the date of submission of thesis, whichever is earlier from the date of admission in the Ph.D. program. The Institute norms to assess the research progress of the scholar by the DSC must be followed at the end of every academic session. The concerned supervisor shall maintain the annual progress report. And if the DSC observes, as per the feedback of the supervisor, that the progress on research work is unsatisfactory then a report should be sent to the Academic Section for reduction/discontinuation of fellowship of the scholar. However, the annual assessment and extension of registration for part-time/external Ph.D scholar is mandatory. The extension will be given by the academic section based on the recommendation of DSC.
- d. Full time Ph.D. scholars financially supported by research projects may avail institute fellowship after completion of the project, provided that she/he has qualified GATE or any other eligible national level examination and have been admitted through Institute selection process. The maximum duration of fellowship in all such cases will be up to five years (inclusive of Project and Institute funding) or up to the date of submission of thesis, whichever is earlier from the date of admission in the Ph.D. program. In this case, HoD need to recommend the student to the office of the academic affairs for consideration.
- e. A report on the scholar's performance in the assistantship task will be provided by the concerned faculty to the scholar's supervisor.
- f. The fellowship will be released only after completing the semester registration, including payment of Registration Fees, and clearance of outstanding dues, if any, and if the Departmental Selection Committee does not recommend otherwise.
- g. The Institute norms to assess the research progress of the scholar by the DSC must be followed at the end of every academic session. The concerned supervisor shall maintain the annual progress report. And if the DSC observes, as per the feedback of the supervisor, that the progress on research work is unsatisfactory then a report should be sent to the Academic Section for reduction/discontinuation of fellowship of the scholar.
- h. **Upgradation from JRF to SRF:** On completion of minimum two years and after satisfactory completion of Enhancement Seminar within the stipulated duration, the scholar will be eligible for upgradation from JRF to SRF. Accordingly, the scholar will be entitled to get enhanced fellowship, as applicable, on the basis of the recommendation of the DSC.

4.7. Change of Registration from Full-Time to Part-Time/External Ph.D. Program

- a. A scholar admitted as a full-time Ph.D. scholar may be permitted to convert to a part-Time/External Ph.D. scholar. A scholar requesting such a conversion must: (i) have completed the minimum course work, passed the comprehensive examination, delivered the research proposal seminar which is adjudged as satisfactory, and (ii) get the request endorsed by the supervisor(s) and the DSC. However, External scholars need to have a 'No Objection Certificate' from the employer. Such conversion, if approved by the Dean (Academic), will be subject to the following conditions: (i) The scholar must complete his/her thesis within the stipulated time



limit. (ii) Provision of conversion from full-time to part-time status can be availed only once by the scholar during his/her program, and (iii) the progress of the scholar will be reviewed by the DSC at least once in every semester after the conversion, and his/her continuation on part-time status will be subject to his/her making satisfactory progress towards completing the Ph.D. thesis.

4.8. Relief from PhD. program to take up job

a. PhD. Scholars who got a job offer can get relief from the program, while keeping their registration alive on payment of the requisite fees every semester, on the following conditions:

- Scholars who take up jobs will be relieved on their request, based on the recommendations of DSC, if they have completed their:
 - Minimum residential requirement
 - Course work
 - Comprehensive examination.
 - Registration seminar
- The renewal of their registration for every year/semester, however, will be considered only if the DSC finds his/her progress to be satisfactory and recommends continuance of registration.

4.9. Medium of Instruction

a. The medium of instruction in the Institute is English. The answers written in languages other than English language need not be taken cognizance of and the part written in language other than English will not be considered.

4.10. Students Grievances Redressal

Students can submit duly signed hard copy of the grievance regarding teaching standards and related matters to STUDENTS' GRIEVANCES REDRESSAL COMMITTEE (SGRC) members of which will be Dean, Student Affairs (chairman), HoD of the concerned Department, two members nominated by the Director. The Committee shall conduct enquiry into such complaints, as and when received and shall submit its report to the Chairperson, Senate.



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LEAVE RULES

Application for leave of absence should be addressed to the HoD with a medical certificate, if applicable. Leave taken beyond the entitlement (approved or otherwise) will result in loss of scholarship and/or penalty. In no case, can the student be on leave without prior approval. If a student is on leave without prior approval it will be treated as unauthorised absence and can attract disciplinary action.

- a. A candidate (PhD student) is required to carry out his/her research work regularly under the guidance of the Supervisor(s), without any interruption during the period he/she enjoys the assistantship.
- b. A scholar shall be entitled to (i) casual leave of 15 days and (ii) medical leave of 15 days in a year counting from the date of joining the program. The HoD will be the sanctioning authority in such cases concerned through the Supervisor. Any leave not availed of shall not accumulate. If leave is taken along with one weekend (Saturday and Sunday), addition of weekend shall be allowed only as a prefix or suffix.
- c. Leave for Academic Activities: Students will be granted leave, without loss of scholarship for academic activities like attending conferences and conducting field work, provided it is certified by thesis supervisor. The leave application for this purpose should be submitted to the Office of Academic Affairs. Further, students proceeding on leave for academic activities are expected to be present for registration, examination and all other mandatory activities. The student should not proceed on leave to visit abroad for attending conferences/seminars etc. without prior approval of the funding agency, well in advance. The entire duration of such foreign visits if funded by any national/international agency, whether partially or fully, would be treated as leave without stipend.
- d. Married candidates admitted to the PhD of the IIPE shall, in addition to casual leave and medical leave be entitled to maternity/paternity leave as per Government of India rules if the request for the leave is supported by a medical certificate from a Registered Medical Practitioner. Leave up to 6 weeks can also be granted for miscarriage including medical termination of pregnancy, if supported by a proper medical certificate. Such leave can be combined with any other leave due and will not entail any loss of financial assistantship. The Head of the Department will be the sanctioning authority in such cases.
- e. Any absence over and above the admissible leave as prescribed above shall be without assistantship, which shall be deducted on a pro-rata basis for the days of such absence.
- f. A candidate may, on the recommendation of the Supervisor and the HoD, be granted a leave without assistantship for a total period not exceeding three months, during the entire tenure of assistantship by the Dean of Academic Affairs.
- g. In exceptional circumstances, the Dean of Academic Affairs may, on the recommendation of the DSC grant a candidate leave without assistantship for a period not exceeding 12 months in the entire period of his tenure for the purpose of accepting teaching/research assignment on a temporary basis provided the post accepted by candidate is in the same department or in an educational institution, R & D organization or an industry of repute. When a scholar is granted such leave without assistantship the enhancement of the value of assistantship shall be deferred for the appropriate period.
- h. If a scholar falls ill while on the campus, the medical certificate must be obtained from the Institute's medical officer. If he/she falls ill outside the campus while on sanctioned leave, the



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medical certificate must be obtained from a registered medical practitioner.

Chapter 6

CODE OF CONDUCT

- a. Each student should conduct himself/herself in such a manner as appropriate to a student of a reputed Institute. Further, he/she should not indulge in such an act that may bring disrepute to the Institute. He/she is expected to show courtesy and respect to teachers, administrators, officers and employees of the Institute. He/she is expected to be courteous to visitors of the Institute, residents of the campus and maintain good neighbourly relations with fellow students.
- b. A student who behaves with lack of courtesy and decorum, indulges in unbecoming activities (both inside and outside the Institute), causes wilful damage and/or removal of Institute property or belongings of fellow students, disturbs others in their studies, adopts unfair means during examinations, breaches rules and regulations of the Institute, behaves in an unseemly fashion will be considered to be in violation of the code of conduct for students. Strong disciplinary actions will be taken against him/her.
- c. Disciplinary action will be taken against a student who violates the code of conduct. Disciplinary action includes punishment such as: reprimand, fine, debarring from examinations, withdrawal of scholarship and/or placement services, withholding of grades and/or degrees, cancellation of registration and even expulsion from the Institute.
- d. All violations of code of conduct can be referred to the disciplinary committee for suitable action.
- e. The recommendation for any action, including expulsion of a student from the Institute shall be referred to the Senate, after consent of DoAA for its final decision.
- f. A student, however, may appeal to the Chairperson, Senate stating clearly the case and explaining his/her position, and seeking reconsideration of the decision, made by the disciplinary committee.
- g. The Senate may not recommend a student, who is found guilty of some major offence, to the Board of Governors for the award of a degree even if he/she has satisfactorily completed all the academic requirements.
- h. All the major acts of indiscipline, which may have serious repercussion on the general body of students, and/or which may warrant a uniform as well as more formalized nature of investigation, shall be forwarded to the Standing Committee appointed by the institute, consists of the following ex-officio and other members:
 - DoSA (Ex-officio Chairperson)
 - Chief warden (Ex-officio Member)
 - Warden-In-charge of the hostel (Ex-officio Member)
- i. Besides these members, the Chairperson may invite any other person(s) to be associated with the proceedings of a particular case, if his/her participation is considered necessary in disposing off the matter.

Power to Modify

Notwithstanding all that has been stated above, the Academic Senate and Board of Governors has the right to modify any of the above regulations from time to time.

Amma P. S.

