GUIDELINES &REGULATIONS

FOR

Ph.D.PROGRAMME

(Engineering, Science and Humanities)

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG, DHENKANAL, ODISHA, PIN- 759146

CONTENTS

1. Introduction

1.1 The Institute shall notify to admit a predetermined &manageable number of doctoral students in different departments subject wise (Appendix-I) depending on the number of available recognized supervisors and other academic and physical facilities.

1.2 The Ph.D.Thesis should contain original work of merit based on the research work characterized by either discovery of new facts, new interpretation of known facts and theories, an independent design or development, development of a new instrument or technology, an exhaustive study and criticism of published work, or any applied research work that can be exploited for creation of knowledge for welfare of the society.

2. Notification

The Dean, PGS&R shall issue admission notification in two leading news papers (one in National English and one in Odia newspaper) as well as in the Institute website preferably in the month of May every year inviting applications from candidates desirous of taking admission into the Ph.D. Programme scheduled to start in the month of July same year. The notification shall indicate the number of vacancies available in each subject.

3. Eligibility criteria for Ph.D. Programme

3.1 Ph.D. Programme (Engineering)

i) M.Tech./M.E./M.Sc.(Engg.) in relevant discipline with at least 60% marks in aggregate (or equivalent CGPA as per AICTE norms if the conversion formula is not provided by the concerned University/Institute) at both B.Tech. and M.Tech. level from an Institute/University recognized by AICTE/ UGC/ Central Government.

ii) Faculty members employed in permanent positions of IGIT, Sarang having M.Tech.in relevant discipline from an Institute/University recognized by AICTE/ UGC/Central Government.

iii) Non-Teaching staff members employed on permanent positions of IGIT, Sarang for a period of at least 08 years out of which 03 years in existing post with M.Tech.in relevant discipline with at least 60% marks in aggregate (or equivalent CGPA as per AICTE norms if the conversion formula is not provided by the concerned University/ Institute) at M.Tech. level from an Institute/ University recognized by AICTE/UGC/Central Government.

iv) A relaxation of 5% of marks, from 60% to 55%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/

Differently-abled candidates as per the decision of the UGC from time to time, or for those who had obtained their Master's degree prior to 19ᵗʰ September, 1991. The eligibility marks of 60% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

3.2 Ph.D. Programme (Science & Humanities)

The minimum eligibility criteria for submitting application for Ph.D. Programme in Science are one of the following:

i) Master's Degree holders or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

ii) A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/ Differently-abled candidates as per the decision of the UGC from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

iii) Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

iv) Faculty members employed on permanent positions of IGIT, Sarang having M.Phil./M.Sc./MCA/MA in relevant discipline from an Institute or University recognized by AICTE/UGC/Central Government.

v) Non-Teaching staff members employed on permanent positions of IGIT, Sarang for a period of at least 08 years out of which 03 years in existing post with M.Phil./M.Sc./MCA/MA in relevant discipline with at least 55% marks in

aggregate (or equivalent CGPA) from an Institute/University recognized by AICTE/UGC/Central Government.

3.3 Students applying for Institute or Government Scholarships/Fellowships shall need a valid NET (Lectureship or JRF) or GATE Score if required by the Government regulations. Moreover, a candidate having NET/GATE Scores/any other fellowship from Government Agencies shall be given preference in taking admission to Ph.D. Programme.

3.4 The various categories of candidates (with or without financial support) mentioned below are eligible for submitting application for Ph.D. Programme provided they satisfy the eligibility criteria and qualification requirements as given in Section 3.1/3.2 & Appendix-II.

(i)	Category – 1	:	Full time students with Institute Fellowship/Assistantship (Institute Scholar)
(ii)	Category – 2	:	Full time students with External Fellowship (UGC/CSIR etc.)
(iii)	Category –3	:	Full time students without Fellowship (Self-financed/Self supported)
(iv)	Category – 4	:	IGIT faculty members
(v)	Category – 5	:	IGIT Non-Teaching staff
(vi)	Category –6	:	Project Scholars (JRF/SRF/RA etc.) or Project Staff members.
(vii)	Category – 7	:	QIP and NDF Scholars
(viii)	Category –8	:	Sponsored students (Institute/ Research/ Organization/ Industry)

The Ph.D. students under categories 1, 2, 6&7 have to take 10 hours of teaching load per week and assist in research and consultancy work.

3.5 Unlike other academic Programmes, mere possession of required degrees and a superior academic record do not guarantee admission of a student to the Ph.D. Programme. Apart from academic record, the Departmental Academic Committee (DAC) will take into consideration the research aptitude, ability to work in a team, subject interest, availability of supervisors, facilities in the department and the research focus while selecting candidates to the Ph.D. Programme. The composition of Departmental Academic Committee (DAC) is given in Appendix-III.

3.6 Research students (JRF, SRF, RA) of Government R & D Laboratories (DST, DAE, ISRO, DBT, CSIR, DOS, DRDO and similar research organizations) who are not entitled to award their own degrees engaged in full time research can be enrolled under category 2. They will need to spend at least one semester for fulfilling the course work requirements in IGIT, Sarang while availing the fellowship from the parent organization.

3.7 Candidates employed as SRFs/JRFs/RAs or as full time Research Engineers/Officers in sponsored projects of IGIT, Sarang may be admitted to the Ph.D. Programme under category 6 as project scholars. They need to obtain permission from Chairman, Academic Council through Principal Investigator, Dean, FARC and Dean PGS&R for admission. The Project should have tenure of at least 18 months beyond the date of admission of the candidate to the Ph.D. Programme. They also have to satisfy the minimum educational requirement and will undergo selection procedure like students of other categories. On termination of project, their status will be full time students without scholarship, unless offered another type of scholarship/ fellowship /assistantship.

3.8 Candidates seeking admission to Ph.D. Programme under category 7 as QIP and NDF scholars, selected through QIP (Quality Improvement Programme) and National Doctoral Fellowship (NDF) Programme of AICTE, Government of India respectively may be directly admitted to the Ph.D. Programme of the Institute and once admitted, they have to follow the Institute Ph.D. guidelines.

3.9 The Institute may admit persons who are employed in other organizations (Institute /research organizations/ Industries) to Ph.D. Programme of any discipline under category 8 as sponsored students. Such candidates should have the following:

(i)   These candidates must have eligibility criteria as specified in Para 3.1/3.2
(ii) These candidates must have a total of minimum 2 years full time experience in the sponsoring organization. The candidate must produce the evidence of their work experience along with the application form.
(iii) Intending sponsored candidates must submit their applications in the prescribed form through their employers with suitable endorsement.
(iv) Intending sponsored candidates will undergo selection procedure like other students.
(v) The sponsored candidates are normally required to stay in the Institute till completion of assigned work and submission of the Thesis. However, in special case, their residential requirement can be reduced to at least six months in order to complete all the course works assigned to them.
(vi) The selected sponsored students must submit the relieve order from their parent organization at the time of admission in order to fulfill the minimum residential requirement.

4.   SELECTION & ADMISSION

4.1 All categories of candidates except the category 7 need to undergo the process of selection through the Departmental Academic Committee (DAC) on the basis of overall academic career, written test and interview. The candidates who have qualified GATE/NET/Inspired fellowship (DST)/ Teacher fellowship (UGC) (category 2) are exempted from the Written Test and they will be given

preference in the selection of Ph.D. admission.They are required to appear only interview before DAC to assess their research aptitude, ability to work in a team, subject interest and availability of supervisors, facilities in the Department and research focus before final selection. A formal selection procedure for the selection of Ph.D. candidates in each category shall be framed by the Dean, PGS&R and approved by the Chairman, Academic Council from time to time depending upon the need of the time in order to enhance the research activities. Reservation for SC/ST candidates shall be as per the Government Rules.

4.2 Candidates desirous of pursuing Ph.D. Programme must apply in prescribed form (IGIT/Ph.D./01) to Dean, PGS&R against an official advertisement. These applications will be scrutinized by the Departmental Academic Committee (DAC) (IGIT/Ph.D./02) of the concerned department. The recommended candidates, on approval of Dean, PGS&R will be called for personal interview with the Departmental Academic Committee (DAC).

4.3 Application for research Programme sent to Departments for scrutiny must be returned by the Departments within a week.

The Committee, through evaluation as per the guidelines, shall ascertain suitability of the candidates to the Ph.D. Programme and give its recommendation to the Dean PGS&R for final approval of Chairman, Academic Council (IGIT/Ph.D./03).

The Departmental Academic Committee shall also ascertain that at least one faculty member of the Department is available and willing to act as supervisor of the candidate if selected in his/her chosen field. A candidate, even if qualified, should not be selected if the Department does not have physical resources and supervising faculty to do justice to the candidate's academic interest.

4.4 The offer of admission letter (IGIT/Ph.D./04) will be issued by the Dean, PGS&R to a successful candidate on the basis of recommendation of the Departmental Academic Committee and subsequent approval of the Chairman, Academic Council.

4.5 After receiving the offer letter, a selected candidate has to report Dean PGS&R Section in stipulated time and to collect application form for enrolment in Ph.D. Programme (IGIT/Ph.D./05). Thereafter, he/she will report to the concerned Head of the Department for forwarding of the enrolment form. After duly forwarding the enrolment form through the Head of the Department and paying prescribed fees, the candidate will be enrolled and assigned an Enrolment Number by the Academic Section (PGS&R).

4.6 The Dean PGS&R Section will allot the candidate to a hostel depending upon the seat availability. Students not desirous of staying in hostel must seek permission from the Chairman, Academic Council through Dean, Students Welfare to stay outside.

5. SUPERVISORS:

5.1 A full time regular faculty member of the institute having Ph.D. degree with minimum five publications in SCOPUS/SCI indexed journal can be a supervisor/ co-supervisor.

5.2 A prospective supervisor for Ph.D. program should provide a resume in the prescribed format (Appendix-IV) to the Dean, PGS&R office for approval.

5.3 All candidates for Ph.D. degree are required to carry out their research work under the guidance of one/two supervisors, to be appointed by the Academic Council or Dean, PGS&R on its behalf, on recommendation of the Departmental Academic Committee (DAC). Ordinarily the DAC will recommend one Supervisor. However, in case of inter-disciplinary research (within the same department or across two departments) a second supervisor may be appointed.

5.4 When there are two supervisors, one of them will be called the Principal Supervisor. Ordinarily the Principal Supervisor will be a faculty member of the registering department. However, in deserving cases the DAC may recommend a faculty member of another department of IGIT as Co-Supervisor. In such case,both principal supervisor and co-supervisor will be given equal weightage.

5.5 Both supervisors shall be regular faculty members of this Institute with Ph.D. degree or Principal Supervisor shall be regular faculty member of this Institute and Co-Supervisor may be chosen from the collaborative Institute/ University/ Research Organizations approved by the Academic Council of the Institute.

5.6 After superannuation/completion of tenure, a teacher/ any other academic personnel deputed to the Institute will continue to be the Principal supervisor if the Thesis is submitted within 06 (six) months. If it takes more than 06 (six) months, a substitute Co-supervisor has to be appointed by the Dean, PGS&R on recommendation of DAC in case of single supervisor. If no faculty member is willing to take up the assignment, the Director, as Chairman, Academic Council will appoint the Co-supervisor in consultation with the Dean, PGS&R and the concerned HOD. Faculty supervising a student for minimum 3 years from the date of Ph.D. enrolment or 2 years from the date of Ph.D. registration will be considered as Principal supervisor. If the supervising period is less than the above period then the Co-supervisor will become the Principal supervisor.

5.7 After superannuation from service if a person joins IGIT on re-employment as Emeritus Professor, Scientist or on some scheme of UGC/AICTE, he will continue to be the principal supervisor or as joint supervisor as he was before superannuation.

5.8 Persons from outside the Institute joining as Chair Professors/Emeritus Scientists can be appointed as supervisors for new scholars only jointly with a regular teacher, but not as principal supervisors.

5.9 If a Principal Supervisor leaves the Institute permanently, and the Ph.D. scholar working under him/her has already been registered and is able to submit his/her Ph.D. Thesis within six months, he/she will continue as the Principal Supervisor. If the registered Ph.D. scholar requires more than 06 months to submit his/her Thesis and the research work would be in advanced stage, then the Principal Supervisor shall continue subject to the recommendation of the DSC and approval of Dean, PGS&R. In this case, a Co-Supervisor shall be appointed by the Dean, PGS&R on recommendation of DAC, if there is no Co-Supervisor. Otherwise a substitute Principal Supervisor shall be appointed on recommendation of DAC.

5.10 If the Principal Supervisor proceeds on long leave for a period exceeding one year, Dean, PGS&R shall appoint a second supervisor, who will serve as Co-Supervisor, when original supervisor returns. If there will be a Co-Supervisor, he/she will serve as Principal Supervisor till the original supervisor returns.

5.11 During the course of a Ph.D. Programme, if the supervisor feels the necessity of a second supervisor, an appropriate proposal must be prepared and placed with full justification before the DSC. The recommendation of Doctoral Scrutiny Committee (DSC) will be further considered by the Departmental Academic Committee. If agreed by the DAC, the proposal may be placed to the Academic Council through RPEC (Appendix-V)for its approval.

5.12 The allocation of the Supervisor(s) for a selected student shall be decided by the DAC in a formal manner depending on the number of students per faculty member, available specialization among the faculty supervisors, and the research interest of the student as indicated during interview by the student. The allotment/ allocation of Supervisor shall not be left to the individual student/ teacher.

5.13 A full time regular faculty member of IGIT, Sarang with a Ph.D. degree can normally guide, at any given point of time, the following numbers of Ph.D. scholars in IGIT, Sarang.
Assistant Professor: 04 (Four)
Associate Professor: 06 (Six)
Professor: 08 (Eight)

The detail reservation is as follows:

Category of Supervisor	Maximum no. of candidate at any point of time	S.C/S.T candidates	Differently-abled or any other reserved category candidates	QIP/FIP/FDP/ UGC-NET(including JRF)/SLET/GPAT/GATE/CAT or any other similar national tests	General Merit candidates
Professor Level	08	01	01	02	04
Associate Professor Level	06	01	-	02	03
Assistant Professor Level	04	01	-	01	02

This shall include the candidates registered under same research supervisor at any other Universities, if any.

However, the Chairman, Academic Council shall have the discretion to allow a regular teacher on permanent position at IGIT, Sarang with a Ph.D. degree for guiding additional numbers of Ph.D. students under the following categories and the decision so taken will be ratified in the subsequent meeting of Academic Council.

Category -2: Full time students with external fellowship from UGC/CSIR, etc.
Category -4: IGIT, Sarang faculty members on permanent position
Category-6: Project Scholars such as JRF/SRF/RA etc. or Project staff members with project scholarship.
Category -7: QIP and NDFScholars.

6. DOCTORAL SCRUTINY COMMITTEE (DSC):

6.1 A Doctoral Scrutiny Committee (DSC) shall be constituted by the Dean, PGS&R for each candidate admitted to the Research Programme leading to Ph.D. degree on recommendation of the DAC of the Department.
The DSC shall consist of the following members:

1.	Head of the Department (Ex-Officio)	-	Chairman
2.	Principal Supervisor	-	Convener
3.	Co- Supervisor (if applicable)	-	Member
4.	One faculty member from the department where the candidate is enrolled to be nominated by DAC	-	Member
5.	One faculty member from a related Department nominated by DAC	-	Member

6. One faculty member from the related field of research - Member of the candidate from reputed Institutes in India like IITs, IISc, NITs and Institutes of national importance as nominated by Dean, (PGS&R). DAC may suggest four names of external faculty members as subject expert related to the research area of the Ph.D. candidate from the institutions as mentioned above in the space provided in page-2 of the form IGIT/Ph.D./05.

If the Head of the Department is a supervisor, the Chairman of the DSC will be nominated by Dean, PGS&R from within or outside the department of the rank of HOD. When a supervisor assumes the charge of a HOD, he will request Dean, PGS&R to nominate the Chairman of DSC in his place.

6.2 All the members of the DSC must have Ph.D. degree. If sufficient numbers of teachers with Ph.D. are not available in the Department, the Dean, PGS&R can nominate the required number of Faculty members or Chairman of the DSC from other related departments.

6.3 The composition of the DSC shall be proposed by the DAC (except for the outside member from reputed institutes in India like IITs, IISc, NITs and Institutes of national importance) when a student joins the Department and the recommendation shall be sent to the Academic Section (PGS&R). The Academic Section shall obtain approval of Dean, PGS&R and bring out an office order on (IGIT/Ph.D./06) stating the constitution of the DSC. The Committee will hold its first meeting immediately on formation to process the formalities of enrolment for 'allotment of course works and other pre-registration works'. This process will be completed ordinarily within a month of a student's joining.

6.4 The Principal Supervisor, acting as the convener of the DSC, will normally organize the meetings of the DSC after obtaining suitable dates from the Chairman and the members. Minimum three members of DSC including supervisor and Chairman need to be present to make a quorum for DSC meeting. In case of difficulties in finding time convenient to members or when a DSC is unable to reach a consensus, the Dean, PGS&R may nominate additional members with relevant expertise from the same or other departments to assist in the specific task with approval of the Chairman, Academic Council.

6.5 The DSC shall always record its recommendations with appropriate reasoning and enclosures, and formal minutes should be drawn and signed during the meeting.There shall be no provision for delayed preparation of minutes or for confirmation of minutes.

6.6 The DSC of each Ph.D. student shall meet once in a semester to review the progress of the student. The DSC shall monitor the progress and ensure that Ph.D.regulations on the matter are strictly adhered to.

6.7 For quorum, the presence of the Chairman, Supervisor(s), and at least one subject expert is necessary.

7. ENROLMENT:

7.1 On receiving the letter of offer for admission, every candidate joining the Ph.D. Programme shall meet the Head of the Department and submit an application for enrolment in (IGIT/Ph.D./05) The application shall contain details of student's career and his broad area of research. The HOD will call the meeting of DAC and assign him one or two supervisor(s) as decided by the DAC at the time of his selection and will recommend the structure of the DSC. The recommendation of the Department shall be forwarded to the Dean, PGS&R who will permit him to pay the fees and assign an enrolment number. The Head of the Department should ordinarily complete the process of forwarding duly signed form (IGIT/Ph.D./05) within 03 working days.

7.2 All the candidates admitted to the Ph.D. Programme are required to enroll in the Programme on payment of the prescribed fees and to carry out research work under a supervisor (or two supervisors) as mentioned in Clause 5. The enrolment will be with effect from the date on which a student is assigned an enrolment number (IGIT/Ph.D./06)

7.3 Within two weeks of admission, the student shall submit an application (IGIT/Ph.D./07) for enrolment, in consultation with the Supervisor. The application contains details of a student's career and his broad area of research.

7.4 The Doctoral Scrutiny Committee will examine the application in its 1st meeting and recommend 'Enrolment'. The enrolment will record the area of research and course works assigned. The Dean PGS&R Section will bring out an office order in (IGIT/Ph.D./08) in this regard. The process should normally be completed within one month of a student's joining in the Ph.D. Programme.

7.5 The DSC may extend the date of enrolment if a student does not initiate his/her research work/course work immediately on admission.

8. RESIDENTIAL REQUIREMENT:
Normally all candidates admitted to the Ph.D. Programme will be required ordinarily to stay in the Institute till they complete all assigned work and submit Thesis. In any case, a candidate other than a candidate with Scholarship/Fellowship must stay at least for one semester or till successful completion of his/her course work allotted by the DSC.

9. ATTENDANCE AND LEAVE:

9.1 A research student, except when granted withdrawal by the Institute must attend to his work on a whole time basis. The department will maintain attendance record of each student, irrespective of whether the student is getting a scholarship or not. The DSC will examine the attendance record of students, and if it is found unsatisfactory, will recommend extension of the minimum duration for submission of Thesis, deregistration or termination of studentship as it thinks fit.

9.2 A candidate taking a course may be debarred from appearing in examination on ground of unsatisfactory attendance (less than 75% or less than 65% on medical ground).

9.3 The working hours of Ph.D. students is generally permitted to be flexible, but not lower than that of a full time employee. It is the supervisor's legal and moral responsibility to ensure that proper work environment is made available to the student. The students are encouraged to discuss such issues with their supervisors, with HOD and higher authorities.

9.4 A research scholar other than the Institute staff is eligible for following leave per academic year to be permitted by the Head of the Department on recommendation of the supervisor (s).
(i) For incidental purposes, CASUAL LEAVES (CL) - 15 working days
(ii) For treatment on illness, MEDICAL LEAVES (ML) - 15 days (including intervening holidays)
(iii) Maternity leave may be allowed as per Government rule.

Dean, PGS&R may sanction casual leave and medical leave up to 15 additional days each in deserving cases. However, leave beyond 15 days CL and 15 days ML will be without fellowship. Chairman, Academic Council may approve leave beyond this period, the excess leave being without fellowship and the minimum period of stay being extended accordingly. If a student falls ill outside the Institute (only if he is out of station on approved leave or deputation) the Medical Certificates must be seconded by the Institute Medical Officer. The student must prove the genuineness of the illness by submitting medical attendance slip, referrals, diagnostic reports, medicine purchase receipts and all other medical papers in original before the Institute Medical Officer and/or Dean, PGS&R. There is no summer or winter vacation for research students. Form (IGIT/Ph.D./09) may be used by the research scholars for taking leave.

10. SEMESTER REGISTRATION AND MONITORING OF PROGRESS OF RESEARCH WORK:

10.1 A student enrolled in the Ph.D. Programme will be required to register (IGIT/Ph. D. /10) every semester by paying Institute dues and other fees.

10.2 Students who have been sanctioned withdrawal also need to do semester registration. Thus a student taking withdrawal must register in person each semester.

10.3 Failure to do semester registration for two consecutive semesters will result intermination of studentship, which can be restored by the Academic Council on consideration of all circumstances, payment of arrear fees and extension of Thesis submission date.

10.4 It shall be the responsibility of the student to bring any deviation in his status in matters of course works registration, withdrawal etc. to the attention of Dean, PGS&R at the time of semester registration, if he has not done so earlier.

10.5 A student may be exempted from semester registration by Dean (PGS&R) /Chairman, Academic Council if he submits Thesis within 60 days of scheduled semester registration. If he fails to submit Thesis within 60 days, he must do semester registration before the Thesis is accepted for evaluation.

10.6 One Progress Report on the Ph.D. research work is to be submitted by the student at the end of every semester to the DSC. The student has to deliver a seminar to the DSC in the presence of the outside subject expert member. In case of absence of the outside expert, his recommendation based on the soft copy of the above progress report shall be obtained for consideration by the DSC for registration. The DSC, being satisfied on the progress of the Ph.D. research work of the candidate, will recommend for further registration for the next semester. If the progress seminar is found by the DSC to be unsatisfactory, then the candidate will not be allowed to register and will be asked to leave the Ph.D. Programme.

10.7 It will be the responsibility of the student to ensure that his papers remain up to date in matters of registration, course work, extension of fellowship, withdrawal and other formalities. In case of any deficiency, she/he should draw attention of his supervisor(s) & HOD and if unsuccessful, then he should bring to the notice of the Dean, PGS&R and Chairman, Academic Council.

10.8 Although rare, sometimes there may be a breakdown of communication between a student and his supervisor due to physical distance or due to

personal reasons. It shall be the responsibility of the student to bring such matters to the attention of HOD, Dean, PGS&R and Chairman, Academic Council. The Institute shall do the needful to establish communication on or to make alternative arrangement.

11. COURSE WORK:

11.1 After having been admitted, each Ph.D. student shall be required to undertake course work for a minimum period of one semester. The course work shall be treated as pre Ph.D. preparation. DSC of each Ph.D. student shall decide the minimum qualifying requirement keeping the guidelines given below for allowing a student to proceed further with the registration.

The minimum course requirement for different categories of students is summarized below. Only postgraduate courses will count towards Ph.D. course requirement. DSC may assign Research methodology of 4 credit course and Research &Publication Ethics of 2 credit course as compulsory subject as per UGC norms. The DSC, at its discretion, may also recommend additional courses like languages and advanced courses from the area of research of the candidate.

Sl. No.	Present Qualification	Candidate Enrolled for Ph.D. in branch	Number of course credits required(excluding compulsory subject)
1	M.Tech.	Same discipline of Engineering	08 - 16
2	M.Phil.	Same discipline of Scienceand Humanities	08 - 16
3	M.Tech.	Another related discipline of Engineering	12-16
4	M.Sc./MCA/ MA	Same discipline of Science and Humanities	12 - 16

11.2 The course work may be chosen from the existing P.G. Programme of the registering Department or from those of other departments or may be new courses as recommended by DSC. The syllabus in case of new course has to be recommended by the DSC and has to be approved by the Chairman, Academic Council through RPEC. The evaluation in such new course registration will be as per the existing PG courses evaluation method. If a student joins the Ph.D. Programme in the middle of a semester, he must take courses in the following semester. Delay of maximum 10 working days can be condoned in joining a course. If a student needing course work does not get

one full semester to complete the courses, he may take one or more semesters to complete the course.

11.3 The specific course work shall be decided by the DSC on recommendation of the supervisor(s). When a student joins at the beginning of a semester, he may be advised by his supervisor(s) to attend classes of recommended courses even before the provisional allotment process is officially complete. In case the courses approved by the RPEC are different from the courses being taken by the student, the student may at his choice discontinue or complete the courses recommended by the supervisor(s).

11.4 The candidate has to obtain an individual grade not less than C in each subject in the ten point grading system. A course can be repeated to improve the grade, if necessary.

11.5 In special circumstances if no appropriate course is offered under formal instruction, existing courses may be taken in 'guided self-study' mode, where a student studies the course from approved text and reference books. Formal classes will not be required in such courses. All such self-study courses shall be evaluated based on a written examination like regular offered M.Tech./M.Sc./M.Phil. Courses. Ordinarily, a student should not be registered in more than two courses in self-study mode. The objective of course work is to enhance the breadth of knowledge. They should be relevant to the research area, but need not be repetition of the research subject.

12. Ph.D. REGISTRATION:

12.1 A doctoral student will be formally registered for the degree of Ph.D. on completion of certain steps. The registration can be done only after (a) the candidate has successfully completed all the assigned course works and comprehensive examination (Appendix-VI) (b) worked out a road map of his doctoral Programme and (c) delivered an open seminar talk.

After satisfactory clearance of the assigned course work and comprehensive examination, the student has to present his report of progress and plan of work to the DSC (and a copy to Dean, PGS & R) in the form of a written document (Approximately 15-20 pages). Within a week of handing over the report, the Department shall arrange a seminar to be delivered by the student in the presence of the DSC. It should be an open seminar in the department, with invitation extended to students and faculty of all departments of the Institute. The written document and the seminar should outline the planned research work and identify the milestones.

Normally the registration should be completed after elapse of 12 months from date of enrolment/admission, but not later than 15 months. If the seminar performance is unsatisfactory, he/she may be re-evaluated after a lapse of 3 months or more. If he/she cannot clear the course work and seminar within 2

years from the date of admission, he will be required to leave the Ph.D. Programme. In special cases with mitigating circumstances, the Academic Council can grant extra time.

The DSC will recommend for the registration depending on the progress of the student. If the progress is found unsatisfactory, the presentation can be given after 03 months. In this case, the date of registration also shifts by the same period.

A student may request early submission of Thesis through supervisor at the time of registration. The DSC, at its discretion, may recommend early submission after one year for consideration of RPEC and subsequent approval of the Academic Council.

12.2 The Head of the Department will send the application for registration (IGIT/Ph.D./11) to Dean, PGS&R along with a copy of the student's written report and recommendation of the DSC. The matter will be placed before the Academic Council through RPEC for approval.

12.3 The PGS&R section shall bring out an office order (IGIT/Ph.D./12) confirming the registration after it is passed by the Academic Council.

13. FELLOWSHIP:

13.1 A doctoral student may be self-financed or can get a scholarship. In case of students awarded a scholarship by an external agency or from research project operating in IGIT, the rules shall be governed by the provisions specified by the Sponsorer. IGIT doctoral fellowships shall be governed by the rules of MHRD/ AICTE/UGC/Central Government/State Government.

When the number of Institute fellowships is limited, they will be distributed among different departments by the Chairman, Academic Council on recommendation of Dean, PGS&R. Generally, the number of fellowships will be proportional to the faculty strength, but changes can be made to ensure that the positions are filled to the extent possible.

13.2 Students who join with fellowship from sponsored projects or with external fellowships, and become self-financed on termination of the project, may get preference in award of Institute fellowships, if their academic performance is satisfactory and they have drawn fellowships from the project for at least 18 months.The total duration of scholarship, however, shall not exceed the limit set by MHRD/AICTE/UGC/ Central Government/State Government.

13.3 Institute fellowships may not be awarded to candidates above 32 years of age (35years for SC/ST and women candidates) on the date of selection. The restriction shall not apply to scholarships awarded by external agencies or sponsored projects.

14. WITHDRAWAL

A student, pursuing Ph.D. by staying on campus, can become non-resident by taking withdrawal from the Programme. Such withdrawal from the Programme can be granted on one of the following grounds:

(a) When a sponsored/self-financed student wishes to return to his place of work on completion of at least six months (one semester) of residential requirement.

(b) When, on the certification by the supervisors, the DSC is satisfied that most of the experimental/ computational work has been completed and that the student can finish the rest of the project from outside. In this case the student shall submit along report for scrutiny by the DSC.

(c) When a regular student secures new employment and a sponsored student returns to his original place of employment and the DSC is satisfied that adequate facility exists in his place of work to carry out the project.

(d) When a student, for medical or financial reasons, intends to take a temporary break and return to the Institute for completion of the work, [The minimum period of work before submission of Thesis is extended by the period of absence], or

(e) Any other circumstances, which in the opinion of the Academic Council, justifies withdrawal.

For withdrawal under any of the clauses mentioned above a student should have completed one semester residential requirement and course work assigned to him/her.

The following rules shall govern the withdrawal process:
(i)   The student shall do semester registration regularly, personally visiting the Institute at every semester.
(ii)   S/he shall pay all applicable fees every semester.
(iii)   S/he completes the Programme within the stipulated period including the withdrawal period.

A student must apply to Dean, PGS&R through his supervisor(s) and HOD for withdrawal in prescribed form (IGIT/Ph.D./13), along with a report on the work done so far and plan of activities in future. The Supervisor will state the status of the project and the DSC will examine the proposal. Withdrawal can be granted provisionally by Chairman, Academic Council if satisfied, and afterwards be presented to Academic Council for final approval. The Dean, PGS&R will issue a withdrawal order on (IGIT/Ph.D./14).

15. SUBMISSION OF SYNOPSIS AND THESIS:

15.1 A candidate with M.Tech. /M.Phil.degree registering in the same discipline can submit the Ph.D.Thesis after elapse of at least 02 (two) years from the date of registration (not enrolment). The minimum period should be 03 (three) years in all other cases from the date of registration (not enrolment). It should be noted that this minimum period is applicable to students with exceptionally brilliant career or cases where a student has achieved an unusual success. In most cases the duration of work should be 03 years or higher after M.Tech./M.Phil. and 04 years or higher after M.Sc./MCA/MA/MBA from the date of registration (not enrolment). Minimum period for Ph.D. Thesis submission of category-5 (non-teaching) is four years (4 years) from the date of registration (not enrolment). In all cases, the Doctoral Scrutiny Committee must be satisfied that adequate work has been done by the candidate.The maximum period for submission of Ph.D. Thesis is six (6) years from the date of enrolment. However, the Director, if convinced, may extend the maximum period of Thesis submission by six months at a time, but the total period of such extensions shall in no case exceed two years.

In exceptional cases, if a student completes his Ph.D.work in a period less than that suggested above, the date of Thesis submission of this student can be advanced if such a proposal originating from the supervisor of the student is forwarded by DSC and recommended by RPEC and finally approved by the Academic Council. However, in such cases, the Ph.D. Thesis submission period must not be less than one year from the date of registration (not enrolment). While recommending a student for early submission, the DSC must clearly state the circumstances leading to early completion of the work. The reasons for early completion may be (i) work done by the candidate in the topic of interest prior to registration which has not been submitted to any other Institute for award of another degree or diploma, (ii) an exceptionally brilliant idea or experimental success, or (iii) any other reason not ordinarily expected from a full time research student. In case reason (i), it is mandatory that this work is recorded by the DSC at the time of enrolment.

Prior to submission, the candidate will submit Form (IGIT/Ph.D./15) along with the synopsis of the Thesis (typically 15-20 pages including tables, graphs and references) and present a seminar to an open audience, which will include members of DSC. Copies of the synopsis should be handed over to the members of the DSC and Dean, PGS&R at least one week before the date of the seminar. If the DSC is satisfied with

the extent of work done, the candidate will be allowed to submit the Thesis. Then the DSC will recommend for the submission of Thesis in Form (IGIT/Ph.D./15) and the names of examiners in Form (IGIT/Ph.D./16). If the DSC is not satisfied with the progress of work, the candidate has to appear again after the lapse of 03 months or more.

A candidate is eligible to submit the synopsis after the time period prescribed by the DSC and RPEC subject to publication/acceptance of two journal papers in SCOPUS/SCI indexed journal related to Ph.D. Thesis. If the DSC feels appropriate, it may, at its discretion examine the full draft Thesis before a student is permitted to submit it for evaluation. The Thesis must be submitted within 02 months after the DSC approves the synopsis unless extra time is granted by Dean PGS&R. Extension of the period beyond 08 years from the date of enrolment is not permitted. A student will be required to apply for fresh registration if the period exceeds 08 years.

15.2 A candidate shall submit Form (IGIT/Ph.D./17) three copies of the Thesis including soft copies neatly typed or printed and bound in a manner notified separately. The Thesis must contain, besides the text and common matters like bibliography/references and summary/conclusions:

(a) A certificate from the supervisor(s) that (i) the work has been carried out under his/her/their supervision, (ii) the candidate has fulfilled all prescribed requirements, (iii) the Thesis that is based on candidate's own work has not been submitted elsewhere for a degree or diploma.

(b) A certificate from DSC stating that the Ph.D.Thesis submitted by the candidate represents original work of research suitable for Ph.D. degree.

(c) A plagiarism test certificate signed by both the supervisor and the student including original report from the software used for checking plagiarism.

(d) An abstract of the Thesis (about 500 words) with key words (Maximum 15)

(e) A preface/introduction in which the candidate shall state whether the Thesis is based on discovery of new facts or new interpretation of established facts or exhaustive study and critical analysis of published work of other or design or development work undertaken or applied research work.

(f) Bio-data of the candidates within one page (i.e. name, date of birth, educational qualification, research experience, professional experience, if any, and permanent home address).The candidate will also submit two copies of the Thesis in electronic form and permit the Institute to use it in any manner that the Institute

thinks fit. For the present, the electronic text should be submitted as two folders. One containing MS-WORD files and another PDF files. On completion of oral examination, a fresh CD may be submitted if any changes are made. One printed copy and one electronic copy shall be archived in Institute's Central Library, while another set shall be kept in the Department.

(g) Dean PGS&R may issue a receipt of acceptance of Ph.D. Thesis for examination in form No. IGIT/Ph.D./18.

15.3 Format of the Thesis should be uniform across all departments. Students are expected to use only S.I. units in reporting of all experiential and computational data, and to maintain appropriate number of significant figures.

16. EVALUATION OF THESIS:

16.1 After successful completion of the synopsis seminar of the candidate, the DSC will forward (Form IGIT/Ph.D./16) a list of 05 examiners (from Universities /Institutions /R&D Organizations of repute like IITs, NITs, IISc, IISER and NISER) and a second list of 05 more examiners from reputed Foreign Universities/Institutions submitted by the supervisor (The Examiners must be of the rank of Professors) along with 10 copies of the synopsis along with soft copies to RPEC for approval. The RPEC may accept/modify the examiner list giving adequate justification thereof and shall place the lists to the Chairman, Academic Council to select the External Examiners in order of preference. The Chairman, Academic Council may add any name to or delete any name from the list suggested by DSC and approved by RPEC. The supervisor(s) will also be appointed as examiner(s) in addition to the two external examiners out of which one is an Indian Examiner and the other one is from Foreign Universities/ Institutions.

16.2 The Dean, PGS&R will send a formal letter through email to the examiners (a) External: One Indian Examiner and one Foreign Examiner, (b) Internal: Supervisor(s) along with a soft copy of the synopsis requesting for acceptance of examinership. If no consent is received from the external examiners within a week, reminder may be sent through email for receiving consent. If no consent is received within 15 days, Dean PGS&R may request the next approved examiner of the panel (as ticked by Chairman, Academic Council). The same process will continue till receiving the consent of external Examiner. After receiving the consent, the soft

copy of the Thesis will be emailed along with pro-forma of Examiner's report (IGIT/Ph.D./19). The hard copy of the Thesis may also be sent to the examiners if they so desire. In case of not receiving the evaluation report within two months, a reminder will be given to the concerned examiner. In case of refusal or delay of more than three months, the second examiner in order as ticked by the Chairman Academic Council will be contacted and so on. If in this process, the list is exhausted, the Dean, PGS&R may ask the DSC to submit another list (depending on whether Indian list or foreign list is exhausted). The internal examiners (supervisors) will also be sent soft copies of the Thesis along with the Proforma of examiner's report (IGIT/Ph.D./19).

16.3 The report of the examiners shall be summarized by Dean, PGS&R and placed before the Chairman Academic Council (IGIT/Ph.D./20). After obtaining Chairman's approval, the reports shall be forwarded to the DSC. There may be five possible situations arising out of the nature of the reports. The steps to be taken, appropriate to the circumstances, are laid down below.

i) If both the external reports received are unanimous in recommending the award of the degree without any modification of the Thesis. This is a clear case for going for the final requirement of viva-voce.

ii) If the two external reports received are unanimous in recommending the award of the degree but one or both the external examiners has/have suggested minor modification and/or has/have asked for clarifications. In this case, Dean, PGS&R, in consultation with DSC, by approval of Chairman, Academic Council may advise the candidate to make modifications and provide the clarifications as suggested within a time frame to be fixed by the DSC. These may be sent to the examiners, if so desired by them. Upon receiving the clarifications from the student or recommendations from the examiners as the case may be, the DSC in consultation with RPEC and with approval of Chairman, Academic Council, may fix up the date for viva voce.

iii) If one or both the external reports recommends/suggests major revision, then Dean, PGS&R, in consultation with DSC, by approval of Chairman, Academic Council may advise the candidate to make necessary modifications as suggested within a time frame to be fixed by the DSC. The Thesis will be sent to the external examiner(s) who seek the major revisions and

upon his/their recommendation for award of the degree, the candidate will proceed for final requirement of viva-voce.

iv) If one of the external reports recommends for the award of the degree whereas the other rejects the Thesis, then the Thesis will be sent to the third examiner from the list approved by Chairman Academic Council. The decision of this third examiner will be final.

v) If both the external examiners reject the Thesis, and then the student is declared, 'failed'.

16.4 In the event of a Thesis being rejected by (cases iv & v of 16.3) the external examiners, the Academic Council may, on the recommendation of the DSC through RPEC, permits submission of a revised Thesis on an additional payment of the prescribed fee, after a suitable time to be fixed by the Academic Council (Not less than one year from the date of the intimation to the student and within 08 years from the date of enrolment). The observations and comments of the examiners, if any, without names may be copied and given to the candidate on request. In no case should a resubmission of the Thesis without modification along the lines of criticism made by the earlier examiners be allowed. The revised Thesis will be evaluated following the procedure mentioned in section 16.1 to 16.3.

16.5 After the recommendations of the DSC (either for acceptance of the Thesis for the Ph.D. degree or for its rejection/modification) and accepted by the Academic Council (or its Chairman on its behalf) Form (IGIT/Ph.D./21) a copy of the reports of the examiners may be issued to the candidate at his request. However, the name of the examiners is not to be disclosed.

16.6 Once the reports of the examiners have been accepted as satisfactory, the candidate will have to defend in person before a viva voce board consisting of at least two DSC members, Chairman and an 'external' examiner. The Chairman DSC of the Ph.D. scholar will act as the Chairman of the Ph.D. viva board. The viva-voce will be open where faculty members and students of the parent department as well as other departments will be invited by circulating a notice before the date of viva voice. The evaluation, however, will be done by the DSC along with the external examiner. The 'external' examiner may either be one of the experts who have already adjudicated the Thesis or be another expert appointed for the purpose. All

the reports received from the examiners should be sent to the external Examiner of the viva voce board. Video conferencing of the examiners may be allowed with his/her approval by the permission of the Chairman, RPEC. The viva voce board may recommend changes in the Thesis. If the viva voce board is not satisfied, the candidate has to appear again before the board after elapse of three months. The DSC shall recommend to the Academic Council through RPEC the award of the Ph.D. degree if the viva voce is satisfactory and all other requirements have been fulfilled in (IGIT/Ph.D./22).

16.7 On completion of the viva voce, the student will submit three copies of the revised Thesis and three copies in electronic media, two copies of which will be archived in Institute and Departmental Libraries. The 3rd copy along with the soft copy of the Thesis may be sent to affiliating University (BPUT) on demand.All available copies of the original version will be returned to the student. The copies available with the student and his supervisor(s) must also be corrected, if necessary.

17. AWARD OF DEGREE:

17.1 The degree of Doctor of Philosophy (Ph.D.) recommended by the Academic Council of Indira Gandhi Institute of Technology, Sarang, shall be conferred on candidates by BijuPatnaik University of Technology (BPUT), Rourkela, fulfilling all requirements prescribed in these Guidelines & Regulations.

17.2 On the recommendation of the Doctoral Scrutiny Committee, the Chairman, Academic Council (when the Academic Council is not sitting early) shall decide whether the candidate should be awarded the degree of Doctor of Philosophy. If the Chairman, Academic Council has approved the award of degree the award must be confirmed by the Academic Council.

17.3 Normally a student will be awarded Ph.D. degree in the discipline in which he/she is enrolled.

17.4 After successful completion of the degree, a hard copy of the final approved Ph.D.Thesis will be submitted to the Library for archiving and final approved soft copy of the Thesis will be uploaded in the Institute website.

17.5 A Programme completion certificate (IGIT/Ph.D./23) may be issued by the Dean, PGS&R to the student on approval of Chairman, Academic Council.

18. QUALITY IMPROVEMENT PROGFRAMME (QIP) AND NATIONAL DOCTORAL FELLOWSHIP (NDF) SCHEME:

18.1 The QIP is a Programme of the Government of India administered through the All India Council for Technical Education (AICTE). The Programme covers education of engineering college teachers for M.Tech. and Ph.D. degrees. The Ph.D. Programme under the QIP will be administered as per the rules set by AICTE. However, Institute rules will be applicable after the admission of the QIP Ph.D. candidate.

18.2 Admission in Ph.D. under National Doctoral Fellowship scheme will be considered as per the direction of AICTE. However, Institute rules will be applicable after the admission of the Ph.D. candidate under NDF Programme.

19. CONDUCT AND DISCIPLINE:

19.1 Students shall conduct themselves within and outside the campus of the Institutein a manner befitting the students of an Institution of National standing.

19.2 Ph.D. students shall be guided as per the rules of conduct and discipline of the Institute.

20. TERMINATION OF STUDENTSHIP:

The studentship of a Ph.D. student may be terminated by the Academic Council on exceptional grounds. They are:

1. Recommendation of Institute Disciplinary Committee.
2. Poor progress as noted by the Doctoral Scrutiny Committee and Departmental Academic Committee. Such a decision may be implemented only after approval of the Academic Council.
3. Failure to do semester registration for two consecutive semesters.
4. Prolonged absence (exceeding three months) from the Institute without sanctioned leave or withdrawal.
5. Failing in submission of Thesis within 8 years from the date of enrolment.

21. DISSEMINATION OF INFORMATION:

21.1 A copy of this document will be made available on the Institute website. Not possessing a copy, however, shall not exempt a student from complying with these regulations.

21.2 On publication of final results a student will be issued a provisional certificate issued by Chairman Academic council mentioning the date of viva-voice (IGIT/Ph.D./24). A grade sheet of course work will be issued by Controller of Examination (IGIT/Ph.D./25) and an Institute Leaving Certificate (IGIT/Ph.D./26)will be issued by Dean, PGS&R on behalf of the Chairman, Academic Council, while Conduct Certificate (IGIT/Ph.D./27) will be signed by Dean (SW). The final degree certificate will be awarded by BPUT.

22. EXCEPTIONS:

Not withstanding anything stated in these rules, the Academic Council can make special provisions and exceptions depending on the merit of a case. Such cases shall not be cited as precedence in future occasions of similar nature, because two situations appearing similar may not be identical.

In emergency situations, the Director in capacity of the Chairman, Academic Council, can exercise powers of the Academic Council and discharge the functions of the Academic Council. Such decisions must be reported to the Academic Council at its next meeting for ratification.

APPENDIX-I

LIST OF DEPARTMENTS OFFERING Ph.D. PROGRAMMES

ENGINEERING

1. CH : Chemical Engineering

2. CE : Civil Engineering

3. CM : Computer Science & Engineering

4. EE : Electrical Engineering

5. ET : Electronics & Telecommunication Engineering

6. ME : Mechanical Engineering

7. MT : Metallurgical & Materials Engineering

8. PE : Production Engineering

SCIENCE & HUMANITIES

1. CY : Chemistry

2. MA : Mathematics

3. CS : Computer Science

4. PH : Physics

5. HS : Humanities

APPENDIX – II		
QUALIFYING DEGREES FOR ADMISSION TO Ph.D. PROGRAMME		
Sl. No.	Disciplines	Requisite Academic Qualification
1	Chemical Engineering (CH)	M.Tech in Chemical/ Petroleum and Petrochemical/ Polymer/Environmental/ Metallurgical & Materials / Ceramic / Mechanical/ Biochemical/ Mining Engineering/ Nanotechnology/ Biotechnology / any other relevant branch of Engineering and Technology.
2	Civil Engineering (CE)	M.Tech in Civil Engineering/Environmental Engineering/naval Architecture & Ocean Engg./Aero Space Engg./ Building Science & Technology, Geotechnical Engineering, Structural Engg. Transportation Engineering, Environmental Science & Engineering/ Civil/ Mining/ Mechanical/ Agricultural/ Chemical Engineering.
3	Computer Science & Engineering (CM)	M.Tech in Computer Science & Engg./ Information Technology, Computer Science & Information Security.
4	Chemistry (CY)	M.Sc./M.Phil in Chemistry/ Physics/ Biochemistry/ Biotechnology/ Nanoscience & Nanotechnology/ Bioinformatics/ Industrial Chemistry/ Applied Chemistry/ Environmental Chemistry/ Food Science & Technology/ Nutrition or M.Pharm or M.Tech in Chemical/ Ceramic/ Metallurgical and Materials Engineering / Biotechnology.
5	Electrical Engineering (EE)	M.Tech in Electrical Engg./Electrical & Electronics Engg., Power Electronics & Drives, Power System Engineering, Industrial Power Control and Drives, Energy System Engineering.
6	Electronics & Telecommunication Engg.(ET)	M.Tech in Electronics & Instrumentation Engg./ Electronics & Telecommunication Engg./ Electronics & Communication Engg./ Electrical and Electronics Engg./ Electronics & Electrical Engg.,Wireless Communication Technology, /Applied Electronics & Instrumentation.
7	Humanities (HS)	M.Sc./MA/M.Phil in relevant subjects/MBA or M.Tech in any branch of Engineering. Candidates with UGC NET/JRF qualification will be preferred.

8	Computer Science (CS)	MCA or M.Sc. in Computer Science /Information Technology.
9	Mathematics (MA)	M.A./M.Sc./M.Phil in Mathematics/Statistics/ Computer Science/ Information Technology/Computer Applications, MCA and First class Honours or equivalent in B.Sc. with Mathematics/ Statistics as Honours subject. M.Tech in any branch of Engineering or equivalent.
10	Mechanical Engineering (ME)	M.Tech in Mechanical Engineering/ Production Engineering/ Manufacturing Science & Engg./ Industrial Engg./Metallurgy & Materials Engineering/Power Plant Engg., Thermal Engineering, Mechanical System Design, Energy Conservation and Management / Machine Design/ Cryogenic/ Mechatronics/ Robotics/ Mechanical Vibrations/ Automobile/ Manufacturing/ Industrial Management/ Aerospace/ Aeronautical Engineering / Composites/ Tribology/ Fluid Flow and Heat Transfer/ Metallurgical and materials Engg.
11	Metallurgical & Materials Engineering (MT)	M.Tech in Metallurgical & Materials Engineering, Industrial Metallurgy/ Metallurgy/ Ceramic/ Chemical /Mechanical / Production/ Manufacturing Engineering or Materials Engg.
12	Physics (PH)	M.Sc./M.Phil in Physics or M.Sc. / M. Phil in any branch of Science with Mathematics and Physics at B.Sc. level.
13	Production Engineering (PE)	M.Tech in Production Engineering/ Mechanical Engineering/ Manufacturing Science & Engg./ Industrial Engg./ Metallurgical & Materials Engineering

N.B.:- (1) In exceptional circumstances DAC may decide the requisite educational qualification for Ph.D. Programme.

(2) The candidate has to appear & qualify the written test in the discipline in which he/she intends to pursue his/her Ph.D.

APPENDIX – III

COMPOSITION OF DEPARTMENTAL ACADEMIC COMMITTEE

The following are the members of the Departmental Academic Committee (DAC):

1. Head of the Department: Chairman (Ex-Officio)

2. Four Faculty members nominated by HOD on rotation basis

Membership will be limited to regular faculty members having Ph.D. degree. The HOD shall ensure that all academic groups of a department are well represented. In the Departments with less than four eligible faculty members, the Dean, PGS&R shall choose the rest of the members from the related departments.

The committee shall be reconstituted at the beginning of every Academic Session.

The functions of the committee are as follows:

1. To conduct the process of selection of Ph.D. scholars according to the regulations and to recommend candidates for admission.

2. To recommend the deserving cases for Institute Scholarship

3. To recommend supervisors for the Ph.D. candidates

4. To constitute Doctoral Scrutiny Committee (DSC) as per regulation 6.1.

5. Any other duty assigned by the Academic Council/Director/Dean, PGS&R/HOD, related to the Institute research programme.

When the committee is unable to reach a decision, the Chairman should clearly write down the issue at hand, with alternative decisions and place before the Director through the Dean, PGS&R. The decision of the Director in capacity of Chairman, Academic Council shall be binding on all members.

APPENDIX-IV

Format for Bio-data of the Prospective Ph. D. supervisor/Co-supervisor

1	Name			
2	Designation			
3	Department			
4	Contact Details			
5	Date of obtaining Ph. D. degree			
6	Teaching Experience	i)	UG:	
		ii)	PG:	
7	Research Experience	i)	Details of earlier & Present Ph. D. guidance in the Institute and any other Universities, if any:	Separate sheets may be attached
		ii)	Details of publications, patents etc.:	Separate sheets may be attached
8	Sponsored Projects if any(details of funding agency, period, amount)			

<u>Undertaking</u>

The details furnished above are true to the best of my knowledge and belief.

Signature

Letter No
    Date

Forwarded

Signature of HOD

APPENDIX –V

COMPOSITION OF RESEARCH PROGRAMME EVALUATION COMMITTEE (RPEC)

1	Dean, PGS&R	-	Chairman
2	Controller of Examination	-	Member
3	Three members of Academic Council to be nominated by the Academic Council for a period Member of two years on rotation basis. Out of three members' two members to be nominated from Engineering discipline and one member from Science or Humanities & Social Science.	-	Member
4	Heads of the Departments concerned to be co-opted, whenever necessary	-	Member

Functions:

i) To suggest the norms of admission of scholars to various research programmes leading to Ph.D. degree of the Institute.

ii) To scrutinize and recommend on the proposals of the Departmental Academic Committee (DAC) for Post graduates Studies and Research in respect of offering research scholarships, fellowships and associateships.

iii) To recommend draft regulations pertaining to academic and residential requirements for research programme leading to Ph.D. degree.

iv) To scrutinize and recommend on the proposals of Doctoral Scrutiny Committees in respect of registration progress and continuance of research programme for individual scholars, and award of degrees on the basis of adjudication of Thesis and viva voce.

v) To ensure that all norms of academic and residential requirements for each research scholar/fellow are strictly followed.

vi) To advice the Doctoral Scrutiny Committee on any matter relating to the research programme of the students.

vii) To examine and recommend cases of advancement of Thesis submission proposed by DSC.

viii) To recommend to the Academic Council the award of the doctoral degree on the basis of academic norms and regulations laid down for the purpose.

ix) Frequency of the Meetings : Before every Academic Council

Any other function assigned by the Academic Council or by the Director on behalf of the Academic Council.

APPENDIX-VI

Guideline for Comprehensive Examination for Ph.D. Students

1.   Comprehensive examinations are held to test the Ph.D. students for their proficiency in the fundamentals of related areas of the departments. A student is allowed to appear at comprehensive examination a maximum of two times. If someone fails to qualify the examination in two attempts, then his (or her) name will be struck off the Ph.D. rolls of the Institute.

2.   Students are permitted to appear comprehensive examination after completion of one semester.

3.   Comprehensive examination may be held in the form of written test only, or viva only, or both. The DAC will decide the form of comprehensive examination (written test only, or viva only, or both), the date(s) of the examination, the faculty members who will assist the examination process and their roles, the course syllabus for each component of the examination, the minimum criterion for qualifying in the examination, and such other details that may be required for smooth conduct of the examination. Where modalities have already been determined in previous semesters and are being followed for the ongoing semester, a separate meeting need not be held but the faculty members may be informed accordingly. Where there is a written test, the passing criterion may be taken as equivalent to C grade, i.e., 60 % marks. A minimum of one-month advance notice has to be given to the students regarding the date for holding the comprehensive examination, the components of the examination and the weights given to, and syllabus for, each component.

4.   All faculty members, including the faculty supervisors of the students appearing at a particular comprehensive examination, can be involved in setting the question papers and in participating in the viva. In other words, being the supervisor of a student appearing for the comprehensive exam does not debar a faculty member from participating in the exam question paper setting and evaluation or in the viva.

5.   A team of faculty members (minimum two in number) may be entrusted to prepare each question paper and evaluate the answer scripts.

6.   Viva for a student should be held for a minimum period of 30 minutes. Final results must be reported to all faculty members, and failure cases should be discussed in a departmental meeting.

7.   Results should be displayed on the department notice boards within one week of the finalization of the results.

8.   The cases of students failing in the comprehensive examination twice should be communicated to the Dean PGS&R Section soon after the notification to the students.

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG,ODISHA

Application for Admission to Ph.D. Programme

1. Programme of study   :   Ph.D.

2. Department/Centre to which Applying for   :_____

3. Name of the candidate in full   :   _____
   (Block Capital letters)

4. Proposed Research Area   :   _____
   (Broad area only)

5. Category of studentship   :   _____

1. Full Time student with Institute Fellowship/Assistantship   6. Project scholars/staff of IGIT

2. Full time student with External Fellowship(UGC/CSIR etc.)   7. QIP/NDF Scholar

3. Full time student without Fellowship

                                  8. Sponsored student

4. IGIT Faculty members

5. IGIT regular employees (Non-teaching)

   1. Candidates applying for more than one department are required to submit separate application form and certificates for each department.

   2. IGIT regular employees must enclosed administrative permission from the institute.

   3. Project staff and fellows must enclose administrative permission from Dean, (FARC); the project must have tenure of at least 18 months beyond the expected date of joining in the Ph.D. Programme.

   4. In case of candidates belonging to categories 8, Part-II of the application form filled up by the sponsoring authority must be attached.

P.T.O

5.   Address for Communication: _____

_____

      Mob: _____ Email: _____

6.   Date of Birth   :   ☐☐   ☐☐   ☐☐☐☐
                                      d d   m m   y y y y

7.   Sex   : Male / Female/Other   8. Marital status: Married / Single

9.   Class of category :   ☐SC   ☐ST   ☐ General

10.   Nationality: _____   11. Mother Tongue: _____

12.   Academic career: (Enclose attested copies of the certificates and mark sheets/grade cards
       showing the percentage of marks (CGPA) from H.S.C Examinations or equivalent)

Name of Exams	Institute/University	Year of passing	Branch/Subjects studied	Percentage of Marks/CGPA

13.   ☐ Gate / ☐ NET Score : Subject: _____ Score: _____ Year: _____

14.   Experience if any:

Organisation	Position	Duration	Nature of job

15.   Previous Research work and publication, if any: (Enclose copies of published or unpublished work)
_____
_____
_____

16.   Record of past study as a sponsored candidate, or other contractual obligation, if any:
_____
_____
_____

I do hereby declare that the information furnished in this application is true to the best of my knowledge and belief. If admitted, I shall abide by rules and regulations of the Institute and Hostel allotted to me. If any information furnished in this application is found to be untrue, I am liable to forfeit the seat allotted to me any time in future and legal action be taken against me.

_____   _____
 DATE   **Full signature of the Applicant**

Enclosures: 1)   _____   3)   _____

                2)   _____   4)   _____

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(P-3)

PART – II (Category-8)

For Sponsored candidates only
(To be filled up by the employer sponsoring the candidate)

1. Name of the Employer : _____

2. Name, Designation and Address : _____

   of Administrative Officer/HR _____
   Manager   Phone: _____ Fax: _____
                                    Email: _____

3. Name of the employee seeking
   admission at IGIT : _____

4. Designation (Regular) : _____

5. a)   First joined on (date) : _____

   b)   Holding the present position : _____
        since (date)

   c)   Nature of Job : _____
                                    (R & D, Design, Production, Marketing, Administrative,
Other)

   d)   Brief description of job Assignment
        for the next Three years : _____
        (Relevant assignment only) _____

_____

6. Reasons for sponsoring the candidate : _____

   to Ph.D. Programme _____

☐ Full time study at   IGIT with deputation from the organization
   (3 years for Ph.D.)

☐   Study at IGIT while working at our organization after satisfying the minimum residential
requirement of 6 months.

Certified   that   Mr./Ms. _____ employed   as
_____ in this organization is sponsored for admission to the Ph.D.
Programme of IGIT, Sarang. This organization recognizes that his/her education and the
consequent employment at least two year in a regular cadre. During his studies at IGIT, he/she
will be on deputation from this organization for 3 years to complete the Ph.D. work or 6 months
to complete the course work of Ph.D. programme to satisfy the residential requirement. On
completion of the programme he/she will continue to be employed by our organization.

_____
Date   **Signature of the Competent Authority with seal**

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INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG, ODISHA
Scrutiny of Applications for Admission to Ph.D. Programme

No.IGIT/PhD/_____/20___   Date: _____

Applications for admission to Ph.D. are sent to your Department for scrutiny and recommendation for Written Test/Interview.

Number of applications: [   ]

Please return them with your recommendation before _____/_____/_____.

(Recommendation should be given on the application forms and a summary be given in this sheet).

Date of interview/Written Test   : Date: [   ]   Time: [   ]

<u>Dean, PGS & R</u>

To
Head, _____ Department
Please send your recommendation before the due date, so that candidate may be given enough time to book tickets for the interview.

Recommendation of the Departmental Academic Committee

	Ph.D.
1. Short listing criteria	
2. Serial Nos. recommended for interview (separate by comma)	
3. Serial Nos. not recommended for interview (reasons to given in the application forms)	

Names & Signatures of DAC Members:

_____   _____   _____

_____   _____   _____

_____
Chairman, DAC & Head of the Department

To   D.A. PGS&R Section
_____
Approval of Dean, PGS&R
Candidates with following application numbers may be called for interview in the Department.
Sl.No._____
       _____

_____
Dean PGS&R

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG, ODISHA
RECOMMENDATION FOR ADMISSION TO Ph.D. PROGRAMME

No.IGIT/PhD/_____/20_____ Date: _____

Based on your recommendation and the approval of Dean(PGS&R), the applicants for admission to your department have been called for the selection process. Kindly conduct written and /or oral test as per the regulations and forward your recommendation on this office immediately after the process is completed.

Department : _____

Date and time of written test/interview : Date: [   ] Time: [   ]

Number of applicants called for written / interview : _____

D.A. PGS&R Section

To Head, _____ Department

_____

(Recommendations of the Departmental Academic Committee)

The departmental Academic Committee evaluated the candidates as per the Institute Rules and recommends the following candidates, in order of merit, for admission in to Ph.D. Programme.

Sl. No.	Application No.	Name	Category of student (1-9)	Supervisor	No. of Ph.D. Scholar has been already admitted under the Supervisor at IGIT, Sarang	Has the allotment been as per the Ph. D. Regulation of the Institute vide Clause No.5.12 Yes/No	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

1. For sponsored candidates, the DAC is satisfied that the candidates meet the criteria set in the Ph.D. regulations of the Institute
2. At least one faculty member of the Department is willing to supervise each student if the student opts for him as supervisor.

Signature of Members of DAC

_____   _____   _____

_____   _____   _____

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Head of the Department
Chairman, DAC

Serial Nos. _____ in the list are recommended for given admission.

Dean (PGS & R)

Approved as suggested/Approved as per the following modifications

DIRECTOR

To   D.A.PGS&RSection

Note: **Category of student:**

1. Full time student with Institute Fellowship/Assistantship (2) Full time student with External Fellowship (3) Full time student without Fellowship (4) IGIT Faculty (5) IGIT regular employees (Non teaching) (6) Project Scholars / Staff members (7) QIP/NDF Scholars (8) Sponsored student (9) Sponsored student.

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG, ODISHA
OFFER OF ADMISSION TO Ph.D. PROGRAMME

No.IGIT/PhD/_____/20___   Date: _____

To

      _____

      _____

      _____

Sub :   Offer of Admission to Ph.D. Programme

Dear Student,

I am happy to inform you that, on the approval of competent authority, the Institute is pleased to offer you the admission to the Ph.D. Programme in the Department of_____ under category "_____" with/without fellowship of Rs._____per month, and enhancement as per rules.

You are advised to report to the Academic Section on or before_____in working hours and to collect the prescribed form   IGIT/PhD/05 (Application for enrollment in Ph.D. Programme) Thereafter, you are required to report the Head of Department for verification of your academic qualifications, allotment of supervisor(s), and nomination of DSC members.

Then, the application forms for enrolment (IGIT/PhD/05) duly completed by you and the concerned Head of the Department shall be submitted to office of Dean PGS&R within 03 working days for enrolment after depositing necessary fees in the Academic Section.

You are required to bring the documents and demand draft, with you while reporting for admission as per the list of documents and the fees structure for Ph.D. Programme are furnished overleaf.

With best wishes,

Yours sincerely,

Dean, PGS&R

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG, ODISHA
APPLICATION FOR ENROLMENT IN Ph.D. PROGRAMME
(To be submitted on the day of joining)

1. Academic Programme : [Ph.D.]   2. Department _____

3. Full name of the candidate : Mr/Mrs/Miss_____

     (IN BLOCK CAPITAL LETTERS)   (As per 10th Certificate)

4. Father's/Husband's Name_____

5. Mother's Name_____

6. Previous Name (if any) (e.g maiden name)_____

7. Permanent Address_____

8. (a) Date of Birth_____ (b) Blood Group_____

9. Nationality_____10. Caste Status : [SC] [ST] [General]

11. Academic Qualification:

Standard	University/Institute	Degree	Year	% of Marks or CGPA	Board Subjects of Study
H.S.C					
H.S.S.C					
Graduation					
Post-Graduation					
Any other					

12. Relevant Working/Research Experience (if any)

Organization	From	To	Position held
1.			
2.			

Copies of Documents (published or unpublished) may be enclosed for record.

13. Details of present employer (if any) and financial support.
    _____
    _____

14. Board area of research proposed_____
    _____

15. Category of studentship : [   ]

1. Full time student with Institute Fellowship/ Assistantship (Institute Scholar)
2. Full time student with External Fellowship (UGC/CSIR etc.)
3. Full time student without Fellowship (self financed/self supported)
4. IGIT Faculty
5. IGIT regular employees (Non teaching)
6. Project Scholars (JRF/SRF/RA etc.) or project staff members
7. QIP/NDF Scholars
8. Sponsored student (Institute/Research Organisation/Industry) Sponsored local student (Part Time)

16. (a) Assigned to Hostel_____
    (b) Permitted to stay outside Hostel (Yes/No)_____
    (Xerox copy of permission letter attached)
    If yes, address_____

Date..   **Full Signature of the Candidate**

The application of the Candidate _____ is verified in the Department.

Signature of HOD

The following faculty members will serve as Supervisors of the Candidate:

1._____2._____
(The DAC should be satisfied that the proposed Co-supervisor meets the criteria set under the regulation)

The following members are recommended for the Doctoral Scrutiny Committee of the student:

1._____ Head of the Department, Chairman*

2._____ Principal Supervisor, Convener

3._____ Co-Supervisor, Member

4._____ (from the Department where the candidate is enrolled), Member

5._____ (from a related Department), Member

6._____(To be nominated by Dean PGS&R as per Regulation No.6.1) Member

The DAC may suggest four names of external faculty members as subject expert related to the research area of the Ph.D. candidate in the following format as per regulation 6.1(6).

S.No.	Name & designation	Highest qualification	Field of specialisation	Affiliating institute and Dept	Experience	Contact No. With mail id
1						
2						
3						
4						

(*If Head of the Department is a supervisor, the Chairman will be nominated by the Dean (PGS&R).

_____   _____   _____   _____ _____

Signature of Members, DAC   **Head of the Department**

To   Dean, PGS & R

_____

1. Prof. _____, of the Department of _____ of Institute_____ is
   nominated as member of DSC as per regulation No.6.1.
2. Prof. _____, of the Department of _____ is nominated as Chairman because the
   HOD is a supervisor.
3. The structure of the DSC as recommended by the DAC is approved as such / approved with the following
   modification:_____
   _____

4. The admission with all details may please be reported to the Academic Council in its next meeting.

Dean, PGS & R

To D.A. (Dean, PGS & R) for records and necessary action.

_____

Amount of fee paid_____and the Institute Receipt No. & Date_____
       (Attach photo copy of the receipt)

The student is assigned the following Roll Number:

Degree	Year	Discipline (Branch)	Category	Roll No.

The enrolment of the student is approved with effect from today

D.A., Dean, PGS & R

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG, ODISHA

<u>OFFICE ORDER</u>
<u>ENROLMENT OF Ph.D. STUDENT</u>

No:IGITT/PhD/   Date:_____

The undersigned is pleased to convey enrolment of the following student in the Research Programme of the Institute:

1.   Roll No. allotted   :   ☐☐☐☐☐☐☐☐

2.   Date of Enrolment   :   _____

3.   Academic Programme   :   _____

4.   Name of Candidate   :   _____

5.   Father's/Husband's Name   :   _____

6.   Permanent Address   :   _____

7. (a) Date of Birth :   (b) Blood Group: (c) Nationality: _____

8.   Department to which admitted: _____

9.   Category   :   SC   ST   General

10. Category of studentship   :   _____

11. Highest Academic qualification: _____

12. Hall allotted   :   _____

13. Permitted to stay outside hall: Yes/No

14. Supervisors   :   (1) _____ (*Principal Supervisor*)
                            (2) _____ (*Co-Supervisor*)

15. For sponsored student :
     (a) Place of Employment: _____
     (b) The student is / is not permitted to take withdrawal after satisfying the course and residence requirements.

16. Doctoral Scrutiny Committee of the student:

     1. Head of the Department of _____   Chairman [or Prof._____ if HOD is supervisor]

     2. Prof. _____   Principal Supervisor

     3. Prof._____   Co-Supervisor

     4. Prof._____   Member

     5. Prof._____   Member

     6. Prof._____   Member

17. The Chairman, DSC is requested to hold the meeting of the DSC with assigning course work and other actions as per Ph.D. regulation.

                                                                    _____
Copy to :   **Dean, PGS&R**

1.   Student concerned   5.   Prof. I/c IGIT, Library
2.   All members of DSC   6.   (For sponsored students) Employer (with address)
3.   Head, Department of _____
4.   Dean, Students' Welfare

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INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG, ODISHA

APPLICATION FOR PROVISIONAL REGISTRATION (Enrollment) (FIRST DSC MEETING) IN Ph.D.

PROGRAMME

(This form must be submitted within one month of a student joining the programme)

1. Name of the Department:_____

2. Name of the Student:_____

3. Roll Number: _____ 4. Date of Enrolment: _____

5. Caste Status: _____ 6. Category of studentship:_____

7. Broad Area of Research proposed:_____
_____
_____ __

8. Brief description of research work proposed. (*To be filled jointly by the student and the supervisor(s) on a separate sheet*)

9. Major equipment/ facilities necessary to carry out the project and means of obtaining them. (To be filled jointly by the student and the   supervisor(s) on separate sheet)

10. Research work already completed by the student (if any) (Attach published or unpublished document)

11. Request for early submission (if any) based on work already done: _____months.
   (Relevant documents enclosed.)

12. for sponsored students only (as per original application)

   Does the student intend to carryout his/her work at the place of employment? Yes/No.

13. Proposed place of work: _____
   (For category 8)

14. Facilities available   :_____

15. Plan of residence on campus:_____

16. Signature of student with date:_____

Date:_____

Recommendation of the Supervisor (s):

     1. Date of commencement of Research work: Date of Enrolment

     2. Comments:_____

_____   _____

     Principal Supervisor   Co-Supervisor

Recommendation of the Doctoral Scrutiny Committee:

The DSC is satisfied that the proposed programme is prima facie, feasible to implement and adequate for the degree intended. Hence the DSC recommends for Enrollment of the candidate for Ph.D. programme.

17. Course work recommended :

Sl. No.	Subject-Code	Course Title	Credits	Remarks
1				
2				
3				
4				

* Special conditions such as self-study courses may be mentioned in remarks column.   Total course Credits =

18. Past research work:

Documents examined: _____
_____
_____

19. Comments on place of work and facilities: Adequate/ Inadequate

_____   _____   _____
(DSC Member)   (DSC Member)   (DSC Member)

_____   _____   _____
(Supervisor)   (Supervisor)   Chairman, DSC
                                                  (Signatures of DSC members)

_____
(Head of the Department)

For Office use

Based on the recommendation of the DSC the candidates provisional registration (Enrollment) for Ph.D. is recommended to Academic Council through RPEC for consideration.

_____
Dean, PGS & R

Recommendation of the RPEC:

a) Recommended   :   Yes/No
b) Refused for the following reason:

_____   _____   _____   _____
(Signatures of RPEC members)   Chairman

 Approval of DIRECTOR

DIRECTOR

Note: The Academic Council should be informed on the Name of Student and Supervisor(s).

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG, ODISHA

No. IGIT/PhD/_____/   Date:_____

OFFICE ORDER

Provisional Registration (Enrollment) of student for Ph.D. Degree

The undersigned is pleased to convey the approval of the DIRECTOR for Enrollment of the following candidate for the Ph.D. Degree.

1. Name of the Student:……………………………..…………..2. Roll No:…………………………..……..

3. Department :………………………………………………………………………………………………….

4. Date of Enrolment:……………………………..5. Category of studentship:……………………………….

6. Supervisor(s):   (1) Prof…………………………………………..……………..(Principal Supervisor)

          (2) …………………………………………………………….. (Co-Supervisor)

7. Whether registering for Degree is Engineering/Science/Social Science/Management………….

8. Broad Area of Research:………………………………………………………………………..…………..

    ………………………………………………………………………………..…………..

9. Course Work Assigned :

Sl.No.	Subject-Code	Course Title	Credits	Remarks
1				
2				
3				
4				

Special conditions such as self-study courses may be mentioned in remarks column.

10. Effective date of Provisional Registration:……………………………..…..……………………………….
11. Earliest date of Thesis submission: ……………………………………………..………………………….

_____
Dean, PGS&R

Memo No.IGIT/PhD/   Dated :
Copy to :
1. Student concerned (Through Head of the Department)
2. Head, _____Department
3. Supervisors
4. Employer:_____

Dean, PGS&R

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INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG, ODISHA

APPLICATION FOR LEAVE OF ABSENCE FROM CLASSES

(To be submitted in duplicate to the Department Office, Please do not submit to Dean (PGS&R) Section)

(Please do not use this form for visiting other Institutions/industry for academic work)

Type of Leave : ☐ Casual Leave   ☐ Medical Leave   ☐ Station Leaving on Duty
(Attach approval)

1. Name :_____

2. Registration No._____ 3. Department:_____

4. Reasons for seeking leave (Give details) :

   _____

   _____

5. Period : From_____to_____

6. No. of working days absence : _____(*for medical leave*)

7. No. of working days absence : _____(*for casual leave*)

8. Leave already availed during the year: Medical_____: Casual_____

9. Address during the leave with Tel. No._____

   _____

10. I understand that this leave does not entitle me to extra classes, alternative examination or credit for class tests/home assignments.

   Date………………………   <u>Signature of the student</u>

Photocopy of medical certificate endorsed by Institute Medical Officer. In case of out station illness, all relevant medical papers are also enclosed alongwith endorsement by Institute Medical Officer.

☐ Recommended for approval :   ☐ Noted in appropriate Leave Register

(Supervisor)   **(Department Office)**
_____

☐ Approved (Up to 15 days CL & ML)   ☐ Approved (Up to 30 days)   ☐ Approved

☐ Recommended (Beyond 15 days CL & ML)   ☐ Recommended (Beyond 30 days)

Head of the Department   **Dean, PGS & R**   **Director**

To

Head of the Department of_____for records (Ph.D. Students)

Copy to : Students concerned (through HOD)

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG, ODISHA

SEMESTER REGISTRATION

1. Semester: ☐ Odd ☐ Even   2. Session: 20____- 20____   3. Roll No: ☐☐☐☐☐☐☐

4. Programme: Ph.D.   5. Category [1 – 9]:..

6. Full Name (in Capital Letters): .... 7. Deptt./Centre: ....

8. Hostel: .... Room No. ....

9. Date of Enrolment: .... 10. Effective Date of Registration: .... /Not registered

11. My registration status is ☐ up to date ☐ not up to date

12. Withdrawal ☐ not granted ☐ granted vide Office Order No: .... Date: ....

13. Broad area of research: ....

14. Principal Supervisor: .... Co-Supervisor: ....

15. Courses to be registered for:

Sl.No	Sub Code	Name of the subject	Contact hours			Credits	Regular / Self study
			L	T	P		
1							
2							
3							
4							

16. Work proposed to be carried out during current semester.

....
....
....

17.

For Full time students	For students who have taken withdrawal
Months elapsed since enrolment:_____	Office Order No. and Date_____
Days of leave taken:_____	Date of withdrawal:_____
Days of unauthorized absence:_____	Organisation where working:_____
Registration up to date: Yes/No	Registration up to date : Yes/No
_____ _____	
Office Asst. Supervisor	

Encl: (1) Photocopy of Fee Receipt for Institute dues   (2) Mess dues/Clearance from Hostel (in case of withdrawal)

Date:.................   Signature of student:..

Endorsement with comments by the Supervisor and the Head of the Department/Centre
☐ The student is regular in attendance and work; Semester registration is recommended.
☐ The student, granted withdrawal, is continuously in contact and is regular in is work; Registration is recommended.
☐ The registration status is up to date; Semester registration is recommended.
☐ Registration status is not up to date, but necessary steps are being taken; Registration is recommended.
☐ Registration is not recommended.
....

Signature of the Principal Supervisor
 (or Co-Supervisor in his/her absence) Signature of DSC Members   Signature of the Head, Deptt/Centre

For Office use only:

☐ Semester Registration implemented   ☐ Put up do Dean, PGS&R for approval.

D.A. PGS&R Section

Approved/Not Approved

Dean, PGS & R

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG, ODISHA
APPLICATION FOR REGISTRATION FOR Ph.D. DEGREE

Part-A :   To be filled in by the candidate and submitted alongwith seven (eight in case of Co-Supervisor) copies of a report on the road map for future work – one for each DSC member, Department copy and Dean PGS&R Section copy.

1. Full Name of the candidate-..……...
    (IN BLOCK CAPITAL)   (As per 10th Certificate)

2. Roll No:.. 3. Department where enrolled :...
    (as allotted during enrolment)

4. Date of Enrolment:...vide Office Order No..

5. Effective Date of Provisional Registration................................vide Office Order No ....

6. Registration for Ph.D. Degree in ☐ Science, ☐ Engineering or ☐ Social Sciences ☐ Management

7. Course Work Completed: (including research credits)

Subject-ID	Name of the subjects	Credits	Grade Obtained

8. (a)   Date of commencement of Research work...
   (b)   Research papers published/presented in seminars...
          (Copies of publications may be attached)

9.   Name(s) and address(es) of the Supervisor(s) :

       1..

       2..

10.   Broad title of the Research Topics:………………………………………………………………
       ....

11.   Place(s) where the research work is being/will be carried out :

       (a) Department...
       (b) Name and address of the Organisation :...
          (in case of sponsored candidates)

12.   Fees paid : Institue dues upto......   ....Hostel dues upto...

Encl : Copies of report on work done so far and road map for future work.
        (All DSC members, 1 Department copy, 1 Dean PGS&R *Section Copy)*

Date…………………….   Signature of the Candidate

For Full time students	For students who have taken withdrawal
Months elapsed since enrollment_____ Days of leave taken_____ Days of unauthorized absence_____	Office Order No. and Date_____ Date of withdrawal_____ Organisation where working_____ _____
Office Asst Supervisor	Residential requirement completed _____months

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PART-B : RECOMMENDATION OF DSC

1.   Attendance and work record of the student is ☐ Satisfactory ☐ Unsatisfactory
2.   Date of comprehensive oral examination :_____(b) Grade obtained_____
3. a) Date of Seminar_____(b) Number of persons present_____
   c) Performance (i) in terms of quality_____ (ii) in terms of letter grade_____
(For unsatisfactory performance, action has to be taken as per regulation No.12.1 of Ph.D. Programme)

4.   Quality of report submitted :_____

5.   Recommendation of DSC

     (a) The work done, if any, prior to joining the programme is worth/not worth.
     (b) The candidate be registered effective from_____for Ph.D. (Res) Degree in
        (Broad discipline):_____
     (c) Earliest Date of Thesis Submission_____
     (d) Part or work (for sponsored scholars only) can be done at the

     place_____

     _____

6.   Signature of DSC members with date :

     Name   Signature

     1._____   _____
     2._____   _____
     3._____   _____
     4._____(Supervisor)   _____
     5._____(Supervisor)   _____
     6._____(Chairman, DSC)   _____

Head of the Department

PART-C (FOR OFFICE USE ONLY)

1. Based on the recommendation of the DSC, the candidate's registration for Ph.D. with effect from_____is recommended to RPEC for consideration.

Dean, PGS&R

<u>Recommendation of the RPEC</u>

(a) Recommended   :   Yes/No
(b) Not recommended for the following reason :

_____
_____

_____ _____ _____ _____ _____ _____
             (Signature of RPEC members)   Chairman

Decision of the Academic Council :

Approved/Rejected by Academic Council in its_____th meeting held on_____.
D.A. PGS&R Section is advised to bring out   an appropriate office order with copies to the candidate, supervisors and the Head of the Department.

                                  Dean, PGS&R

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG, ODISHA

No. IGIT/PhD/_____/ 　　　　　　　　　　　　　　Date:_____

OFFICE ORDER

Registration of students for Ph.D. Degree

The undersigned is pleased to convey approval of the Academic Council for registration of the following candidate for the Ph.D. Degree vide Academic Council Resolution No._____Dated_____

1. Name of the Student:..……..

2. Roll No:...…..

3. Department :...…......................................

4. Date of Enrolment:...…...........................

5. Registration effective from :...…..................................…...............

6. Earliest Date of Thesis Submission:...…......

7. Supervisor(s): (1)...…..................

　　　　　　　　　...…

　　　　　　　　(2)...…

　　　　　　　　　...…

8. Whether registering for Degree in Engineering/Science 　　: ....…..............

9. Broad Area of Research:..........................…..............................…..

　　　　　　　　..........................…..…...

10. Course Work Completed:

Sl.No.	Subject-ID	Course Title	Credits	Remarks
1				
2				
3				
4				

11. For sponsored candidates:
- 　Whether permitted to work outside the Institute: Yes/No
- 　Place of work: 　　　　　　　...........................…...........................…..
- 　Residential requirement completed: ....…........months

　　　　　　　　　　　　　　　　　　　　　　　　_____

　　　　　　　　　　　　　　　　　　　　　　　　　Dean, PGS&R

Memo No.IGIT/PhD/ 　　　　　　　　　　　Dated :

Copy to :

1. Student concerned (Through Head of the Department)
2. Head, _____Department
3. Supervisors
4. Employer:_____

　　　　　　　　　　　　　　　　　　　　　　　　　Dean, PGS&R

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG, ODISHA
Application for withdrawal and submission of Ph.D. Thesis from outside (To be submitted only after successful completion of all course work and residential requirement)

1. Name:_____ 2. Roll No:_____

3. Academic Programme :   Ph.D.   4. Category _____

5. Date of Enrolment : _____ 6. Date of Registration:_____

6. Department :_____

7. Name of Thesis Supervisor(s): _____

    _____

8. Date from which withdrawal is sought: _____

9. Reason for withdrawal :

    ☐ To pursue research programme at the place of employment.

    ☐ To write and submit Thesis from outside (Research work already completed)

    ☐ To take a temporary break and return to the Institute for completing the research programme

    ☐ Any other (specify)_____

10.   Approval at the time of admission (For sponsored students)

    ☐ As per original request of the sponsors at the time of admission, the student is expected to pursue research work at the place of employment.

    ☐ The student is supposed to work full time in the Institute till completion of the project.

11. Arrangement made, or to be made for completion of Thesis : _____
_____

12. Address for communication :_____
_____
_____

    Phone : _____   Fax : _____   E-mail :_____

13. Undertaking :

    I undertake to do semester registration in time by paying all applicable dues every semester till submission of Thesis. I also promise to remain in touch with my supervisor(s) continuously for carrying out my project. I shall abide by all applicable rules of the Institute.

14. Signature of the student_____Date_____

15. Comments of Supervisor(s):

   (a) The student has worked for_____years_____months on his project

   (b) Course work : All assigned course work completed

   (c) Experimental work_____% completed

   (d) Collection of data from outside the institute,_____% completed

   (e) Computational work :_____% completed

   (f) Data analysis and interpretation :_____% completed.

   - I am satisfied with the arrangement made /proposed for carrying out the project
   - Withdrawal recommended .

   <u>Supervisor</u>

----

16. **Recommendation of Doctoral Scrutiny Committee :**

   _____

   _____

   _____

   <u>(Member(DSC)</u> <u>(Member(DSC)</u> <u>(Member(DSC)</u> <u>(Member(DSC)</u> <u>(Member(DSC)</u> <u>Chairman(DSC)</u>

17. **Recommendation of the Head of the Department :**

   ☐ Withdrawal recommended   ☐ Withdrawal not recommended

   <u>Head of the Department</u>

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18. **Observations of Academic Section :**

   ☐ The student has completed assigned course work.

   ☐ The student is a sponsored candidate, and as per enrolment record, he is supposed to carry out his work at place of employment.

   ☐ The Student is <u>not</u> a sponsored student, but has completed the residential requirements of 06 months.

   <u>D.A. PGS&R Section</u>

19. **Recommendation of Dean (PGS & R)**

   _____

   _____

   <u>Dean, PGS & R</u>

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20. Approved by DIRECTOR

   ☐ Withdrawal approved from_____   ☐ To be considered after second supervisor is selected   ☐ Withdrawal request rejected

   - To be reported to Academic Council in its next meeting.
   - The Thesis must be submitted before_____
                        (Date)   <u>DIRECTOR</u>

To   **D.A. PGS&R Section**

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG, ODISHA

No.VIGIT/PhD/   Date ………………

OFFICE ORDER

Permission of Withdrawal and Submission of Thesis from outside by Ph.D. Students

The undersigned is pleased to convey the approval of competent authority for withdrawal of the following student from the Research Programme of the institute and submit Thesis from outside:

1. Name of the Candidate : _____

2. Registration No.   : ☐☐☐☐☐☐☐

3. Department   : _____

4. Academic Programme: Ph.D.

5. Thesis Supervisors   : (1)_____(Principal Supevisor)

        (2)_____(Co-Supervisor)

6. Date from which withdrawal is granted :_____

7. Reason for withdrawal :_____

    _____

8. Address for communication :_____

    _____

    Phone/Mobile No._____Fax_____Email_____

9. Special points (if any)_____

    _____

    _____

    _____

The student is required to do semester registration every semester as per prevailing regulations and shall remain continuously in contact with his supervisors. The Thesis must be submitted within the time limit set under the regulations.

                                                                        D.A. PGS&R Section

To

1. The student concerned :_____
2. Supervisor(s) :_____
3. Head, Department of :_____
4. Employer of the student (if applicable) :_____
5. Student's personal records.

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG, ODISHA
Proposal for submission of Synopsis of Ph.D. Thesis

Certified that research work of Shri/Ms./Mrs._____ a

student in the Department/Centre of_____is nearly completed

and the candidate will be able to submit his/her dissertation within the time limit of two months

prescribed under the regulations. A synopsis of his proposed Thesis may kindly be accepted for

initiating the evaluation process.

Encl: (1) 1 copy of synopsis
     (2) 1 copy of synopsis in electronic media (MS WORD and PDF format)

Date:_____   _____
                                            Signature of Supervisor(s)

The student has made an oral presentation before the DSC and a general audience. The DSC members have reviewed the synopsis and heard the oral presentation. The student has completed the required number of course works and other related works as per provisional registrations. The DSC is satisfied that he/she can submit the Thesis in 02 months. The list of possible external examiners   (Form IGI/PhD/16) is enclosed for approval.

The Thesis <u>will be</u> / <u>need not be</u> seen by the Committee before submission.

_____   _____
  Chairman, DSC   Head of the Department

         Recommended to DIRECTOR for approval and serialization of list of examiners.

                                   _____
                                   Dean, PGS&R
          Approved.

                                   _____
                                   DIRECTOR

N.B: This proposal is required to be sent to the Dean PGS&S Section with the panel of examiners
        on   (Form IGIT/PhD/16) recommended by the DSC along with 1 copy of the synopsis.

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG, ODISHA

Recommendations on Composition of Board of Examiners for Adjudication of Ph.D.Thesis

Date:_____

1.   Name of the candidate (Full)   :_____Roll No._____

2.   Deptt./Centre attached to   : _____

3.   Effective Date of Registration: _____

4.   Subject of Research/   : _____
Title of the Thesis   _____

5. Degree for which the Thesis is: Ph.D. in _____
to be submitted

6. Name(s) of Supervisor(s)   : _____

7. Panel of names for composition of the Board of Examiners:

A **For adjudication of Thesis:**
   (a) External Examiners Panel I: [From outside India]

   (i) Name   : _____
   Designation   : _____Specialisation:_____
   Affiliation Address: _____
   Residential (Postal) Address: ————————————————————————————————

   ——

   Telephone-Office: ——————— Telephone-Residence: ——————— Fax: —————————

   E-mail: ——————— Website of organization: ———————————

(ii) Name : ——

   Designation: ——————————— Specialisation: ———————————
   Affiliation Address: ———————————————————————————————

   Residential (Postal) Address: ————————————————————————————

   ——

   Telephone-Office: ——————— Telephone-Residence: ——————— Fax: ———————

   E-mail: ———————Website of organization: ———————————

(iii) Name: —————————————————————————————

Designation: ————————————— Specialisation: —————————————

Affiliation Address: ————————————————————————

Residential (Postal) Address: ——————————————————————

—————————————————————————————————

Telephone-Office: ——————— Telephone-Residence: ———— Fax: —————————

E-mail: ————————— Website of organization: —————————

(iv) Name: —————————————————————————————

Designation: ————————————— Specialisation: —————————————

Affiliation Address: ————————————————————————

Residential (Postal) Address: ——————————————————————

—————————————————————————————————

Telephone-Office: ——————— Telephone-Residence: ———— Fax: —————————

E-mail: ————————— Website of organization: —————————

(v) Name: —————————————————————————————

Designation: ————————————— Specialisation: —————————————

Affiliation Address: ————————————————————————

Residential (Postal) Address: ——————————————————————

—————————————————————————————————

Telephone-Office: ——————— Telephone-Residence: ———— Fax: —————————

E-mail: ————————— Website of organization: —————————

(b) External Examiners Panel II (From within India)

(i) Name: —————————————————————————————

Designation: ————————————— Specialisation: —————————————

Affiliation Address: ————————————————————————

Residential (Postal) Address: ——————————————————————

—————————————————————————————————

Telephone-Office: ————————— Telephone-Residence: ———— Fax: —————————

E-mail: ————————— Website of organization: —————————

(ii) Name: ——————————————————————————————————————

Designation: ————————————— Specialisation: ———————————————

Affiliation Address: ———————————————————————————————

Residential (Postal) Address: ——————————————————————————

Telephone-Office: ——————— Telephone-Residence: ——————— Fax: ———————————

E-mail: ——————————— Website of organization: ———————————————

(iii) Name:——

Designation: ————————————— Specialisation: ———————————————

Affiliation Address: ————————————————————————————————

Residential (Postal) Address: ——————————————————————————

Telephone-Office: ——————— Telephone-Residence: ——————— Fax: ———————————

E-mail: ——————————— Website of organization: ———————————————

(iv) Name:——

Designation: ————————————— Specialisation: ———————————————

Affiliation Address: ————————————————————————————————

Residential (Postal) Address: ——————————————————————————

Telephone-Office: ——————— Telephone-Residence: ——————— Fax: ———————————

E-mail: ——————————— Website of organization: ———————————————

(v) Name: ———————————————————————————————————————

Designation: ————————————— Specialisation: ———————————————

Affiliation Address: ———————————————————————————————

Residential (Postal) Address: ——————————————————————————

Telephone-Office: ——————— Telephone-Residence: ——————— Fax: ———————————

E-mail: ——————————— Website of organization: ———————————————

B. For conducting the Viva-Voce :

(i)   External member : any one of the following :

     1. Examiner from Panel II who adjudicated the Thesis
     2. _____

(ii)   All members of the Doctoral Scrutiny Committee.

The Doctoral Scrutiny Committee certifies that the candidate named above duly appeared at the comprehensive viva-voce held today, the_____20_____ and his performance was found satisfactory.

The committee has also scrutinized the synopsis of the Thesis and certifies that the work is of the standard required. We recommended the composition of the Board of Examiners and viva-voce Board as given in A & B above.

SIGNATURE OF THE MEMBERS OF THE DOCTORAL SCRUTINY COMMITTEE

1._____   2._____

3._____   4._____

_____ _____ _____ _____
Supervisor   Supervisor   Chairman,DSC   Head of the Deptt./Centre

Approved in order of preference as marked on the margin

DIRECTOR
Chairman Academic council

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG, ODISHA

Submission of Thesis by Ph.D. student

Name of the student:_____Roll No:_____

Department :_____

Date of Enrollment :_____Date of Registration:_____

Title of the Thesis:

_____

_____

_____

I hereby submit my Thesis to the Institute for consideration and award of Ph.D. Degree

Encl: 1) 03 copies of Thesis

     2) 03 copies of Thesis in electronic media (Both PDF and Word)
     3) 10 copies of synopsis of the Thesis along with soft copies in both PDF and Word

     4) Copy of Receipt No. _____dated_____ for Thesis examination fee.

_____   _____

    Date   Signature of student

……………………………………………………………………………………………………

Recommended for Acceptance for the purpose of evaluation.

_____   _____   _____

Principal Supervisor   Chairman, DSC   Head of the Department

(or Co-Supervisor in his absence)

……………………………………………………………………………………………………

To

    The Dean, PGS&R

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG, ODISHA

No. IGIT/PhD/_____   Date:_____

Acceptance of Ph.D. Thesis for examination

Name of the student: _____

Roll No.   :_____

Department   :_____

Title of the Thesis   :

_____

_____

_____

Received _____ copies of the above mentioned Thesis and _____ copies

of synopsis   from Head, Department of _____for examination as per

regulations of the Institute. The department will be informed by the Institute on the status of

examination in due course.

It is certified that the student has completed all formalities related to his academic programme

and may leave the Institute awaiting adjudication of his Thesis.

_____   _____
D.A. (Dean, PGS&R)   Dean, PGS&R

To

     (1) Head, Department of ……………..…………………

     (2) Student concerned.

     (3) Employer of student (if applicable)

     (4) Superintendent,_____Hostel.

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG, ODISHA

RECOMMENDATION OF EXAMINERS ON Ph.D. THESIS

Name of the Candidate_____Roll No._____

Title of the Thesis_____
_____

(**Please send** detailed report on the Thesis on separate sheet, and specific recommendation **by ticking** ☐ √ **any one of the following option**)

I. The **Thesis meets the academic standard necessary for award of Ph.D. degree in** ☐

Institutions of higher learning around the world. It may be accepted for award of the **Ph.D. degree in its present form.**

OR

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

OR

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

OR

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

OR

V. The Thesis does not meet the standards of comparable work in Institutions of higher learning. It is **rejected**. ☐

Place:_____   Signature of Examiner_____

Date:_____   **Name of the Examiner**_____

Affiliation:_____

N.B :   1.   A detailed Report should be enclosed in a separate sheet
          2.   It is expected to receive the report within six weeks counting for the date of receiving the hard copy of the thesis. (Thesis need not be returned unless it contains Instructions for corrections).
          3.   The Institute requires a signed report from the examiner. Please return it to :

          NAME
          Dean, PGS&R
          Indira Gandhi Institute of Technology, Sarang, Odisha
          PO-Sarang
          Dist- Dhenkanal – 759146, Odisha (India)

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG, ODISHA

SUMMARY OF EXAMINERS' REPORTS ON Ph.D. THESIS

No.IGIT/PhD/   Date……………….

Name of the Candidate   :   _____

Roll No.   :   _____

Department/Centre   :   _____

Title of Thesis   :   _____

   _____

Date of registration   :   _____

Date of submission   :   _____

External examiners   :   (1)_____

     (2)_____

Supervisor(s)   :   (1)_____

     (2)_____

Reports on the Ph.D. Thesis of the candidate have been received from the examiners and are enclosed herewith for review.

Dealing Assistant
(Dean PGS&R) Section

REMARKS OF DEAN, PGS&R
Summary of reports :

_____

_____

DEAN, PGS&R

REMARKS OF DIRECTOR

The reports of the examiners may be reviewed by the DSC in light of the observations of Dean,PGS&R and the recommendations of the DSC be sent to the Director for approval. The HOD may, if the DSC thinks fit, give copies of the reports to the student to make necessary changes in Thesis if so advised by the examiners.

DIRECTOR

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG, ODISHA

RECOMMENDATION OF THE DOCTORAL SCRUTINY COMMITTEE ON REPORTS OF EXAMINERS

1. Department   :_____ Date: _____

2. Name of the Candidate   : _____ Roll No: _____

3. Date of Registration   : _____ _____

4. Title of the Thesis   : _____

                 _____

5. Whether Adjudicator's   : _____
Report unanimous and   _____
favorable, if not state   _____
difference

6. Observations if any, of   : _____
the Committee   _____

7. Changes made in the Thesis, if any (Attach separate sheet)

8. Proposed date of Viva   : _____
Voce Examination

9. We have considered the reports of the members of the Board of Examiners and recommend that the candidate may now be asked to appear for a viva-voce examination by the Board already formed. We also recommend that on the favourable report of the viva-voce Board one candidate be admitted to the Degree of Doctor of Philosophy in _____

10. Proposed Name and Address:
     of Viva-Voce Examiner   _____

        Signature of the members of the Doctoral scrutiny Committee:

1.   _____   3.   _____

2.   _____   4.   _____

_____   _____   _____
Principal Supervisor   **Co-Supervisor**   **Chairman, DSC**

_____
Head of the Department

_____   _____
Dean,PGS&R   **DIRECTOR**

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG, ODISHA

REPORT ON DEFENCE OF Ph.D. DEGREE

Department   : _____Date : _____

Name of the Scholar   : _____

Title of the Thesis   : _____

_____

_____

Review of Examiners' report   :

1.   Examiner I   : Prof./Dr._____

2.   Examiner II   : Prof./Dr._____

3.   Supervisor(s)   : Prof./Dr._____

     : Prof./Dr._____

Date of Viva-Voce   : _____ Number of persons present in seminar : _____

Recommendation   :

(a) Performance   : _____

(b) Degree (if recommended) to be awarded   :   Ph.D. Programme

Modifications/Corrections as suggested by External Examiner have been incorporated and modified version of the Thesis submitted.

Signature of members of Doctoral Scrutiny Committee/ board of viva-voce examiners :

<table>
<tr><td>Member</td><td>Member</td><td>Member</td></tr>
<tr><td>Principal Supervisor</td><td>Co-Supervisor</td><td>External Member</td></tr>
<tr><td>Chairman, DSC</td><td></td><td>Head of the Department</td></tr>
</table>

1.   Two copies of the corrected bound Thesis received.
2.   Two soft copies of the corrected Thesis in the form of CD containing MS-WORD and PDF files received.
3.   The copies of Thesis in paper and electronic form will be sent to   Central Library if approved by the Dean, PGS&R.

D.A (Dean, PGS&R)

The recommendation of the Panel of examiners may be accepted for award of Ph.D. Degree.

Signature of Members of RPEC   Chairman RPEC (Dean, PGS&R)

The student is provisionally accepted for award of Ph.D. degree, subject to approval by the Academic Council .

Director

Chairman A.C.

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG, ODISHA

PROGRAMME COMPLETION CERTIFICATE

(For Ph.D. Programme only)

1. Name of the student (in full)   : _____

2. Registration Number   : _____

3. Department   : _____

4. Programme   : _____

5. Title of the Thesis   : _____

_____

_____

6. Supervisor(s)   : 1._____

2._____

7. Date of Completion   : _____

Certified that the students named above has successfully completed all requirements for the award of the degree of Ph.D. of IGIT, Sarang. The final degree certificate will be awarded by Biju Patnaik University of Technology. This certificate is issued with the approval of the competent authority.

Date :   D.A PGS&R Section   Dean, PGS&R

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INDIRA GANDHI INSTITUTE OF TECHNOLOGY

SARANG-759146 (ODISHA)

(An Autonomous Institution of Govt. of Odisha)

Provisional Certificate

1. Name of Ph.D Scholar

2. Father's Name

3. Ph.D Registration No,-------------------- Stream ----------------------

4. Date of enrolment

5. Programme completed

6. Date of completion

7. Title of Thesis --

    ----

8. Name of Superviosor(s) --

Date of issue   **Director**

INDIRA GANDHI INSTITUTE OF TECHNOLOGY

SARANG-759146 (ODISHA)

(An Autonomous Institution of Govt. of Odisha)

Provisional Grade sheet

Ph.D Registration Number   :

Name   :

Stream   :

Branch   :

Semester:

Sl.No	Subject Code	Subject Name	Credit	Grade

	Total credit	SGPA

Promotional Status   :

Equivalent percentage of marks :

Equivalent percentage   :

Medium of Instruction   :

Date of publication   :

Controller of Examination

INDIRA GANDHI INSTITUTE OF TECHNOLOGY

SARANG-759146 (ODISHA)

(An Autonomous Institution of Govt. of Odisha)

INSTITUTE LEAVING CERTIFICATE

Certified that --

Son/daughter of ---

An Inhabitant of ---

-- has been a Ph.D Scholar of the Discipline ----------------------- in the Department of ---------------------------- of Indira Gandhi Institute of Technology, Sarang from ---------------- to -------------------. His/her conduct has been ---------------------. I know nothing against his/her character. All sums due by him to the college have been paid including college fees up to ----------------.

His/her attendance in the course work of lectures is given below

SUBJECT

Date   Dean (PGS&R)

INDIRA GANDHI INSTITUTE OF TECHNOLOGY

SARANG-759146 (ODISHA)

(An Autonomous Institution of Govt. of Odisha)

CONDUCT CERTIFICATE

This is to certify that Shri/Miss ....

.... is/was a Ph.D Scholar during the period .... to .... & has successfully completed the Programme.

His/Her character and conduct were ....

Date   Dean (SW)