

**RAJIV GANDHI NATIONAL AVIATION UNIVERSITY
REGULATIONS RELATING TO THE DOCTOR OF PHILOSOPHY (PH.D.) PROGRAMME**

REGULATIONS RELATING TO THE PH.D. PROGRAMME

The Rajiv Gandhi National Aviation University (RGNAU) was established by an Act of Parliament called the “Rajiv Gandhi National Aviation University (RGNAU) Act, 2013” (No. 26 of 2013) having its headquarters at Fursatganj, Dist. Amethi, Uttar Pradesh. The University has been envisaged as the premier institution of higher learning within the aviation milieu aimed at providing cutting edge and critical research to enhance the aviation industry in India. The Act of Parliament empowers the University to award Diploma, Under Graduate Degrees, and Post Graduate Degrees and PhD Degrees in the field of aviation and allied disciplines. At the same time collaborations and cooperation with the leading national and international universities/ institutions in the aviation domain, are being forged towards proffering global knowledge that is customized to local requirements.

RGNAU is a very student friendly place and all efforts are made to ensure that the students are provided the best opportunities that are needed to create outstanding pool of human resources to meet the global challenges in all spheres. The students are required to follow certain procedures and meet specified academic requirements each semester. This comprehensive information on the Rules and Regulations PhD programmes are given below.

We urge the students to make best use of the world class infrastructure and facilities available at RGNAU and wish all of them all the very best for a successful career.

1. GENERAL

- 1.1 The University admits students for research leading to the Degree of Doctor of Philosophy (Ph.D.).
- 1.2 Admission to the Ph.D. programme takes place in July and January in every academic session. Advertisements appear in reputed national dailies and the pertinent information is uploaded on the University website. The eligibility criteria for candidates for admission into the Ph.D. programme are given in **Appendix-I**
- 1.3 A Ph.D. student may belong to one of the following six categories:
 - (i) Regular with Assistantship
 - (ii) Individual Fellowship (CSIR/UGC/DBT/INSPIRE/ICMR etc.)
 - (iii) Sponsored
 - (iv) Project
 - (v) University Employee
 - (vi) Foreign National
 - i. A Ph.D. student in the Regular with Assistantship category (University research student) is eligible for getting University Research Fellowship as approved by the Ministry of Science & Technology, Department of Science & Technology, Government of India. See **Appendix-II** for details of eligibility for getting the assistantship.

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- ii. A Ph.D. student in the Individual Fellowship category is one who joins the Ph.D. programme of the University as an individual student and enjoys either the UGC/CSIR/DBT/INSPIRE or any other Fellowship instead of the University Research Fellowship.
 - iii. A Ph.D. student in the Sponsored category (Sponsored research student) is one who is sponsored by an organization of repute for the Ph.D. programme. See **Appendix-III** for details of rules pertaining to research students in the Sponsored category.
 - iv. A Ph.D. student in the Project category (Project research student) is one who works either as a research fellow (JRF or SRF) or as a research staff (SRA, JSO, SSO) in an sponsored project operating in the University. See **Appendix-IV** for details of rules pertaining to research students in the Project category.
 - v. A Ph.D. student in the University-Employee category (University Employee research student) is a permanent employee of the University who is sponsored by the University for the Ph.D. programme. See **Appendix-V** for details of rules pertaining to research students in the University-sponsored category.
 - vi. A non-Indian Ph.D. student belongs to the Foreign National category (Foreign research student). See **Appendix-VI** for details of rules pertaining to research students in the Foreign category.
- 1.4 Residence of students. — A student admitted to the University shall either be a member of the hostel, subject to permission being given, or a day scholar. **Appendix-VII** for the rules for accommodation in a Hostel .
- 1.5 A Ph.D. student has to pass through several recognizable phases of research: Joining, Formation of Doctoral Scrutiny Committee, Enrolment, Coursework, Comprehensive Examination, Registration, Synopsis Submission, Submission of Thesis for Examination, Thesis Examination, Compliance to the Examiners' Comments, Thesis Defence, and Final Thesis Submission. Semester Registration is an activity, which is spread throughout the research lifecycle. Activities pertaining to each of these phases are detailed later in this document.
- 1.6 Normally, a research student will be required to stay in the University till he or she completes the assigned coursework and submits the thesis.
- 1.7 For a research student in the sponsored category the minimum residential requirement can be **one** semester provided that the student has completed the recommended coursework and the sponsoring organization gives in writing that it has adequate facilities in the area of research of the student and that it will make these facilities and time available to the student to carry out the research work there.
- 1.8 The flowing categories of research students can be given **Temporary withdrawal** subject to the conditions mentioned:
- (a) A Ph.D student in the Sponsored category after the completion of one semester and after fulfilling the course requirements provided the sponsoring organization gives a written statement to the effect that adequate and relevant research facilities exist in the

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organization and that these facilities and time will be extended to the student for doing his (or her) research work.

- (b) A Ph.D student who has got a job offer if he (or she) has completed his (or her) registration, subject to the condition that after joining the new job he (or she) will submit a written statement, within one month after taking the withdrawal, from the organization indicating that adequate relevant research facilities exist there and that these facilities and time will be made available to the candidate for doing his (or her) research work. If such a written statement is not received within a month, then the temporary withdrawal will be cancelled. Having a supervisor from the sponsoring organization is encouraged in all such cases.

- 1.9 Every student, who is permitted to carry out the research work externally, is required to maintain close contact with the supervisor in the University.
- 1.10 After enrolment for the Ph.D program a Research Scholar under any category may be permitted to be on leave from the University for a limited number of days per year of stay, as stated below:
- (i) for incidental purposes, CASUAL LEAVE ---- 15 days
 - (ii) for treatment on illness, MEDICAL LEAVE---- 30 days

The leave will be granted by the Head of the Department/School on the recommendation of the Supervisor and any leave not availed of in a year shall not accumulate. Participation in scientific events/workshops in India or abroad will be treated as "on duty" with due approval of the competent authority. Maternity leave as per the Government of India instructions issued from time to time would be available to female candidates in all categories.

- 1.11 A research student has to devote at least three years from the date of his (or her) enrolment before he (or she) is permitted to submit the thesis.
- 1.12 In course of the research a Ph.D. student is expected to (i) satisfactorily complete prescribed coursework and comprehensive examination, (ii) work diligently on a chosen thesis topic, (iii) give interim reports and presentations on the progress made in the research front, (iv) present and publish papers in reputed conferences and journals, (v) do a research work that is original and that follows the broad research methodology accepted by the peers in the field, (vi) give a seminar on the research work done and submit a synopsis of the thesis, (vii) verify thesis through software (as approved by the Academic Council) to prevent plagiarism, (viii) submit the thesis, (ix) modify the thesis on the basis of comments of the examiners, (x) defend the thesis in an open viva, and (xi) submit the final copies of the thesis.
- 1.13 The award of the Ph.D. degree is made on the basis of satisfactory performance of a research student in
- (i) the prescribed coursework,
 - (ii) the comprehensive examination,

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- (iii) the synopsis submission seminar,
 - (iv) the thesis submitted by the candidate judged for its novelty and originality, and
 - (v) the final viva voce.
- 1.14 The thesis shall be the report of original and novel research work characterized by discovery of new facts, or development of new theory, or new interpretation of known facts and theory, or independent design and development, or development of new instrument/technology.
- 1.15 During the entire research period, every Ph.D. student has to follow the rules, regulations, and guidelines laid down by the University.
- 1.16 The Ph.D. students shall conduct themselves within and outside the precincts of the University in a manner befitting the students of an University of national importance. Detailed rules regarding conduct and discipline are given in **Appendix-VIII**.
- 2. ADMISSION**
- 2.1 Admission to the Ph.D. programme takes place in July and January in every academic session. Advertisements appear in reputed national dailies and the pertinent information is uploaded on the University website. The eligibility criteria for candidates for admission into the Ph.D. programme are given in **Appendix-I**.
- 2.2 School/Department Academic Committee (Post-Graduate and Research), abbreviated as DAC (PG&R), of the concerned School/Department recommends admission of candidates to the Ph.D. programme based on the following:
- DAC (PG&R) shortlists the candidates on the basis of their eligibility and overall academic career. A Department/School can set its own cut-off score for shortlisting the candidates.
 - To evaluate the candidates, it conducts a test and/or an interview for the shortlisted candidates and considers the performance of the candidates in both the test and the interview as well as their overall academic career to recommend a list of candidates for admission to the Ph.D. programme. **See Appendix-IX** for information on weightage.
- 2.3 The DAC (PG&R) appoints one Board (or two Boards) for conducting the Test and the Interview. The Board(s) examines (examine) a candidate's background adequacy for research, aptitude and preparedness for research, broad area of research which the candidate is interested to work in, and whether adequate facilities (hardware, software, and matching area of supervision) in the indicated research area exist in the University.
- 2.5 A candidate in any of the above-mentioned category may not be recommended for admission if adequate research facilities (equipment, expertise, or the like) are not available in the Department/School.

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3. JOINING

3.1 After getting the letter of admission to a Ph.D. programme, a student has to join the programme by (1) depositing the requisite amount to the University and (2) submitting (a) documentary proofs for the degrees and marks obtained in the qualifying examinations, (b) documentary proof of scores in GATE/NET examinations (in case of University and NET (Individual) research students), (c) sponsorship certificate and release letter from the sponsoring organizations (in case of a sponsored research student), (d) acceptance of resignation by the employer if in employment and selected for Regular with Assistantship category, (e) clearance of Government of India and offer of assistantship (in case of a foreign research student) and (f) medical certificate

3.2 A candidate should fulfill the appropriate standards of medical fitness. The opinion of the Medical Board of the University in regard to the medical fitness of a candidate shall be final.

4. ALLOCATION OF STUDENTS TO SUPERVISORS

4.1 Every admitted student will have one or two supervisors.

4.2 Allocation of supervisors is made by the DAC (PG&R).

4.3 A supervisor plays a critical role in the successful conduct of research. He (or she) plays the role of a research advisor, an administrator, and a friend. **See Appendix-X** for other details regarding the supervisor allocation supervisor's role, and the supervisor-student relationship.

4.5 Project investigators are normally the supervisors for the research students in the project-category.

4.6 A research student in the (Individual) Fellowship category is permitted to have a supervisor of his (or her) choice.

4.7 A student who, with the permission of the University, carries out substantial portion of the research work in another organization (equipped with adequate research facility) under the guidance of an experienced individual requisite expertise can be permitted to have him (or her) as a supervisor subject to the recommendation of the Doctoral Scrutiny Committee (based on the consent and a bio-data of the individual) to that effect.

5. FORMATION OF DOCTORAL SCRUTINY COMMITTEE (DSC)

5.1 The Head of the Department/School, in consultation with the Supervisor(s), shall constitute a Doctoral Scrutiny Committee (DSC) for each research student.

5.2 A Doctoral Scrutiny Committee is a crucial administrative organ of the research administration that oversees the progress of the student in the research front. Its functions are to:

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- Recommend coursework for the student,
- Advise the student on the appropriateness of the chosen research work and the adopted research methodology,
- Monitor the student progress on the basis of interim reports and seminars,
- Decide on the adequacy of the work done for registration for Ph.D., semester registration, annual renewals, enhancement and extension of assistantship (for University research students), and for submission of the work as a Ph.D.-level thesis,
- Recommend the names of the examiners for evaluating the thesis,
- Judge whether the changes suggested by the examiners are incorporated in the revised thesis,
- Conduct the thesis defence examination along with the External Examiner,
- Recommend, to the Academic Council, the award of the Ph.D. degree.
- Give its recommendations with regard to change of supervisors, change of coursework (if any), change of DSC members, conducting part of the research work elsewhere, application of the student for temporary withdrawal, and with regard to research front and research misconduct of a student.

5.3 The Doctoral Scrutiny Committee for a student should be formed **within two weeks** of the student's joining the programme.

5.4 The Doctoral Scrutiny Committee shall consist of the following members:

- Chairman: Head of the Department/School (ex officio) or a Professor in the Department/School subject to such nomination and suitability.
- Convener: Supervisor
- Joint Supervisor, if any (either from University or from outside)
- Three members of the Faculty (with at least one from a Department/School other than the one in which the student is admitted) to be nominated in consultation with the Supervisor(s)

5.5 A member of the Faculty who himself/herself is enrolled for the Ph.D. degree of the University or does not have adequate experience in the relevant field shall not be appointed as Chairman or Supervisor or a member of the Doctoral Scrutiny Committee for any other candidate for the Ph.D. degree.

6. ENROLMENT AND RECOMMENDED COURSEWORK

6.1 A newly admitted research student has to enroll for the Ph.D. programme within one month of joining.

6.2 For enrolment, the student makes an application stating the broad area of research and providing his (or her) academic background.

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- 6.3 The Doctoral Scrutiny Committee considers the application and recommends a set of subjects as coursework normally complements the student's academic strengths with the core and the advanced methodological skills needed for the research work, as detailed below :

(1) The Credit requirement for the Ph.D. coursework is a minimum of 12 credits, including a "Research and Publication Ethics" course as notified by UGC vide D.O. No. F.1-1/2018(Journal/CARE) in 2019 and a research methodology course.

The Research Advisory Committee can also recommend UGC recognized online courses as part of the credit requirements for the Ph.D. programme.

(2) All Ph.D. scholars, irrespective of discipline, shall be required to train in teaching /education/ pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.

(3) A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the course work to be eligible to continue in the programme and submit his or her thesis.

- 6.4 If a required subject is not included in the existing post-graduate curricula, a subject can be chosen from the list of Academic Council-approved Self-Study subjects. Instructions in such a subject can be imparted in a self-study style, but performance evaluation of the student has to be made following the usual steps of evaluation such as teacher's assessment based on assignments, seminars, tutorials, etc., mid-term examination, and end-term examination, as prescribed for a regular subject.

Guidelines for registration of subject in a self study mode:

- The Research student will be allowed to register a subject in self-study mode from 2nd semester for sponsored category and 3rd semester for other categories.
- Maximum 2 subjects will be permitted to register in self-study mode.
- Only 1 subject is allowed to register in a particular semester.
- The subject, which a student will register, should not run in that semester as a regular mode.

- 6.5 In addition to the assigned course work requirement a candidate is also required to show, before he submits synopsis, proficiency in one of the subjects offered by the School of Humanities and Social Sciences, or School of Management as approved by the Academic Council.

- 6.6 Student can also register additional subjects and get the due credit of attending the course as follows:

- The student may register for additional subjects at any time during his studies subject to

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the recommendation of the DSC;

- The subject will be considered as “ADDITIONAL” only. It cannot replace any of the recommended subjects;
- In case of failure, Grade “F” will be shown in the grade card. However, the student can clear the subject in subsequent semesters.

6.7 Enrolment of a student for the Ph.D. programme is complete after the Research Programme Evaluation Committee (RPEC) approves the enrolment based on recommendations of the DSC. However, all such approvals should be reported to the Academic Council for concurrence.

6.8 The fellowship for a University research student is released after a student is enrolled for Ph.D.

7. PERFORMANCE IN THE RECOMMENDED COURSEWORK

7.1 A research student must secure a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the every recommended subject adopted by the University to be eligible to continue in the programme and submit his or her thesis.

7.2 If the marks obtained by a student in a subject is lower than 55%, the candidate is required repeat the subject.

7.3 If a student fails to complete the coursework within one year of enrolment, then the DSC will review the performance of the student and can recommend a change of coursework or advise the student to quit the PhD programme.

7.4 The DSC can consider an application from the student and can recommend a different set of subjects if such a change helps the student to carry out his (or her) research work better.

7.5 A grade card mentioning the performance of the student in the recommended coursework is issued to each student along with provisional certificate after completion of defense viva. However interim grade card can be issued only after Registration seminar is approved.

8. COMPREHENSIVE EXAMINATION

8.1 A research student after completion of one semester, he (or she) becomes eligible to appear at the comprehensive examination. The guidelines for conduct of comprehensive examination are given in **Appendix-XI**.

8.3 A student has to successfully pass in the comprehensive examination in a maximum of two attempts. In case a research student fails to qualify the comprehensive examination in two attempts, then he (or she) has to quit the PhD programme.

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9. REGISTRATION

- 9.1 Registration is a process of formally accepting that a research student is ready to carry out his (or her) research in a chosen area.
- 9.2 A student is deemed to be eligible for registration for the Ph.D. when he (or she)
- Completes the recommended coursework securing minimum 55% marks or equivalent grade in 10-point scale in each subject and qualifies in the comprehensive examination.
 - Makes a comprehensive survey of literature in the chosen area of research, identifies the research gap, and sets the objective of his (or her) research work.
 - Acquires the skill set required for carrying out the research work in the chosen area of research. The student is expected to master the other methodological and analytical skills specific to his (or her) research by attending lectures in subjects outside the recommended coursework and by self study.
- 9.3 Registration for Ph.D. is to be done within maximum period of two years from the date of enrolment subject to completion of the recommended coursework.
- 9.4 In case a student fails to do his registration within the time limit prescribed above, the DSC can recommend the student's name for strike off the rolls of the University.
- 9.5 The student applies for registration, writes a research proposal and gives a seminar talk on the topic of his (or her) research.
- 9.6 The research proposal outlines the importance of the research area, makes a critical analysis of the work done in the past, identifies the research gap, poses the research questions, specifies the objectives and the scope of the research to be done by the student, and states the progress made in the research front (if any).
- 9.7 The research proposal must reach the members of the DSC at least three days before the registration seminar.
- 9.8 The seminar talk has to be delivered to an open audience with members of the DSC and DAC (PG&R) present.
- 9.9 The student is expected to be receptive to all the comments and feedback from the DSC, DAC (PG&R), and others present in the seminar to make his (or her) research work more progressive and novel.

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- 9.10 If the research proposal and the seminar presentation are satisfactory, the DSC recommends the case for Ph.D registration.
- 9.11 If, however, the DSC is not satisfied with the research proposal and the seminar presentation, the candidate is required to submit another research proposal modified in the light of the comments received during the seminar presentation and give a seminar presentation within the next three months.
- 9.12 If a candidate's research proposal and seminar presentation are not satisfactory in the second attempt the DSC can recommend the cancellation of the student's enrolment. He (or she) then ceases to be a research student of the University.
- 9.13 Registration of a candidate for the Ph.D. degree shall be effective, normally, from the date of enrolment and shall remain valid for a period of eight years.
- 9.14 A candidate will be required to submit the thesis before the expiry of the registration period. In the event of a candidate failing to submit his (or her) thesis within the period, the registration shall lapse automatically.

10. SEMESTER REGISTRATION

- 10.1 Every research student is required to do semester registration in the beginning of every semester to enable the DSC to monitor and evaluate his (or her) progress in the research front.
- 10.2 The student pays the semester fee (see **Appendix-XII**), submits a progress report (about five-page long) outlining the work done during the previous semester, giving details of papers published in, or communicated to, journals and/or presented in the conferences, and work to be done during the next semester, and gives an open seminar presentation before the DSC and DAC (PGS&R).
- 10.3 In case the progress of a candidate is unsatisfactory or if the student is reported to be irregular in attendance, or indiscipline, or involved in research misconduct, then the DSC may recommend striking off the name of the student from the rolls of the University.
- 10.4 Research student who have not done semester registration consecutively for three semesters without valid reasons or without official permission, his/her name may be struck off from the students' roll of research student.

11. SUBMISSION OF THE SYNOPSIS OF THE THESIS

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- 11.1 When a student's research work gets peer reviewed through published papers in reputed journals and conference proceedings (at least one published paper in a journal with high impact factor) and when the supervisor(s) are satisfied with the originality, the novelty, and the completeness of the research work, they give a green signal to the student to compile the work to convert it into a unified document – the thesis.
11. 2. Peer publication requirements for submission of Ph.D. thesis:
- (i) Two papers of original research work published or accepted in any SCI/Scopus/SSCI/SCIE/ ABDC journals/research monographs:
 - (ii) One paper of original research work published or accepted in any SCI/Scopus/SSCI/SCIE/ ABDC journals, and one peer reviewed paper on original research work published in the proceedings of a conference.
 - (iii) Two peer reviewed papers (not abstracts or posters) on original research work published in the proceedings of a recognised conference.
 - (iv) Awarded patents, technology transfers, trademarks may be considered to be equivalent to published papers.
 - (v) The paper(s) must be part of the thesis work done at the University.
 - (vi) The student must be an author of the published paper.
- 11.3 Prior to submission of the thesis the candidate submits the synopsis of the thesis and presents a seminar to an open audience in which, besides others, the members of DSC and DAC (PG&R) members will be present.
- 11.4 The synopsis of the thesis is to be prepared following the guidelines. It should bring out, in a summary form in about 10 pages printed with one-and-half line spacing, the importance of the research area, the objectives and scope of the study, a critical review of relevant literature, methodology adopted, the work done, the research outcome and its interpretations, the contribution of the thesis to knowledge, and scope for future work in the area of the research.
- 11.5 A copy of the synopsis must be given to each member of DSC at least three days before the date of seminar presentation.
- 11.6 The synopsis of the thesis and the seminar presented by the student help the DSC to test the quality, the novelty, the originality, and the completeness of the research work done by the student.
- 11.7 The members of the DSC and others present during the seminar presentation seek clarifications on the work done by the student and give their feedback on the work presented in the synopsis and the seminar presentation.

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- 11.8 The student modifies the synopsis of the thesis in the light of the comments and the feedback and submits the modified synopsis to the members of DSC. When the DSC members are satisfied, then DSC recommends the submission of the synopsis.
- 11.9 If the DSC is not satisfied with the quality, the novelty, the originality, or the completeness of the work done, it asks the student to do additional work, submit a revised synopsis of the thesis incorporating the suggestions made during the seminar presentation, and give a seminar once again. When the members of the DSC are satisfied with the work, the revised synopsis of the thesis and with the seminar presentation they recommend the submission of the synopsis of the thesis.

12. SUBMISSION OF THE THESIS FOR EXAMINATION

- 12.1 The student has to submit the thesis within one month after the submission of the synopsis. Date of submission of Synopsis to the Academic Section be recorded as the date of submission of Synopsis. A draft version of the complete PhD thesis should be submitted to the DSC along with the Synopsis for consideration and approval.
- 12.2 The student writes the thesis following the thesis guidelines of the University. The thesis must contain, among other things, a declaration by the student that he (or she) has not indulged in any form of research misconduct, that the work is original and is not submitted for any degree to any other Institute or University, that the thesis does not contain any libelous (i.e., defamatory) statements, and that he (or she) has submitted the Laboratory Notebook containing the research data and results to the Supervisor.
- 12.3 If a thesis is based on a project sponsored by an external organization and the work uses/generates data/results of confidential nature to the organization, then the research supervisor has to obtain permission from that organization for including the material of confidential nature in the thesis and for its submission for the award of the degree. The draft thesis may have to be sent to the organization for getting a written permission.
- 12.4 The student sends a draft of the thesis to each member of the DSC as email attachment for comments. A member of the DSC is expected to send his (or her) comments on the draft within a week.
- 12.5 The student rewrites the thesis in the light of the comments made by the members to the DSC to the satisfaction of the supervisor(s).
- 12.6 He (or she) submits three copies of the soft-bound thesis along with its soft copy to the Academic Section. The thesis must be verified in software (as approved by the Academic Council) for plagiarism and a report in this regard should be attached while submitting the

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thesis. The percentage of plagiarism (excluding students own research work) should not be more than as decided by the Academic Council. The thesis should be printed on both sides of a sheet of paper and should be printed with at least one-and-half line spacing.

- 12.7 He (or she) also submits the Laboratory Notebook containing the research data and results of the experiments and the analysis to the Supervisor.
- 12.8 He (or she) carefully preserves the research data and results with himself (or herself) for doing additional work if asked to do so by one or both examiners.
- 12.9 The student gets his (or her) grade card showing his (or her) performance in the recommended coursework.
- 12.10 Once a research student submits the thesis, he (or she) ceases to be a student of the University and becomes a candidate for the degree of Ph.D. Normally, he (or she) vacates the Hostel room within seven days after submitting the thesis.

13. EXAMINATION OF THE THESIS

- 13.1 When DSC approves the synopsis of the thesis for submission, it recommends, to the Academic Council, two panels of ten examiners having expertise in the broad area of research of the thesis. Each panel must have names, designations, areas of specialization, and detailed postal, email and telephonic addresses of five examiners. One of these panels must have names and addresses of examiners from foreign universities.
- 13.2 The panels of examiners are prepared as per the following guidelines:
- The recommended person should have expertise in the broad area of research of the thesis and must be from a reputed Institution/University/organization.
 - More than one potential examiner for a thesis must not be drawn from the same Institution/University/organization.
 - The name of a potential examiner should not be listed in more than one panel for more than one student at a point of time.
 - The name of a potential examiner should not be listed again and again by the DSCs of students in a Department/School.
- 13.3 The Chairman of the Academic Council will select the examiners, one from each panel of examiners recommended by the DSC.
- 13.4 Upon getting the consent of an examiner, a copy of the thesis (both soft and hard) will be sent to him (or her) for evaluation.

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13.5 Each examiner is requested to judge the quality, novelty, originality, and completeness of the thesis on the basis of the hypothesis that the quality of the research work and its presentation in the thesis is comparable to any other thesis in any reputed Institution/University in the world. He (or she) is requested to

- Give a summary evaluation report specifically stating whether he (or she) considers the thesis to be
 - Acceptable without any change.
 - Acceptable subject to the candidate satisfactorily answering certain specific queries from the examiner during the thesis defence.
 - Acceptable subject to the minor modification of the thesis in the light of comments (to be specified by the examiner) and the DSC's approval that the thesis is modified appropriately along the examiner's comments.
 - Acceptable subject to the modification of the thesis in the light of comments (to be specified by the examiner) but after the modified thesis is once again evaluated and adjudged to be acceptable by the examiner.
 - Not acceptable. The examiner is expected to give reasons for such a recommendation.
- Give a detailed evaluation report highlighting the strengths and weaknesses of the thesis.

13.6 In case an examiner makes inordinate delay in sending his (or her) evaluation reports even after several reminders (letters, email, or telephonic), then another examiner may be appointed.

13.7 Neither a candidate nor his (or her) supervisor(s) is supposed to communicate with the examiners regarding the thesis evaluation nor to interfere with the process of thesis examination in any way. The thesis will be rejected if a violation of this guideline is made.

13.8 In case a candidate is found to have been involved in any form of research misconduct in connection with his (or her) research work, or if one or more of his (or her) declared statements are found to be false at any time, even after the award of the Ph.D. degree, then his (or her) thesis will be rejected.

14. CONSIDERATION OF THE EXAMINERS' REPORTS BY THE DSC

14.1 The DSC will consider the evaluation reports from the examiners, the comments of the Dean of School, and those of the Vice Chancellor as Chairman of the Academic Council and will appropriately advise the candidate.

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14.2 There may be **five** possible situations arising out of the nature of the reports, and the steps to be taken appropriate to the circumstances shall be as laid down below:

- (i) The examiners are unanimous in recommending the award of the degree without any modification of the thesis. The DSC recommends holding the final thesis defence.
- (ii) The examiners are unanimous in recommending the award of the degree but one or both examiners either want clarifications on certain issues during the thesis defence or minor modification of the thesis. In either case the candidate modifies the thesis as per the examiners' comments and submits, to the DSC, the modified thesis and a summary of modifications within a maximum period of six months from the date the communication is sent to him (or her) in this regard. If the DSC is satisfied with the modified thesis and its presentation in the summary of modifications, it recommends holding the thesis defence.
- (iii) The examiners are unanimous in recommending the award of the degree but one or both examiners want major modification of the thesis and a re-evaluation of the modified thesis. In this case the candidate modifies the thesis as per the comments of the examiners and submits, to the DSC, the modified thesis and a summary of modifications within a maximum period of six months from the date the communication is sent to him (or her) in this regard. If the DSC is satisfied with the modifications made in the thesis and with their presentation in the summary of modifications, then the modified thesis is sent to the examiner(s) (who had asked for re-evaluation) for its re-evaluation.
- (iv) One examiner does not recommend the award of the degree (i.e., rejects the thesis), whereas the other examiner recommends the award (with or without modification of the thesis). In such a case the candidate modifies the thesis in the light of the comments of the two examiners and submits, to the DSC, the modified thesis along with a summary of modifications within a maximum period of six months. If the DSC is satisfied with the modifications and their presentation in the summary of modifications, then it recommends sending the modified thesis to the same examiner or to another examiner in the same panel for re-evaluation. The recommendation of this third examiner, who re-evaluates the thesis (either the same examiner or another examiner in the same panel), is considered as final in determining whether the thesis is accepted or rejected for the award of the degree.
- (v) Both the external examiners reject the thesis. In this case the thesis is rejected.

14.3 In case a thesis finally gets rejected, the Academic Council, on the recommendation of the DSC, may permit the candidate to submit a revised thesis within a period of one year from the date of communication its decision to the candidate. In such a case the observations and comments of the examiners are made available to the candidate. The candidate will have to

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pay the examination fee, submit a synopsis of the revised thesis to the DSC and give a synopsis submission seminar. If the DSC is satisfied, it recommends two new panels of examiners. Within one month of submission of the synopsis of the thesis, the candidate will send the soft copy of the thesis as email attachment to the members of the DSC, and upon their satisfaction, submit three soft copies of the thesis to the Academic Section. The procedure of thesis examination proceeds as before. In case both the examiners reject the revised thesis, the thesis stands rejected.

15. THE DEFENCE OF THE THESIS

- 15.1 Once the reports of the examiners are unanimous and favourable, the candidate is asked to defend his (her) thesis in an open viva before a Viva-Voce Board. The Viva-Voce Board consists of all the members of the DSC and one of the thesis examiners. Usually, the Indian examiner is invited to be a member of the Viva-Voce Board. In a special circumstance when a foreign examiner is present in the country, he (or she) may be invited instead, with the approval of the Chairman of the Academic Council, to be a member of the Viva-Voce Board.
- 15.2 In case none of the two examiners is available for the thesis defence, the DSC may recommended appointment of another examiner from the original panel of thesis examiners or recommend a faculty from a reputed Indian University having sufficient expertise in the area of the research. In such a case, a copy of the thesis has to be sent to the newly appointed examiner before the scheduled date of thesis defence.
- 15.3 The candidate makes a seminar presentation of the research work, gives clarifications to all the queries made by the examiners, the members of the Viva-Voce Board, and by the members of the audience present.
- 15.4 The PhD viva voce examination may be conducted through video conferencing system at a suitable venue abiding by all the norms of Ph.D open defense in case of emergency or an extraordinary delay in getting the examiner. If so, the signature of the examiner on the report of viva-voce examination should be obtained in original. In case the Indian examiner is not able to conduct the viva even through video conferencing, either the foreign examiner may conduct it through video conferencing or another Indian examiner preferably from the existing panel be invited to conduct the viva voce examination in person. Approval must be obtained from Chairman Academic Council to conduct of viva-voce examination through video conferencing system or to invite another Indian examiner
- 15.5 If the performance of the candidate in the thesis defence is satisfactory and all other requirements are fulfilled, then the members of the Viva-Voce Board give a certificate to that effect, which becomes part of the candidate's thesis, and DSC recommends, to the Academic Council, the award of the Ph.D. degree to the candidate.

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- 15.6 If the Viva-Voce Board is not satisfied with the performance of the candidate in the defence of the thesis, it asks the candidate to once again defend the thesis before the Board within the next three months.

16. REVISIONS OF THE THESIS

- 16.1 It is mandatory that the final thesis submitted to the University after the thesis defence is error free. Therefore, the candidate has to modify the thesis in the light of the examiners' comments and carefully edit the final thesis before submitting the required number of copies to the University.
- 16.2 The candidate has to prepare a summary of all the modifications done by him (or her) very professionally, indicating how the suggestions and comments made by the examiners have been complied and how the issues raised by the examiners are addressed in the final thesis. The candidate has to submit an unbound copy of the final thesis and adequate number of copies of the summary of modifications made in the final thesis, to the DSC for its scrutiny.
- 16.3 If the DSC is satisfied with the modifications, it sends the summary of changes made in the thesis and its soft copy to the Academic Section for sending them to the examiners.

17. SUBMISSION OF THE FINAL THESIS

- 17.1 The candidate once again modifies the thesis after the thesis defence if the Viva-Voce Board so desires and prepares the final hard-bound copies of the thesis to the satisfaction of the supervisor(s).
- 17.2 He (or she) submits the final copy of the thesis in adequate number to the University (one copy to each supervisor, one to the Head of the Department/School for the Library there, and one to the University Library).
- 17.3 He (or she) also signs a copyright transfer form empowering the University to post the Abstract of the thesis on the Internet and the entire thesis in the University intranet, for the benefit of the academic community at large.
- 17.4 The DSC makes specific recommendations to the Academic Council either for the acceptance of the thesis for the Ph.D. degree or for its rejection.
- 17.5 The University gives a Provisional Certificate to the candidate after receiving the DSC's recommendations and the certificates with regard to submission of the thesis copies at the required places.
- 17.6 Copies of the examiners' evaluation reports may be issued to the candidate at his (or her) request with the permission of the Chairman of the Academic Council without disclosing the names of the examiners.
- 17.7 Nothing contained in these Regulations shall preclude a candidate from publishing/patenting, either independently or jointly with the supervisor, the results of the work incorporated in the thesis, at any time before or after submitting the thesis for examination.

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- 17.8 A provisional certificate and statement of grades are issued to the candidate after the submission of the final thesis.
- 17.9 The University shall complete the entire process of evaluating a Ph. D. thesis, including the declaration of the viva-voce result, within a period of six (6) months from the date of submission of the thesis.

18. AWARD OF THE DEGREE

- 18.1 A student who completes all prescribed requirements satisfactorily and clears all fees and dues payable to the University and the Hostel, and against whom no charge of indiscipline or research misconduct is pending, shall be eligible for the award of Ph.D. degree of the University by the Executive Council on the recommendation of the Academic Council. The degree shall be awarded at the annual convocation for the academic session in which the student completes the requirements satisfactorily.
- 18.2 In case after the degree is awarded a candidate is conclusively found to have indulged in research misconduct while carrying out his (or her) research work, the University will withdraw the award of the degree from the candidate.

- 19. Depository with INFLIBNET.-** Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the Research Student shall submit an electronic copy of the Ph.D. thesis to INFLIBNET, for hosting the same so as to make it accessible to all the Higher Educational Institutions and research institutions.

20. STAY IN HOSTEL AFTER SUBMITTING THESIS

- 20.1 For carrying out the revisions of the thesis as pointed out by the examiners as also during the period of thesis defence and preparation of the final thesis, permission is given to the candidate to stay in a HOSTEL if he (or she) so requires.

21 FINANCIAL ASSISTANCE TO STUDENTS FOR PRESENTING PAPERS IN NATIONAL AND INTERNATIONAL CONFERENCES/SEMINARS/WORKSHOPS

- 21.1 Full-time students at all levels (under –graduate, post-graduate and research students) will be eligible for the grant of Financial Assistance (Registration Fee and Travel Allowance).
- 21.2 The applicant may get the financial assistance for at most two conferences with no more than once conference held in abroad (B) including the period of his (or her) study to earn a particular degree. Detailed guidelines and eligibility criteria are given at **Appendix-XIII** .
22. The academic regulations should be read as a whole, for the purpose of any interpretation.

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23. In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Vice-Chancellor is final.
24. The University may change or amend the academic regulations, and the changes or amendments made shall be applicable to all students with effect from the dates notified by the University authorities.
25. Where the words "he", "him", "his", occur in the regulations, they include "she", "her", "hers".

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APPENDIX –I

ELIGIBILITY CRITERIA FOR ADMISSION TO DOCTOR OF PHILOSOPHY (Ph.D) PROGRAMME

(Vide para 1.2 of Regulation)

1. The following are eligible to seek admission to the Ph.D. programme. All the degrees should be recognized by the University Grants Commission / All India Council of Technical Education :

Candidates who have completed:

A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade on a 10-point scale

or equivalent qualification 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 to assess, accredit or assure quality and standards of the educational institution.

A relaxation of 5% marks or its equivalent grade is allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the UGC from time to time.

Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a 10-point scale grading system. A relaxation of 5% marks or its equivalent grade is allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the UGC from time to time.

Note : For final percentage of marks equivalent to the computed final CGPA, the following formula may be used :

$$\% \text{ of Marks} = (\text{final CGPA} - 0.5) \times 10$$

2 Additional Requirements for different Admission category

a) Regular with University Assistantship

- 1) A person who is in employment and is applying for University Assistantship and selected for admission, he/she must resign and produce the acceptance of resignation by the employer at the time of joining.
- 2) The value of the University Research Assistantship shall be as per Ministry of Science & Technology, Department of Science & Technology (DST), Government of India norms.
- 3) No Research Student shall be permitted to receive any emoluments, salary, stipend or any other scholarship/assistantship during the tenure of award.

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- 4) Candidates who is having minimum qualifying degree as mentioned in para-1 above should have to possess a valid GATE score, as decided by the Academic Council from time to time or NET qualification with FELLOWSHIP for award of University Research Assistantship. Candidates who have merely qualified in NET examination but have not got a fellowship will not qualify for University Research Scholarship.

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

- 1) All candidates applying for Individual Fellowship category must have valid award letter with fellowship issued by the respective fellowship agency (i.e. CSIR/UGC/ DST/DBT/ICMR etc.).
- 2) Candidates admitted under Individual Fellowship category shall not be entitled to award of University Assistantship.

c) Sponsored

- 1) Persons who possess the minimum prescribed qualifications as mentioned in para 1 (without GATE/NET) and are in service in any of the following establishments with **Minimum of two-year job experience** shall be eligible for admission to the Ph.D. program as sponsored candidates:
- a) defence or other ministries of the Government of India or any other government organizations;
 - b) established industrial research and development organizations;
 - c) autonomous bodies and public undertakings;
 - d) universities/colleges;
 - e) reputed industries as may be recognized by the University.
- 2) An intending sponsored candidate must submit his/her application in prescribed form for admission through his/her employer, who will forward the same to the University with suitable endorsement.
- 3) A sponsored candidate selected for admission shall be required, at the time of joining the University, to produce certificate in the prescribed form from the employers to the effect : (i) that he/she has been officially released from his duties for purpose of joining the program and has been granted leave for the required period; (ii) that his services shall be retained with the employer.
- 4) In the case of a sponsored candidate admitted as such to the Ph.D. program, the minimum residential requirement is one semester at a stretch subject to successful completion of course work.
- 5) A candidate sponsored by an industry, an R&D organization, educational institution or a Government organization having adequate research facilities may be allowed to work externally subject to his/her fulfilling all such conditions prescribed in the Regulations.

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3 Special Notes

- 1) Department/school may fix additional admission criteria without compromising the eligibility criteria mentioned here.
 - a. Mere fulfillment of eligibility criteria does not give guarantee for admission to the PhD programme.

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APPENDIX- II

TERMS AND CONDITIONS FOR THE AWARD OF UNIVERSITY RESEARCH ASSISTANTSHIP

(Vide para 1.3(i) of Regulation)

- 1.1 All Research Students admitted to the research programme under University category shall be entitled to award of University research assistantship.
- 1.2 A Ph.D. student in the Project category may be granted, on the recommendation of the DSC and DAC (PG&R) University Research assistantship provided he (or she) qualifies in GATE (or NET with fellowship) and in a test and interview to be conducted by the Department/School where he (or she) is enrolled subject to conditions of the rules. The total period of the scheme service enjoyed and the University assistantship together should not exceed 5 years. Transfer from CSIR/UGC etc., individual fellowships and from research projects to University Scholarship will be guided by the following:
- (i) One must have completed at least 2 years in a research project/scheme.
 - (ii) Individual research students from external funding agencies like CSIR/UGC/ICAR etc., must have completed 3 years as Individual fellows.
 - (iii) The candidates will present their work done so far for his/her Ph.D. at an open Seminar with the DSC and DAC(PG&R) present and the DAC(PG&R) will satisfy itself that the case is deserving.
 - (iv) The candidate must be GATE/NET (fellowship) qualified.
 - (v) Such a case can be considered only if the fellow has been registered for the Ph.D.
 - (vi) All other rules applicable for selection of regular University Ph.D. students will apply.

2. The value of the University Research Assistantship shall be as per DST norms.

Present value:

First two years	Rs: 37000/- per month
Third, Fourth and Fifth year	Rs: 42000/- per month

- 2.1 The value of Research Assistantship of a registered candidate may be recommended for enhancement by the DSC after completion of two years of continuous research work based on existing guidelines and on the basis of a written report and a seminar (enhancement seminar) given to an open audience with members of DAC(PG&R) present. The enhancement of fellowship will be made from the month in which the scholar gives the enhancement seminar. In the event the seminar is delayed beyond stipulated period, the scholar will continue to get fellowship at old rate for the period (month) for which the enhancement application is delayed. In such situation the DSC should recommend for payment of fellowship in pre-revised rates.
- 2.2 Research scholars (University, individual and Project category) having no fellowships after completion of 5 years may be provided teaching assistantship of Rs. 15,000.00 (Rupees Fifteen thousand only) per month for 12 (twelve) months or the date of submission of thesis whichever is earlier in six-monthly installments subject to the recommendation of DAC(PG&R) and DSC after assessing the progress of work. These students should be assigned academic

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responsibilities up to ten (10) hours per week to tutorial classes, laboratory demonstration work, conduct of Seminar/Symposia, running and maintenance of equipment/computer as decided by the Head of the Department/School and Invigilation duty, any other assignments as decided by the respective authorities.

- 2.2 In the event of the DSC being not satisfied with the progress of a student during the preceding two years it may recommend suspension of enhancement in the value of the assistantship for such period, as it deems appropriate. The Committee will reassess the candidate's work after the period so fixed and if the enhancement is recommended, indicate the date from which the enhanced value will be effective.

3. Tenure

- 3.1 The assistantship shall be payable from the date the student joins the University. At the initial stage the order for payment of assistantship shall, however, be issued when the student is enrolled formally.
- 3.2 The tenure of a research assistantship shall be five years counted from the date of joining; the initial award shall however, be released for one year and then renewed from year to year up to the fifth year, subject to satisfactory progress.
- 3.3 Normally the tenure of the assistantship awarded to a student will terminate with effect from the day following the date of submission of thesis, provided he (or she) has not left the University earlier and has been working in the Department/School till that date. However, a student may be allowed to draw assistantship for a further period of 3 months to complete any unfinished part of experiment undertaken relating to his/her research work, subject to the overall limit of 5 years, on the recommendation of the supervisor. The scholar has to be a full time student during this period.
- 3.4 Further extension of fellowship till the date of thesis defence will be on performance basis. The DSC will recommend such request of students to the Vice Chancellor through Dean of School for consideration. However, fellowship period shall not exceed maximum period of 5 years as per the Government of India/DST order at the moment and students receiving extension beyond 3 months need to pay the semester registration fees.
- 3.4 The assistantship for the last month shall be payable subject to foregoing conditions up to the actual date of the scholar's leaving the University. The disbursement of last monthly installments of assistantship shall be made, on production of a 'No Dues' certificate from the Hostel, the Library and the Department/School.
- 3.5 Notwithstanding anything contained in the foregoing sub-paragraphs, continuation of assistantship from month to month is subject to candidate's good conduct and continuous progress of research work to the satisfaction of the Supervisor(s), the Head of the Department/School and other authorities.

4. Leave rules

- 4.1 A Ph.D. student in the University category is required to carry out his/her research work regularly under the guidance of the Supervisor(s), without any interruption during the period he enjoys the assistantship.

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- 4.2 A student shall be entitled to (i) casual leave of 15 days and (ii) medical leave of 30 days in a year counting from the date of joining the program. The Head of the Department/School will be the sanctioning authority in such cases. Any leave not availed of shall not accumulate.
- 4.3 Before proceeding on medical leave, the Medical Officer should be informed and before rejoining the University, the student should obtain a fitness certificate from Medical Officer of the University.
- 4.3 Married Research Students admitted to the Research programme of the University shall, in addition to casual leave and medical leave prescribed by foregoing sub-para, be entitled to maternity/paternity leave as per Government of India rules if the request for the leave is supported by a medical certificate from a Registered Medical Practitioner. The Dean of School will be the sanctioning authority in such cases.
- 4.4 Any absence over and above the admissible leave as prescribed above shall be without assistantship, which shall be deducted on a pro-rata basis for the days of such absence.
- 4.5 A research student may, on the recommendation of the Supervisor and the Head of the Department/School, be granted leave without assistantship for a total period not exceeding three months, during the entire tenure of assistantship by the Dean of School.
- 4.6 In exceptional circumstances the Dean of School may, on the recommendation of the DSC grant a Research Student leave without assistantship for a period not exceeding 12 months in the entire period of his (or her) tenure for the purpose of accepting teaching/research assignment on temporary basis provided the post accepted by the student is in the same department or in an educational institution, R & D organization or an industrial organization of repute. When a student is granted such leave without assistantship the enhancement of the value of assistantship shall be deferred for the appropriate period. In all the cases of leave granted under the para-4, the period spent on leave shall be counted for the purpose of termination of the tenure of the assistantship.
5. **General**
- 5.1 No research student shall be permitted to receive any emoluments, salary, stipend or any other scholarship/assistantship during the tenure of award. In the event of a student being awarded another scholarship/assistantship of the University or of any external organization/Institution, he/she will have the option to retain any one of the awards according to his/her choice, which he/she will communicate immediately in writing to the Dean of School.
- 5.2 A research student may be assigned academic responsibilities up to eight hours per week of tutorial classes, laboratory demonstration work, conduct of Seminar/Symposia, running and maintenance of equipment/computer as may be decided by the Head of the Department/School.
- 5.3 A research student shall maintain, besides satisfactory academic progress, good conduct, behavior and discipline in the University. In the event of a scholar being found to be involved in any act of misconduct, miss behavior, indiscipline or use of unfair means at an examination, the Assistantship is liable to be suspended with immediate effect.

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- 5.5 If a research student wishes to relinquish the assistantship during the tenure, it should be done with the prior approval of the Supervisor, the Head of the Department/School and the Dean School. He/she should also obtain prior permission from the same authority for appearing in any examination conducted by any Institution, University or Public Body.

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SCHEDULE – A

**LEAVE AND OTHER ADMINISTRATIVE MATTERS OF RESEARCH SCHOLARS ENROLLED
UNDER DIFFERENT CATEGORIES**

1. LEAVE

(i) University Research Scholars

Research Scholars can avail of the following types of leave in a year counted from the date of joining:

CASUAL LEAVE : 15 days

MEDICAL LEAVE : 30 days

In case of serious illness, the research scholar may avail a part of casual leave as medical leave, in addition to 15 days, at the discretion of the H.O.D./H.O.S. They are not entitled to vacation leave (summer & winter). Any leave not availed of shall not accumulate. Married research students will be eligible for the maternity/paternity leave as per Govt. of India norms. Such leave will be granted only once during the period of tenure of the award. In cases where extensive field-work is necessary, absence from station up to a period of 12 weeks per year will be considered as on duty on certification of the Head of the Department/Principal Investigator.

(ii) Other categories (scheme research fellows / CSIR etc.)

Same as University research students.

2.

(A) HOUSE RENT ALLOWANCE/DEARNESS ALLOWANCE

(i) University Research Students:

There will be no House Rent Allowance, Dearness Allowance.

(ii) Other categories (scheme research fellows/CSIR etc.) :

Same principle as above will be applicable.

(B) TERMINATION OF ENROLMENT

On the basis of reports received from DSC, the enrolment may be terminated at any time for reasons of unsatisfactory performance and the University's decision in this regard shall be final.

(C) OTHER ASSIGNMENTS

No one shall accept or hold any appointment, paid or otherwise or receive any emoluments, salary, stipend etc., from any other source during the tenure of the award. However, they may receive honorarium against specific work done for projects (mainly consultancy) from time to time with the prior permission of the Supervisor(s) and Dean of School.

(D) RELINQUISHMENT OF RESEARCH ASSISTANTSHIP, FELLOWSHIPS ETC., AND PERMISSIONS

If a research student wishes to relinquish the assistantship during the tenure, it should be done with the prior approval of the University. He (or she) should also obtain prior permission of the University for appearing in any examination conducted by any Institution, University or Public Body.

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APPENDIX –III

REGULATIONS RELATED TO SPONSORED STUDENTS FOR THE PH.D. PROGRAMME

(Vide para 1.3(iii) of Regulation)

The University may admit to the Ph.D. programme candidates who are in gainful employment as 'Sponsored students' subject to the following conditions:

- 1.1 Persons who possess the minimum prescribed qualifications and are in service in any of the following establishments with **Minimum of two-year job experience** shall be eligible for admission to the Ph.D. program as sponsored candidates:
 - (a) defence or other ministries of the Government of India or any other government organizations;
 - (b) established industrial research and development organizations;
 - (c) autonomous bodies and public undertakings;
 - (d) universities/colleges;
 - (e) such industrial organizations as may be recognized by the University for the purpose from time to time.
2. An intending sponsored candidate must submit his (or her) application in prescribed form for admission through his (or her) employer, who will forward the same to the University with suitable endorsement so as to reach the University by the date stipulated in the notification for the semester.
3. A sponsored student selected for admission shall be required, at the time of joining the University:
 - (a) to submit evidence of having passed the qualifying examination and such other documents as the University may require,
 - (b) to produce certificate from the employers to the effect
 - (i) that he (or she) has been officially released from his (or her) duties for purpose of joining the Ph.D. programme and has been granted the leave for the required period,
 - (ii) that his (or her) services shall be retained with the employers.
4. A sponsored student will not be eligible for the University assistantship.
5. (a) The minimum residential requirement for a sponsored student is one year, However, it may be reduced to one semester to be completed at a stretch, preferably immediately after joining, if the sponsoring organization has requisite R&D facilities, the organization can extend these facilities to the student to carry out the research there, and subject to conditions at sub-paras (b), (c) & (d).
 - (b) A student sponsored by an industry, an R&D Organization, educational institution or a Government Organization having adequate research facilities may be allowed to work externally subject to his (or her) fulfilling all such conditions applicable and prescribed by these Regulations. Permission to carry out the research work partially or entirely at the sponsoring

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organization shall be granted only if the DSC is satisfied about availability of research facilities there and fulfillment of all requirements.

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

(d) In such a case a joint supervisor from the sponsoring organization with adequate research experience may be appointed with the approval of DSC.

(e) When a sponsored student is granted permission to work externally at the parent organization he (or she) is required to maintain regular contact with the supervisor(s) in the University.

6. No candidate shall normally be allowed to change the category under which he (or she) is enrolled.

7. However, if an enrolled sponsored student obtains:

(i) NET fellowship

(ii) Qualify in GATE examination with a score above the cut off percentile for candidates admitted as University Research scholars with assistantship .

(iii) Obtains a scholarship (JRF/SRF) in a scheme/project after having qualified in GATE/NET with fellowship

Subsequent to his (or her) enrolment, and desires to change his (or her) enrolment status, then he (or she) has to obtain re-admission to the Ph. D. program (by qualifying in the tests and interview to be conducted for the purpose) as University Research Student/Project fellow and, if selected, must resign from his (or her) job.

The coursework requirement and completion status of the student will remain unchanged after the change to this new category. The enrolment shall however remain valid for a maximum period of 8 years from the date he (or she) was admitted to the Ph. D. program originally as a sponsored student.

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APPENDIX- IV

RULES AND REGULATIONS RELATED TO PROJECT CATEGORY

(Vide para 1.3(iv) of Regulation)

- 1) Persons who possess the minimum prescribed qualifications and are working in a sponsored project of the University shall be eligible for admission to the Ph.D. program under project category.
- 2) An intending candidate must submit his/her application in prescribed form for admission through Principal Investigator, Head of the Department/School and concerned Dean with suitable endorsement.
- 3) The minimum remaining period of the project as well as tenure of the project employee should be at least 2 years from the date of joining the Ph.D. program.
- 4) Ph.D enrolment will automatically terminate for project employee, if a student submits his/her resignation or terminate his/her assignment in the project.

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APPENDIX-V

RULES RELATING TO ENROLMENT OF MEMBERS OF TEACHING AND NONTEACHING STAFF

(Vide para 1.3(v) of Regulation)

1. Members of teaching and non-teaching staff (working in permanent capacity, including technical and non-technical) may be permitted to join the Ph.D. program of the University provided, that prior permission has been obtained from the Vice Chancellor before applying for admission to the programme.
2. For admission to the programme, a member of staff must fulfill the prescribed norms and at the qualifying examination he (or she) must have obtained prescribed minimum qualification for admission to the Ph.D. programme are given in **Appendix-I** of the regulations.
3. All common rules laid down in the Ph.D. Regulations relating to course work, prosecution of research work under the supervision of a member of faculty, etc. shall be applicable to all members of staff enrolling for the Ph.D. programme.
4. All members of staff permitted to join research programme must pay the prescribed enrolment-cum-registration fee and also the thesis evaluation fee before submission of the thesis on completion of the work.
5. A member of staff enrolled for the Ph.D. programme shall be exempted from payment of any tuition and other fees except the (a) Admission fee, and (b) Thesis fee. Members of staff permitted and enrolled for the Ph.D. programme shall not be entitled to any Assistantship.

The other conditions for permission to the two categories of staff shall be as follows:-

A. For Members of Teaching and Academic Staff:

- (i) A faculty member enrolled for the Ph.D. degree may, depending upon his/her teaching/research experience carry out his/her research work under the supervision of a senior faculty of the University. The Chairman of the DSC shall be the HOD/HOS of the faculty member's own department/school.
- (ii) The Doctoral Scrutiny Committee constituted in respect of a member of teaching staff applying for registration may recommend exemption from doing the necessary course work in view of the qualification he possesses or his/her teaching experience.
- (iii) A member of a faculty who has put in at least 2 years of continuous service in the University may, on the recommendation of the Doctoral Scrutiny Committee, be permitted to submit his thesis on completion of a minimum period of six months from the date of enrolment. He/she will however, be required to go through the formalities of course work (if necessary) and seminars before submission of the thesis.

B. For Members of Non-Teaching and Non-Academic Staff:

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- (i) A member of non-teaching or non-academic staff seeking permission to join the research program must hold a permanent post in the University.
- (ii) The application for administrative permission to join a research program by a member of non-teaching staff must be submitted through the Head of the Department/School or the Section In-charge, as the case may be. While submitting the application he/she must give an undertaking in the form appended hereto **(Schedule-B)** to the effect that he/she will abide by all rules and regulations.
- (iii) If the exigencies of University work so require, the permission granted to a member of non-teaching staff under these rules can be withdrawn by the University at any time.
- (iv) Every application for permission under these rules shall be examined by the Research Program and Evaluation Committee (RPEC) taking into account whether the proposal for joining the programme for which permission is sought for arises out of genuine interest and ability.
- (v) After the permission is granted he/she will submit his (or her) application on prescribed form together with the prescribed enrolment-cum-registration fee. On receipt of this application the Head of the Department/Centre concerned will place the same before DAC (PG&R) for composition of the Doctoral Scrutiny Committee.
- (vi) The minimum period to be spent in the research work by a member of non-teaching staff registered for the Ph.D. degree shall be 5 years. The maximum period admissible for completion of the work and submission of the thesis shall, however, remain same as in the case of regular candidates, i.e., 8 years.

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**SCHEDULE – B
UNDERTAKING**

I, Mr./Ms. member of the teaching/non-teaching staff holding a permanent post of in the Department/School of at the Rajiv Gandhi National Aviation University, Fursatganj, Dist. Amethi, Uttar Pradesh hereby give the undertaking that I shall abide by the rules and regulations as may be laid down by the Academic Council of the University from time to time for undergoing the Ph.D. programme.

I also undertake hereby that since I shall be on duty while undergoing the programme of studies/research I shall ensure that all normal official duties assigned to me are executed without any handicap.

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

Date:

(Signature)

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APPENDIX- VI

RULES FOR FOREIGN NATIONAL CATEGORY

(Vide para 1.3(vi) of Regulation)

A foreign national applying for admission into the Ph.D. programme of the University must possess the minimum prescribed qualifications and must satisfy any one of the following conditions:

- Holds a Government of India scholarship or a scholarship of another Government or a scholarship instituted by a reputed organization.
- Is a permanent employee, and is sponsored by, a reputed organization or University.
- Is enrolled for Ph.D in a foreign Institution/University but desires to enroll for the Double-Degree Ph.D programme of the University.

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APPENDIX- VII

RULES RELATING TO RESIDENTIAL ACCOMMODATION

(Vide para 1.4 of Regulation)

The University is fully residential; hence every student is allotted a room in a Hostel. If a student takes temporary withdrawal from the University or submits the soft-bound copies of his (or her) thesis or leaves the research programme (taking permanent withdrawal from the programme), or goes on long leave (for six months or more) for doing part of his (or her) research work elsewhere, then he (or she) has to vacate the allotted room.

Students rejoining the University after taking temporary withdrawal or having done their research work elsewhere or coming for revision of the thesis or for giving their viva-voce examination or for consulting with their supervisors for the purpose of preparing papers out of their theses are allotted rooms by the Warden when the Dean of School permits them on the basis of recommendations from the Supervisor(s) and Heads.

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

1. The mess of the Hostel shall function as a single integrated unit and shall not, under any circumstance, be sub-divided into any kind of group or sub-group.
2. In special cases, the Vice Chancellor/Dean of School may permit a student to reside with his (or her) parent/guardian in the University campus or within a reasonable distance from the University. Such a student shall, however, be attached to a Hostel and be required to pay seat rent and other charges according to rules. However, this permission may be withdrawn at the discretion of the University, without assigning any reason.
3. Accommodation is not available for married Research Scholars.
4. A student shall reside in a room allotted to him (or her) and may be permitted to shift to another room only under the direction of the Warden.
5. No student shall be allowed to reside in or leave the Hostel without prior permission of the Warden.
6. Students shall be required to make their room available for inspection, repairs, maintenance and disinfection whenever required. They shall be required to vacate the rooms when leaving for long holidays and discontinuing stay in the University.
7. Students shall be responsible for the proper care of the furniture, fan and other fittings in their rooms. They are and shall assist the Warden in ensuring proper use, care and security of the furnishings (TV set etc.) provided in the Hostel for the common use of all students.
8. Students will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a student due to theft, fire or any other cause, the University shall accept no responsibility and shall not be liable for payment of any compensation.
9. Use of electrical appliances such as heaters, and cooking inside the rooms are strictly prohibited.

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10. No student is allowed to engage personal attendant or keep pets in the Hostel.
11. A student who has been permitted to withdraw temporarily from the program must vacate for the time being the Hostel accommodation, on the date of leaving. He (or she) will be allotted accommodation again when he re-joins.
12. All students must abide by the rules and regulations of the Hostel as may be framed from time to time.

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APPENDIX –VIII

RULES REGARDING CONDUCT AND DISCIPLINE

(Vide para 1.16 of Regulation)

1. Students shall conduct themselves within and outside the precincts of the University in a manner befitting the students of an institution of national importance.
2. Students shall show due respect to the teachers of the University, the Wardens of the Hostel, the Sports Officers, proper courtesy and consideration should be extended to the employees of the University and of the Hostel. They shall also pay due attention and courtesy to visitors.
3. Students are required to develop a friendly relationship with fellow students. In particular, they are expected to show kindness and consideration to the new students admitted to the University every year. Law bans ragging in any form to anybody - acts of ragging will be considered as gross indiscipline and will be severely dealt with.
4. The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:
 - Ragging
 - Furnishing false statement of any kind in the form of application for admission or for award of scholarship etc.
 - Displaying lack of courtesy and decorum; resorting to indecent behaviour anywhere within or outside the campus.
 - Willfully damaging or stealthily removing any property/belongings of the University, Hostel or fellow students.
 - Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
 - Adoption of unfair means in the examinations.
 - Organizing or participating in any group activity in company with others in or outside the campus without prior permission of the Dean of School.
 - Mutilation or unauthorized possession of library books.
 - Resorting to noisy and unseemly behavior, disturbing studies of fellow students.
 - Misuse of Internet/e-mail facilities or tempering/hacking with servers anywhere in the Hostel/Departments etc.
 - Not intimating his/her absence to the Warden of the Hostel before availing any leave.Commensurate with the gravity of the offence, the **punishment** may be **reprimand**, **fine**, and **expulsion** from the hostel, **debarment** from an examination, rustication for a specified period or even **outright expulsion** from the University
5. For an offence committed (a) in Hostel, (b) in the Department/School or a classroom and (c) elsewhere, the Warden, the Head of the Department and the Dean of Students' Affairs, respectively, shall have the authority to reprimand or impose fine or take any other suitable measure.

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All cases involving punishment other than reprimand shall be reported to the Chairman of the **Standing University Disciplinary Committee**.

6. **(a)** All major acts of indiscipline, which may have serious repercussion on the general body of students, and/or which may warrant a uniform and more formalized nature of investigation, shall be handled by the **Standing University Disciplinary Committee** appointed by Academic Council. The Standing University Disciplinary Committee consists of the following ex-officio and other members:

- (i) Dean of School – Chairman
- (ii) Concerned Head of the Department/School - Member
- (iii) Controller of Examinations - Member
- (iv) Warden of the Hostel – Member
- (v) One Faculty nominated by the Academic Council, by rotation for two years - Member
- (vi) Student Representative - Member
- (vii) Joint/Deputy/Assistant Registrar (Academic Section) - Member Secretary
- (viii) In addition, the Chairman may invite any other person(s) to be associated with the proceedings of a particular case, if his/her/their participation is considered necessary in disposing of the matter.

(b) Recommendation of the committee, which will include the suggested punishment in cases of guilt proven, will be forwarded to the Chairman Academic Council for necessary action.

7. Cases of adoption of unfair means in an examination shall be dealt with by the Committee on Prevention of Examination Malpractices consisting of the following members:

- (i) Controller of Examinations - Chairman
- (ii) Concerned Head of the Department/School - Member
- (iii) The Invigilator reporting the case- Member
- (iv) The Invigilator-in-Charge of the Examination Hall concerned- Member
- (v) The Paper-setter concerned - Member
- (vi) Two members of faculty nominated by the Academic Council for a term of two years - Members
- (vii) Joint/Deputy/Assistant Registrar (Academic Section) - Member Secretary

The Committee shall recommend appropriate measures in each case to the Chairman of the Academic Council for awarding the punishment

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APPENDIX – IX

WEIGHTAGE GIVEN TO EACH SECTION FOR DECIDING CUT-OFF FOR ADMISSION
(Vide para 2.2 of Regulation)

Candidates possessing qualifications as given in Appendix-I are to be selected for admission to the program on the basis of following weightage:

Particulars	Proposed weightages
Overall Academic Performance	20%
Written/Computer Test	50%
Interview	30%

Guidelines for scoring various components of a candidate's past academic performance will be as follows:

A. For candidates with M.Tech. or equivalent qualifying degrees :

Examination	Maximum Weightage
Higher Secondary	04%
B.Tech./M.Sc./M.Com/equivalent	06%
M.Tech./MBA after B.Tech./equivalent	10%

B. For candidates with M.Sc. or equivalent qualifying degrees :

Examination	Maximum Weightage
Higher Secondary	04%
B.Sc/B.A./B.Com	06%
B.Tech./M.Sc.	10%

C. For candidates with B.Tech. or equivalent qualifying degrees :

Examination	Maximum Weightage
Higher Secondary	04%
B.Tech./Integrated M.Sc./M.B.B.S.	16%

The following is the criteria for cut-off marks for OBC-NCL, SC, ST and PwD students for admission to the MS and PhD programme of the University.

For OBC-NCL candidates	: 90% of Unreserved (UR) candidates cut-off marks
For SC/ST/PwD	: 66.67 % of Unreserved (UR) candidates cut-off marks

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APPENDIX – X

GUIDELINES FOR APPOINTMENT OF SUPERVISOR AND JOINT SUPERVISOR

(Vide para 4.3 of Regulation)

1. A Ph.D. student is required to carry out his/her research work under the guidance of one or two Supervisors.
2. Supervisors are selected by the DAC (PGS & R). Selection should be done to ensure that (1) desired areas of research work by the candidates and those of the faculty supervisors match and (2) the resultant distribution of the research students of the Department/School in the University sponsored categories among the faculty members is as uniform as possible.
3. The students in the Project category are normally supervised by the Project Investigators.
4. Joint Supervisors are appointed when (1) the research work is concerned with interdisciplinary issues requiring expertise of a different discipline, or (2) the student is the first research student assigned to the original supervisor, or (3) the student spent considerable time in a laboratory outside the University and has carried out a substantial portion on his (or her) research work there with the advice received from another faculty or research scientist there, or (4) a sponsored Ph.D. student takes temporary withdrawal to carry out the remaining part of the research work in his (or her) employing organization with the advice received from a scientist or manager there, or (5) the original supervisor goes on leave or leaves the University for good.
2. For cases where the supervisor has guided the candidate for 2 years or more:
 - (a) If the person proceeds on long leave for more than a year a joint supervisor should be appointed and if the leave is for less than a year, a caretaker supervisor is to be appointed by the DSC.
 - (b) However, on the recommendation of the DSC. a supervisor can be allowed to continue as sole supervisor on a case-to-case basis depending on the state of progress of the thesis work.
 - (c) A person superannuating will continue to be the sole guide if the thesis is submitted within 6 months.
 - (d) If the thesis is not ready for submission within 6 months a joint supervisor must be appointed by the DSC.
3. For a case where guidance has been given for less than 2 years:
 - (a) When a person proceeds on leave for more than 6 months, a joint supervisor shall be appointed and in case the period of leave is less than 6 months a care-taker supervisor shall be appointed by the DSC. However if the leave is for 2 years or more the person shall cease to be a supervisor.
 - (b) A person superannuating will continue as the guide if the thesis is submitted within 6 months' time, otherwise another person will have to be appointed as the sole supervisor in his (or her) place.

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4. After superannuation from service of the University if a person joins the University as an Emeritus Professor/Scientist or in any other capacity, he (or she) may continue to be the sole supervisor or as joint supervisor if the DSC so recommends.

Note : A person re-employed after superannuation shall continue to hold the same status in the matter till the end of the period of re-employment.

5. No faculty who has less than or equal to 2 years of service left from the end of the academic session in the month of June of the year he/she superannuates can be appointed a thesis supervisor either singly or jointly with another faculty.
6. Persons from outside the University, joining as Emeritus Scientists or as Chair Professors and have more than 2 years of service left can be appointed as supervisors for new research students only jointly with a regular teacher and not alone.

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

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APPENDIX – XI

GUIDELINES FOR COMPREHENSIVE EXAMINATIONS FOR PHD STUDENTS

(Vide para 8.1 of Regulation)

1. Comprehensive examinations are held to test the PhD students for their proficiency in the fundamentals of related areas of the Departments/School.
2. 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 PhD rolls of the University.
3. The comprehensive examination for the PhD students should be held only once in a semester. Students are permitted to appear comprehensive examination after completion of one semester.
4. Comprehensive examination may be held in the form of written test only, or viva only, or both.
5. A full meeting of the faculty within each department/school 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.
6. 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 (i.e., written test only, or viva only, or both), and the weights given to, and syllabus for, each component.
7. 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.
8. The practice of asking the students to present their research work should be discontinued.
9. A team of faculty members (minimum two in number) may be entrusted to prepare each question paper and evaluate the answer scripts.
10. Viva for a student should be held for a minimum period of 30 minutes.

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11. Final results must be reported to all faculty members, and failure cases should be discussed in a departmental meeting.
12. Results should be displayed on the department notice boards within one week of the finalization of the results.

The cases of students failing in the comprehensive examination twice should be communicated to the Academic Section soon after the notification to the students.

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APPENDIX- XII

FEES AND OTHER CHARGES PAYABLE BY RESEARCH SCHOLARS

(Vide para 10.2 of Regulation)

1. As prescribed in the Ordinances, Chapter-XII, Part-III, the fees are payable by a Research Scholar, at rates as in force.
2. If a Research Scholar is permitted to stay outside the Hostel but within the campus of the University or at a close proximity to it, the Scholar will be attached to the Hostel and will have to pay the seat rent at the prescribed rate together with such 'establishment charges' as may be levied by the Warden of the Hostel. A stay outside permission be obtained from the Warden and Dean of School.
3. Every Research Scholar shall be required to pay at the time of joining the fees, at rates as in force.
4. For the purpose of tuition fees and seat rent the year shall be counted from the date of joining of the Research Scholar except that the fees shall be charged from the first day of the month irrespective of the actual date of joining. Similarly, at the time of leaving the University the tuition fees and seat rent shall be charged for the full month irrespective of the actual date of leaving.
5. Research Scholars under all categories shall pay tuition fee and seat rent ordinarily for the entire duration of their research work till the date of submission of the thesis. Partial exemption may however, be allowed in the following cases:
 - (a) A Research Scholar (1) who has been permitted to leave the University after the prescribed minimum period of stay, or (2) who has been granted permission to carry out research work at his parent Organization
 - (i) shall pay tuition fees for the minimum period of 2 or 3 years, as the case may be, prescribed by the Academic Council to qualify for submission of the thesis
 - (ii) will not be required to pay any seat rent after he leaves the University with prior permission. However, if he rejoins the Program for completing the unfinished part of his work he shall have to pay the seat rent for the period of such subsequent stay. For calculation of the seat rent whole month will be counted as indicated in para 4 above.
 - (b) A Research Scholar who has been given under special consideration separate accommodation on rent in one of the premises of the University other than the Hostel shall be required to pay only the rent for the accommodation actually occupied by him.

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APPENDIX- XIII

**(A) FINANCIAL ASSISTANCE TO STUDENTS FOR PRESENTING PAPERS IN NATIONAL
AND INTERNATIONAL CONFERENCES/SEMINARS/WORKSHOPS**

(Vide para 20.2 of Regulation)

Guidelines for financial assistance:

1. The total number of students who can be given financial assistantship is limited to 20 for national/international conferences in a particular financial year.
2. The financial assistance will be limited to the following:

Particulars	Conferences held in India/SAARC Countries (A)	Conferences held in Abroad (other than SAARC Countries) (B)
Registration Fee	Rs. 3,000/-	US \$ 500 or equivalent
Travel Allowance	Rs. 10,000/-	Rs. 1,00,000/-

The amount will be reimbursed from the University Grant.

3. Students are encouraged to seek the remaining amount from other funding agencies.
4. Full-time students at all levels (under-graduate, post-graduate and research students
5.) will be eligible for the grant of financial assistance.
6. Each applicant must be an author of the accepted paper.
7. The paper must be based on work done at the University.
8. There must be a written communication from the Programme Committee of the Conference/Seminar/Workshop regarding the acceptance of the paper.
9. The papers must be presented either in oral or poster mode.
10. Each co-author (if any) of the accepted paper must give his (or her) consent in writing that he (or she) will not seek financial assistance from the University for presenting that paper himself (or herself) and that the (or she) does not have any objection to the author (applicant) making the presentation.
11. The applicant must have
 - a. Successfully completed the coursework for the first six semesters without carrying any backlog in case the applicant is an under-graduate (B.Tech.) student.
 - b. Successfully completed the coursework for the first two semesters without carrying any backlog in case the applicant is a student of any two-year Masters programme.
 - c. Successfully completed the coursework for the first four semesters without carrying any backlog in case the applicant is a student of a programme of three-year duration.
 - d. Done PhD registration in case the applicant is a PhD student.
 - e. If an applicant is a UG or PG student, then he (or she) must have a minimum CGPA of 8.0

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12. If the applicant for a conference/seminar/workshop held in abroad (B) is a doctoral student he (or she) must have at least one paper published in a reputed Journal in addition to the relevant conditions mentioned in Clause 10.
13. The applicant may get the financial assistance for at most two conferences with no more than one conference held in abroad(B) during the period of his (or her) study to earn a particular degree.
14. The applicant should present the paper in the Department/School before the application is recommended for the financial assistance.
15. The application must be made as follows:
 - (a) Hardcopy of the application for Financial Assistance for Conferences must be recommended by the Head of the Department/School.
 - (b) The application must have the following enclosures.
 - (i) Announcement of the Conference/Seminar/Workshop
 - (ii) The manuscript of the paper
 - (iii) Acceptance letter of the paper
 - (iv) Copy of the published journal paper (if applicable)
 - (v) No objection from the co-authors
 - (vi) Endorsement regarding seminar presentation by the HOD/HOS
 - (c) The hardcopy of the application should be submitted to the Joint/Deputy/Assistant Registrar (Academic Section).

The Monitoring Committee will consider the applications, allocate the financial assistantship to the eligible students, and recommend the eligible cases to the Vice Chancellor. After the Vice Chancellor's approval, the Academic Section will bring out the appropriate office order.