

Ordinances, Rules and Regulations

Ph.D. M.Tech (Research) M.Arch (Research) Programmes

Applicable from July 2008



Visvesvaraya National Institute of Technology,
Nagpur

1. INTRODUCTION

1.1 PREAMBLE

These rules and regulations govern all PhD, M.Tech. (Research), M.Arch. (Research) programmes in VNIT, Nagpur. These rules and regulations supersede all previous relevant rules and regulations.

As a result of the sound research base and extensive infrastructural facilities available, the Institute offers Ph.D. programme in a wide range of areas in Engineering, Science, Humanities and Social Sciences. The broad objective of the Ph.D. programme is not only to keep pace with the expanding frontiers of knowledge but also to provide research training relevant to the present social and economic objectives of the country.

The Institute also encourages research in interdisciplinary areas through a system of joint supervision and interdepartmental group activities. The presence of a strong research oriented faculty provides excellent opportunities for such programme.

The Institute undertakes sponsored research and development projects from industrial and other organizations in public as well as private sector.

Facilities for research work leading to the Ph.D. degree are available in the departments of Architecture, Applied Mechanics, Chemistry, Civil, Computer Science, Electrical, Electronics and Communication, Humanities, Mathematics, Mechanical, Metallurgical and Materials Engineering, Mining and Physics.

The medium of instruction in the Institute is English.

1.2 DEPARTMENTS

The Institute has following Academic Units each one declared as a department. Various departments and their two-letter codes are as under.

S. N.	Name of the Department (in alphabetical order)	Code
1	Applied Mechanics	AM
2	Architecture and Planning	AR
3	Chemical Engineering	CM
4	Chemistry	CH
5	Civil Engineering	CE
6	Computer Science and Engineering	CS
7	Electrical Engineering	EE
8	Electronics	EC
9	Humanities and Social Sciences	HU
10	Mathematics	MA
11	Mechanical Engineering	ME
12	Metallurgy and Materials Engineering	MM
13	Mining Engineering	MN
14	Physics	PH

1.3 PROGRAMMES OFFERED

VNIT Nagpur offers academic programmes in Engineering and Architecture at Undergraduate and Postgraduate levels. Only “Research Based” programmes are included in these rules and regulations. Course based programmes are covered by Rules and Regulations for Undergraduate and Postgraduate programmes.

Each Department offers a PhD programme. All engineering departments offer M.Tech. (Research) programmes. Department of Architecture and Planning offers M.Arch. (Research) Programme. Types of PhD and M.Tech. (Research) and M. Arch. (Research) programmes offered are as under;

	Full Time				Part Time
	With Fellowship *	With Assistantship #	Sponsored +	Self Sponsored	Self Sponsored
PhD	Yes	Yes	Yes	Yes	Yes
M.Tech. (Research)	No	Yes	Yes	Yes	Yes
M.Arch. (Research)	No	Yes	Yes	Yes	Yes

* Number of fellowships offered shall be declared in the beginning of every year.

Fellowships (as applicable in June 2008) of Rs. 7,000/- per month for Science & Rs. 8,000/- for Engineering are available for pursuing full-time Ph.D research work in any department / interdisciplinary group. Number of fellowships and amount of fellowship shall be as per directives of MHRD.

Assistantship availability shall depend on ongoing projects.

Assistantship shall be declared by the Project Investigator with approval from VNIT and sponsoring agency

+ Sponsorship offered by the employer of the concerned candidate.

1.4 ADMISSION PROCEDURE (Full Time & Part Time)

1.4.1 Minimum Qualifications for Admissions

A candidate is eligible for registration if he/she satisfies the following conditions:

PhD

A Master’s Degree in the concerned or an allied subject with a minimum of First Class (C.P.I. or C.G.P.A. greater than 6.75 on a 10 point scale) at Bachelors or Master’s level. Desirable: GATE score.

M.Tech. (By Research)

A Bachelor’s degree in the concerned or an allied subject with a minimum of First Class (C.P.I. or C.G.P.A. greater than 6.75 on a 10 point scale) Desirable: GATE score

M.Arch. (By Research)

A Bachelor’s degree in Architecture with a minimum of 1st Class (C.P.I. or C.G.P.A. greater than 6.75 on a 10 point scale) Desirable: GATE Score

1.4.2 Application Procedure

1.4.2.1 A notification for admission to the Ph.D./ M.Tech.(Research) / M.Arch.(Research) shall be published in May / November in prominent Newspapers & on Institute Website

1.4.2.2 Application form for Ph.D./ M.Tech.(Research) / M.Arch.(Research) registration will be available at Academic Section on payment of Rs. 500/- by D.D. in favour of “Director, VNIT, Nagpur” and payable at Nagpur.

1.4.2.3 The form, duly filled in by the candidate, should be submitted by prescribed stipulated data to the Academic Section. Incomplete applications and those received late will not be processed. The application form, downloaded from website must be accompanied with a DD of Rs. 500/- (drawn in favour of Director VNIT Nagpur) and attested copies of marksheets / degree certificates and other certificates to substantiate the information provided in the application form.

1.4.2.4 Candidates applying for full time or part time programme will be required to appear for written test to be conducted in the respective departments. Further, the candidates shortlisted on the basis of performance in the written test shall be interviewed. The schedule of written test and interview shall be available in admission notification. Candidates will be required to appear for written test / interview at their own cost.

1.4.2.5 Candidates are advised to discuss with faculty of the department to identify whether their research interest match with the facilities / expertise available and whether any supervisor is willing to offer project in desired area.

1.4.2.6 Selected candidates shall be intimated about their provisional selection and allotted supervisor. Candidates, in consultation with the supervisor shall identify the area of research and prepare the synopsis.

1.4.2.7 The supervisor will propose a **Research Progress Committee, (RPC)** for that Ph.D./ M.Tech.(Research) / M.Arch.(Research) programme. The R P C shall monitor the progress of Ph.D./ M.Tech.(Research) / M.Arch.(Research) work of the candidate.

Following shall be the composition of RPC.

Head of the Concerned Department – (Chairman)

Supervisor(s)

Expert from Department (nominated by supervisor & approved by HoD)

Expert from allied Department (nominated by supervisor & approved by HoD)

Dean (Academics)

1.4.2.8 A pre-registration seminar will be arranged by department in consultation with supervisor. The seminars shall be held in month of June / December during weeks stipulated for Ph.D. seminar and shall be open to all. The candidate shall submit a copy of synopsis duly approved by the supervisor to HoD and all RPC members at least three days in advance. The synopsis shall include outline of the work with reference to problem identification, objective, scope of work and methodology. If possible, the report shall include different stages / independent task, which can be used as an indicator to assess the progress of work.

1.4.2.9 The HoD and the supervisor will forward the report of pre-registration seminar to Dean (Acad). The report shall include RPC recommendation and synopsis. If performance of candidate is not satisfactory in pre-registration seminar, the RPC may not recommend the case for registration.

1.4.2.10 Candidates where names are recommended for registration will be given a Ph.D./ M.Tech.(Research) / M.Arch.(Research) registration w.e.f. 1st January / 1st July.

1.4.2.11 Dean (Acad.) will issue a notice indicating list of candidates permitted to register and advice them to pay the fees. Letter confirming the registration shall be issued on receipt of fees.

1.4.2.12 RPC shall recommend the courses to be undertaken by a candidate as per norms.

1.4.2.13 The registration will be valid for a period of 6 years from the date of registration and no further extension will be granted under normal circumstances.

1.4.2.14 After 6 years, if a candidate wishes to continue research, he / she will be required to register again. A candidate should apply for re-registration before completion of 6 years of registration period. If the re-registration application is received after 1st January / 1st July, a candidate will be required to register again following the procedure for fresh candidates.

1.5 PLACE OF WORK

1.5.1 Normally the place of work will be VNIT Nagpur.

1.5.2 The place of work other than VNIT, if approved by RPC, shall be mentioned in the report of pre-registration or six monthly seminar.

1.6 PAYMENT OF FEES AND DEPOSITS

a) Application fee for Ph.D. registration: Rs. 500/-

b) Other fees :

(I)	Registration	Rs. 2500/- (one time)
	Caution money	Rs. 1500/- (refundable)
	Library fee	Rs. 1000/- (one time)
	Development fee	Rs. 3000/-

	TOTAL	Rs. 8000/-

Rs. 8000/- is to be paid before 31st January / 31st July.

(II)	Subsequent years: Annual fees	
	Retention fee	Rs. 1000/-
	Development fee	Rs. 3000/-

	TOTAL	Rs. 4000/-

Rs. 4000/- is to be paid before six monthly seminars of June / December.

Examination Fee :

The examination fee of Rs. 5000/- shall be paid by the candidate prior to the submission of the thesis.

Note:

1. *The delay in payment of annual fees may invite cancellation of registration. Payment of fees is annual. Six-monthly seminar shall not be conducted without payment of fees.*
2. *All the staff members of VNIT are exempted from the payment of annual fees. However, they will have to pay a registration fee of Rs. 2500/- and examination fee of Rs. 5000/-*
3. *Students who are staying in quarters are required to pay license fees, water & electricity charges, etc. as applicable for occupation of these quarters as per the Estate Office Rule.*
4. *If the thesis is submitted after 31st December /30th June, candidates are required to pay the fees for next academic session.*

1.7 SCHOLAR'S ROLL NUMBER

1.7.1 A Scholar shall be allotted a Roll Number during first registration which will be a permanent identification number.

1.7.2 The identification number of a Scholar shall consists of ten alpha-numerals (XXnnYYZmmm), e.g. DT08EEJ001.

1.7.3 Programme code

'XX' Indicates Programme Code

Code	Programme
RA	Master of Architecture (Research)
RT	Master of Technology (Research)
DA	Doctor of Philosophy in Architecture
DS	Doctor of Philosophy in Science
DT	Doctor of Philosophy in Technology
DH	Doctor of Philosophy in Humanities, Social Sciences & Other Areas

'nn' indicates year of admission (2008 is indicated as 08)
 YY indicates department code (EE is for Electrical Engineering)
 Z indicates code for area of research. J for areas related to departments
 I for Interdisciplinary areas
 mmm indicates Sr. No. in programme

DT08EEJ001 indicates roll number 001 of PhD Scholar admitted in 2008 in Electrical Engineering Department.

2. ENROLLMENT AND ATTENDANCE

2.1. ENROLLMENT

Enrollment is a very important procedural part of the academic system. The enrollment procedure ensures that the scholar's name is on the roll list of each course that he/she wants to study. No credit is given if the scholar attends a course for which he/she has not registered. Registration for courses to be taken in a particular semester will be done according to a specified schedule before the end of the previous semester. Each scholar is required to complete the registration formality in the intranet facility by indicating the slot-wise choice of courses. Web based registration facility is available only on the intranet of VNIT, Nagpur. Scholar's Supervisor must approve the choice of courses. The Scholar must also take steps to pay his/her dues before delivery of the seminar. Scholars should enroll themselves on a stipulated date. Enrollment after the specified date will be allowed only once in duration of completion of program. A scholar must meet his/her supervisor within the first week of the new semester for confirmation of his/her registration. A scholar's registration record will be available on-line for reference. The relevant dates are included in the Academic Calendar available prior to commencement of the semester.

Part time Ph.D./ M.Tech.(Research) / M.Arch.(Research) scholars shall register within one month of declared date of registration. These scholars shall note that this would be a special favor and under no circumstances further extension shall be allowed. If a scholar is likely to be outstation during registration he she shall seek prior permission from Dean (Acad). However enrollment dates shall not be extended.

2.2 ENROLLMENT AND SCHOLAR STATUS

Enrollment by a scholar confirms his/her status as scholar at the Institute. Failure to enroll before the last date for late enrollment will imply that a scholar has discontinued studies and his/her name will be struck-off from the rolls.

Every registered scholar, except **part-time** doctoral / M.Tech. (Research) / M.Arch. (Research) scholar, is considered as a full-time scholar at the institute. They are expected to be present at the Institute and devote full time to academics.

Scholars who have completed all course work are not required to enroll for the courses any further. They should enroll themselves for next semester after delivering the six monthly seminars. Registration and enrollment procedures are required till completion of course work.

2.3 ADVICE ON COURSES

At the time of registration, each scholar must consult his/her Supervisor to finalize the academic programme.

2.4 REGISTRATION VALIDATION

Before the first day of classes, every scholar is required to be present on campus and validate his/her registration by logging in at the website. The updated enrollment record will be available on the website and hard copy will be available with the supervisor. Scholars who do not do registration validation will not be permitted to add/drop courses.

2.5 MINIMUM SCHOLAR REGISTRATION IN A COURSE

M.Tech. (Research) / M. Arch. (Research) / PhD scholars can register / enroll for only 400 or 500 level courses. There is no minimum enrollment requirement for courses where these scholars are registered.

2.6 LATE REGISTRATION / ENROLLMENT

Late registration is permitted under following conditions:

A scholar, who was not in the campus during the period of registration in the previous semester, needs to complete the registration process on or before the first day of the semester before Late Enrollment.

For reasons beyond his/her control, if a scholar is not able to enroll, late enrollment is permitted until one week after the start of the semester. However, this provision can be availed only once in the duration of entire program.

2.7 ADDITION, DELETION, AUDIT AND WITHDRAWAL FROM COURSES

(a) Add/Drop: A scholar has option to add a course(s) that he/she has not registered for, or drop a course(s) for which he/she has already registered. This facility is restricted to first week of the semester.

(b) Audit: A scholar may apply for changing a credit course to an audit one within week of the end of the first sessional examination.

(c) Withdrawal: A scholar desirous to withdraw from a course should apply within one week of the end of first sessional examination. A withdrawal grade (XX) will be awarded in such cases.

Appropriate web-based applications are to be used at the academic web site from VNIT Nagpur intranet for availing above options.

2.8 SEMESTER WITHDRAWAL

If a scholar is absent for more than 20 teaching days in a semester on medical grounds, he/she may apply for withdrawal from that semester, i.e. withdrawal from all courses registered in that semester. Application for semester withdrawal must be made as early as possible and at least one week before the start of the End Semester Examination. Partial withdrawal from courses registered in a semester is not allowed.

Scholars registered under Research Programme cannot withdraw the main Project XXD601 (For PhD) or XXD602 (For M.Tech / M.Arch. (Research)). Semester withdrawal for these scholars shall exclude subjects XXD601/ XXD602

2.9 REGISTRATION IN SPECIAL MODULE COURSES

Special module courses, i.e. V-category courses, can be offered at the beginning of the semester in which case the regular registration procedure will be followed. A V-category course may also be offered during the semester. In such a case, scholars will be allowed to add this course prior to commencement of classes.

2.10 REGISTRATION FOR ACADEMIC WORK AT OTHER INSTITUTIONS

Scholars planning to do academic work, i.e. take courses or do part of project work at another institution in India or abroad, need to register prior to proceeding for such work. This includes scholars going out on exchange programmes arranged through the Institute and scholars intending to do project work at other institutions. Prior approval of the Supervisor, RPC, HoD and Dean (Acad) is required before proceeding on such studies for full time scholars. Prior approval of the Supervisor, RPC is required before proceeding on such studies for part time scholars.

2.11 PRE-REQUISITE REQUIREMENT FOR CLASSES

M.Tech. (Research) / M. Arch. (Research) / PhD scholars are exempted from prerequisite requirements for all courses.

2.12 PAYMENT OF FEES

Every registered scholar must pay the stipulated fees (including Hostel Dues) in full before six monthly seminar. In the event that a scholar does not make these payments, he/she will be de-registered from all courses and his/her name will be struck-off the roll.

2.13 REGISTRATION RECORD

In addition to web-based entries related to registration, a scholar should ensure that the same are entered on the Registration Record. Queries related to registration will be considered only when accompanied by the original Registration Record. This record must be preserved until the semester grade card is received by the scholar.

2.14 CONTINUOUS ABSENCE AND REGISTRATION STATUS

If a full time scholar is absent from the Institute for more than four weeks without notifying the Supervisor or Head of Department or Dean (Acad), his/her registration will be terminated and name will be removed from the Institute roll.

2.15 ATTENDANCE RULES

2.15.1 All scholars must attend every lecture, tutorial and practical class. However, to account for late registration, sickness or other such contingencies, attendance requirement will be a minimum of 75 % of the classes actually held.

2.15.2 A scholar with less than 75% attendance in lectures, tutorials and practicals taken together (as applicable), in a course during the semester, will be awarded 'W' attendance in that course irrespective of his/her performance in the tests. The course coordinator will award 'W' grade to a scholar who is deficient in attendance, taking into account the consolidated attendance record for the whole semester for the course concerned. For the purpose of attendance calculation, every scheduled practical class will count as one unit irrespective of the number of contact hours.

2.15.3 Attendance record will be maintained based upon roll calls (or any equivalent operation) in every scheduled lecture, tutorial and practical class. The Course Coordinator will maintain and consolidate attendance record for the course (lectures, tutorials and practicals together, as applicable).

2.15.4 To account for circumstances beyond control, scholars shall be permitted in only one semester (only once in the duration of programme) the attendance below 75%, provided it is not below 65%. Attendance grade of L shall be awarded in such cases.

2.15.5 The attendance grade shall be awarded as per following table and these grade shall appear on grade card

Sr. No.	Attendance	Grade	Remark
1	≥ 95%	H	-
2	≥ 85% but < 95%	9	-
3	≥ 75% but < 85%	8	-
4	≥ 65% but < 75%	L	If L grade is not awarded earlier
5	≥ 65% but < 75%	W	If L grade is awarded earlier
6	< 65%	W	-

2.16 LEAVE REGULATIONS FOR FULL TIME PH.D./ M.TECH.(RESEARCH) / M.ARCH.(RESEARCH) SCHOLARS

A full-time Ph.D./ M.Tech.(Research) / M.Arch.(Research) scholar, during his/her stay at the Institute will be entitled 30 days leave during each academic year, including leave on medical ground. These scholars are not entitled to have vacation. Even during mid-semester breaks and summer and winter vacations, he/she will have to explicitly apply for leave.

Leave beyond 30 days in an academic year may be granted to a research scholar in exceptional cases subject to the following conditions

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

In addition, a full time Ph.D./ M.Tech.(Research) / M.Arch.(Research) scholar who has completed his/her course work may be granted additional leave on medical grounds up to 10 days per academic year.

Female research scholars will be eligible for Maternity Leave with assistantship for a period not exceeding 135 days once during the tenure of their entire programme.

The leave may be subject to the **duly certification from authorized medical authority** approval of the Head of Department concerned on the recommendation of the Supervisor; Proper leave account of each scholar shall be maintained by the Department.

2.17 ATTENDANCE REQUIREMENT FOR ASSISTANTSHIP

A Ph.D. scholar irrespective of the source of research assistantship while pursuing course work, must attend at least 75 % of classes in each course in which he/she is registered. In case his/her attendance falls below 75 % in any course during a month, he/she will not be paid assistantship for that month. Further, if his/her attendance again falls short of 75 % in any course in subsequent month in that semester, his/her scholarship and assistantship will be terminated. A research scholar after having completed the course work must attend to his/her research work on all the working days and mark attendance except when he/she is on duly sanctioned leave.

Every scholar offered assistantship is required to register for a special course (XXD603) with Satisfactory/Unsatisfactory grade. He / she is expected to put in 8 hours per week towards the work assigned by the Institute. Continuation of assistantship in a subsequent semester would be conditional to obtaining a satisfactory grade in this course.

3. DEGREE REQUIREMENTS, REGULATIONS AND PROCEDURES

3.1 COURSE REQUIREMENTS

3.1.1 Master of Science (Research) Regulations

The M.Tech.(Research) / M.Arch.(Research) programme comprises of 36 credits of course work (minor project is not allowed) and 60 credits of research work. The larger project component gives the scholar an opportunity to conduct in-depth investigation on a topic of his/her interest. The project will be monitored by the RPC and the scholar will have to register for thesis (project course no. xxD602, 'xx' is department/school code) for 60 credits. KK grade is awarded at the end of each semester until the project work gets completed and the thesis is written. Normally the M.Tech. (Research) / M. Arch. (Research) programme is expected to take 4 semesters (excluding summer term) for full time and 6 semesters for part time. On completion of project work, a thesis written is evaluated by one internal and one external examiner. On satisfactory recommendations from the examiners, the thesis defence can be conducted before a Committee.

The minimum CGPA requirement for the course work is 7.00. If CGPA at the end of any semester is above 6.50 but less than 7.00, a scholar will be asked to take more courses in order to make-up required CGPA. If SGPA at the end of the first semester and CGPA at the end of any subsequent semester is below 6.50, he/she will have to discontinue Masters Programme. The course work must be completed within first two semesters of joining the programme by full time scholars. Part time scholars must complete the course work within two years.

In addition to the requirement of prescribed minimum CGPA, he/she is required to secure valid credits to an extent of 75 % of the credits registered in a semester for continuation of registration.

3.1.2 Doctor of Philosophy (Ph.D.) Regulations

The award of Ph.D. degree is in recognition of high achievements, independent research and application of scientific knowledge to the solution of technical and scientific problems. Creative and productive enquiry is the basic concept underlying the research work. In order to overcome any deficiency in the breadth of fundamental training or proper foundation for advanced work, special preliminary or pre-doctoral courses are conducted by each department. These courses are given either by faculty members or by guest-speakers and specialists in the profession.

Candidates registered for Ph.D. programmes shall be required to audit 2 four-credit courses HUL601 (Communication Skills) and XXL602 (Research Methodology) offered by any department (departments shall offer the course every year in rotation) in addition to the minimum course work specified by the RPC.

Candidates having M.Sc./M.A. or equivalent degree are required to complete a minimum of 24 credits. Relaxation up to 12 credits in the course work can be considered for those with M.Phil. degree. M.Tech. / M.Arch. or equivalent degree holders are required to complete a minimum of 12 credits. The departments may require a larger number of credits in general or in specific cases. The additional course requirement will be determined by the RPC on the recommendations of the supervisor after due consideration of the background of the scholar in relation to the proposed topic of research. These courses can be prescribed from existing M.Tech. courses, special pre-Ph.D. courses including laboratory, seminar, foreign language, etc. Normally, no independent study course will be allowed for Ph.D. scholars. However, self-study courses can be permitted if the recommended courses are not offered in first calendar year.

Minimum CGPA requirement for the course work is 7.50. If CGPA at the end of any semester is above 7.00 but less than 7.50, a scholar will be asked to take more courses in order to make up the required CGPA. If SGPA at the end of the first semester and CGPA at the end of any subsequent

semester is below 7.00, he/she will have to discontinue the doctoral programme. The course work must be completed within first two semesters of joining the programme.

In addition to the requirement of prescribed minimum CGPA, he/she shall be required to secure valid credits to an extent of 75 % of the credits registered in a semester for continuation of registration.

3.2 SEMINARS DURING Ph.D WORK

3.2.1 A scholar is required to give a seminar on the progress of his / her project work every 6 months in respective departments during the Ph.D. seminar weeks indicated in academic calendar.

3.2.2 The time-table for six monthly seminars shall be displayed by the HoD at least 15 days prior to the seminar. A brief write-up outlining the work previously done, the current status and the future plans also should be submitted to the RPC members at least 3 days prior to date of seminar.

3.2.3 Report of the RPC after each 6 monthly progress seminar shall be duly forwarded to the office of the Dean (Academic) by the concerned department, in a format available on intranet. KK grade will be awarded if the progress is 'satisfactory' in that semester. If the progress is 'unsatisfactory', UU grade will be awarded.

3.2.4 If reports of 2 consecutive review seminars are unsatisfactory, RPC may recommend discontinuation of registration. If 3 consecutive seminar reports are unsatisfactory or if 4 seminar reports are not satisfactory the registration shall be automatically cancelled. If seminar is not given, it shall be considered as not satisfactory.

3.2.5 Six monthly seminar shall be conducted only if annual fees are paid. No further seminar shall be conducted without payment of fees. Six monthly reports shall be considered as "not satisfactory", if six monthly seminar is not permitted.

3.3 ABSENCE DURING THE SEMESTER FOR COURSES REGISTERED

- a. A scholar must inform the Supervisor or HoD or Dean (Acad) immediately of an instance of continuous absence from classes.
- b. A scholar who is absent due to illness or any other unavoidable circumstances, up to a maximum of two weeks, should approach the course coordinator for make-up quizzes, assignments and laboratory work.
- c. A scholar absent from a sessional examination due to illness, should approach the course coordinator for a make-up test immediately on return to class. The request should be supported with a medical certificate from Institute's Medical Officer. A certificate from registered medical practitioner will also be acceptable for a scholar normally residing off-campus, provided details of registration of the concerned Medical Practitioner appears explicitly on the certificate.
- d. A scholar absent from a sessional examination due to unavoidable circumstances should approach the Course Coordinator for a make-up test immediately on return to classes. Supporting document should be attached to the application.

- e. Applications for make-up tests shall be considered by the course coordinator only if approved by the supervisor. Permission for make-up test is the discretion of Course Coordinator.
- f. In case a scholar is unable to appear in sessional examination on the same day in which he/she has appeared in a test, a medical certificate only from the Institute's Medical Officer will be acceptable.
- g. In case the period of absence on medical grounds is more than 20 working days during the semester, a scholar may apply for withdrawal from the semester, i.e. withdrawal from all courses registered that semester. Such application must be submitted as early as possible and latest one week before the start of the End Term Examination. No applications for semester withdrawal will be considered there after. Depending on merit of the case Dean (Acad.), will consider such applications. Partial withdrawal from courses registered in a semester is not allowed.
- h. If a scholar is continuously absent from the institute for more than four weeks without notifying the Supervisor / HoD / Dean (Acad.), his/her name will be removed from institute rolls.

4 REGULATIONS GOVERNING PH.D./ M.TECH. (RESEARCH) / M.ARCH.(RESEARCH) SCHOLARS

4.1 THESIS WRITING

The thesis shall normally be written in English in specific format and shall contain a critical account of the candidate's research. It should be characterized by discovery of facts, fresh approach towards interpretation of facts and theories or significant contribution to knowledge of design or development or combination of them. It should bear evidence of candidate's capacity for analysis and judgment and also his / her ability to carry out independent investigation, design or development. A thesis should normally be supplemented by published work. No part of the thesis or supplementary published work shall have already been submitted for the award of any other degree/ Diploma. Normally, four copies of thesis (three for Masters Programme) in soft cover have to be submitted in the format prescribed by the Institute.

4.2 SUBMISSION OF THESIS

4.2.1 A scholar can submit his / her Ph.D. thesis only after a period of 2 years from the date of registration for full-time and 3 years in case of part-time programme provided he /she has completed required course work. A candidate can submit his / her M.Tech. / M. Arch. by research only after a period of 2 years provided he /she has completed required course work.

4.2.2 Candidate who has re-registered under the supervisor and with the topic identical to earlier registration will not have minimum time restriction for submission of thesis.

4.2.3 A candidate should have at least one paper accepted/ published on his / her Ph.D./ M.Tech. / M. Arch work in an **International / National refereed Journal** before submission of the thesis. A candidate who has presented at least one paper on his/her M.Tech. / M. Arch work in an International Conference organized by professional society shall be exempted from publishing a paper in Journal.

4.2.4 Pre-submission seminar will be delivered by a candidate on completion of work. Thesis can be submitted if pre-submission seminar report by RPC is satisfactory.

4.2.5 Thesis should be submitted within three months of pre-submission seminar.

4.2.6 To expedite the process of examination, candidate can submit the title and synopsis of thesis in advance. However, thesis should be submitted within two months of submitting the synopsis without violating 4.2.5.

4.2.7 A candidate is supposed to have completed the work when the thesis is submitted. He/ she remains registered with the supervisor till the successful defence.

4.2.8 A candidate is required to submit 4 copies of the synopsis and soft bound Ph.D. thesis (3 copies for M.Tech. / M.Arch.) each along with the soft copies in PDF format both to the Academic Section. Soft copy should be submitted in a specified format, as per the library norms.

4.3 EVALUATION OF THE THESIS

4.3.1 The thesis shall be evaluated by two examiners nominated by the Chairman Senate from the panel of examiners submitted by the Chairmen of the concerned Board of Studies in consultation with RPC.

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

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

4.3.4 If the examiner(s) recommend acceptance of the thesis with minor modifications only, the thesis is to be corrected before open defence and viva-voce. External examiner shall confirm whether corrections suggested by both examiners are included. Candidate shall be provided a copy of detailed reports of both examiners.

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

4.3.6 A candidate shall be required to defend his / her Ph.D. thesis (open defence and viva-voce) before the Committee consisting of following members.

- i) One of the External Examiner of the Ph.D. thesis
- ii) Chairman, Board of Studies of the concerned Deptt.
- iii) Guide(s) / Supervisor(s) of Ph.D. thesis.
- iv) Director's Nominee (from amongst H.O.D. of other Departments /
PhD Supervisors from other Department)
- v) Dean (R&D) in case the candidate is registered in interdisciplinary
Board of Studies.

In case the examiner is unable to attend the viva-voce for any reason, the Director is empowered to nominate one expert in the field from the local area. The candidate should submit 3 hardbound copies of thesis incorporating all suggestions of examiners. After successful defense, out of three copies, 1 copy each will be issued for record, library and department.

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

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

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

4.3.10 There would be one internal and one external examiner for the thesis submitted by M.Tech.(Research) / M.Arch.(Research) scholar. Director's nominee shall be the additional member present during open defence.

4.3.11 After receipt of external examiner's report, there will be a defense conducted by both the examiners, which will be open for all.

4.4 SUPERVISOR FOR Ph.D.

4.4.1 A staff member of VNIT possessing Ph.D. with 5 years teaching experience at UG/PG level or 5 years of Industrial/ Research experience will be recognized as a supervisor for Ph.D. programmes at VNIT in relevant subject. A staff member possessing M.Tech./ M.E./ M.Arch with 5 years of teaching experience will be recognized as supervisor for M.Tech./ M.Arch(by Research).

4.4.2 A supervisor can have a maximum of 5 candidates registered under him / her for a Ph.D. programme at a time in VNIT. The supervisor who desires to guide Ph.D. scholars outside Visvesvaraya National Institute of Technology, Nagpur, shall be required to take prior permission from the Director. A supervisor can have maximum 5 M.Tech (by research) candidates under him / her at any given time.

4.4.3 Outside researchers can guide Ph.D. thesis as additional Supervisors only. Principal Supervisor should be essentially from VNIT.

4.4.4 Outside researchers shall be recognized as Supervisor on case-to-case basis. The criteria for recognition as external supervisor shall be as under.

1. Ph.D. in concerned subject.
2. Ten years Teaching / Research / Industrial experience.
3. He / she should belong to IIT / NIT / National Laboratories / University Departments / Government Colleges.
4. Some scholar should have applied to work with him / her (as external supervisor).
5. Concerned Chairman, BoS should have recommended the case.
6. Recognition of the External Supervisor shall be approved on case to case basis by BPGS.
7. To be recognized as External Supervisor for M.Tech. (Research) / M.Arch. (Research) Ph.D. is desirable. External Supervisor for M.Tech. (Research) / M.Arch. (Research) should be at least M.Tech. / M.Arch.
8. Should have guided at least one PhD. (desirable)
9. Five publications in National / International Journals out of which at least two in refereed journals. (desirable)

4.4.5 If the Principal Supervisor leaves the Institute for any reason he / she is permitted to work as Principal Supervisor for candidates registered before leaving the Institute. However, additional supervisor from the Institute shall be provided, if the thesis can not be submitted within calendar year i.e. before next enrollment in January.

4.4.6 An additional supervisor / external supervisor can have maximum 3 candidates registered under him/her at a time in VNIT.

4.4.7 Subjects for which there are no recognized Supervisors is available in VNIT (like Architecture), the external supervisor alone can guide the Ph.D. work at VNIT .

4.4.8 The practice of change of Supervisor should be discouraged under the normal circumstances. Candidate's current supervisor and co-supervisor(s) shall sign the application for change of supervisor jointly. Such applications if recommended by HoD shall be considered by Dean (Acad.) as Chairman, BPGS.

4.4.9 However, any application from a candidate or the Supervisor requesting for a change may be considered and decided by a Committee comprising Dean (R&D), Dean (Acad.) and HoD of the concerned Department. In case, any of the above committee members happens to be the Supervisor, the Director shall nominate a member in lieu of the above Supervisor.

4.5 CANCELLATION OF REGISTRATION

4.5.1 Candidate alone or candidate & supervisor(s) jointly can apply for cancellation. HoD, Dean(Acad.) shall consider these cancellations.

4.5.2 Supervisor can apply cancellation of registration of scholar without consent of scholar giving reasons. However such applications shall be considered by BPGS.

4.6 BOARD OF POST GRADUATE STUDIES (BPGS)

BPGS shall approve the Ph.D. registration, recognition for Ph.D. supervisors and take a policy decision about the ongoing Ph.D. programmes and other related matters.

4.7 BOARD OF STUDIES IN INTERDISCIPLINARY RESEARCH

- a) The Board of Studies in interdisciplinary research shall comprise the following :

Chairman	:	Dean (R&D)
Members	:	All HoD's
- b) The faculty (Engineering / Science / Architecture) in which the candidate shall be registered for interdisciplinary research would be based on his/her qualification and eligibility.
- c) For monitoring the progress of research, a Research Progress Committee (RPC) should be constituted as per the rule (1.4.2.7).

4.8 AWARD OF DEGREE

The degree shall be awarded by the Senate, provided that:

- (a) the Oral Defence Committee so recommends.
- (b) the candidate has submitted three hard cover copies of the thesis, after incorporating all necessary corrections and modifications including appropriate IPR notice. The hard bound copies of the Ph. D. thesis, submitted after the viva-voce examination, must contain the appropriate copyright certificate in the beginning of the thesis, on a separate page on the left side.
- (c) the candidate has submitted soft copy of the thesis in PDF format / format acceptable to the Library.

4.9 IPR (International Property Right) NOTICE

The relevant IPR notice to be incorporated in the soft/hard bound thesis, reports etc. shall be chosen from the following:

- a) The thesis/report etc. for which formal copyright application has NOT been filed, should carry the copyright notice as:

© Visvesvaraya National Institute of Technology (VNIT), 200 ...[year of submission of the thesis/ report].

b) The thesis/report etc. for which formal copyright application has been filed with the copyright office, should carry the copyright notice as:

© Visvesvaraya National Institute of Technology (VNIT), 200 ...[year of submission of the thesis/ report]. All right reserved. Copyright registration pending.

c) The thesis/report etc. and for which in-addition to a formal copyright application with the Copyright Office, patent/design application has also been filed with the patent office, should carry the “IPR Notice” as:

**Intellectual Property Right
Notice**

Part of this thesis may be protected by one or more of Indian Copyright Registrations (Pending) and/or Indian Patent/ Design (Pending) by Dean, Research & Development, Visvesvaraya National Institute of Technology (VNIT), 200 ...[year of submission of the thesis/ report]. India. VNIT restricts the use, in any form, of the information, in part or full, contained in this thesis ONLY on written permission of the Competent Authority: Dean(R&D) VNIT Nagpur.

The notices at ‘b’ and ‘c’ should only be, repeat only be inserted after the formal application(s) has (have) been filed with the appropriate office(s) as the case may be and the same has been confirmed by Dean R&D office.

4.10 ADDITIONAL RULES FOR STAFF OF THE INSTITUTE

4.10.1 If a member of the academic staff, who is registered for the degree, leaves the Institute before the minimum period of registration is completed, he/she will be permitted to submit his / her thesis in due course, provided RPC recommends that,

- (a) a substantial part of the research has been completed at the Institute; and
- (b) any additional work required can be adequately supervised.

4.10.2 A member of the academic staff who has commenced his research before joining the Institute may, at the discretion of the BPGS and on the recommendation of the Supervisor through the RPC concerned, be permitted to include in his / her period of registration, part or all of the time spent on research before joining the Institute, up to a maximum of one year.

4.10.3 A member of the non-academic staff of the Institute who satisfies eligibility qualifications may be considered for admission to the degree as a part-time candidate provided the Director of the Institute duly approves his/her application.

4.11 CONVERSION OF STATUS FROM PART TIME TO FULL TIME OR FROM FULL TIME TO PART TIME

The conversion of status from Part time to Full time or from Full Time to Part Time is permitted. However, in either case, minimum period of submission of the thesis shall be governed by Part Time regulation. Other regulations shall be applicable as per the changed status. Change of status shall be permitted on formal application submitted to Dean (Acad) through supervisor and HoD. Such change shall be permitted only once during the registration period of 6 years.

4.12 IMPLEMENTATION PLAN

All scholars who are enrolled with VNIT Nagpur for Phd, M.Tech. (Research), M.Arch. (Research) shall be governed by these rules and regulations applicable from 2008-09. All these enrolled scholars shall be exempted from course work stipulated. All other rules shall be applicable in total. The RPC shall be reconstituted. Both the experts who are RPC members shall continue to remain RPC member.