

# **NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA**

## **ORDINANCE-I ACADEMIC PROGRAMME (Ph. D Regulation)**



**ORDINANCE – I**  
**ACADEMIC PROGRAMME**  
**(PhD Regulation)**  
**INDEX**

<b>Sl. No</b>	<b>Content</b>	<b>Page No</b>
A	General	2
B	Definitions	2
C	Ordinances	4
D	Rules and Regulations	(5 – 22)
	1) Categories of Candidature	5
	2) Doctoral Scholarship	5
	3) Supervision	6
	4) Admission to the PhD Programme	8
	5) Course Work, Course Registration and Attendance	10
	6) Course Work/Credit Exemption Guidelines under PhD Course Work	13
	7) Critical Dates for PHD Programmes and PhD Registration	13
	8) PHD Registration/ Pre – requisites for Registration	13
	9) Maximum Duration of Institute Scholarship to PHD Scholars	14
	10) Monitoring of Progress of Research	15
	11) Period of Candidature	15
	12) Withdrawal of Candidature/ Conversion to Part Time	15
	13) Maximum duration for temporary discontinuation of course under any Programme.	16
	14) Approval of the Title of the thesis, pre-submission seminar and Examiners for Thesis Review.	16
	15) Submission of Thesis	17
	16) Early Submission	17
	17) Examination of Thesis	18
	18) Oral Defense Evaluation	19
	19) Award of Ph.D. Degree	19
	20) Confidentiality and Copyright of Thesis	19
	21) Any Other	20
	22) Leave Rules	20
	23) Process for Refund of Caution Deposit	21
	24) Financial Support for Research Scholars	21
	25) Research Conclave	22
	26) Ph.D Thesis Submission Fee	22
	27) Nominal Fee for Transcripts/Duplicate Grade cards/IDs, etc	22
E	Power to Modify	23
F	Annexure I - Guidelines for Preparation of the Thesis	24

## A. General:

One of the major objectives of the National Institute of Technology Meghalaya (NIT Meghalaya) is to carry out research towards creation of new knowledge and development of technologies. One of the ways to achieve this objective is through Ph. D. Programme offered in its various Departments.

1. **Title:** It specifies the Academic PhD Programme in NIT Meghalaya and embodies the regulations relating to these academic Programmes.
2. **Date of enforcement:** The Regulations embodied in this ordinance shall come into force with effect from the academic session 2013-14 onwards.
3. **Extent of application:** This regulation shall apply to students seeking admission and admitted to the PhD Programme in the Institute.
4. **Interpretation:** Subject to such advice as may be given by the Board of Governors or the Senate, the decision of the Director shall be final and no suit, application, petition, revision, or appeal shall lie in any authority outside the Institute in respect of interpretation of this Ordinance and any other matter not covered within this regulation.
5. **Regulation for extra-ordinary situation:** Any matter which is not covered by the provisions of the clauses of the Regulations or is beyond the purview of this regulation may be considered by the Senate depending on the merit of the cases and for any case which may be referred to the Senate by the Deans/Registrar.
6. **Last date:** Normally the last date for any purpose shall be the date as declared to be so. However, in the event of the declared last date turning out to be a non-working day for any unforeseen reason, the immediate next working day shall be treated as the last date.

## B. Definitions:

1. **“Research”** means systematic study or investigation in order to discover new knowledge in the form of facts/patterns or new interpretation of ideas or inventions of new devices.
2. **“Doctor of Philosophy (Ph.D.)”** signifies that the awardee of the degree has undertaken a substantial piece of original research, which has been conducted and reported by the holder under proper academic supervision, and in a research environment for a prescribed period.
3. **“Research Scholar”** means a student who is admitted to Ph.D. Programme of NIT Meghalaya through the procedures adopted by the Institute.
4. **“Supervisor”** means a person who is recognized by NIT Meghalaya to supervise the research work carried out by the scholar/candidate for Ph.D.
5. **“Co-Supervisor”** means a person who is recognized by NIT Meghalaya to supervise the research work of a scholar jointly with a Supervisor.
6. **“Departmental Research Committee (DRC)”** is the Research Committee of a teaching Department/ Centre of the Institute. The Head of the concerned Department/ Centre shall be the chairperson of the DRC. It shall be constituted annually prior to the beginning of academic year by the Academic Section on recommendation of Head of the Department/Centre. The Committee shall be constituted with a minimum of three members from the Department, one member from allied Department on recommendation of the Head of the Department/ Centre and all research groups should be a part of the DRC. Faculty from other Department shall be nominated by Dean (AA). If a Department has lesser number of faculties then rest of the faculties from other Department(s)/Centre(s) shall be nominated by Dean (AA). DRC and Dean (R&C) may administer all matters related to the Research Programme of the Institute. R9 (a)/SENATE-XVIII/19.
7. **“Internal Quality Assurance Committee (IQAC)”** for monitoring and improving the overall Academic Quality in the Institute. R9(C)/SENATE-XVIII/19.

8. **“Programme Evaluation Committees (PGPEC)”**: The PGPEC are Programme Evaluation Committees with crucial academic responsibilities.

**i) Responsibility:**

The Committees shall analyze the examination results in respect of each course under the concerned Programme and provide suggestions to ensure fairness and transparency in grading before the declaration of semester results.

**ii) Composition:**

The composition of the Committee shall be as follows:

PG-Programme Evaluation Committee (PGPEC)	
Dean (AA)	Chairperson
Dean (SW)	Member
Chairman, IQAC	Member
Sr. Faculties of Departmental Research Groups ( <i>to be nominated by the HoDs</i> )	Members
PiC-PG & AR (AA)	Convenor

*Note: The Senior Faculties nominated by the HoDs should not appear in both the PECs. The term of the Committee Members shall be two (2) Academic Years. R7(b)/SENATE-XXV/21*

9. **Doctoral Committee (DC)**: The formation of the DC shall be initiated by the Supervisor(s) to monitor the progress of each of the research scholars.

**The DC shall consist of the following:**

- i. Supervisor, Convenor
- Members Nominated by Supervisor:**
  - ii. Co-Supervisor\*, Member-1
  - iii. A faculty member (otherwise eligible to be supervisor, of the concerned research group of the Department/Centre), Member- 2
  - iv. One faculty member (otherwise eligible to be supervisor, of the concerned Department/Centre), Member- 3
  - v. One faculty member, from other Department/Centre or from the other Institute of repute, Member- 4
- Members to be nominated by Dean (AA):**
  - vi. A Senior faculty member, Chairman

\* For Full Time Ph.D. scholars, if needed, a co-supervisor may be allotted as per the guidelines mentioned in “Recognition of Supervisor/Co-Supervisor” in the Ordinance. External co-supervisor needs to be from recognized universities/ institutes/organizations/industries. R3(A-6)/SENATE-XXXIV/23

**a) Workflow of DC (from Ph.D Registration Seminar till Defense of Ph.D Thesis)**

- i. If the research work carried by the scholar is satisfied during the pre-submission seminar, the DC shall recommend for Thesis submission with a set of examiners (Indian and Foreign).
- ii. After receiving the reports from the thesis examiners, the Academic Section follows necessary process to take the approval from the Competent Authority. Upon approval, the reports are shared with DC.
- iii. The Supervisor shall convene a meeting with the DC members for analyzing the reports received from the examiners for any major or minor corrections as suggested or any other adverse recommendation. The meeting shall be minute and the same should be shared with the Dean (AA). Based on the Thesis examination reports, the DC may specify the time-period required to revise the Thesis by the scholar.

- iv. Dean (AA) after receiving the minutes of DC, the necessary recommendations (if corrections/modifications raised by the DC based on the examiner reports) shall communicate to the concerned Supervisor. If there is no correction/modification required based on the recommendation of DC, the Supervisor may initiate the process for constitution of ODEC.
- v. If the corrections/modifications are required as per the recommendation of DC, the Supervisor shall then communicate with the scholar to make the necessary corrections/modifications across the Thesis.
- vi. After the scholar submits the corrected thesis along with compliance report, the Supervisor shall convene another meeting with the DC members for further analysis and recommendation. Based on the recommendation of DC, the ODEC may be constituted for conducting Thesis Defense Examination. R8(d)/SENATE-XXV/21

**10. Board of Examiners of Thesis (BET):** Board of Examiners for examination of a thesis shall consist of internal examiner(s) (normally all the supervisors) and two external examiners. One of the two external examiners shall be from abroad. The external examiners shall be chosen by the chairperson of the Senate from a panel of Ten (10) members (5 from India and 5 from abroad) proposed and recommended by the Doctoral Committee at the time of submission of synopsis of the thesis. R6/SENATE-XIII/17.

**11. Oral Defense Evaluation Committee (ODEC):** Oral Defense Evaluation Committee of a research scholar shall evaluate the performance in the Viva-voce examination or Oral Defense of the research work carried out by him/ her. The Committee shall consist of following: R6 (a)/SENATE-XX/19)

- |   |           |
|---|-----------|
| i. DC Chairman  | -Chairman |
| ii. External examiner(s) of BET selected by the Chairperson of the Senate | -Member   |
| iii. All DC Members   | -Members  |
| iv. Co-Supervisor   | -Member   |
| v. Supervisor   | -Convener |

### C. Ordinances

1. NIT Meghalaya awards the degree of Doctor of Philosophy (Ph. D.) to a candidate who has successfully completed the stipulated Programme of research in one of the Departments/ Centers in the Institute.
2. The Senate of the Institute formulates the Programme of research with the governing rules and regulations. The Senate can modify or change the structure, the governing rules and regulations from time to time.
3. A candidate to be awarded the Ph. D. degree has to submit a thesis embodying the findings of his/ her research carried out under this Programme. The thesis should be a record of an original contribution of high quality to the advancement of knowledge as judged by experts in the relevant area.
4. A candidate becomes eligible for the award of Ph. D. degree after fulfilling the entire academic requirement prescribed by the Senate.
5. The Board of Governors of the Institute shall approve the award upon the recommendation of the Senate.
6. In case of any controversy on the BET or ODEC report the decision of the Senate shall be final and binding.
7. The Ph.D. degree shall be awarded in the discipline of the Department in which the scholar registers for the Ph. D. Programme.

## **D. Rules and Regulations**

### **1. Categories of Candidature:**

The Institute shall admit Ph. D. scholars under the following categories:

- i) **Full Time:** Scholars under this category shall work full time for the Ph.D. courses/research. They may receive fellowship/assistantship offered by the Institute as per Ministry of Education norms or from other funding agencies.

- ii) **Sponsored:**

- a) **Sponsored (Full Time)**

Recognized R&D organizations, national institutions, other universities, government organizations or industries/any other agency may sponsor research scholars. The candidates with self-sponsorship or TEQIP sponsorship or any other scheme like ICCR, Study in India, etc. may also take Ph.D admission under sponsored category. They shall be admitted through the normal process, and they shall not be entitled to any fellowship/assistantship from the Institute. They shall work full time for the Ph.D. courses/research. R7(a)/SENATE-XXV/21

- b) **Sponsored (Part-Time):**

- i) Employees from Industries and Research & Development (R&D) Organizations, Employees from Academic Institutes and Faculties of Senior Colleges (Junior college are not to be included), with minimum working experience of 5 years, after completion of UG (B.E/B.Tech), out of which 2 years should be from the current organization or Candidates with M.E/M.Tech/Master's degree in the relevant field must have minimum of 3 years working experience, out of which 2 years should be from the current organization, to apply for the Sponsored Ph.D. Programme. Candidates from Polytechnic Institutes or those with AMIE (or equivalent) must be an M. Tech graduate in order to apply for the said Programme. R3(iv-a)/SENATE-XXIX/22

- ii) Candidates are not entitled to receive any fellowship from Institute. (R10/SENATE-XV/18).

- iii) Sponsored candidates shall submit a sponsorship certificate / NoC from their employers in proper format (Form III A or Form III B). R6 (g)/SENATE-XX/19

- iii) **Project Fellow:** Project Fellows working on different research projects at the Institute may be admitted to the Ph. D. Programme provided they satisfy the eligibility criteria, subject to the consent of the Principal Investigator of the project. They shall be considered as full time for the Ph.D. courses/research. R6/SENATE-XIII/17

### **2. Doctoral Scholarship:**

- i) Every full-time scholar admitted as per eligibility to the Ph. D. Programme, not receiving any other scholarship, stipend, salary etc., may receive an Institute scholarship as per Ministry of Education (formerly MHRD) norms for a maximum duration of 5 years. The scholar shall be required to assist the Department/ Centre/ institute in teaching, evaluation and any other activity up to 10 hours per week as prescribed by the Department/Center concerned. For those receiving Institute Scholarship, an enhancement seminar for enhancement of scholarship may be conducted after 2 years from the date of enrollment upon recommendation of the Supervisor. Also, the Scholar may be encouraged for one International SCOPUS indexed Conference Paper OR one SCOPUS/SCI/SSCI/AHCI Journal paper accepted/published as the first author before applying for the enhancement of scholarship. A Review Committee shall be formed to review the Enhancement Seminar. (FORM V A).

ii) The Constitution of the Review Committee shall be as follows: - R(3.2)/SENATE-XXXV/23

Sl. No.	Member	Designation
1	All DC Members	Chairman, DC will act as the Chairman of the Review Committee
2	One Senior faculty from DRC*	Member
3	One External Senior faculty member of the field, preferable from IIT/NIT*	External Member

\*to be proposed by Dean(AA)

iii) In the case of Science/ Humanities disciplines the candidate must be GATE/ NET qualified to be eligible for receiving the scholarship from the Institute.

### 3. Supervision:

#### i) Supervisor:

The supervisor is a person who is recognized by NIT Meghalaya to supervise the research work carried out by the scholar/candidate for Ph. D.

- A faculty member shall have maximum 4 PhD students under him as Principal Supervisor/ Sole Supervisor from the Institute scholarship grant. Additionally faculty members will be allowed to take sponsored scholar depending on the sponsored R&D projects. (R11/SENATE-XXXVIII/24).
- In addition to above, a faculty (PI) who has a running/accepted sponsored research project(s) during the Ph.D admission shall be allowed to take one more PhD scholar for every such project, under Institute scholarship. R7b(i)/SENATE-XXVI/21.
- In order to maintain the momentum of quality research publication, the faculties may be allowed to take one more scholar from the Institute scholarship grant under the following proposed criteria:
  - Guided minimum 2(two) PhD as sole/principal supervisor
  - Five numbers of SCI/SCIE/SSCI in the last two preceding academic years. R4-A(d)/SENATE-XXVIII/22
- A faculty member can ideally supervise four (4) Sponsored (Part-Time) scholars as a principal/sole supervisor.
- A faculty who has already guided 3(three) or more PhD students as Principle/Sole Supervisor may be allowed to guide 1 (one) more Sponsored (Part-Time) PhD scholar preferably from an Industry or an R&D organization. However, on case-to-case basis, the number of scholars may be increased with prior approval of the Competent Authority up to a maximum of 6 Sponsored (Part-Time) scholars. R7b(i)/SENATE-XXVI/21.
- Before deciding the number of scholars for each faculty, the DRC shall take into consideration the availability of infrastructure and the teaching/ administrative commitments of the supervisor.

#### ii) Co-Supervisor:

A co-supervisor is a person who has been recognized as a Ph. D. supervisor by the Institute to supervise the research work of a scholar jointly with a Supervisor. The maximum number of scholars that an External Co-Supervisor and an Adjunct Faculty can guide from the Institute shall be of two. R4-A (e)/SENATE-XXVIII/22

#### iii) Allotment of Supervisor(s):

- a) Following the recommendation of the DRC, the chairperson shall nominate a supervisor to supervise the research of a candidate during the first semester with the consent of the person so nominated (Form II-A).
- b) A scholar may apply in prescribed format (Form II-C) to the chairperson, DRC for changing his/her supervisor/co-supervisor (or both) on sufficient and valid grounds. On the basis of the application and the recommendation of the DRC, the Chairman, Senate may approve the change.

**iv) Recognition of Supervisor/Co-Supervisor:**

- a) Any regular faculty member of the NIT Meghalaya with Ph.D may be recognized as supervisor/co-supervisor of guiding the Ph.D scholars.(R7(a)/SENATE-XVIII/19)
- b) Any member of the faculty of the Institute who is eligible to become a supervisor may act as a co-supervisor.
- c) Any member of the faculty/ scientist from other recognized universities/ institutes/ organizations/industries with a Ph. D Degree may be recognized as Co-supervisor at NIT Meghalaya if the Chairman, Senate approves with recommendation of DRC.
- d) In exceptional cases an eminent scholar with significant contribution in his/ her area of specialization/ expertise but without a Ph. D. degree may be recognized as co-supervisor. With regards to the requisite qualifications and outstanding research background for Co-Supervisors, he/she should have either Ph.D or Master's degree along with minimum 15 years of industrial experience in reputed R&D Labs. R5/SENATE-XXIII/20
- e) The DRC shall forward a brief note of recommendation to Dean (AA) along with the resume for forwarding to the Competent Authority. The Supervisor will be from NIT Meghalaya and may propose a Co-Supervisor from other Institutes/Industries along with his/her CV and email/letter of consent. Upon approval of the Competent Authority, he/she may be recognized for Co-Supervising the student at NIT Meghalaya. R7 (b)/SENATE-XVIII/19.
- f) The scholar enrolled into Ph.D. Sponsored (Part-Time) Programme may choose a Co-Supervisor preferably from his/her parent organization or reputed Institute nearer to his/her working place. However, in case the student is unable to find a suitable Co-supervisor, his/her Supervisor may recommend a Co-Supervisor from a reputed Institution that may be beneficial for the scholar to carry out the research work. The process of proposing a Co-supervisor shall be followed as specified above (R7 (b)/SENATE-XVIII/19).
- g) The Senate Recommended that the existing Sponsored (Part Time) Ph. D Scholars can carry out their research work under sole supervision provided they are unable to find a Co-Supervisor as per norms and the Institute attendance requirement of such scholars may be increased by 50%. The scholar may opt for a co-supervisor from NIT Meghalaya provided his/her workplace is nearby Shillong. Allotment of Sole Supervisor will be case to case basis and upon approval of the Competent Authority. However, from Spring 2021 admission onwards, the shortlisted candidates for Sponsored (Part Time) Programme should mandatorily propose a Co-Supervisor, along with his/her brief bio-data and consent, preferably from the parent organization or from any reputed Institutes closer to the work place of the candidate before the selection process.R5/SENATEXXIII/20
- h) If an employee of NIT Meghalaya or a candidate from nearby location enrolls into the Ph.D Programme (Sponsored) at NIT Meghalaya, then the sole supervisor allotment may be permitted based on case to case basis, with recommendations of the DRC and upon subsequent approval of the Competent Authority. R3(v)/SENATE-XXIX/22
- i) Under no circumstances a Ph. D. candidate shall have more than two supervisors including a co-supervisor.
- j) Even when a supervisor leaves the Institute permanently or temporarily or retires from service she/he shall continue to supervise the scholar(s), as per the existing norms, till she/he completes the work. However, the scholar(s) must apply to the DRC for a co-supervisor or a different supervisor with the consent of the original supervisor.
- k) In case a supervisor or a co-supervisor is not in a position to continue supervision due to prolonged illness or other problems (in such a case she/he shall communicate her/ his inability to the DRC) or

factors beyond his/her control the DRC may appoint a new supervisor or a co-supervisor on receiving an application (Form II-C) from the scholar concerned and obtain approval of the Competent Authority. In case of a change of co-supervisor the application shall be endorsed by the supervisor subject. (R6(b)/SENATE-XX/19)

**I) If a faculty member leaves the Institute, the proposal for change of Supervisor/Co-Supervisor/DC shall be as under:**

1) On resignation under lien/deputation, the faculty may continue to be the Supervisor of the scholar(s) irrespective of which stage of research the scholar(s) is in. He shall also continue to be the chairman or member of DC.

2) However, for a faculty resigning under technical resignation, the following norms shall follow:

(i) If the scholar under the faculty has not completed the Ph.D Registration or his/her research work is **in the preliminary stage** i.e. within one year of Ph.D Registration but without any publications, then the DRC shall propose a new Supervisor for the scholar and the outgoing faculty will have to forego the scholar. The DC members shall also be re-nominated as per norms.

(ii) If the scholar under the faculty has completed the Ph.D Registration and his/her research work is **in the final stage** of submission as mentioned below, then the faculty leaving the Institute may continue supervising the scholar. However, the respective HoD shall be appointed as the Care Taker Supervisor from the Institute to take care of routine administrative matters.

**Final Stage is defined as follows:**

- i) 2 years after Ph.D Registration with two published publications **(in Scopus/SCI/ESCI/SSCI/AHCI)** as first author (or)
- ii) 2 years after Ph.D Registration with one published publication and one more communicated as first author **(in Scopus/SCI/ESCI/SSCI/AHCI)**.

3) The same procedure shall be followed in case of Sponsored (Part Time) Ph. D Scholars as well. However, as the norms do not allow for allocation of for more than 2 Supervisors, a faculty leaving the institute in the Preliminary Stage will have to forego the Part Time Scholar(s) under his/her Supervision if a Co-Supervisor is already allocated for the scholar. The department through the DRC may propose a new Supervisor for the scholar(s).

4) In the above or similar cases for change/appointment of supervisor/Co-Supervisor, an approval must be obtained from the Competent Authority through the DRC. R3(ii)/SENATE-XXX/22

**4. Admission to the Ph.D. Programme:**

**i) Admission Criteria for Ph.D. Full Time:**

Master's degree in Engineering/ Science/ Technology/ Humanities and Social Sciences/ Management Sciences/ or Master's degree in the allied subjects with consistently good academic record and a minimum of first class (if class is not mentioned in the transcript/certificate then minimum 60% marks or 6.5 CGPA) in the Master's degree. Candidates with B.E./ B. Tech. with an aggregate of 75% marks or equivalent GPA with valid GATE score will also be eligible. Candidates applying for the Programme must clear the Institute entrance exam and interview for admission. **R3(A-1)/SENATE-XXXIV/23**

**ii) Qualification Criteria for Ph.D Sponsored (Part-Time) Programme:**

- a) Master's degree in Engineering/ Science/Technology/Humanities and Social Sciences/ Management Sciences/ or Master's degree in the allied subjects with consistently good academic

record and a minimum of 60% (55% in case of Humanities and Social Sciences) marks or an equivalent CGPA in the Master's degree.

OR

- b) Candidates with B.E. / B. Tech. with an aggregate of 60% marks or equivalent CGPA are eligible. Relaxation for SC/ST & PH as per GOI norms.
- c) Employees from Industries, Corporate Houses, Research and Development (R&D) Organizations and Faculties of Senior Colleges with minimum working experience of 5 years, out of which 2 years should be from the current organization, will be eligible for applying to the Sponsored Ph.D. Programme.
- d) Candidate's age should not be more than 58 (R6 (d-ii)/SENATE-XVI/18 & R6 (d-iii)/SENATE-XVI/18).

**iii) Modality for Institute Employees applying for Ph.D. Sponsored (Part Time) Programme (R7/SENATE-XXI/20)**

The Institute Employees applying for Ph.D. Sponsored (Part Time) Programme of the Institute, The criteria for Employees of the Institute is as below: National Institute of Technology Meghalaya will encourage its regular employees to pursue Ph.D. Sponsored (Part-Time) Programme in the appropriate area, subject to fulfilling the following conditions:

- a) The minimum qualification required for applying into the Programme shall be as per advertisement and norms of the Institute.
- b) The minimum work experience required is Five years of regular service. At least two years of continuous regular service at NIT Meghalaya is required.
- c) An employee shall have to apply through proper channel. The concerned Department/section shall forward his/her application to the Academic Section for necessary approval of the Competent Authority.
- d) The maximum number of seats for Institute employees shall be fixed at 2 per Department/section/Centre.
- e) The fee structure shall be the same as that of Ph.D Sponsored (Part time) category.
- f) The Institute shall not bear any kind of expenses/semester fees of the employee for pursuing higher study The course work requirements shall be the same as those of the Part-Time (sponsored) category.
- g) Both the Supervisor and the Co-supervisor should be from NIT Meghalaya.
- h) The minimum and maximum duration of the course shall be kept the same for both the categories (Sponsored & Institute Employee).
- i) After successful completion of the Ph.D. Sponsored (Part-Time) Programme, the employee cannot claim any additional financial benefits/incentives from the Institute.
- j) The minimum period that an employee is required to serve in the Institute after completion of the Ph.D Sponsored (Part-Time) Programme shall not be less than the minimum duration of the Ph.D Sponsored (Part-Time) Programme. An employee has to submit an undertaking at the time of application.
- k) The following components shall be waived for the employees of the Institute who have been selected for admission under Sponsored category (R5/SENATE-XXVIII/22):

Sl. No.	Fee Component	Amount (Rs.)
1	Library Fees	1,500
2	Internet Fees	1,000
3	Laboratory Fees	1,500
<b>Total Amount to be Waived (Rs. Four Thousand) only</b>		<b>4,000</b>

The permanent employees of the Institute enrolled in various programs of the Institute may avail the Fee waiver of only Student Activity Fees. (R5/SENATE-XXXV/23).

**iv) Notification for Ph.D. Admission:**

The notification for admission to the Ph.D. Programme (both Ph.D Full time and Ph.D Sponsored (part-time) shall be published through advertisements placed in national and regional newspapers and through the Institute website. However, the Advertisement of Ph.D Sponsored will be once in a year preferably before the beginning of the Academic Year. The notification shall be made on obtaining information from each Department/Centre about the actual number of positions available.

**v) Admission Procedures:**

- a) The application form (Form-A) for admission to the Ph.D. Programme in prescribed format duly filled in and complete in all respects must reach the Assistant Registrar (Academic) on or before the last date specified for the purpose.
- b) The application must be accompanied by a Statement of Purpose (SoP) indicating the area and type of research work he/ she proposes to carryout.
- c) Application of the candidates from Sponsored categories must be submitted through proper channel.
- d) Sponsored candidates must submit a sponsorship certificate/NOC from their employers in proper format (Form III A or Form III B)( R6(g)/SENATE-XX/19)
- e) Employed part time candidates shall submit a no objection certificate from their employers stating that the candidates shall be allowed to get themselves admitted to the Ph.D. Programme, if selected. Such candidates shall complete their course work by the end of the third semester after obtaining necessary leave in the prescribed format (Form III A or Form III B) from their employers.
- f) Project Fellows working under different research projects at the Institute may be admitted to the Ph. D. Programme provided they satisfy the eligibility criteria with subject to the consent of the Principal Investigator of the project. Normal Ph. D admission procedure, as followed by the other candidates, must be applicable for the Project Fellows willing to enroll into the Ph.D Programme of the Institute. They shall be considered as full time for the Ph.D. courses/research.” (Form III C). The minimum requirement of remaining project duration for admission into Ph.D Programme by him/her must be more than one and half years. If any sponsored research project is completed before the completion of Ph. D work by the project fellow perusing Ph.D Programme, then he/she will be converted to Institute scholar and can be financially supported by the Institute for a minimum period of 2 years (Form V C), after completion of the project. However, total fellowship/scholarship received should not exceed 5 years. R3(A-5)/SENATE-XXXIV/23
- g) Project Fellows from Science/Humanities Disciplines must be GATE/NET qualified in order to be eligible for receiving the Institute scholarship. R4-A(f)/SENATE-XXVIII/22.
- h) If the project fellow perusing full time Ph. D Programme is not GATE/NET qualified at the time the project completes, he/she may apply for Institute Scholarship after qualifying the same during the period of the Programme. However, he/she will receive the Institute scholarship only for the approved period of years or till thesis submission, whichever is earlier. R4-A(f)/SENATE-XXVIII/22.
- i) The applications received by the academic office shall be sent to the concerned chairpersons of the DRCs/CRCs for scrutiny. The respective DRC shall scrutinize the applications, shortlist the candidates and call them for a test (written and/or oral as decided by the DRC).
- j) A selection Committee constituted by the chairperson, DRC shall conduct the test and recommend a panel of candidates for admission which shall be sent to the Director for approval.
- k) Selected candidates shall be intimated by the academic office for getting themselves admit in this Programme

**5. Course Work, Course Registration and Attendance:**

i. In general, one full time Ph.D Scholar has to earn minimum 18 credits during the course work, as per suggestions of the DRC. Out of 18 credits, 9 credits shall be of Compulsory courses with 700 level courses while the remaining 9 credits shall be from non-compulsory courses. The non-compulsory courses shall be chosen from Masters Level courses onwards. More number of 700 level non-compulsory courses may be offered by the departments as per the following rules:

a) Based on the requirement, the Department can propose non-compulsory 700 level courses for PhD Programme.

b) Based on the DAC minutes and subsequent approval from the senate chairman, number of 700 level courses can be offered by the department. R3(i)/SENATE-XXIX/22

ii. Minimum Twenty Four (24) credits for those admitted with a B. Tech. as qualifying degree, eighteen credits for M.Sc graduates admitted in PhD Programme in Engineering. Other courses will be on the areas of research and/or areas related to that of research to be carried out by the scholar preferably within the first two semesters.

iii. If a scholar is unable to appear the end term examination of a registered course, the scholar may be allowed to register for the same courses in the subsequent semester(s) or opt for a new (replacement) course floated in the subsequent semester, recommended by the respective DRC and further approved by the Senate Chairman. (R4(2a)/SENATE-XXII/20)

iv. Sponsored Part-Time Ph.D. candidates including PSUs and Central Research Institutes (e.g., NESAC, DRDO, ISRO, etc.) may complete their coursework through **self-study or approved** online Courses (such as NPTEL/SWYAM/COURSERA courses).

They must earn **at least 9 credits**, including Research Methodology (HS 701) and two Departmental Courses (500/600 levels) suggested by the Supervisor and recommended by the DRC, with **physical** presence during examinations.

This exemption shall be **granted only on case-by-case basis** with prior **approval from the competent authority.** **R19.1/SENATE-XLVIII/25**

v. The Departments need to constitute research groups in the for Syllabus Development, Consultancy Generation, Ph. D Work Related, etc. R10/SENATE-XXII/20

vi. The monitoring the Progress of Research, Approval of Pre-submission seminar, examination of thesis and award of Ph.D degree as per regular Ph.D Programme.

vii. Initial physical presence during first semester registration is mandatory.

Thereafter, submission of course registration documents may be done online, subject to Departmental and Academic Section approval. Mid term and End term must be attended in person. R19.1/SENATE-XLVIII/25

viii. Last Date for Semester/Course Registration under any Programme: The students are allowed for Semester/Course Registration under any Programme along with the fine amount till last fine date as per the academic calendar. The registrations will not be allowed after the last date of registration with fine, unless under extreme conditions and upon prior approval of the Authority. R7/SENATE-XVII/19

ix. The DRC shall advise the DC about the nature and content of the course work and also the mode of imparting this for each candidate depending on the following:

- Specific requirements of the area of research;
- Previous knowledge/expertise/experience and qualification of the candidate.

x. In order to continue research a candidate must secure a minimum CGPA of 7 and in no case the grade point in the individual courses must be below 6. The evaluation and grading procedures shall be same as those adopted for the PG Programme. If a scholar fails to get the qualifying CGPA she/he shall be allowed to improve the CGPA provided that such chance shall be restricted to one.

**xi. The evaluation process for course work shall be of continuous nature and done as follows:**  
**R(3.3)/SENATE-XXXV/23**

- a. Complete evaluation and award of grades shall normally be done by the faculty members teaching the course.

- b. With the approval of the Competent Authority, there may be Moderation Committees for question papers setting and answer- scripts evaluation.
- c. The evaluation scheme is as under: -

**Total Marks: 200**

1) Internal Assessments	a) Class Tests (Min. 2)	15%
	b) Assignments/Quiz/Surprise Tests	10%
2) Mid Term Exam		25%
3) End Term Exam		50%

- d. Relative Grading System to be followed.

e. **Practical Examinations:**

As per the continuous evaluation for various lab courses, each course will be evaluated out of total 100 marks. The different components like quiz test, viva voce, demonstration, mini project, etc may be decided by the Course Instructor at the beginning of the semester. The weightage of each component may be informed or notified to the students. R14 (3)/SENATE-XVIII/19 Lab Courses need continuous evaluation which should be proposed by the concerned instructor based on the number of experiments. However, one final lab exam shall be conducted at the end of the semester. The evaluation scheme is as under: R10(a)/SENATEXX/19

Lab Course	Total Marks: 100
Continuous Evaluation	(Marks may be distributed based on the number of experiments and remaining 30 marks on other components)

f. **Conduct of Examinations:**

- End-term, Mid-term examinations and the Class Tests shall be conducted as per the Academic Calendar.
- The duration of the theory examinations shall not exceed as below:
  - Mid-term     ::2hours                 :: 6 consecutive working days for a set
  - End-term     ::3hours                 :: 6 consecutive working days for a set

xii. Once the DRC decides on the nature of course work etc, a scholar shall register for the course(s), submitting the course registration form in the prescribed format (Form IV A).

xiii. During course work scholars shall report at the Department/Centre regularly and attend classes or do assigned tasks. The percentage of attendance during course work must not fall below 75% for all categories of scholars.

xiv. Sponsored Part-Time candidates, including those from PSUs and Central Research Institutes, **shall not be required to maintain a fixed physical attendance.**

However, they must be physically present for **Mid-Term and End-Term examinations, Research Progress Seminars (RPS), Comprehensive exam, and Final defense.**

Other engagements (meetings, lab access) may be arranged flexibly in consultation with supervisors and HoD. Attendance shall be monitored and verified by the Department for compliance reporting. R19.1/SENATE-XLVIII/25

Coursera offers a wide range of high quality online courses in partnership with more than 50 top notch universities worldwide including Stanford, Princeton etc. It is thought that it will be highly beneficial to allow research scholars to register for Coursera courses and get the credit for these, where appropriate, to satisfy the course requirement of their Ph. D. Program.

The guidelines to be followed for the allowing the credits for a course are as below:

- a) The Doctoral Committee shall recommend the course to the scholar;
- b) The scholar shall submit the recommendation with the course content and course load details to the chairman, DRC;
- c) A Committee constituted by the Director/ Dean of Academic Affairs shall work out the credit equivalence of the course for consideration by the Senate.
- d) The scholar shall register for the course at the Institute as well as at Coursera.
- e) A faculty member shall be assigned as a mentor at the Institute.
- f) A viva by the mentor and an expert shall be arranged on completion of the course for the certification at the Institute.
- g) If a Ph.D course is registered by less than 5 students, then the approval of the Competent Authority should be taken to float the course. Further, any course registered with minimum 5 students should be reflected in the time table. The courses offered with lesser than 5 scholars shall be under self-guided mode by consulting with the Course Instructors or by referring the course materials available in the online mode. Course Instructors will be assigned for such courses and examinations and evaluations will be carried out as per the normal procedures of the Institute. R4-A(c)/SENATE-XXVIII/22

#### **6. Course Work/Credit Exemption Guidelines under Ph.D Course Work: R3(b)/SENATE-XXXI/22**

- i. Ph.D Scholars who have completed his/her PG in the relevant field within the preceding two years, from the date of admission, are eligible for exemption of upto 9 credits non-compulsory courses. The recommendations for course work credit exemption should be forwarded by the DRC and subsequently approved by the Competent Authority before the commencement of 1st semester classes, so that the same is reflected in the course registration form. Further, if the scholar has completed the compulsory Ph.D Course(s) during the Masters Programme, then he/she may be allowed to opt for any other course(s) offered in order to accomplish minimum 9 credits. (FORM - IV E)
- ii. Candidates who have carried out equivalent course work from another Institute in the master's level onwards within the preceding two years and if the courses done are relevant to intended research area, then he/ she may be allowed to transfer the credit upon recommendations of the DRC and subsequently approved by the Competent Authority. The credits so transferred will be mentioned in the final grade sheet/transcript with equivalent grade decided/calculated by the Grade Equivalence Committee (GEC). The GEC will comprise of Dean (AA), Chairman, IQAC and Chairman, Exam Cell. (FORM - IV F)

#### **7. Critical Dates for Ph.D Programmes and Ph.D Registration:**

Critical Dates for Full Time /Sponsored/ Part Time Ph.D Programme (R6(b)/SENATE-XVI/18):

Activities	Full Time	Sponsored/Part-time
Date of Enrolment:	Admission Date	
Registration Date:	Registration Seminar Date	
Earliest Submission Date:	1.5 Years after Ph. D registration	2 Years after Ph. D registration

Min. time for Thesis submission:	2 Years after Ph. D registration	3 Years after Ph. D registration
Max. time for Thesis submission:	8 years from the date of enrolment	

## 8. Ph.D Registration /Pre-requisites for Registration:

- i) The Ph.D scholars under Full Time/Sponsored (Part-Time) can apply for registration seminar on successful completion of minimum 2 semesters of course work followed by comprehensive exam.
- ii) The minimum time for Ph. D registration as one year from the date of enrollment, upon completion of the following (R15(I)/SENATE-XIX/19)
- iii) Successful completion of all course works with minimum 7 CGPA, however the students must secure minimum 6 GPA in each course.
- iv) Successfully clearing the comprehensive examination with minimum 6 GPA.
- v) On successful completion of the course work, a Comprehensive Examination on all the courses which are taken during course work, shall be taken. The scholar shall be intimated about the date of the comprehensive examination, at least two months in advance.
- vi) The scholar shall be allowed to make registration seminar only after he/ she is able to clear the comprehensive examination with minimum 6 GPA in no more than two attempts. If a candidate fails to clear comprehensive exam within two attempts, he/she has to quit from the PhD Programme.
- vii) On clearing the Comprehensive Examination a candidate shall submit a Plan of Research forwarded by the supervisor to the DRC, which shall, then, arrange a seminar for presentation of the plan by the scholar by submitting (Form-IV B). An open notice to be issued by the concerned HoD prior to 7-days before the registration seminar. The day of registration seminar will be considered as registration date for the scholar after due approval.
- viii) The minimum duration for PhD Registration is one year from the date of enrollment. R8/Senate-XVIII/19.
- ix) The plan shall indicate the area/ issues/ problems to be taken up, refer to previous research/ literature on the same/ similar/ related areas/ issues/ problems, mention methodology/ types of experiments/ field works/ approaches to be adopted, expected outcome and relevance/ significance of the research.
- x) The Doctoral Committee (DC) shall assess the feasibility of the Plan and the capability/ preparedness of the scholar for carrying out research and recommend (Form-IV C) one of the following to the DRC:
  - a) In view of the suitability/ feasibility of the Plan and the capability/ preparedness of the scholar may be allowed for PhD registration;
  - b) The scholar may be asked to modify his/ her plan incorporating the suggestions made and resubmit it within a period of time specified by the DC.
- xi) The scholar must complete his/her Ph.D registration seminar within two years from the date of the enrollment. R15(I)/SENATE-XIX/19.
- xii) In order to continue research, the scholar shall renew his/her studentship by completing the necessary formalities in each semester. Progress seminar shall be conducted at least once in a year during the Spring Session and shall be evaluated as per prescribed format (Form-IV D).
  - Ph.D. scholars shall submit a progress report in the prescribed format before the DC and subsequently shall have to present a progress seminar before the DC members within the date to be notified by the Academic Section.
  - The DRC shall send the reports to the Academic Section for appraisal of the Dean (AA) with anyone of the following recommendations: a) Allowed to enroll in the next semester and continue research; b) allowed to enroll and continue research but with suggestions for improvement; c) As the performance is very poor advised to discontinue. R3(A-6)/SENATE-XXXIV/23
- xiii) Enhancement seminar for enhancement of scholarship should be conducted after 2 years from the date of enrollment. Scholars can apply by submitting Form V-A.

- xiv) As per critical dates from clause 6, Minimum time for thesis submission for sponsored (part time) candidate is 3 years and maximum 8 years from the date of registration.

### **9. Maximum Duration of Institute Scholarship to Ph.D Scholars:**

The Institute shall not issue institute scholarship to a scholar after he completes his/her duration of 5 years in the Ph.D Programme. R8/SENATE-XX/19

### **10. Monitoring the Progress of Research :**

- i) In order to monitor the progress of research of a scholar, the Doctoral Committee shall be constituted. The process of the same shall be initiated by the supervisor(s) by submitting Form IIB. The Dean (AA) shall recommend the Chairman and Member from the other Department as specified in the definition and the same shall be approved by Chairman, Senate. {R6(a)/SENATE-XVI/18}
- ii) During the period of research work all categories of scholars shall be in touch with their supervisors and make at least one seminar presentation in each semester on experiments/ fieldwork/ library work done. Except for Part time scholars, other categories of scholars shall be generally available in the Department/ Centre unless they are engaged in experiments/ field work/ library work elsewhere with prior permission of the supervisors.
- iii) A Ph. D. scholar shall submit a progress report in the prescribed format (Form-IV D) before the DC and subsequently shall have to present a progress seminar before the DC members within the date to be notified by the Academic Section.
- iv) Progress Seminar for Ph.D Sponsored (Part -Time) Category: The progress seminar of sponsored scholars after Ph.D registration shall follow the same procedure as like full-time Ph.D Scholars and be physically present in the Institute for the Progress Seminar. However, the due date for semester registration may be relaxed for the Ph.D sponsored (Part -Time) category after completion of course work and the scholars are required to be present in the Institute at least once in six months.(R11/SENATE-XIX/19)
- v) The DRC shall send the reports to the Academic Section for appraisal of the Dean (AA) with anyone of the following recommendations.
  - a) Allowed to enroll in the next semester and continue research;
  - b) allowed to enroll and continue research but with suggestions for improvement;
  - c) As the performance is very poor advised to discontinue.

### **11. Period of Candidature:**

- i) The maximum period of candidature shall be 8 years from the date of admission/enrolment.
- ii) Minimum time for thesis submission for full time candidate is 2 years from the date of registration. Whereas minimum time for a candidate who shall convert from full time to part time will be shifted by the number of days that was left on the day of conversion. Minimum time for thesis submission for full/part time scholar will be shifted by two times of cumulative unauthorized leave taken by a scholar.
- iii) A candidate may apply for extension of the period for submission of the thesis, only once, for a maximum of one year in the prescribed format (Form VI) to the chairman DRC during the eighth year and at least six months before completion of eight year. The recommendation of the DRC shall be sent to the Chairman, Senate for approval.

### **12. Withdrawal of Candidature/Conversion to Part Time:**

- i) If a scholar desires to withdraw his/ her candidature and continue as part time student, he/ she shall apply (Form VII) to the chairman, Senate through the DRC and his/ her supervisor at any time only

after one year of the PhD registration. In case, the request of the candidate is permitted then the earliest date of thesis submission is shifted forward by 1.5 times of the remaining period.

- ii) The grant of withdrawal will be based on the following conditions:
  - a) The candidate is going for a superior job which he/she aspires to join after completion of the present Programme and on the basis of the current Programme.
  - b) There must be someone in the candidate's place of work who can become the local supervisor (co-supervisor) or else the candidate's work place should be in the proximity of the Institute so that there can be regular academic interactions between the candidate and the supervisor.
  - c) The candidate gets adequate facility in his/her work new place to continue the remaining work and the facilities available must be at the same level or higher. This needs to be certified by the supervisor concerned at NIT Meghalaya and the co-supervisor at the place of the work.
  - d) Based on the application and prayer of the candidate, the Senate of the Institute through its collective wisdom may permit the conversion.
  - e) Till the permission is obtained from the Senate, the student must continue as a regular student.
  - f) Full Time Scholars willing to convert to Part Time after completion of 5 years in the Programme may be allowed with the approval of the Competent Authority. R3(c)/SENATE-XXX/22
- iii) Any scholar leaving the Ph.D Programme before completion of the first two years should refund the full scholarship received from Institute during his/her studentship. Student need to submit an undertaking from the student during time of Ph.D admission. In exceptional cases, where the Institute terminates the studentship of scholar, he/she may be exempted from refunding the scholarship availed. (R15(b)/SENATE-XVII/19).

### **13. Maximum duration for temporary discontinuation of course under any Programme:**

The maximum duration for temporary discontinuation of course under any Programme is two semesters due to medical problems or other valid reasons. They may be allowed only with prior approval of the Competent Authority. The student should register and pay for all the semesters even during temporary discontinuation of the Programme for continuation of studentship. However, upon re-joining the student should complete the Programme within the maximum period allowed for the Programme as per the Academic Ordinance R11/SENATE-XVII/19

### **14. Approval of the title of the thesis, pre-submission seminar and Examiners for Thesis Review:**

- i) A scholar shall finalize the title of his/ her thesis at the time of presentation of pre-submission seminar and get it approved by the DRC.
- ii) At least 15 days before the submission of the thesis, the scholar shall submit a Synopsis in the prescribed format (Form VIII-A) in not more than 1500 words – all in triplicates (hard copy as well as soft copy) and draft thesis – to the DRC through the Supervisor and give a pre-submission seminar on the research carried out by him/ her. The DC and the DRC shall go through the synopsis and thesis and suggest changes, if any, in the final form of the thesis. The scholar shall submit the synopsis and draft thesis along with the (Form-VIII B) through the DC to the Dean (Academic) for necessary action. Upon approval of the Competent Authority followed by a subsequent notification from the Academic Section, the scholar shall submit the Thesis within two months from the date of pre- submission. The following points shall be applicable for availing Institute Scholarship after pre-submission:
  - a) If the Thesis is submitted during the semester, the scholarship will be extended till the date of Thesis submission..
  - b) If the pre-submission seminar is conducted towards the end of the semester and the scholar is likely to submit the Thesis in the beginning of the following semester, then the following guidelines with respect to Institute Scholarship shall imply:
    - i) The scholar may not register for the following semester. However, in such case, the Institute Scholarship shall be issued only up to the due date of the following semester registration.

- ii) If the scholar registers for the following semester, then he/she shall continue receiving Institute Scholarship till the date of Thesis submission.
- c) The extension of the fellowship support to the eligible Ph.D Scholars for a period of three months from the date of thesis submission, or till the date of defense, or till five years from the date of enrolment, whichever is earlier. In order to continue to get the fellowship after thesis submission, a PhD scholar must do semester registration and attend Institute on regular basis. The Scholar needs to apply for the same in prescribed format form No. IX-B through Supervisor at the time of thesis submission. R(3.2)/SENATE-XXXVI/24.
- iii) To expedite the evaluation process, the Supervisor can submit list of examiners during pre-submission **along with a report on the selection criteria set to nominate the examiners**
  - i) The Indian Examiners must be from reputed Institutes like NIT/IIT/CFTIs or from Institutes under NIRF Ranking 100 or State Govt. Universities & Institutes/ Research Labs/Reputed Industries.
  - ii) The Foreign Examiner may be preferably from Institutes/University with QS **1000** World Ranking.

**iv) Criteria for nomination of examiners:**

- a) Academic Institutions: Must be in the level of Associate Professor and above in Institutions ranked under NIRF 100.
- b) Research Labs: Must be Scientist D and above holding a Ph.D Degree.
- c) Industry: with minimum 20 years of Experience and holding a Ph.D Degree.

The final discretion on the selection of Examiners will be of the Competent Authority. R3(b)/SENATE-XXX/22

**15. Submission of Thesis:**

- i) A Ph. D scholar may submit his/ her thesis (along with Form **IX-A**) within the stipulated period but not later than two months from the date of pre-submission seminar provided he/she fulfils all requisites and critical dates from point D.7, for Ph. D thesis with a substantial work minimum two (2) accepted/published papers in a refereed journal (Scopus/SCI/SCIE/SSCI/AHCI) as first author, out of which at least one (1) should be a SCI/SCIE (SSCI/AHCI for Humanities and Social Sciences) journal as first author. **This amendment shall be applicable from Autumn 2023 admission onwards. R3(A-2)/SENATE-XXXIV/23**  
*\* For scholars admitted before Autumn 2023: A Ph. D scholar may submit his/ her thesis (along with Form **IX-A**) within the stipulated period but not later than two months from the date of pre-submission seminar provided he/she fulfills all requisites and critical dates from point D.7, for Ph. D thesis with a substantial work minimum two (2) accepted/published papers in a refereed journal (Scopus/SCI/ESCI/SSCI/AHCI) as a first author.*
- ii) Guidelines for preparation of the thesis are given in **Annexure I**.
- iii) Content and context of the thesis:
  - a) The thesis shall be written in English in the specified format.
  - b) No part of the thesis shall have been submitted for the award of any degree/ diploma of the Institute or any other university/ institute.
  - c) Five copies of the thesis shall be submitted initially in soft (paperback) cover. Final hard cover copies (at least three) after incorporating suggestions/ modifications recommended by the examiners, shall be submitted within 15 days of the viva-voce examination.
  - d) The candidate shall enclose a report on non-plagiarism as produced by standard anti-plagiarism software. The plagiarism detection software 'Turnitin' may be used and the maximum allowed similarity index will be 15% (excluding the content of self-citation), the Doctoral Committee will take a decision on the acceptability of the thesis based on the nature/context of similarity. In addition for submission of thesis, the scholar should fulfill all the requisites as per the Ph.D regulations along with minimum (not preferably) two accepted/published papers in a referred journal (Scopus/SCI/ESCI/SSCI/AHCI) as a first author (R6(e)/SENATE-XX/19).

- e) The candidate shall submit a "No dues certificate" from concerned Departments/ sections/ offices/ library at the time of submission of the thesis.

#### 16. Early Submission:

- i) If a research scholar desires to submit a Ph.D. thesis prior to the completion of minimum stipulated time as per the prescribed norms, he/she should satisfy the following criteria:
- a) Refer critical dates from item D.7 for early submission date.
  - b) Accepted/Published at least three (3) papers in referred journal (Scopus/SCI/SSCI/AHCI) as first author of which, at least two (2) are in referred SCI/SCIE (SSCI/AHCI for Humanities and Social Sciences) journals as first author, and one (1) in Q1 journal as first author. **This amendment shall be applicable from Autumn 2022 admission onwards.** R3(A-3)/SENATE-XXXIV/23.  
*\* For scholars admitted before Autumn 2023:*  
*Published at least three (3) papers in a referred journal Scopus/SCI/ESCI/SSCI/AHCI) as a first author.*  
*OR*  
*Published at least one patent and published at least two papers in a referred journal (Scopus/SCI/ESCI/SSCI/AHCI) as a first author.*  
*OR*  
*Developed two products and published at least one paper in a referred journal (Scopus/SCI/ESCI/SSCI/AHCI) as a first author.*
  - c) Have recommendations of extended DC (two other Dept. members/experts, nominated by Chairman, Senate) R3(e)/SENATE-XXXI/22
- ii) The Candidate should make request application through supervisor to DRC at least 1 month prior to pre-submission of thesis. (FORM VIII C)

#### 17. Examination of thesis:

- i) The Supervisor (and Co-supervisor, where applicable) of a scholar shall submit to the Dean (Academic) through the DC panel of at least ten external examiners (5 from India and 5 from abroad) with disciplines and addresses, of which three may, preferably, be from abroad, at the time of submission of the synopsis. R6/SENATE/XIII/17
- ii) The chairperson of the Senate will approve the Board of Examiners for Thesis (BET) as stated in Definitions with the supervisor(s) as the internal examiner(s) and two examiners chosen from the panel as external examiners, one of which should be from abroad and preferably be of non-Indian origin.
- iii) In case of non-availability of the external examiner(s) of BET for the evaluation of the oral defense, an alternative examiner shall be selected by the Chairperson of the Senate, preferably from the panel of examiners submitted by the supervisor(s). (R6(a)/SENATE-XX/19).
- iv) **Recommendation of BET:**  
Examiners shall be requested to submit a report on the thesis recommending any one of the following (Form XI A):
  - a) The thesis is found suitable for oral defense evaluation without further examination or amendment.
  - b) The thesis is found suitable for oral defense evaluation, subject to the corrections/ additions/ modifications suggested by me in the thesis as detailed in the attached report. This should subsequently be found to be satisfactory by the Oral Defense Examination Committee without further reference to me.

- c) The thesis is not suitable for oral defense evaluation, but the candidate be asked to re-submit the thesis in a revised form. Areas requiring major modifications are detailed in my attached report.
- d) The thesis is rejected.
- v) In the case of recommendation, the scholar shall submit the revised version of the thesis within six months, carrying out the suggested modifications.
- vi) If both the external examiners reject the thesis, the candidate and the supervisor shall be intimated accordingly. The candidate may be allowed to register afresh. In that case he/ she is not required to do the course work. The candidate shall be expected to submit his/ her thesis within a period not exceeding six semesters.
- vii) If one of the external examiners rejects the thesis, it shall be sent to a third external examiner to be selected by the Chairperson of the Senate. If the third examiner also rejects the thesis, the candidate may be allowed to register afresh as mentioned in point (vi)
- viii) The following guidelines shall be adhered to in case of any amendment(s) are made to a thesis:
  - a) The Dean (Academic) shall send copies of the examiners' reports to the supervisor/ co-supervisor for advising the scholar to incorporate necessary corrections. All the changes to be certified by the supervisor and DC.
  - b) A scholar is not permitted to make any change to the thesis not specified by the examiners (or implied in their reports).
  - c) Corrections and modifications to the thesis shall be incorporated in the text by changing the pages/ tables/ figures wherever necessary with a separate sheet indicating the corrections made with the page numbers, within two months.
  - d) If the scholar needs more time to complete the modifications, extension of time may be sought by submitting an application to the chairperson, Senate through the chairperson, DRC.

## **18. Oral Defense Evaluation**

- i) On completion of the examination process and after all the examiners certify that the amendments, corrections specified have been incorporated, and recommend the case for viva-voce examination, the chairperson of Senate shall constitute the Oral Defense Evaluation Committee (ODEC) on the recommendation of the DC and the chairperson of DRC (FORM XI B). It shall consist of concerned DC Chairman as 'Chairman', External examiner(s) of BET selected by the Chairperson of the Senate as 'Member', all DC Members as 'Members', Co-Supervisor as 'Member' and Supervisor as 'Convener'.(R6(a)/SENATE-XX/19).
  - a) If none of the external examiners of BET is available for evaluation of oral defense, the chairperson of RC shall appoint an alternative external examiner from the approved list of examiners.
  - b) The Dean (Academic) shall fix a date for oral defense evaluation of the thesis as early as possible.
- ii) Normally the oral defense evaluation (FORM XI C) shall be held at the premises of the concerned Department. However, under exceptional circumstances, the oral defense evaluation may be convened in some other places/ premises outside the Institute but within the country as agreeable to the external examiner and the other members of the ODEC with the approval of chairperson of the AC. Oral defense examination shall be open to all.
- iii) On completion of all the formalities, the ODEC shall send its recommendation to the chairperson, Senate through the Dean (Academic) as per format (Form XII).

## **19. Award of Ph.D. Degree:**

The degree shall be awarded by the Board of Governors of the Institute on the recommendation of the Senate. The announcement of the award shall be made by the Registrar.

## **20. Confidentiality and Copyright of Thesis:**

- i) Upon submission of the thesis candidates are asked to sign the following statement, enabling the Institute to allow others to read the Institute's copy of the thesis, and use it for research or private study. "I agree that my PhD thesis titled (title) will be lodged in the NIT Meghalaya Library, and made available (if applicable after the expiry of any period of approved restricted access) to any person(s) entitled to use the Library and may be photocopied or microfilmed by or on behalf of the Librarian for use for research or private study pursuant to the provisions of the Copyright Act 1968."  
"I agree that any user of the library may quote extracts from the thesis in any paper or written work prepared by the user, subject to acknowledging the source of the quotation."
- ii) Should the author of the thesis or the supervisor wish to publish the matter in the form of a book the author and the supervisor shall obtain clearance from the Institute.

## 21. Any Other:

- i) If any Ph.D. scholar happens to be a family member or a close relative of the chairperson of the DRC, a member of the faculty (for the first two) or a senior professor nominated by the Senate shall perform the duty of the chairperson of the respective Committee.
- ii) The Institute faculty members may provide assistance in UG/ PG level project works of students from other institutions, but they should not take-up responsibility of officially guiding M. Tech/ B. Tech project works of students from other Institutions.
- iii) Faculty members from NIT Meghalaya desiring to act as co-supervisors/joint Supervisors of PhD scholars from other Institutions or undertaking any other assignments like Adjunct faculty/ Guest Faculty in other Institutions/ organizations, need to apply through the concerned Head of the Department to the Director, NIT Meghalaya. Director may consider according approval to such applications on case to case basis keeping in mind:
  - a) The responsibilities/ workload/ academic commitment of the concerned faculty member at NIT Meghalaya and the feasibility of sanctioning leave (if required) as per rule
  - b) The reputation of the Institution/Organization involved R15/Senate-VII/2015.

## 22. Leave Rules :

- i) **Personal Leave (20 days):** The student shall be eligible for 20 days of leave in a year with the approval of the head of the Department at the recommendation of his/ her faculty adviser. To avail leave the scholar will be required to apply in advance in prescribed form. A maximum of 5 days of such leave is allowed to avail at a stretch if a student having any teaching assignment. Form 1(A) to be used for this purpose. The exclusion of Saturdays, Sundays or holidays falling between the leave period is considered provided if the leave period is not greater than 5 days at a stretch. R7(a-i)/SENATE-XVI/18.
- ii) **Medical Leave (15 days):** R6(c)/SENATE-XX/19  
Scholars can avail medical leave. Medical leave will be considered on case to case basis with the approval of the Head of the Institute on recommendations of the Supervisor/Faculty Advisor/HoD/Dean (AA). Form 1(C) to be used for this purpose. A Scholar can avail maximum medical Leaves in a year is 15 days.
  - a) If a scholar is prevented from attending classes owing to serious illness, the scholar or guardian shall intimate the Supervisor within 3 days from the date of his/ her falling ill either through email or an application.
  - b) The scholar should be treated by the Institute Doctor or in any hospitals empanelled with NIT Meghalaya or Government Hospitals who will issue the medical certificate accordingly.
  - c) The Medical Certificate must clearly state the period for which the student was advised treatment and rest.

- d) The student should submit the documents immediately upon joining the Institute.
- e) Excess to 15 days will shift the minimum time for his/her Thesis Submission to (Days of Excess Medical Leave X2) days.

**iii) Unauthorized Leave:**

If any unauthorized leave is taken by scholar then, minimum time for submission will be as tabulated in PhD regulation (Sec IV-8.1) + (No. of non-entitled leave X 2) days.

**iv) Academic Leave (20 days):**

(i) During the course work period, the scholars can avail Academic Leaves (max. of 20 days in a calendar year) during semester breaks only and on recommendation of the DRC and subsequent approval from the Competent Authority. R3(iii)/SENATE-XXIX/22 Academic leave may be permitted to students to attend conferences/ seminars/ workshops/ trainings/ short-term courses/field trips for data collection, survey etc. A maximum of 20 days of academic leave is permissible in a calendar year. Form 1(B) to be used for this purpose. Dean (AA) sanctions academic leaves on recommendation of the Supervisor/ Faculty Advisor/HoD.

**v) Academic Leaves (more than 20 days):**

Academic leave of more than 20 days but up to a maximum of 12 months is also permissible to carry out part of the research in another institute/ R&D Lab/ industry in India or abroad. For sanction of such a leave, a letter of consent from the host organization shall be required. Form 1(C)), to be used for this purpose. Academic leaves of more than 20 days will be sanctioned by the Head of the Institute on recommendation of the Supervisor/ Faculty Advisor/HoD/Dean (AA).

**vi) Maternity Leave:**

Female scholars shall be eligible for maternity leave up to six months once during the PhD Programme. The Head of the Institute sanctions maternity/ paternity leave on recommendation of the Head of the Department/Centre and submission of a certificate from a Recognized Medical Officer /Medical Officer of the institute. Form 1(C) to be used for this purpose.

**vii) Paternity Leave:**

Male scholars shall be eligible for 15 days paternity leave only once during the PhD Programme. The Head of the Institute sanctions paternity leave on recommendation of the Head of the Department/Centre and submission of a certificate from a Recognized Medical Officer /Medical Officer of the institute. Form 1(C) to be used for this purpose.

**23. Process for Refund of Caution Deposit:**

- i. Refund of caution money shall be made to a student only after completion of his/ her Programme and upon submission of prescribed forms. Refund of caution money shall be made against application in the prescribed form and on production of the Release Order.
- ii. The claim for refund of caution money shall be entertained only after the Convocation but within **06 (six) months** from the date of the Convocation, failing which, the caution deposit amount will be forfeited.
- iii. The caution money shall not be refunded if a student leaves the Programme prematurely or did not join or attend any class after admission. R7a(i)/SENATE-XXVI/21

**24. Financial Support for Research Scholars:**

**i. For Attending Conferences/Workshop/etc:**

- a) Ph.D scholar can attend maximum conferences (FORM XIII A) including one international (abroad) conference /workshop, etc during his/her Ph.D tenure at NIT Meghalaya With a maximum ceiling on financial support of ₹1,00,000/- only during the entire Ph.D Programme, limited to a maximum amount of ₹. 50,000/- only per event. However, financial assistance may be granted only after Ph.D Registration. R3(e)/SENATE-XXX/22

<b>Conference/Workshop within India</b>	For Conference/Workshop/Training Programme (in India) the following financial support will be available from the Institute : i. Student Registration fee will be reimbursed.
---	---

	ii. Scholars are allowed to travel by train, bus and shared car, 3AC train fare by shortest route will be permissible for scholars. iii. Scholars are allowed to avail ₹. 450/-(Rupees Four hundred and fifty) only per day for accommodation for the days of Conference/ Workshop/ Training Programme, plus one day. iv. All the expenditure will be reimbursed on submission of relevant signed documents along with certificate, after attending the Conference/Workshop/Training Programme, etc. v. Attending Conference/Workshop/Training Programme will require pre-approval from the Authority and must be forwarded by the supervisor/advisor of the Ph.D Scholar through HoD.(Refer to Form-XIIIA) vi. Financial Support for attending Conference/Workshop/Training Programme by Ph.D Scholars is limited to a maximum ceiling amount of Rs.50,000/- only for event, upon submission of bills (Form-XIIB)). vii. Scholars are encouraged to get funding from different funding agency for International Conference.
<b>Conference/Workshop outside of India</b>	30% of total expenditure (Registration +Air-travel+ Accommodation) with a maximum ceiling of Rs.50,000/- whichever is less, will be reimbursed. The institute shall provide (interest free) loan facility with maximum limit of Rs. 1,00,000/-only, apart from the institute financial support mentioned above, to encourage the Ph.D scholars for attending International conferences held abroad. The scholars must pay-back the amount taken as loan to institute after receiving fund from any agency or bear by himself / herself

- ii. **For Exemption of Ph.D Thesis Submission Fee:** Research scholars who are able to submit their thesis within 3.5 years of enrolment shall be exempted from payment of the thesis deposit fee. R8/SENATE-XXVI/21
- iii. **For Ph.D Scholars Publishing Minimum Three SCI/SCIE/SSCI Papers:** Research Scholars who can publish three SCI/SCIE/SSCI papers as first authors during their entire Ph.D period shall be sanctioned Rs. 10,000/- towards their contingency amount. The amount may be claimed as a reimbursement by submitting the bills along with the prescribed form. R8/SENATE-XXVI/21

## 25. Research Conclave :

The Research Conclave of the Institute will be held annually during National Science Day starting from 28th Feb, 2020. Further, any Ph.D scholar of the Institute who has completed 2 years of Ph.D Programme should present a paper in the Research Conclave. R10/SENATE-XIX/19.

## 26. Ph.D Thesis Submission Fee:

The thesis submission fee to Rs. 10,000/- only as expenditure towards Thesis examination by two examiners and conduct of Thesis defense incurs a substantial amount. R9/SENATE-XIX/19]

## 27. Nominal Fee for Transcripts/Duplicate Grade cards/IDs, etc.:

In view of the growing number of demands for issuing transcripts, duplicate grade cards, duplicate ID cards, etc, it was proposed to revise the prevailing fees. R4/SENATE-XXXVII/24

Sl. No.	Type of Document	Documents to be submitted	Fee
1	Original Degree Certificate for those in absentia	Photocopy of Govt. Issued ID Proof. Duly filled Common application form available on	Free

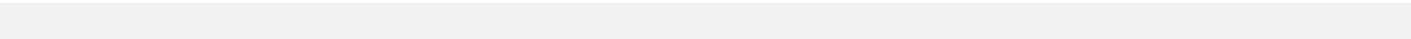
		Institute website.	
2	Transfer- Migration Certificate/ Character Certificate (For passed out students only)	Photocopy of Govt. issued ID card. Duly filled Common application form available on Institute website.	1000/-
3	Rank Certificate/ Course Completion Certificate (For passed out students only)	Copy of SBI Collect Fee Payment receipt. Duly filled Common application form available on Institute website.	1000/-
4	Transcript	Photocopy of original All semester grade sheets. Copy of SBI Collect Fee Payment receipt. Duly filled Common Application form available on the Institute website.	₹ 1000/- (One copy free and additional copy charged)
5	Provisional Degree Certificate	Duly filled Common Application form.	Free
6	Verification of Degree Certificate/ Academic Credential	Photocopy of Degree Certificate. Photocopy of Final Semester Grade sheet.	Free
7	Duplicate/ Correction of Identity Card (Only for enrolled students)	FIR Copy. Copy of SBI Collect Fee Payment receipt. Duly filled ID card Form.	₹ 1000/-
8	Duplicate Grade Sheet	FIR copy in case of Lost/theft. Photocopy of original grade sheets. Copy of SBI Collect Fee Payment receipt. Duly filled Common Application form available on the Institute website.	₹ 1000/-
9	Duplicate Degree Certificate. (Issued only if the Original Degree Certificate is lost or stolen or damaged)	FIR Copy. Affidavit prepared by the Notary on non-judicial Rs.10/- stamp paper. (Affidavit format is enclosed below) Photocopy of the original degree conferred by NIT Meghalaya. Copy of SBI Collect Fee Payment receipt. Duly filled Common Application form available on the Institute website.	₹ 5000/-
10	Bonafide Certificate	Duly filled Common Application form available on the Institute website.	Free
11	Any other Certificate	Duly filled Common Application form available on the Institute website.	Free

Postal charges: -

1. Postal Charges 200/- (within India).
2. Postal Charges As per actual (Overseas).

List of certificates which are issued free of cost: -

1. Bonafide Certificate (1 copy in a semester).
2. NoC for Short Term/ Long Term Internship.
3. Any certificate for the purpose of Internship.
4. Fee Structure.
5. E- copy of semester result.
6. Endorsement certificate.
7. NET exemption certificate.
8. NoC for visa application.
9. Certificate for employment.



**E. Power to Modify:**

Notwithstanding all that has been stated above, the Senate has the right to modify any of the above Regulations from time to time.

**ANNEXURE-I (Ph.D)**  
**NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA**  
**Guidelines for preparation of the thesis**

**I. General**

- a) The thesis should be written in a precise manner without making it unnecessarily voluminous.
- b) International Standard 80gsm white paper of A4 (297 x 210mm) size should be used.
- c) Pages should be numbered consecutively and clearly.
- d) The typing should be 1.5 spaced and presented in a clear and legible font (preferably 12 point).
- e) Figures, photographs, graphs and tables should be numbered separately; contrast should be clear.
- f) Left and right margins should be not less than 30 mm. Care should be taken with page numbers to allow for page trimming when the thesis is bound.
- g) Folding diagrams or charts should be arranged so as to open to the top and right.
- h) Before producing final copies of a thesis for submission, the candidate should ensure that all the spellings, punctuation, vocabulary and grammar are correctly used and the bibliography is prepared according to internationally accepted conventions.

**II. Organization of the Thesis**

The thesis may be organized in the following manner

- a) Title page
- b) Abstract
- c) Declaration by the candidate
- d) Certificate of Supervisor in prescribed format (Form X)
- e) Preface (if applicable)
- f) Acknowledgments
- g) Table of contents
- h) List of tables, figures and illustrations, abbreviations, symbols.
- i) The main text may be divided into several chapters. The candidate may adopt either the following or any other internationally accepted pattern
  1. Introduction
  2. Background/ Review of literature
  3. Procedure (Experimental/logistic etc)
  4. Analysis/Results (whichever is applicable)
  5. Discussion
  6. Bibliography or List of References
  7. Appendices (where necessary)

**III. Title page**

- a) The thesis must be preceded by a **title page**. The title page of the thesis should show:
  1. Title of the thesis
  2. Degree for which it is submitted: **"A thesis submitted in partial fulfillment of the requirements for award of the degree of Doctor of Philosophy"**
  3. Full name of the scholar
  4. Registration Number
  5. Logo of NIT Meghalaya
  6. Full affiliation of the candidate (Dept./Centre/Lab)
  7. Month and year
- b) Cover Page should be replica of title page
- c) Spine:

**Author's Surname:: Thesis Title (vertically in brief) :: Year**

- d) The print should be black. The colour of the cover page should be such that the logo becomes prominent.

e) Example of title page:

<p style="text-align: center;"><b>Title of the thesis</b></p> <p style="text-align: center;"><b>A thesis submitted in partial fulfillment of the requirements for the degree of Doctor of Philosophy</b></p> <p style="text-align: center;"><b>Submitted by</b></p> <p style="text-align: center;"><i>Scholar's name</i> <i>Regn No.</i></p> <p style="text-align: center;"><b>(logo)</b></p> <p style="text-align: center;"><i>Full affiliation of the Candidate</i></p> <p style="text-align: center;"><b>Month &amp; Year</b></p>
--

#### IV. Abstract

The title page must be followed by an abstract in English.

#### V. Acknowledgements

The scholar should acknowledge the Institute and the financial support received from funding agencies.

#### VI. Thesis preparation and binding

At the time of initial submission the thesis should preferably be in flexible cover to facilitate the incorporation of amendments which might be recommended by the examiners. At the time of final submission hard binding must be done with covers strong enough to resist damage by bending or knocking. Twin-ring, spring-back and spiral binders are not acceptable.

#### VII. Note For Ph.D. Candidates:

To avoid delay in processing your thesis please read the following note carefully:

- a) You should complete the thesis submission form at least two months ahead of the actual date of submission.
- b) Your supervisor(s) should sign the thesis in the appropriate place.
- c) The following items must be included with the thesis submission form
  - i. Declaration concerning reproduction of thesis
  - ii. Thesis examination fee payment receipt
  - iii. An abstract of the thesis preferably within 1500 words in triplicate
  - iv. A No dues certificate from Departments/sections/offices/library concerned.