Indian Institute of Technology Indore

Rules and Policies,
for
Post-graduate and Ph.D. Programs

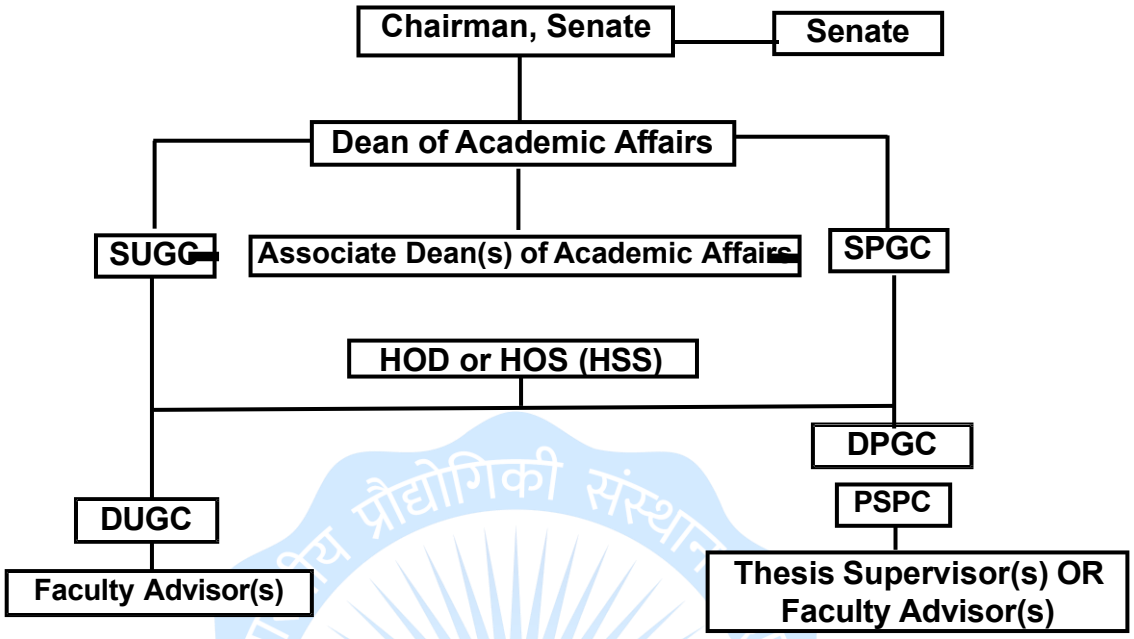
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Organization Structure for Academic Matters of the PG and Ph.D. Students

Organization Structure for Academic Matters



Committees for Academic Matters of the PG Students

Department/Discipline Post-Graduate Committee (DPGC): Each department/ discipline/inter-disciplinary research program has a DPGC to deal with all the academic matters of its PG and Ph.D. students. The committee members and its convener are appointed by the concerned Head. The Thesis supervisor(s) or Faculty advisor(s) of a PG/Ph.D. student report the academic matters related to that PG/Ph.D. student to the concerned DPGC. Its composition and scope of work are described below:

Composition of DPGC	Scope of Work
1. **Members:** 3-4 faculty members representing all the major specializations of that discipline and PG/Ph.D. Student Representative nominated by the Students Gymkhana (for non-evaluation item only). 2. **Convener:** One of the members of DPGC appointed by the concerned Head. 3. **Appointing authority:**	1. To deal with issues related to **academic Programs, PG and Ph.D. curriculum and courses, academic performance, academic indiscipline, academic malpractices** of individual PG student and send its recommendations to the SPGC. 2. Assessment of the **academic Programs** and suggests appropriate **revisions or modifications or improvements** to Academic Senate through SPGC. 3. Revising the PG and Ph.D. curriculum. 4. Starting of new PG Programs and courses and recommending same to the SPGC. 5. Cases of **Early-termination** of the PG and Ph.D. students of the concerned Departments/Disciplines. 6. Any other issue related to PG and Ph.D. students.

The concerned Head.	

Senate Post-Graduate Committee (SPGC): This is an Institute level committee for dealing with the academic matters of the PG and Ph.D. students based on the recommendations of the concerned DPGC and submit its recommendations to the Senate. Its composition and scope of work are described below:

Composition of SPGC	Scope of Work
1. Members: (A) Conveners DPGC of all the disciplines, HSS and all the centers (B) One PG and one Ph.D. student representative nominated by the Students Gymkhana(for non-evaluation item only).* 2. **Convener:** Nominated by the Senate 3. **Member Secretary:** DR/AR (Academics) *ex-officio*	1. To discuss the issues recommended by the DPGCs covering the **academic programs, PG and Ph.D. curriculum and courses, academic indiscipline, academic malpractices** and send its recommendations to the Senate. 2. Based on the recommendations of the DPGC, and assessment of the **academic programs,** suggest appropriate **revisions or modifications or improvements** to Senate. 3. Discussing the revision of the PG and Ph.D. curriculum based upon the recommendations of the DPGC and recommending same to the Senate. 4. Discussion on the starting of new PG programs. 5. Discussion on starting of new PG and Ph.D. courses and recommending same to the Senate. 6. Cases of **Early-termination** of the PG and Ph.D. students keeping in view the recommendations of the concerned DPGC. 7. Any other academic issue related to the PG and Ph.D. students.

**to be excused from those meetings or part of meeting in which certain academic performance issues of the students are to be discussed*

Rules and Policies for PG and Ph.D. program

1. **Teaching Assistantship (TA) Work:** ALL the Full-time M.Tech. and Ph.D. students irrespective of their category of admission (i.e. **MHRD/ Institute TA, external agency Fellowship Awardees (FA) / Sponsored (SW)** have to do Teaching Assistantship (TA) duties assigned by the Institute or Competent Authority **to the extent of 8-12 hours of work per week**.

   Under the TA duties, a M.Tech./ Ph.D. student is supposed to assist the concerned faculty member (to be known as TA Supervisor) in the academic work related to conducting of practical classes, tutorial classes, preparing assignments/tutorials and their solutions, invigilation duties, etc. and the other academic work assigned by the concern TA Supervisor or the Competent authority.

   TA **must NOT** be assigned **confidential work** such as setting up question papers of different examinations and quizzes, final evaluation of answer sheets of different exams, and finalizing the grades, etc. Under no circumstances,

   TAs **cannot** be assigned the duties of taking lecture classes of any course.

   Monthly release of M.Tech./ Ph.D. scholarship/Fellowship requires submission of TA work report in the specified format duly signed by the TA Supervisor and Thesis supervisor or Faculty Advisor.

2. **Release of M.Tech., M.S. (Research) and Ph.D. Scholarship/ Fellowship:** Each M.Tech./ M.S. (Research)/ Ph.D. student must be present in the Institute at least during the working hours on all working days unless he/ she has been sanctioned for entitled leave. Each M.Tech./ M.S. (Research)/ Ph.D. student has to sign an attendance register daily during the specified time kept in the office of the concerned Discipline/ School/ institute.

   The scholarship/ fellowship of the M.Tech./ M.S. (Research)/ Ph.D. students admitted under different category shall be processed for payment on the monthly basis by the respective Head, only after receiving a report from the concern TA supervisor and/ or thesis supervisor/ advisor duly signed by him/ her (as the case may be).

3. **Maximum Duration of Ph.D./ M.Tech./ M.S. (Research) Scholarship for TA category students:**
   a. **Maximum duration of Ph.D. scholarship will be FIVE years from date of joining the Ph.D. program or date of Ph.D. thesis submission, whichever is earlier. The scholarship will be** subject to rigorous evaluation and no case of violating any rules, regulations, academic ethics, and discipline policy of the Institute should be pending against a Ph.D. student. In all other cases, scholarship of Ph.D. students may be considered as per the norms of concerned funding agency.
   b. In no circumstance will the Institute Teaching Assistantship be extended beyond five years.

c. In case of unsatisfactory performance, where a fellowship needs to be stopped temporarily or permanently for any student, the Thesis Supervisor(s), PSPC members and DPGC-Convener have to recommend it to the Head of department. The head should communicate the decision to the Finance and Accounts Section with a copy to the Academic Office.

d. Maximum duration of Scholarship for M.Tech. and MS (Research) student is two years or date of viva whichever is earlier.

e. The maximum duration excludes the time period for which a student does not get the scholarship from the Institute due to receipt of internship/ fellowship/ scholarship/ honorarium paid by external agency.

f. A Ph.D. student can leave the institute to take up an employment or Post-doc fellowship after submitting his/her Ph.D. thesis and the No Dues certificate. In such cases, the Ph.D. scholarship of the student, if he/she is getting it, will be stopped w.e.f. from the date of Ph.D. thesis submission or joining for employment of Post-doc, whichever is earlier.

g. The Ph.D. scholarship of last month will be released after Ph.D. viva and submission of No Dues Certificate by the Student.

h. For any such issues related to Ph.D./ M.Tech./ M.S., the student should move his/ her application through his/ her Thesis Supervisor(s), Convener of DPGC and the Head of his/ her discipline/ school.

i. Scholarship options for Female students during Maternity Leave (ML):

Option 1: No scholarship during ML and full scholarship beyond the maximum scholarship time period* for the duration of ML @ scholarship applicable during ML.
Option 2: 25% of the applicable scholarship rate during ML and 75% of the scholarship for the duration beyond the maximum scholarship time period* for the duration of ML @ scholarship applicable during ML.
Option 3: Full scholarship during ML and no scholarship beyond the maximum scholarship time period* (only for those female students who are only earning member for their dependents. Income proof of husband/ dependents must be enclosed with the application form).

In case a female student completes her Ph.D./ M.Tech./ M.S.(Research) program within the applicable maximum scholarship duration* even after availing ML then the scholarship not paid because of choosing option 1 and option 2 can be released after submission of her Ph.D./ M.Tech./ M.S.(Research) thesis.

* 5 years for Ph.D. and 2 years for M.Tech./ M.S.(Research) program from the date of joining the respective program or date of thesis submission whichever earlier.

4. **Policy regarding fast-track submission of Ph.D. thesis (< 4 years) {Senate Resolution no. 51.4}:**

The TA fellowship is available for a 5-year duration. No separate continuation needs to be submitted by any PhD students at the end of the 4 years. However, a CERP report with a detailed work plan for the 5th year needs to be submitted at the time of CERP through AROL to get better clarity about the Thesis submission.

In case a student submits his/her PhD thesis in less than or equal to 4 yrs from the date of joining, s/he can continue to work under his/her supervisor as an RA for the remaining duration with the existing TA fellowship till the time PhD viva examination or completion of 5 years whichever happens earlier.

However, in case the student submits thesis after 4 years from the date of joining, s/he will continue as a TA student only with the existing TA fellowship till the time PhD viva examination or completion of 5 years, whichever happens earlier.

Fast track students need to apply to the Academic office through proper channel. No continuation form will be required from students who are not in Fastrack mode. A detailed CERP report needs to be submitted at the time of the 4th CERP.

Cases of TA students converted from FA/ FAP/ FAR or any other admission category (if any) will be dealt separately as per the other existing Senate approved norms.

5. **Ph.D. Course Credit Requirements:** The minimum and maximum number of courses and credits for the different categories will be as follows.

In addition to the course requirements mentioned below, each Ph.D. student has to do a **compulsory** course **HS 641: English Communication Skills** having contact hours (L-T-P) of 2-0-2 to improve his/her English language communication skill **within its FIRST YEAR of joining the Ph.D. program**. This course will have grades as **Pass (PP) or No Pass (NP)** i.e. it will not affect the CPI of the student.

Category I: Ph.D. students with **M.Tech./ M.E./ M.Phil. Or equivalent qualification** shall do 3 PG/Ph.D. level theory courses of at least 3 credits each and 1 Ph.D. seminar course of at least 2 credits.

Minimum number of courses will be 3 Ph.D. level theory courses and one Ph.D. seminar course (i.e. *minimum coursework **of 11** credits) for FA and TA categories only*. ***{Senate Resolution 56.4}***

Minimum number of courses will be 2 Ph.D. level theory courses and one Ph.D. seminar course (i.e., *minimum coursework **of 8** credits) for other than FA and TA categories*.

Category II: Ph.D. students having **M.Sc./ M.A./ M.Com./ M.B.A./ B.Tech./ B.E. or equivalent qualification** admitted to a **Science or HSS discipline** shall do 5-7 theory courses of at least 3 credits each and 1-2 Ph.D. seminar courses of at least 2 credits each.

Minimum number of courses will be 5 Ph.D. level theory courses and one Ph.D. seminar course *(minimum coursework of 17 credits).*

Category III: Ph.D. students having **B.Tech./ B.E./ M.Sc. or equivalent qualification** admitted to Ph.D. Program in an **Engineering discipline** shall do 6-8 theory courses of at least 3 credits each and 1-2 Ph.D. Seminar courses of at least 2 credits each.

Minimum number of courses will be 6 Ph.D. level theory courses and one Ph.D. seminar course *(minimum coursework of 20 credits).*

6. **Policy on Academic Bank of Credits (ABC):**

a. ABC provides credit accumulation, credit transfer and credit redemption to the students of the Institute.
b. Credits deposited in ABC can not be redeemed against a core course of an academic program.
c. All additional credits earned by a student (over and above the prescribed credits in a semester) can be deposited in the ABC.
d. For the usual theory courses in any of the major UG program, the redemption will apply if and only if a Department Elective (DE) in ABC replaces Department Elective (DE) in the academic program, an Open Elective (OE) in ABC replaces an Open Elective(OE) in the academic program, and also provided they are courses at the same level. However, for internship, immersion program, entrepreneurship and other such courses a separate mechanism for redemption needs to be worked out.
e. Validity duration will be the maximum duration for completion of academic program.
f. Online courses through NPTEL / SWAYAM etc. will be permitted a max of one for PG/Ph.D. and two for UG students. However, prior permission will be mandatory for the same.

5.1: Evaluation Criteria of Online courses through NPTEL / SWAYAM *{Senate Resolution 53.10.1}:*

The evaluation criteria are based on two components:

- 75% will be directly determined by the grade through NPTEL/SWAYAM, and the remaining
- 25% will be evaluated through a viva by the committee at the end of the semester.

The departments will constitute the following four-member committee to evaluate the courses :

I. Convenor -Head of Department (HoD) / Faculty member nominated by HoD
II. DUGC (for UG students) or DPGC (For PG/PhD students)

III. Subject Expert 1 (Internal/External)
IV. Subject Expert 2 (Internal/External)

Convenor or Committee members will submit the grades as per the institute norms on AROL.

5.2: Absolute grading system for NPTEL/SWAYAM in which the number of students is considerably lower *{Senate Resolution 54.6}:*

All undergraduate and postgraduate theory courses completed via Swayam/NPTEL courses will follow an absolute grading scale.

Score (S)	Grade	Description
S >= 90	AA	Outstanding
90 > S >= 80	AB	Excellent
80 > S >= 70	BB	Very Good
70 > S >= 60	BC	Good
60 > S >= 50	CC	Fair
50 > S > = 40	CD	Poor
40 > S > = 30	DD	Marginal
30 > S > = 0	FR	Fail and repeat

7. **Duration of Ph.D. Coursework:** All the Ph.D. students are required to do course work, which shall normally be completed:
   a. Within **one semester** from the date of joining by the students having **M.Tech./ M.E./ M.Phil. or equivalent qualification**.
   b. Within the **first two semesters** from the date of joining by the students having **B.Tech./ B.E./ M.Sc./ M.A./ M.Com./ M.B.A. or equivalent qualification.**
   c. All the Ph.D. students MUST complete their course under normal circumstances **within ONE year** of joining the Ph.D. program.
   d. For any variation other than the requirements mentioned in (a)-(c), **permission from the Senate Post Graduate Committee (SPGC)** will be required which will consider the recommendations of the Discipline Post Graduate Committee (DPGC) while deciding on the matter.

8. **Minimum CPI requirement:** Each Ph.D. student must maintain a **minimum CPI of 6.0 at the end of each semester** for continuation in the program. Below this CPI, the Ph.D. student will be placed on **Academic Probation** (AP) which is **one time exercise** during the entire duration of the Program with maximum deduction of Scholarship up to 50%. **During Academic Probation**, the Ph.D. student must secure a CPI of 6.0 for continuation in the Ph.D. Program otherwise the student will be discontinued from the program.

An M.Sc./ M.Tech. student can graduate if he/she earns credits in all the prescribed courses of study (i.e. with CPI 4.0) but, an M.Tech. student should maintain a minimum CPI of 6.0 for continuation of Scholarship under TA category of admission. The faculty members of the concerned discipline/school should ensure that generally a PG student does not graduate with minimum CPI of 4.0.

Senate in its **14th meeting held on 20 February 2018** has decided that any **M.Sc. student** who secures CPI less than 3.0 at the end of any semester will be discontinued from his/ her M.Sc. program with an exception that Senate Chairman may consider the appeal of such student to continue in M.Sc. based upon genuineness of the appeal.

Senate in its **14th meeting held on 20 February 2018** has decided that any **M.Tech. and M.S. (Research)** student who fails to secure minimum CPI of 5.0 and 6.0 respectively at the end of any semester will be discontinued from M.Tech. and M.S. (Research) program with an exception that Senate Chairman may consider the appeal of such student under exceptional circumstances to continue in M.Tech. or M.S. (Research) program based upon genuineness of the appeal. ***Any M.Tech. student securing CPI in range of 5.0 to 6.0 to be placed on Academic Probation with 25% deduction in the M.Tech. scholarship. Full scholarship will be resumed once M.Tech. student secures CPI 6.0 or more.***

9. **Policy for Auditing a Course:**
   a. If a student **formally registers** to audit a course through proper course registration and wants Audit grade (AU) to be printed on his/her gradesheets for that course, then the concerned student
   (i) Must meet the class attendance criteria of that course as announced by the course coordinator **AND**
   (ii) Must appear in all the components of the evaluation and secure a pass grade (i.e. non-FR) grade at the end of the semester. Otherwise audit of a course will be considered an **informal arrangement** between the concerned student and the concerned Course Coordinator for attending the course classes for the sake of enhancement of knowledge/information/skills and in such cases no grade will be shown in the grade sheet for such audited course. No re-exam will be conducted for audit courses.

   b. The number of **formal or informal audit registered student** cannot be used to satisfy **the minimum student criteria to run a course**.

10. **Confirmation of Registration for Ph.D. Degree:** Ph.D. students shall be granted **Confirmation of Registration for the Ph.D. degree** from the first working day of the semester following the one in which they have successfully completed the required course work.

11. **Selection of Thesis Supervisor:** A M.Sc. and M.Tech. student has to formally select his/ her thesis supervisor(s) after completing the **required course-work**.

A Ph.D. student has to formally select his/her Thesis Supervisor(s) either within **ONE semester** of joining the Ph.D. Program or after completing the **required course-work.**

One thesis supervisor will be from the discipline and other supervisor(s) can be taken from within/outside the Discipline/Institute. **Maximum number of thesis supervisors** should NOT be more than **three** under normal circumstances.

Until a M.Sc., M.Tech. or Ph.D. student finally and formally selects his/ her thesis supervisor, the concerned ***Head*** will be the **Faculty Advisor** to the student. The faculty advisor will provide guidance and advice concerning academic, professional, and personal growth of the assigned students. The guidance to the students will enable them to complete their course of study in a smooth and satisfactory manner.

12. **Constitution of PG Student's Progress Committee (PSPC):** Progress of thesis work of each MS (Research) and Ph.D. student will be monitored through a committee called **PG Student's Progress Committee (PSPC)**.

Composition of PSPC: The PSPC will consist of the thesis supervisor(s), one faculty within the discipline and other faculty/expert within/outside the discipline. At least one PSPC member must be from the concerned department of the student. One of the thesis supervisors will be the Convener of the PSPC. Visiting Faculty Members and Fellowship Holders can only be Co-Supervisor.

The process of constituting the PSPC can be initiated by a MS (Research) student latest by 31 August of their year of admission. And Ph.D. students must apply to form PSPC with 45 days of admission. The respective DPGC convener recommends the PSPC to HOD and subsequent recommendations are reviewed and approved by the SPGC convener.

At that time, the supervisors of PhD students who have completed five years (exhausting the fellowship grant) but have not yet submitted their thesis, the supervisor will be eligible to recruit new TA students for their research group, subject to fulfillment of the maximum three TA permitted under the supervisor. **{Senate resolution no. 50.6.1**}:

Procedure for Change of Thesis Supervisor(s): For Change of thesis supervisor(s), the concerned student should write an application addressed to DOAA which should be routed through proper channel. The application should have written consent of the existing Thesis Supervisor(s) and new Thesis Supervisor(s) with the recommendation of DPGC Convener and Head of the concerned discipline/school/center, ADOAA(PG & PhD) for approval by DOAA.

The form should be accompanied with PSPC constitution form and if required new PSPC members may also be suggested.

In case, a new co-supervisor is not from IIT Indore then the duly filled "Form for selecting a co-supervisor from an external or sponsoring organization" on the letter head of his/her parent Organization/Institute/University must also be attached along with the application.

Request for change of PSPC of any PhD student will not be considered once the student enters into the 4th year of his/her PhD program.

13. **Finalization of the PG/ Ph.D. thesis Topic:** Once the thesis topic of a M.Sc., M.Tech. and Ph.D. student is decided then it should be brought to DPGC for formal approval and institute-wide circulation to avoid the duplication of the thesis work.

14. **Comprehensive examination for Ph.D. students {Senate resolution no. 41.5**}:

(i) The first Comprehensive Evaluation of Research Progress (CERP) should be a comprehensive examination, i.e. within 12 months of joining the Ph.D. program.

(ii) Comprehensive examination will have three components as listed below:

I: Written Test - 40% marks
II: Viva – 40 % marks
III: Research Plan – 20% marks

The passing percentage of marks for comprehensive examination will be 60%.

(iii) The entire evaluation of all the components will be carried out by the Thesis Supervisor(s) and PSPC members. The questions/ topics for the viva examination shall be from the course work/ relevant research topics studied by the candidate and as prescribed by the PSPC. Preparation of question paper and conducting the written component of comprehensive examination will be the responsibility of the Thesis Supervisor(s).

(iv) In case a student is unable to clear the comprehensive examination in the first attempt, the concerned student may again appear for the same 18 months from the date of joining the PhD program (24 months for the part time students). This would be the last and final attempt for the student. If the concerned student is unable to clear the comprehensive examination in his/her second attempt as well, he/she may be recommended for an early exit option from the PhD program of the respective department with a master's degree/ course completion certificate. The nature and title of the master's degree will be deliberated in the future Senate meeting.

(v) Comprehensive examination will be mandatory for students joining Ph.D. program under any category, from the Academic Year 2024-25 onwards.

(vi) Students opting for internal conversion under dual degree program, from M.Sc./ M. Tech./ M.S. (Res) → Ph.D. shall be exempted from comprehensive examination, subject to all other eligibility criteria being fulfilled by them.

15. **Monitoring the Progress of the PG/ Ph.D. Student:** The PSPC will monitor the progress of the thesis work of the M.Sc., M.Tech. and Ph.D. student through a **Comprehensive Evaluation of Research Progress (CERP).**

For the Ph.D. student, the **first CERP** is to be conducted within one year of joining the Ph.D. Program.

Based on the CERP, the PSPC will evaluate the progress of the work of the Ph.D. student in terms of satisfactory or unsatisfactory. The progress report duly recommended by the PSPC members must be submitted online to the Academic Office for further action latest by **31st July** for the Ph.D. students registered in the Ph.D. Program in the **Autumn Semester** and by **31st January for** the Ph.D. students registered in the Ph.D. Program in the **Spring Semester.**

In case the CERP report of a student is found **unsatisfactory** then he/ she will have to give another CERP before the PSPC within maximum THREE months from the corresponding CERP. If second time CERP is also unsatisfactory, then matter must be reported to the SPGC Convener for further action.

If required, the Thesis Supervisor(s) may arrange additional CERP between two **consecutives successful CERP**.

14.1 Revised procedure of Comprehensive Evaluation of Research Progress (CERP) {Senate Resolution no. 41.4}

(i) Initiation of CERP must be done by the Ph.D. student instead of Thesis supervisor(s) over the new AROL before the deadline (as applicable).

(ii) Notification of CERP/JRF to SRF upgradation/Open Seminar/Viva should be done through e-notice board portal of the Academic Office. Any other mode of circulation viz. via e-mail to all faculty members must be avoided.

(iii) The Ph.D. students will submit a report on their research work up to 10 pages for CERP at least one week prior to the conduct of CERP seminar. For non-CERP semester students will submit a 2 pages report at least one week prior to the last date of the grade submission of ZZ 899 Ph.D. Thesis course. This will be mandatory for students joining the Ph.D. program from the 2024-Autumn Semester onwards. For the existing students, submission of the report/publications (arising out of research work) may be submitted, as it is good practice to be adopted by the Ph.D. students.

(iv) The deadline for annual CERP cycles will be 31st July and 31st January every year, in place of the existing deadline for annual CERP cycle of 30th April and 31st October.

(v) The deadline for grade submission of ZZ 899 by the Thesis Supervisor(s) will be same as the deadline for conduct of CERP viz. 31st July and 31st January.

(vi) All efforts should be made to adhere strictly to the above deadlines. Permission for late CERP is to be sought from Dean, Academic Affairs, through proper channel and with proper justification for the same.

(vii) CERP/JRF to SRF upgradation/Open Seminar/Viva must be conducted on working days and during the working hours.

(viii) The Thesis supervisor and all PSPC members will collectively award the overall SS/US grade evaluating the work carried by the student and submit their individual assessment over the portal. The remarks must be in the form of Excellent/Good/Poor.

(ix) After initiation of CERP evaluation report, the same must be routed through DPGC/ CPGC Convener and The Head of Department (HoD)/ center Head respectively.

HoD/center Head will approve the CERP evaluation report in place of SPGC Convener, over the academic portal (new-AROL).

16. **Eligibility for Ph.D. Thesis Submission:** A Ph.D. student can submit his/ her Ph.D. thesis ONLY after minimum specified time for Ph.D. thesis submission AND meeting the minimum publication criteria.

    Minimum Publication Criteria: He/she has **at least *three*** publications from his/ her Ph.D. thesis in the SCI or other equivalent indexed journals having good impact factor. The list of publications submitted along with report of Open Seminar and Ph.D. Synopsis should **clearly mention the publications from the Ph.D. thesis work** and other publications during Ph.D.

    The above-prescribed minimum publication criteria can be relaxed by the Senate Chairman based upon recommendation of the concerned Thesis Supervisor(s), Head and Dean, Academic Affairs on the merit of the application.

17. **Minimum and Maximum Time for Ph.D. Thesis Submission: Minimum time period** for submission of Ph.D. thesis will be TWO years for **Category-I** and TWO and HALF years for **Category-II** and **Category-III** from the **Confirmation of Registration for the Ph.D. degree**.

    Maximum time period for submitting the Ph.D. thesis for full-time Ph.D. program will be **FIVE years** from the date of admission to the Ph.D. program. Request for further extension beyond the maximum duration must be sought from the Senate Chairman through proper channel.

18. **Course codes and grades for M.Sc., M.Tech., M.S. (Research) and Ph.D. Seminar and Thesis:** The codes for the M.Sc./ M.Tech. seminar is XX 698 (XX 697 for M.S.) and for Ph.D. Seminar course is **XX 797** (for the autumn semester) and **XX 798** (for the spring semester). The course **code of the Ph.D. thesis** will be **XX 899 and** course **codes of the M.Sc./ M.Tech. Research Projects** will be **XX 799 (3rd Sem) and XX 800 (4th Sem)** where XX is the code of the discipline (i.e. CS, EE, ME, HS, CH, MA, PH, BSE, MSE, etc.). Ph.D. thesis will be awarded **SS** as satisfactory and **US** as unsatisfactory, while the M.Sc. M.S. (Research) and M.Tech. thesis will be awarded letter grade.

19. **Grading of Ph.D. Thesis (XX 899) and consequences of unsatisfactory performance:** After successful completion of the required course work, a Ph.D. student will register for Ph.D. Thesis course (course code XX 899) every semester till completion of the Ph.D. program. It will be awarded Satisfactory (SS) or unsatisfactory (US) grade at the end of every semester by the concerned Ph.D. Thesis supervisor(s).

Unsatisfactory performance in Ph.D. Thesis course in a semester may lead to temporarily stopping of Ph.D. scholarship until the student attains satisfactory grade in his/her Ph.D. Thesis course. If a Ph.D. student accumulates more than two US grades in XX 899 during his/her Ph.D. program, then that student may face early discontinuation from the Ph.D. program.

20. **Policy for Class Attendance:** The weight-age for attendance is considered as 10 marks out of total 100 marks.

Keeping marks for attendance is solely up to the discretion of the course coordinator. He/she may not keep marks for attendance, but if they keep marks for attendance, the below-mentioned proposed scheme must be implemented:

a. Those students who have an attendance percentage of 80 and above (i.e., >=80%) would be awarded complete ten marks (i.e., 10/10).
b. Students whose attendance percentages lie between 50 to 80 (50% - 80%) have their attendance score calculated as the ratio of their attendance percentage points and the threshold attendance percentage requirement, multiplied by 10. This hence guarantees a range of 6.25 to 10 marks attainable.
   For example, if the attendance threshold percentage is 80% and the student attends 60% of the classes, the student would be awarded a score of (60/80)*10=7.5 marks on 10.
c. For students with border line attendance (for example: 49% or 79%), it is solely up to the course coordinator to consider the student for 50% minimum attendance or the threshold attendance of 80%.
d. Students whose attendance percentages lie below 50 (i.e., <50%) would not be allowed to appear for the end-semester exams, would get an XX grade and would have to repeat the course. However, this decision of awarding XX grade is solely up to the discretion of the course coordinator.
e. If any student misses classes for institute events like FLUXUS or to represent IIT Indore (in BAJA, ROBOCON etc.) or due to medical reasons, the students ought to be granted attendance for the missed classes as per the discretion of the course coordinator (on production of supporting documents or notification by the Academic Office/DOSA/Student Gymkhana as per the underlying reason).

20. Policy for the Components of Evaluation

a. As per the Institute policy, mid semester examination (MSE) and end semester examination (ESE) are the **essential components of the evaluation** with a **minimum weightage** of 20% and 40% and **maximum weightage** of 40% and 60% respectively.
b. Other components of evaluation such as quizzes, term paper, term project, home assignments, viva, etc. can constitute maximum weightage up to 40% ONLY.
c. MSE and ESE are to be conducted as per the scheduled exam time table and as per the notified seating plan.

d. The question papers for the MSE and ESE (even for open-book and take-home type) are to be submitted in the Academic Office within one working day in advance for distribution to all the invigilators for a particular MSE or ESE as per the seating plan.
e. **Only home assignments during the entire semester without MSE and ESE are NOT allowed to evaluate the students registered in a particular course. This is against the institute norms, dilutes the academic standards of the Institute and highly unfair to the students. The faculty members must desist from such practices.**
f. Any deviation from this policy without prior approval will be considered very seriously.

21. Policy for Open-Book and Take-Home Exam

a. The concerned faculty has to declare well in advance in the class about the **Open-book or Take-home exams** to the students. The faculty should also declare as to what will be allowed in the Open-book exams i.e. lecture notes, handouts, data handbook, data sheets, etc. The question paper must contain the detailed instructions for the **Open-Book Exam** so that there is no confusion to the invigilators.
b. The **Open-book exam** will be of same duration as per the institute norms for the MSE or ESE or quiz. For any deviation from this, approval from DOAA is to be taken.
c. Both Open-book and Take-home exams are to be conducted on the **scheduled day as per the exam time table** using the IIT Indore answer sheets only.
d. The **question papers** for both types of exams should be of such standards that they demand the necessity of having Open-book or take-home exam.
e. The question paper should be submitted to the Academic Office which distributes them to different invigilators according to the seating plan for the exam.
f. Other Details for the **Take-home exam**.

(i) The Take-home exam generally should be of **maximum 24 hours duration** only. For any duration more than this, prior approval from DOAA needs to be taken.

(ii) T**o maintain the fairness of take-home exams and to avoid mass copying**, the questions should be **open-ended type** which cannot be solved by a group of students. To achieve this objective, the faculty is required to make **different sets of question papers equal in number to the number of the students registered in his/her course**. The concerned faculty should also inform the Academic Office as to which student is to be given which set of question paper so that students do not interchange the question paper after taking it to home.

(iii) Students should be asked to collect the Question paper from the Academic Office during the specified time only.

(iv) The answer sheets must be submitted to the Academic Office within the stipulated time along with the question paper. The concerned faculty will collect the answer sheet from the Academic Office as done in case of regular exams.

g. Any deviation from this policy without prior approval will be considered very seriously.

22. Policy regarding Rescheduling of Mid Semester Exam (MSE) and End Semester Exam (ESE) and other Components of Evaluation: Following policy is followed to deal with the request of re-scheduling the MSE, ESE and other components of evaluation scheduled as per the Academic Calendar:

a. Since, the schedules of MSE and ESE for both Autumn and Spring semester is known in 6-8 months in advance, therefore, the **students should NOT participate and/or organize any event/competition which clashes with dates of MSE and ESE**.

b. Requests of the students to reschedule MSE and ESE will NOT be considered for any **unapproved participation/event**s which clashes with the dates of MSE and ESE.

c. Faculty members will not entertain direct requests of the students to reschedule MSE, ESE and other exams for their unapproved participation/event.

d. Request for rescheduling the exams for **approved events/ participation** duly recommended by Students Gymkhana and DOSA must be sent to the Convener, Time Table Committee well in advance before the exam schedule is notified.

e. The MSE and ESE will **be pre-poned** and not **post-poned** in following extreme cases when there is clashes with the declared dates of MSE and ESE:

a. Interviews for IIMs admission

b. Medical emergency of the student for self

c. Approved participation in those Events/ Competitions which are recommended by the Students Gymkhana and DOSA. Deviation from this shall be treated on the merit of the case.

f. The concerned Faculty member / Course Coordinator should submit the question papers for such pre-poned exams to the Academic Office for conducting such exams.

g. The student will have to return the question papers along with the answer sheet for such pre-poned exams.

h. In a rare case if any exam however cannot be re-scheduled and a student still misses then he/she will be treated absent and awarded ZERO marks for such missed exams. (NB: ***It is compulsory to appear in ESE of a course. A student absent in the ESE of a course, is to be awarded the FR grade irrespective his/her performance in-semester components of evaluation***)

i. For better planning of the Academic Calendar (AC), the Student Gymkhana must inform the Academic Office about the reputed important Competitions and Events in which students are likely to participate at the time of preparation of the Academic Calendar. The Academic Office will try to take care of the events/participation as informed by the Students Gymkhana while preparing AC.

23. System of evaluation and award of grades: At the end of every semester, a student is awarded a grade based on his/her performance in examination, in every course registered by him/her. These grades are described by the letter grade and have numerical equivalent called the grade points as given below:

Letter grade	Grade point	Remark
AP	10	Awarded to the students with exceptional performance in the

		course
AA	10	
AB	9	
BB	8	
BC	7	
CC	6	
CD	5	
DD	4	
FR	0	Credit not earned • For compulsory course: Repeats the course • For an elective course: Repeat or replace the course
XX	0	
PP	-	Pass (for non-credit course)
NP	-	Not Pass (for non-credit course)
AU	-	Pass (for audit course)
SS	-	Satisfactory (for Ph.D. thesis)
US	-	Unsatisfactory (for Ph.D. thesis)

a. Scale of marks to award the above mentioned grades will be decided by the concerned Course Coordinator. However, grades will be authenticated by School Post Graduate Committee (SPGC) before releasing the grades. Course coordinator(s) should not reveal the grades to students before authorization by SPGC. They may show the Answer Sheets and marks to the students.
b. For AP grade upper cap is 2% with class strength of 25 or above i.e. for a class strength of 25 to 50, 1 student can be awarded AP grade.
c. Upper cap for AA grade is 15% (including 2% of AP grade), it can be rounded-off to higher integer number in case of fractional number, i.e. 6.1 can be made 7.
d. Highest grade that can be awarded to a student repeating a course [on account of earning FR or XX grade in that course in previous semester(s)] is BC.
e. Minimum grade for earning credits in a course is DD.

Introduction of 'FF' grade and change in policy of FR Grade {Senate resolution no.45.6}:

Students missing the DD grade cut off by a narrow margin, especially in cases students have underperformed in ESE component thereby leading to their missing the cut off.

1. Such students can be awarded 'FF' grade which will be eventually converted into either 'FR' or 'DD' by providing one more opportunity to them to appear for the ESE component only, within fifteen days of conduct of end semester examination.
2. The student should have maintained > 75% attendance throughout the semester for this grade (FF) to be awarded.
3. It will be completely at the discretion of the course instructor to award 'FR' or 'FF' grade to the underperforming students in his/ her course.
4. Grade authentication meeting of SUGC and SPGC will happen only after grade submissions are completed (including re-exam for 'FF' grade students).

5. Examinations against the ESE component for those getting 'FF' grades will be coordinated by the Academic Office.

6. A maximum of 'BC' grade can be awarded for a student clearing a particular course in second or subsequent attempt in regular or summer semester, w.e.f. 7 August 2024.

24. Rules and Regulations for 5 Year B.Tech. + M.Tech. program

A. Eligibility:

i. Only those B.Tech. students of IIT Indore are eligible to apply for B.Tech. + M.Tech. program who have completed all the prescribed courses of their B.Tech. program till the 6th Semester and secured a minimum CPI of 7.00 at the end of 6th Semester without earning any FR/ XX grade in any of the courses registered by him/her till 6th semester.

ii. There should not have been any disciplinary cases and/or penalty imposed or contemplated against the student. Student should not have been punished for any type of misconduct/ misbehavior/ indiscipline/ irregularities, and use of unfair means.

B. Other Conditions:

i. Those students who have been admitted for the dual degree program are not eligible for the campus placement activities in their 4th year.

ii. A student admitted to this 5-Year B.Tech. + M.Tech. program **will not have any exit option.** He/she will get the degree at the end of 5th year by fulfilling all the prescribed requirements of this program.

iii. The admitted students will be exempted from Internship, B.Tech. Project (BTP), English Communication Skills course (HS 641). However, they have to fulfill their minimum requirements in their M.Tech. Electives, PG Seminar course and M.Tech. Research Project work.

iv. The **last date of application** generally will be 31st March and list of selected candidates will be declared by 2nd week of May.

C. Intake: to be as decided by the discipline for each of its M.Tech. Program. This will be in addition to the seats sanctioned for the regular M.Tech. program.

D. Selection Criterion and Shortlisting: To be decided by the concerned discipline.

E. Scholarship: As per the MHRD norms from their 9th semester onwards provided the student has CPI ≥ 7.0 at the end of 8th Semester. Or else, after qualifying the GATE exam. If a student fails to fulfill either of these conditions, then the student will not be eligible for any MHRD scholarship.

F: Fee: Fee structure of M.Tech. program will be applicable from the 7th semester onwards.

25. Awards & Medals

Award of M.Sc./ M.Tech. degree to the internally converted students of dual degree Program (M.Sc. + Ph.D. and M.Tech. + Ph.D.)

The internally converted students of dual degree Program will be awarded the M.Tech./ M.Sc. degree with the wordings as follows:

"Indian Institute of Technology Indore upon recommendation of the Senate hereby confers the degree of M.Tech./ M.Sc. in recognition of completion of the prescribed requirements for

the said degree (and partial fulfillment towards the M.Tech./ M.Sc. and Ph.D. dual degree program)."

For such students, the research component of their Master's project work may be included as part of their Ph.D. thesis, when they continue research on the same area and topic as their Master's thesis.

A. Medal for graduating students of the Masters' Program: There are two Institute Silver Medals for PG program. One will be awarded to the best performing M.Tech. student and other to the best performing M.Sc. student among all the graduating students, using following approved procedure:

- Each discipline will nominate top two candidates of its Master's program based on his/her CPI in coursework, CPI in thesis, overall CPI, research output for consideration of award to Silver medal. This should be immediately done after final viva of the PG thesis are completed but before 15th July.
- An evaluation committee consisting of Heads (or a faculty member nominated by the concerned Head) of those discipline which have PG program and an external expert from a reputed Institute/ Industry would be constituted by Dean, Academic Affairs.
- The nominated PG students will submit a short summary of their thesis work highlighting major innovation/research contribution and will also make presentation of their thesis work before the evaluation committee.
- The evaluation committee based on its evaluation would submit its recommendations for the best performer in the Master's program to Chairman, Senate through Dean, Academic Affairs for approval.

B. Buti Foundation Gold Medal: For a female student securing the highest CPI among graduating students of all the two-year PG programs.

C. Medal for Best All Rounder Award: There is one Institute Silver Medals (Till 2023 Convocation)/ Gold Medal (From 2024 Convocation onwards) for Best All Rounder Award. A committee approved by the Senate Chairman will call the nominations for the award of medal and will evaluate them on the basis of parameters approved by the Senate.

Following is the distribution of weightage for the different Components of the Evaluation:

- **Academics / Curricular activities: (30% for A(i) and A(ii) combined)**

(i) Credit Work
(ii) Research Work/ PG Thesis/BTech Project

- **Co-Curricular and Extra-Curricular Activities: (70%)**

(i) Position of Responsibilities held at institute level (15%)
(ii) Awards at National/International Level/ Social work/ Incubation and Entrepreneurial activities (15%)
(iii) Outstanding achievements in Cultural activities (10%)
(iv) Outstanding achievements in Science and Technology related activities (10%)
(v) Outstanding achievements in Games and Sports related activities (10%)

(vi) Outstanding achievements in Co-Curricular/Extra Curricular activities (10%)

In addition to above, for PG students of those department(s) where PG thesis component is not there, the grade points of course work done in lieu of PG thesis should be considered. Extra one mark should be given for each 'AP' grade obtained in a credited course for each nominated student.

D. VPP Menon Medal of excellence for the Best Ph.D. dissertation by a woman Student: The award is for the best Ph.D. dissertation of all graduating female students at IIT Indore and also fulfilling the minimum eligibility criteria.

Guidelines:

- A nomination form will be circulated to all faculty members.
- The Ph.D. scholar should submit the nomination to the HOD through her Research Supervisor
- HOD should nominate only 1 nomination to the committee from the respective Department. The HOD can formulate a department level committee for the nomination.
- Scholar defending her thesis during August 1st to June 5th of an academic year will be eligible to apply for the award in the upcoming convocation.
- The minimum criteria for the nomination of the Ph.D. thesis should be
  a) Examiners decision on considering the thesis for the Ph.D. award as per the academic office form : at least one
  b) At least one "A" evaluation grade from the Indian/International examiner in the thesis evaluation report.
  c) Thesis should not have got C or D in the thesis evaluation report.
  d) There should not be any disciplinary action pending/ taken against the student
- As the best research work publication/ outcome may take some time after the PhD submission, student may be given option of applying for this medal up to 01 year after the award of the degree.

E. **Agam Prasad Memorial Gold Medal {Senate Resolution no. 49.6.1}:** The award is for the outstanding Ph.D. dissertation among the different departments of IITI in each academic year and also fulfilling the minimum eligibility criteria.

Guidelines:

a) At least one 'A' in the evaluation report from the Indian/ International examiners.
b) The thesis should not get a C or D in the thesis evaluation report from any examiners.
c) The examiners' recommendation on the thesis for the best Ph.D. award as per the "Evaluation Report of the examiner for award of Ph.D. degree (PTS-5)" should be considered.
d) The nominated students neither have any pending case(s) of indiscipline or violation of copyright or violation of academic ethics nor have been found/ penalised in such activities during the Ph.D. program at IIT Indore.

F. **Shri Ganti Subba Rao and Smt. Ganti Venkata Ramani Award {Senate Resolution no. 49.6.1}:** The award is for the outstanding Ph.D. dissertation by a student among different engineering departments at IIT Indore and also fulfilling the minimum eligibility criteria.

Guidelines:

a) At least one 'A' in the evaluation report from the Indian/ International examiners.
b) The thesis should not get a C or D in the thesis evaluation report from any examiners.
c) The examiners' recommendation on the thesis for the best Ph.D. award as per the "Evaluation Report of the examiner for award of Ph.D. degree (PTS-5)" should be considered.
d) The nominated students neither have any pending case(s) of indiscipline or violation of copyright or violation of academic ethics nor have been found/ penalised in such activities during the Ph.D. program at IIT Indore.

The committee comprising of the following members will be evaluating the nominations

1) Nomination from Dean R&D among the two Associate Dean R&D's *
2) Nomination from Dean Academic among the two Associate Dean Academics*
3) Three External experts (Representing one expert from each School)
4) One observer from the doner's side. (In case the concerned faculty's student gets nominated, doner can nominate another faculty on their behalf.)

*If both associate deans from a section have their student on the nomination list, then the Dean should nominate another faculty colleague whose student is not applying for the award

G. **MSDSM Silver Medal:** Highest CPI among the graduating students. There should not be any FR/ XX/ NP or any fail grade. There should not be any case indiscipline.

26. Rules for Institute Staff (IS) or Sponsored (SW) or Defense Forces (DF) categories doing PG and Ph.D. programs:

Candidates from **Institute Staff (IS) category** or **Sponsored (SW) or Defense Forces (DF) category** can enroll for PG and Ph.D. programs of the Institute as **part-time** candidates subject to following rules and regulations which can be amended from time to time as per the requirement:

a. An IS category applicant must be a **permanent Institute employee** since last two years at the time of application. While, the **Sponsored category** applicant should have minimum two-year work experience in a **reputed Industrial/Research Organization**. Candidates under DF category should be serving officer in the Defense Forces of India.
b. The **part-time candidate** will not be entitled for payment of any fellowship/stipend during the entire academic program.
c. The IS category applicant is required to submit a "No-Objection Certificate (NOC)" from the Head of the concerned department/section while, SW and DF category applicant should submit the NOC from the Competent Authority of his/her parent organization along with his/her application in the prescribed form. ***Officials sponsored by Central Government, State Government and PSU are exempted from submission of sponsorship letter*** but ***have to submit NOC and other required documents.***
d. (A) The **NOC of the IS category** applicants should clearly state that:
   - The candidate is allowed to pursue the academic program on **part-time** basis.
   - The admission to the academic program will not affect his/her discharging of the assigned duties from the Institute.

   (B)The **NOC of SW and DF category** applicant should clearly state that:

- The sponsoring organization shall fully relieve him/her of his/her duties in the organization during the **time period of required course work** (for **Part-Time**) / **entire duration** (for **Full-Time**) of the academic Program.

e. The **Part-time Sponsored** category students will have to do the required course work on full-time residential basis.

f. The SW and DF **category** candidate may be permitted to have **one thesis/ reporting supervisor** from his/her parent organization after consent from the Principle Thesis Supervisor (i.e. a faculty from IIT Indore). The Principal Supervisor will be solely responsible for ensuring the fulfillment of all the academic requirements as per the Institute Rules and Regulations. The supervisor of SW and DF category candidate must have the qualifications and experience as follows:
   - With Ph.D. qualification should have a minimum of 5 years post-Ph.D. experience in a reputed Industrial/Research/Defense Organization; OR
   - With M.Tech./ME/MPhil or equivalent qualification should have minimum **10 years post-PG qualification experience** in a reputed Industrial/Research/Defense Organization; OR
   - With B.E./ B.Tech./ M.C.A./ M.B.A./ M.Sc./ M.Com./ M.A. or equivalent qualification should have minimum **15 years post-qualification** experience in a reputed Industrial/ Research/ Defense Organization.

g. The eligibility and process of application, admission process, registration fee, registration process, academic rules and regulations and other academic procedures will be same as applicable to full-time category students.

h. IIT Indore will have exclusive copyright on the Ph.D./ PG thesis of the Sponsored category students while Patents and innovations will be governed by the IPR policy of IIT Indore.

i. The Institute reserves the right to cancel/ renew the admission to PG/ Ph.D. program of Institute Staff (IS) and Sponsored (SW) candidate in case of change of employment.

Details of the other specific conditions for Part-time Ph.D. and PG Programs:

	Ph.D. Program (part-time)	**PG Program (part-time)**
Minimum duration of required course work	Same as full-time candidates as mentioned in the Institute Rules and Procedures for and PG and Ph.D. programs.	
Maximum duration of the required course work	i) TWO semesters with M.Tech./ M.E./ M.Phil. or equivalent qualification from the date of joining the program. ii) THREE semesters with M.Sc./ M.A./ M.Com./ M.B.A./ B.Tech./ B.E. or equivalent qualification from the date of joining the program.	FOUR semesters from the date of joining the program.
Minimum time	**SIX months** more as compared to the **full-time** candidates i.e. **30 months** for	Three years from date of joining the program.

required for thesis submission	M.Tech./ M.E./ M.Phil. or equivalent qualification and **36 months** for B.Tech./ B.E./ M.Sc./ M.A./ M.Com./ M.B.A. or equivalent qualification from the *date of confirmation in the Ph.D. program*. (i.e. from the first working day of the next semester in which the student successfully completes his/ her required course work).	
Maximum duration of the program	7 Years from date of joining the program.	4 Years from date of joining the program.
Expectations from IS category candidates	The Institute expects at least two year continuous service from the date of completion of the Ph.D. program.	The Institute expects at least one year continuous service from the date of completion of the PG program.

The forms required for Institute Staff (IS), Sponsored (SW) and Defense Forces (DF) College Teacher (CT) and QIP category students for doing PG and Ph.D. program at IIT Indore are available at https://academic.iiti.ac.in/phdforms.php.

27. Rules for Full-time M.Tech., MS (Research), and Ph.D. Program under College Teacher (CT) category:

Eligibility requirements (ER)

a. The College/Institute/University from which the faculty member is sponsored should be **amongst top 200 NIRF ranked College or Institute or University in respective category** in the immediate preceding year. The NIRF ranking will not be mandatory for faculty members sponsored from Government Engineering College/ Institution/University.

b. The applicant must be **Permanent Employee of the sponsoring College/ Institute/ University**. The Sponsoring Organization must mention in the No Objection-cum-Sponsoring-Experience Certificate (attached below) that it will continue to pay remuneration to the candidate for the entire duration of his/ her academic program on Full-time basis.

c. For admission to the Ph.D. program applicant should have **at least one publication** in SCI indexed journal, proceedings of peer reviewed ranked international conferences/ chapter in a book published by reputed international or national publishers or should a patent or should have developed state-of-the-art patentable and/ or transferable technology. However, this criterion is not mandatory for the admission to MTech and MS (Research) programs.

d. Candidate will be admitted as **Full Time candidate (For M.Tech. 2 years, for MS (Research) 2 years [extendable maximum for 6 months], and for Ph.D. 3 years).** The Sponsoring Organization will certify in the No Objection-cum-Sponsoring-Experience Certificate that the candidate will be relieved from all the duties and responsibilities from the Institute to enable him to complete the academic program on Full-time basis within the prescribed duration. If extension for more duration is required, then the candidate should submit application through his/her Sponsoring Organization to the competent authority of IIT Indore for consideration.

Minimum Educational Qualification (MEQ):

As per the M.Tech., MS (Research), Ph.D. advertisement of the concerned Discipline/ School/ Center in which is she/ he interested to apply.

Other Rules and Regulations

a. Candidates admitted under this category will be required to pay registration fee on semester basis as applicable to Full-time student of IIT Indore with following exemptions:
   i. Group Insurance Premium per annum (per semester for Ph.D. students) and Medical Fee, if the candidate is not availing medical facilities of the Institute.
   ii. Mess Security Deposit and Dining charges, if the candidate is not availing dinning facility of the Institute.
   iii. Hostel Security Deposit and Accommodation Charges, if the candidate is not availing hostel facility of the Institute
b. All the rules and regulations of concerned academic program of IITI will be applicable to CT category students.
c. Course-work, selection of thesis supervisor(s) and constitution of PG/ Ph.D. Student Progress Committee (PSPC) to be done as per applicable rules and regulations of IITI.
d. Comprehensive Evaluation of Research Progress (CERP) will be conducted as per the policy of the institute for Full-time Ph.D. student. In case the candidate is allowed to convert as Part-time Ph.D. student then CERP will be conducted in every 6 months before last date of Ph.D. thesis (i.e. XX 899) grade submission in that respective semester.
e. Maximum duration for completion of Ph.D. program will be five years as applicable to Full-Time Ph.D. student of IIT Indore.
f. No Objection-cum-Sponsoring-Experience Certificate from the Sponsoring University/ College/ Institution for Ph.D. Applicant under College Teacher Category (CT) must be submitted on letterhead of the Institute (format of form is available at https://academic.iiti.ac.in/phdforms.php)

28. Rules for Ph.D. Program (Part Time) under College Teacher (CT) category

Eligibility Requirements (ER):

a. The applicant should be a faculty member from a **Government Engineering College of Madhya Pradesh**.
b. The applicant must be a **Permanent Employee** of the sponsoring College/ Institute.
c. For admission to the Ph.D. program applicant should have **at least one publication** in SCI indexed journal or proceedings of peer reviewed ranked international conferences/ chapter in a book published by reputed international or national publishers or should have a patent or should have developed state-of-the-art patentable and/ or transferable technology.
d. Selected applicants will be admitted as Part Time candidates in Ph.D. program for a maximum duration of 7 years, out of which **candidate will be required to complete the required course work in-person at IIT Indore campus. The duration of the course work will be**

One Semester (for M.Tech./ M.E./ M.Phil. or equivalent qualified) and Two Semester (for M.Sc./ M.A./ M.Com./ M.B.A./ B.Tech./ B.E. or equivalent qualified) from the date of joining the program. After completing the required course work, research work can be continued by them at their respective Institution/ College.

e. The sponsoring institute should permit the selected employee to visit IIT Indore during Vacations and Holidays to continue and complete PhD research work. For the duration of PhD, the candidate should be spared from other administrative work during vacations.

f. The Sponsoring Organization must mention in the No Objection-cum-Sponsoring-Experience Certificate that it will continue to pay remuneration to the candidate for the entire duration of his/ her Ph.D. program on Part Time basis.

g. The Sponsoring Organization will certify in the No Objection-cum-Sponsoring-Experience Certificate that the candidate will be relieved from the duties and responsibilities from the Institute to enable him to complete the required course work within the prescribed duration. If extension for more duration is required, then the candidate should submit application through his/her Sponsoring Organization to the competent authority of IIT Indore for consideration.

Minimum Educational Qualification (MEQ):

As per the Ph.D. advertisement of the concerned Department/ School/ Center of IIT Indore in which she/ he is interested to apply.

Other Rules and Regulations:

a. Candidates admitted under this category will be required to pay registration fee on semester basis as applicable to Full-time student of IIT Indore with following exemptions:

i. Group Insurance Premium per annum (per semester for Ph.D. students) and Medical Fee, if the candidate is not availing medical facilities of the Institute.

ii. Mess Security Deposit and Dining charges, if the candidate is not availing dinning facility of the Institute.

iii. Accommodation Charges, if the candidate is not availing hostel facility of the Institute

b. All the rules and regulations of concerned academic program of IITI will be applicable to College Teacher Part-time category students.

c. Course work, selection of thesis supervisor(s) and constitution of Ph.D. Student Progress Committee (PSPC) to be done as per applicable rules and regulations of IITI.

d. Comprehensive Evaluation of Research Progress (CERP) will be conducted as per the policy of the institute for Full-time Ph.D. students.

e. No Objection-cum-Sponsoring-Experience Certificate from the Sponsoring University/ College/ Institution for Ph.D. Applicant under College Teacher Category (CT) must be submitted on letterhead of the Institute (format of form is available at https://academic.iiti.ac.in/phdforms.php)

29. Rules for new Ph.D. admission category of FAP and FAR {Senate Resolution no. 41.6}:

i. If FAR student needs to be converted to TA admission category, the rules of FA to TA conversion will apply (as per Senate resolution 31.9). For candidates admitted under FAR, Minimum Educational Qualification (MEQ) and Qualifying Examination (QE) will be at par with the TA category students.

ii. Candidates can be supported under FAR for any duration as per the recommendation of supervisor(s).

30. Policy for temporary withdrawal of students from Academic Program on grounds misconduct and violation of institute rules: Any student found guilty for misconduct and violation of institute rules then he/ she will be withdrawn temporarily up to two semesters from his/ her Academic Program on recommendation of the Disciplinary Action Committee.

If such offence is very serious or an offence is repeated frequently then the concerned student will be withdrawn completely from the academic program based on recommendation of the Disciplinary Action Committee.

31. Policy for FA to TA conversion.

The Ph.D. students who join as Fellowship Awardee (in Projects), and in case of non-submission of the thesis before the completion of the project, students will be allowed for TA scholarship, equivalent to the duration they spent in the Project as a Ph.D. student or maximum five years, whichever is earlier. The fulfillment of the requirement of GATE qualification and maximum 3 TA Ph.D. student rule will be applicable as earlier. At the time of admission of Ph.D. student under the category FA (Project), minimum funding for 1.5 years must be ensured by the concerned Thesis Supervisor(s) and the Department.

31.1 Requirement of GATE qualification for FA to TA conversion {Senate Resolution no. 48.2}.

Ph.D. students who join under FA (Project) (FAP)/FAR category and apply for conversion to the TA category after the completion of project tenure and fulfilling the criteria (as per Senate resolution no 31.9), the valid GATE score is not compulsory at the time of conversion. However, it must be ensured at the time of admission for B.E./ B.Tech. /M.Sc. candidates.

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Indian Institute of Technology Indore
IIT Indore
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Procedure for Submission of Ph.D. thesis

1. <u>ELIGIBILITY FOR Ph.D. THESIS SUBMISSION:</u> A Ph.D. student can submit his/ her Ph.D. thesis ONLY after meeting the requirements mentioned in (1A) **AND** 1(B),

(1A) Minimum Publication Criteria: He/she has **at least *three*** publications from his/ her Ph.D. thesis in the SCI or other equivalent indexed journals having good impact factor. The list of publications submitted along with report of Open Seminar and Ph.D. Synopsis should **clearly mention the publications from the Ph.D. thesis work** and other publications during Ph.D.

The above-prescribed minimum publication criteria can be relaxed by the Senate Chairman based upon recommendation of the concerned thesis supervisor(s), Head and Dean, Academic Affairs on the merit of the application.

AND

<u>(1B) MEETS THE MINIMUM TIME REQUIREMENT CRITERIA:</u> Minimum time period for submission of Ph.D. thesis from the date of **Confirmation of Registration to the Ph.D. degree (i.e.** from the **first working day of the semester** following the one in which they have successfully completed the **required course work**) is

(a) TWO years under **Category-I** (Ph.D. students with **M.Tech./ M.Phil. Or equivalent qualification**),

(b) TWO and HALF years under **Category-II (**Ph.D. students having **M.Sc./ M.A./ M.Com./ M.B.A. or equivalent qualification** admitted to a **Science or HSS discipline)** and **Category-III** (**B.Tech./ M.Sc. or equivalent qualification** admitted to Ph.D. Program in an **Engineering discipline**)

2. OPEN SEMINAR: Before submitting the Ph.D. thesis, an **OPEN SEMINAR** is to be given by the concerned Ph.D. student about his/ her Ph.D. thesis work and in the presence of the Ph.D. Student's Progress Committee (PSPC). This seminar will be OPEN to the entire IIT Indore Community and notice of this will be sent by the Thesis Supervisor(s) one week in advance. ***Before the OPEN SEMINAR, the Ph.D. student will send the draft of synopsis of his/her Ph.D. thesis to ALL the PSPC members.***

The PSPC may suggest the Ph.D. student to incorporate all those feasible comments/suggestions received during the OPEN SEMINAR which can improve the quality of the Ph.D. Thesis. The report of the successful Open Seminar must be submitted by the Thesis Supervisor(s) in the **prescribed form** (**Form-PTS 1**) well in advance before the student proceeds to submit his/ her Ph.D. Synopsis and the Ph.D. Thesis.

3. SUBMISSION OF Ph.D. SYNOPSIS and THESIS: After conduct of **SUCCESSFUL OPEN SEMINAR**, the Ph.D. student through his/her thesis supervisor(s) has to submit the following:

(a) One copy of **synopsis** of his/ her **Ph.D. thesis (both in softcopy and hard copy)** within **maximum 15 days** from the date of the Open Seminar along with the **required Certificates** (**Form-PTS 2**). The synopsis should be a **concise summary** (including the figures, tables, few references, and list of publications) of the Ph.D. thesis. It should not contain more than **8-12 pages** of A4 size with the text typed in **12 pt. Times New Roman font having 1.5 spacing**.

The **primary objective** of the synopsis is to enable the reader to judge whether, prima facie there exists a case for accepting the proposed Ph.D. thesis for the award of the Ph.D. degree. The synopsis should therefore, clearly list the contributions resulting from the investigations carried out by the candidate, which has led to the advancement of knowledge in the field of investigation.

In order to fully appreciate the candidate's contribution, it is necessary to put it in a proper context. Therefore, it is **recommended that the synopsis** should contain a brief account of the existing knowledge and the inadequacy or gaps in this knowledge that led the candidate to the formulation of the problem of his/ her investigation. A few references, needed in this respect should be included but their number should normally, not exceed ten. List of publications (including published, accepted, submitted in the refereed journals and conferences) or Patents (granted or applied) from the Ph.D. thesis work should be included.

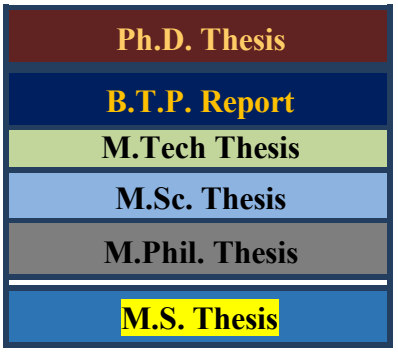
In case the Ph.D. student gets employment and wants to submit the synopsis and Ph.D. thesis from outside the institute after successful open seminar then the request can be made in the prescrbied format (**form-PTS 2a**)

(b) One soft copy and/or required number of spiral bound copies (if needed for external examiner(s)) of the **Ph.D. thesis** along with the *required form* (**Form-PTS 4**) within **maximum ONE month** from the date of the Open Seminar along with its editable softcopy in the CD/ DVD and by e-mail. The Ph.D. thesis must be written in the prescribed format as mentioned below:

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Printing Format: BOTH SIDE PRINTING
Paper: Executive Bond
Font: Times New Roman
Line Spacing: 1.5

Program	Color of cover page	Font color on cover
Ph.D.	*Maroon*	*Golden*
BTP	*Navy Blue*	*Golden*
M.Tech.	*Pistachio Green*	*Black*
M.Sc.	*Sky Blue*	*Black*
M.Phil.	*Light Gray*	*Black*
M.S.	Aqua Blue	Black



4. **Ph.D. THESIS EXAMINERS:** Thesis will be evaluated by the two External Examiners. Ph.D. thesis supervisor(s) will suggest details of TWO or FOUR *examiners within India* and TWO or FOUR *examiners from outside India* in the *prescribed format* (**Form-PTS 3**) for evaluating the Ph.D. thesis:

Form PTS-3: List of Suggested Examiners for Evaluation of the Ph.D. Thesis will be obtained in following given options:

Option-1: Thesis Supervisor will submit Form PTS-3 with list of four examiners (2 national and 2 international) with consent emails from examiners to evaluate the Thesis.

Option-2: List of eight examiners (4 national and 4 international) without consent email.

The proposed Ph.D. thesis examiners should have Ph.D. qualification and should be

(a) Professor in an Institute/ University of international/ national repute, OR
(b) Professor emeritus of international/ national repute but active in his/her research field, OR
(c) Scientist-F or above in a recognized research organization, OR
(d) An individual having minimum 10 years of post-Ph.D. industrial experience.

Same external examiner should not be proposed at least for a period of TWO years, after having examined thesis of a Ph.D. student under the same Thesis Supervisor.

From the list of suggested examiners, the Chairman, Senate@ in consultation with the Dean, Academic Affairs* will give order of preference to these examiners. The **Ph.D. synopsis** will be sent to the Ph.D. thesis examiners in the order of preference for getting their consent to evaluate the Ph.D. thesis within SEVEN days of receipt of such request. If NO consent or reply is received within SEVEN days from the first examiner, then the Ph.D. synopsis will be sent to the next examiner and so on.

From the list of suggested examiners, if NO examiner agrees to evaluate the Ph.D. thesis then the concerned Ph.D. thesis supervisor(s) will be asked to suggest new examiners.

** (a) If Dean, Academic Affairs (DOAA) is the Ph.D. thesis supervisor, then Director may consult Dean R & D (DORD).*
(b) If both DOAA and DORD are the Ph.D. thesis supervisors, then Director may consult DOFA.
@ If the Director is the Ph.D. thesis supervisor then DOFA in consultation with DOAA may select the Ph.D. thesis examiners.

The names of the selected examiners will be kept confidential till the Ph.D. Oral Examination is conducted successfully.

5. **EVALUATION OF THE Ph.D. THESIS BY THE EXAMINERS:** The Ph.D. thesis examination board will consist of the Thesis Supervisor(s) and the thesis examiners selected as mentioned in (4). The softcopy and hardcopy of the Ph.D. thesis will be sent to ALL the examiners.

The examiners will be requested to send the evaluation report of the Ph.D. thesis **within TWO months** from the receipt of the Ph.D. thesis in the prescribed format (**Form-PTS 5**).

If the evaluation report is **not** received within a period of two months, then a reminder will be sent to the examiner(s) for sending the evaluation report within **next two weeks**. In exceptional cases, the examiner(s) can be given **maximum one month additional time** for the Ph.D. thesis evaluation i.e. maximum within three months the evaluation report should be received.

In unfortunate case of death of an examiner, a new examiner will be selected and the process of evaluation of the Ph.D. thesis will be started afresh.

The Ph.D. examiner will be asked to recommend ONLY one of the following four options along with the detailed report/feedback justifying his/her recommendation.

(A) The thesis in its present form is satisfactory for the award of the Ph.D. Degree.
(B) The thesis is recommended for the award of the Ph.D. degree subject to the clarification of the queries/ comments before the Ph.D. Oral Examination Board. If the Ph.D. Oral Examination Board deems it appropriate, the same may be incorporated in the thesis based on the discussions during the viva-voice examination. The revised thesis need not be sent to the examiner.
(C) The thesis needs to be revised as per suggestions enclosed and the thesis be sent for re-evaluation.
(D) The thesis be rejected.

Recommendation of the Thesis Examiners including the Thesis Supervisor(s)	**Action to be taken**
1. A and/or B	(A) Oral Examination can be conducted and the required action to be taken if any recommendation is of 'B' category.
2. Any one examiner recommending option 'C'	(A) The thesis is to be REVISED as per the suggestions of the examiner who has recommended 'C' option. The Revised thesis to be resubmitted and will be sent 'ONLY' to that examiner. (B) The Oral examination to be conducted only when, there is a change in the recommendation.
3. Examiner(s) recommending option 'D'	(A) The thesis is to be REWORKED and REVISED in consultation with the Thesis Supervisor(s) incorporating the comments/feedback of the Examiner(s) who has/have given

	'D' category recommendation in such a way that it improves the overall quality of the Ph.D. work. (B) The Thesis is to be resubmitted and will be sent to different Examiner(s) for the evaluation.
4. The Thesis supervisor(s) recommending option 'D'	(A) In the rarest of the rare, the request of the Ph.D. student for changing the supervisor may be considered. (B) The Ph.D. thesis is to be reworked as per the guidance of the new Thesis supervisor. (C) The OPEN seminar is to be given again and after the successful OPEN Seminar, the thesis is to be submitted as new thesis. (D) The procedure of the thesis evaluation is to be followed considering it as new thesis.
(i) In case of both external examiners classifying the Ph.D. thesis as "C" or lower (i.e., "D"), the Open Seminar would be required to be given again and Ph.D. thesis to be resubmitted. (ii) In such cases where one examiner classifies the Ph.D. thesis as 'C' category, then the PSPC must evaluate the revisions and recommend or not for submission of the revised version of the Ph.D. thesis. The revised Ph.D. thesis must be submitted along with the recommendation of the concerned PSPC, DPGC Convener and the Head.	

6. ORAL EXAMINATION OF THE Ph.D. THESIS and the ORAL EXAMINATION BOARD (OEB):

The Ph.D. oral Examination Board will consist of the following:

a. Chairman, nominated by the Chairman, Senate from the four names suggested by the thesis supervisor(s).
b. Thesis supervisor(s)
c. Thesis Examiner (within India) as External Examiner
d. Other PSPC members

The date and time of the oral examination will be decided by the Chairman (OEB) in mutual consultation with thesis supervisor(s) and other members of OEB as well as depending upon the availability of the Thesis Examiner (within India). It will be open to the IIT Indore community. A notice for same must be circulated by the Chairman (OEB) to all the students and faculty in the institute at least one week in advance.

As per the approval of the Senate Ph.D. viva can be conducted beyond regular working hours or beyond weekdays with prior permission and subject to ensuring proper advance information/ publicity and ensuring considerable attendance of the audience other than members of Oral Examination Board in the viva. Attendance of the audience to be recorded and to be submitted along with the report of Ph.D. viva.

Guidelines for OEB chairman for conducting Ph.D. viva:

1. Thesis supervisor(s) will suggest four names at the level of Associate Professor and above for consideration of OEB Chairperson.

2. Deans and HoDs should not be suggested for OEB Chairperson.
3. Chairperson of the OEB will contact the external examiner for fixing the date and time of the PhD viva. The schedule must be finalized in such a way that it is convenient to all the members of OEB and enable them attend the PhD viva in person.
4. OEB Chairperson should ensure that all reports of the examiners, rebuttal /corrections, and the revised thesis are shared with the OEB members before the PhD viva.
5. OEB Chairperson should ensure that all the members of OEB, including the ex-officio, are given equal importance and chance to ask questions in a PhD Viva.
6. OEB chairperson should ensure that all the members of OEB sign the PhD viva report and it is submitted to the Academic Office on the day of PhD viva itself.

The ***report of the Oral Examination*** must be submitted to the Academic Office in the prescribed format (**form PTS 6**).

After the successful Oral Examination or Ph.D. Viva, the student has to submit the ***soft copies*** of the Ph.D. thesis incorporating all the corrections of the Ph.D. Oral Examination Board along with the required form (**form PTS 7**) for the same. The students will be required to submit a soft copy of thesis in PDF format, with signature of the concerned student and Thesis Supervisor on the certificate, to the Central Library and Department Library. If required a Hard Copy of the thesis can be submitted to the concerned Thesis Supervisor. The central library and the department library should maintain the database accessible to the institute community.

7. HONORARIUM to the Ph.D. THESIS EXAMINERS: Following honorarium will be paid to the Ph.D. thesis examiners. The Head of Discipline or DPGC Convener must ensure that the payment of honorarium to Thesis examiner is made at the earliest and preferably on the day of Ph.D. Oral Examination itself. Advance may be drawn for, on the spot payment.

	Examiner (with India)	**Examiner (outside India)**
Evaluation of the Ph.D. Thesis	INR 12,000/-	US $ 300
Conducting the Ph.D. Oral examination	INR 10,000/- + Travelling expenses from the workplace to IIT Indore and local hospitality	---

Procedure for Submission and Evaluation of M.Tech./ M.Sc. Thesis

Last date for submitting **softbound copies** of M.Tech./ M.Sc. thesis in the prescribed format will be **30th June along** with form **PGTS-1**. The Oral Examination Board (OEB) for M.Tech./ M.Sc. thesis will consist of

1. Head or a faculty member nominated by him (Chairman)
2. The DPGC Convener
3. Members of the PSPC of the Student (which includes thesis supervisor(s), one expert from the discipline and one expert from other discipline)

The last date of conducting the **Oral Examination/ Thesis Defense** of the M.Tech./ M.Sc. thesis and report of Oral Examination along grade awarded in the PG thesis must be submitted latest by the **last date as per the Academic Calendar** in the prescribed form **PGTS-2**. The notice for M.Tech./ M.Sc. thesis oral examination should be circulated at least **5 days in advance** to the entire IIT Indore community.

The last date of submitting the **soft copies** of M.Tech./ M.Sc. thesis after incorporating all the changes suggested by OEB along with the **No dues Certificate** (NDC) will be **30 June** along with **form PGTS-3.** After submission of hardbound copies of the M.Tech./ M.Sc. thesis and NDC**, the provisional degree certificate can be issued to an M.Tech./ M.Sc. student.** The date of M.Tech./ M.Sc. thesis oral examination will be considered as date of completion of the program. The students will be required to submit a soft copy of thesis in PDF format, with signature of the concerned members of the OEB on the certificate, to the Central Library and Department Library. If required a Hard Copy of the thesis can be submitted to the concerned Thesis Supervisor. The central library and the department library should maintain the database accessible to the institute community.

(In case there is a holiday/ vacation on the above-mentioned dates then it should be replaced by the next working day)

Procedure for Submission and Evaluation of MS (Research) Thesis

1. ELIGIBILITY FOR MS (RESEARCH) THESIS SUBMISSION: Students of MS (Research) can submit his/ her thesis ONLY after meeting the requirements mentioned below:
a. Successful completion of course work and research work.
b. Student must have one journal publication in SCI index from his/ her MS (Research) thesis for completion of the degree.
"In view of situation of COVID-19, Senate resolved in its 23rd meeting held on 5 June 2020 to exemption from the minimum criteria of publication for MS (Research) Batch-2018. This is only for AY 2019-20, 2020-Spring Semester."

2. SUBMISSION OF SYNOPSIS AND SOFTBOUND COPY OF THESIS: Student will submit softcopy of synopsis and softbound copy of thesis to the Academic Office along with prescribed format (Form-MSRTS-1) latest by 30 June.

3. LIST OF SUGGESTED EXAMINERS FOR MS (RESEARCH) THESIS: Thesis supervisor(s) will suggest two/four External Examiners (within India) in the prescribed format (MSRTS-2) for evaluating the MS (Research) thesis in the given two options.

Form MSRTS-2: List of Suggested Examiners for Evaluation of the MS (Research) Thesis will be obtained in following given options:

Option-1: Thesis Supervisor will submit Form MSRTS-2 with list of two Indian examiners with consent emails from examiners to evaluate the Thesis.

Option-2: List of four Indian examiners as per the existing practice without consent email.

The proposed MS (Research) thesis examiners should have Ph.D. qualification and should be:

(a) *Associate Professor/ Professor in an Institute/ University of international/ national repute, OR*
(b) Professor emeritus of international/ national repute but active in his/her research field, OR
(c) Scientist-F or above in a recognized research organization, OR
(d) An individual having minimum 10 years of post-Ph.D. industrial experience.

Same external examiner should not be proposed at least for a period of TWO years, after having examined thesis of a MS (Research) student under the same Thesis Supervisor.

From the list of suggested examiners, the Chairman, Senate@ in consultation with the Dean, Academic Affairs* will give order of preference to these examiners. The MS (Research) synopsis will be sent to the external examiners in the order of preference for getting their consent to evaluate the MS (Research) thesis within SEVEN days of receipt of such request. If NO consent or reply is received within SEVEN days from the first examiner, then the MS (Research) synopsis will be sent to the next examiner and so on.

From the list of suggested examiners, if NO examiner agrees to evaluate the MS (Research) thesis then the concerned MS (Research) thesis supervisor(s) will be asked to suggest new examiners.

**(a) If Dean, Academic Affairs (DOAA) is the MS (Research) thesis supervisor, then Director may consult Dean R & D (DORD).*
(b) If both DOAA and DORD are the MS (Research) thesis supervisors, then Director may consult DOFA.
@ If the Director is the MS (Research) thesis supervisor then DOFA in consultation with DOAA may select the thesis examiners.

The names of the selected examiners will be kept confidential till the MS (Research) Oral Examination is conducted successfully.

4. EVALUATION OF THE MS (RESEARCH) THESIS BY THE EXAMINERS: The MS (Research) thesis will be evaluated by the External Examiner selected as mentioned in above. The softcopy and hardcopy of the MS (Research) thesis will be sent to ALL the examiners.

The examiners will be requested to send the evaluation report of the MS (Research) thesis within one month from the receipt of the MS (Research) thesis in the prescribed format (Form-MSRTS-3).

If the evaluation report is not received within a period of one month, then a reminder will be sent to the examiner(s) for sending the evaluation report within next one week. In exceptional cases, the examiner(s) can be given maximum one-month additional time for the MS (Research) thesis evaluation i.e. maximum within two months the evaluation report should be received.

In case report not received from existing an examiner, a new examiner will be selected and the process of evaluation of the MS (Research) thesis will be started afresh.

The MS (Research) examiner will be asked to recommend ONLY one of the following four options along with the detailed report/feedback justifying his/her recommendation.

(A) The thesis in its present form is satisfactory for the award of the MS (Research) Degree.
(B) The thesis is recommended for the award of the MS (Research) degree subject to the clarification of the queries/ comments before the MS (Research) Oral Examination Board. If the MS (Research) Oral Examination Board deems it appropriate, the same may be incorporated in the thesis based on the discussions during the viva-voice examination. The revised thesis need not be sent to the examiner.
(C) The thesis needs to be revised as per suggestions enclosed and the thesis be sent for reevaluation.
(D) The thesis be rejected.

Recommendation of the Thesis Examiners including the Thesis Supervisor(s)	**Action to be taken**
1. A and/or B	(A) Oral Examination can be conducted and the required action to be taken if any recommendation is of 'B' category.
2. Any one examiner recommending option 'C'	(A) The thesis is to be REVISED as per the suggestions of the examiner who has recommended 'C' option. The Revised thesis to be resubmitted with recommendations of Thesis Supervisor(s), PSPC members, DPGC Conveners and Head. It will be sent 'ONLY' to that examiner. (B) The Oral examination to be

	conducted only when, there is a change in the recommendation.
3.Examiner(s) recommending option 'D'	(A) The thesis is to be REWORKED and REVISED in consultation with the Thesis Supervisor(s) incorporating the comments/feedback of the Examiner(s) who has/have given 'D' category recommendation in such a way that it improves the overall quality of the MS (Research) work. (B) The Thesis is to be resubmitted and will be sent to different Examiner(s) for the evaluation. The Revised thesis to be resubmitted with recommendations of Thesis Supervisor(s), PSPC members, DPGC Conveners and Head.
4. The Thesis supervisor(s) recommending option 'D'	(A) In the rarest of the rare, the request of the MS (Research) student for changing the supervisor may be considered. (B) The MS (Research) thesis is to be reworked as per the guidance of the new Thesis Supervisor.

5. EVALUATION OF THE MS (RESEARCH) THESIS BY THE EXAMINERS: The Oral Examination Board (OEB) for MS (Research) thesis will consist of

1. Chairman, nominated by the Chairman, Senate from the names suggested by the thesis supervisor(s).
2. External Examiner
3. Thesis Supervisor
4. PSPC members
5. Head or a faculty member nominated by the Head

REVISED COMMITTEE For EVALUATION OF THE MS (RESEARCH) THESIS BY THE EXAMINERS {Senate resolution no. 41.8.3}:

The Oral Examination Board (OEB) for MS (Research) thesis will consist of

1. Chairman, nominated by the Chairman, Senate from the names suggested by the thesis supervisor(s).
2. External Examiner
3. Thesis Supervisor(s)
4. Internal Examiner nominated by Head of Department in consultation with Thesis Supervisor(s)

The date and time of the oral examination will be decided by the OEB Chairman depending upon the availability of the other members of the OEB. **Only External Examiner may attend the viva online**. It will be open to the IIT Indore community. A notice for same must be circulated by the OEB Chairman to all the students and faculty members in the institute at least one week in advance. The report of the Oral Examination must be submitted to the Academic Office in the prescribed format (Form-MSRTS-4).

The last date of submitting the final copy of MS (Research) thesis after incorporating all the changes suggested by OEB along with the No dues Certificate (NDC) with prescribed format (MSRTS-5) will be one week.

After submission of final copy of the MS (Research) thesis and (NDC), the provisional certificate can be issued to MS (Research) student. The date of MS (Research) thesis oral examination will be considered as date of completion of the program. The students will be required to submit a soft copy of thesis in PDF format, with signature of the concerned members of the OEB on the certificate, to the Central Library and Department Library. If required a Hard Copy of the thesis can be submitted to the concerned Thesis Supervisor. The central library and the department library should maintain the database accessible to the institute community.

HONORARIUM TO THE MS (RESEARCH) THESIS EXTERNAL EXAMINERS: Following honorarium will be paid to the MS (Research) thesis examiners.

	Examiner (with India) Examiner
Evaluation of MS (Research) thesis and conduct of Oral Examination	INR 5,000/-