REGULATIONS
FOR
Ph.D DEGREE IN ENGINEERING, ARCHITECTURE, SCIENCE, HUMANITIES AND SOCIAL SCIENCE

**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY
SIDDHI VIHAR, BURLA, SAMBALPUR
ODISHA, INDIA. PIN – 768018**

CONTENTS

1. INTRODUCTION

1.1 The University provides facilities for research leading to the Doctor of Philosophy (Ph.D) in Engineering, Science, Humanities and Social Sciences in various disciplines as mentioned in **Appendix - I**

1.2 The Ph.D *thesis* shall be the report of the research work characterized by either discovery of new facts, new interpretation of known facts and theories, an independent design or development, development of a new instrument or technology, an exhaustive study and criticism of published work, or any applied research work that can be exploited for creation of wealth for human well being.

1.3 The Programme of Research with the governing rules and regulations are formulated by the Academic Council of the University. The Academic Council can modify or change the structure, the governing rules and regulations from time to time with the recommendations of the Research Programme Evaluation Committee. As the Ph.D Programme is not a time bound Programme, the governing rules and regulations prevailing at the time of submission of synopsis of the *thesis* for pre-submission seminar will be applicable to the Ph.D Scholars, in addition to other rules and regulations as applicable.

2. ELIGIBILITY :

2.1(a) Ph.D (Engineering) :

The eligibility criteria for admission to Ph.D Programme in Engineering is one of the following :

(i)   M.Tech/M.E/M.Sc.(Engg) in relevant discipline with at least 60% marks in aggregate (or equivalent CGPA) at B.Tech/M.Tech level from an Institute/University recognized by AICTE/UGC/Central Government.

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

(iii)   Non-Teaching staff members employed in permanent positions of VSSUT, Burla for a period of at least 08 years out of which 03 years in existing post and having M.Tech in relevant discipline with at least 60% marks in aggregate (or equivalent CGPA) at B.Tech /M.Tech level from an Institute/ University recognized by AICTE/UGC/Central Government.

2.1(b) Ph. D (Architecture):

The eligibility criteria for admission to Ph.D Programme in Architecture is one of the following:

(i)   Master's degree in Architecture/Planning/allied specialization or equivalent from an Institution/University recognized by Council of

Architecture/AICTE/UGC/ Central Government with at least 60% marks in aggregate (or equivalent CGPA) at Bachelors & Masters level.

(ii) Faculty members employed in permanent positions of VSSUT, Burla having Bachelor's Degree in Architecture /Planning or equivalent and Master's degree in Architecture/Planning/ allied specialization or equivalent from an Institution/University recognized by Council of Architecture/AICTE/UGC/ Central Government.

(iii) Non-Teaching staff members employed on permanent positions of VSSUT, Burla for a period of at least 08 years out of which 03 years in existing post and having Bachelor's Degree in Architecture /Planning or equivalent and Master's degree in Architecture/Planning/ allied specialization or equivalent in relevant discipline with at least 60% marks in aggregate (or equivalent CGPA) at Bachelor's and Master's level from an Institute/ University recognized Council of Architecture/AICTE/UGC/Central Government.

2.2 Ph.D (Science) :

The eligibility criteria for admission to Ph.D Programme in Science is one of the following :

(i) M.Phil /M.Tech. /M.S/ M.Sc. in relevant discipline with at least 60% marks in aggregate (or equivalent CGPA) in M.Sc. level from an Institute or University recognized by AICTE/UGC/Central Government.

(ii) MCA with at least 65% marks in aggregate (or equivalent CGPA) at MCA level from an Institute or University recognized by AICTE/UGC/Central Government.

(iii) M.Tech with MCA in relevant discipline with at least 60% marks (or equivalent CGPA) at M.Tech/MCA level from an Institute or University recognized by AICTE/UGC/Central Government.

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

(v) Non-Teaching Staff members, employed on permanent positions for a period of at least 08 years out of which 03 years in the existing post and having M.Sc with 60% marks in aggregate (or equivalent CGPA) at M.Sc level from an Institute or University recognized by AICTE/UGC/Central Government.

(vi) Non Teaching Staff Members, employed on permanent positions for a period of at least 08 years out of which 03 years in the existing post and having M.Tech with 60% marks in aggregate (or equivalent CGPA) at MCA/ M.Tech level or with 65% marks in aggregate (or equivalent CGPA) at MCA level from an Institute or University required by AICTE/UGC/Central Government.

2.3   Ph.D (Humanities & Social Sciences) :

The eligibility criteria for admission to Ph.D Programme in Humanities and
Social Science is one of the following :

(i)   M.Phil /M.A/M.B.A in relevant discipline with at least 60% marks in aggregate (or equivalent CGPA) at M.A/MBA level from an Institute or University recognized by AICTE/UGC/Central Government.

(ii)   Faculty members employed on permanent positions of VSSUT, Burla, having
M.Phil/M.A/MBA in relevant discipline from an Institute or University recognized by AICTE/UGC/Central Government.

(iii)   Non-Teaching Staff members, employed on permanent positions for a period of at least 08 years out of which 03 years in the existing post and having M.Phil/M.A/MBA in relevant discipline with at least 60% marks in aggregate
(or equivalent CGPA) at MA/MBA level from an Institute or University recognized by AICTE/UGC/Central Government.

Essential qualification in relevant discipline for admission to various Ph.D Programme are given in Appendix-II. The equivalent CGPA shall be computed as per the VSSUT Regulations without considering the conversion formula of the respective Institute/University.

Candidates belonging to SC/ST category shall be given relaxation of 5% marks in eligibility criteria. Relaxation of 5% marks shall also be given to physically challenged/disabled candidates as per UGC guidelines.

2.4   In computing the percentage of marks in CGPA, all papers of a B.Tech,B.Arch., M.Tech, M.Sc./M.Phil or any other programme will be considered both in numerator and denominator

2.5   Universities/Institutes sometimes record their own conversion of marks to grade or vice-versa on their grade sheets. Under such circumstances VSSUT, Burla will accept only the original mode of evaluation ignoring the conversion.

2.6   Qualification in GATE or NET is not essential for admission to Ph.D Programme. Students applying for University or Government Scholarships/Fellowships shall need a valid NET (Lectureship or JRF) or GATE Score if required by the Government regulations. Moreover, a candidate having NET/GATE Scores/any other fellowship from Government Agencies shall be given preference in taking admission to Ph.D Programme.

2.7   The various categories of candidates (with or without financial support) mentioned below are eligible for apply for admission to Ph.D Programme provided they satisfy the eligibility criteria and qualification requirements as given in Section 2.1/2.2/2.3

(i)   Category - 1 : Full time students with University
Fellowship/Assistantship (University Scholar)

(ii)	Category - 2 : Full time students with External Fellowship (UGC/CSIR/AICTE/DST, etc.)
(iii)	Category - 3 : Full time students without Fellowship (Self financed/Self supported)
(iv)	Category – 4 : VSSUT faculty members
(v)	Category – 5 : VSSUT regular employees (Non-Teaching)
(vi)	Category – 6 : Project Scholars (JRF/SRF/RA etc.) or Project Staff members.
(vii)	Category – 7 : QIP Scholars
(viii)	Category – 8 : Sponsored students (Institute/ Research/ Organization/ Industry)
(ix)	Category – 9 : Sponsored students from Burla and Vicinity.

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

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

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

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

2.11 Candidates seeking admission to Ph.D Programme under category 7 as QIP scholars will be selected through QIP (Quality Improvement Programme) of Government of India. However, they have to satisfy the minimum educational qualification like the candidates under other categories.

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

(i) These candidates must have eligibility criteria as specified in Para 2.1/2.2/2.3

(ii)   These candidates must have a total of minimum 2 years full time experience in the sponsoring organization. The candidate must produce the evidence of their work experience alongwith the application form

(iii)   Intending sponsored candidates must submit their applications in the prescribed form **(Form VSSUT/PGSR/601)** through their employers with suitable endorsement.

(iv)   Intending sponsored candidates will undergo selection procedure like other students.

(v)   The sponsored candidates are normally required to stay in the University till completion of assigned work and submission of the *thesis*. However, in special case, their residential requirement can be reduced to at least six months in order to complete all the course works assigned to them.

(vi)   The selected sponsored students must submit the relieve order from their parent organization at the time of admission in order to fulfil minimum residential requirement.

2.13   Candidates employed in Institute/Research Organizations/ Government or public or private organizations/industries located at Burla and vicinity (within 15 Kms) may be admitted to Ph.D Programme under category 9 as sponsored students from Burla and vicinity. They need to fulfill all requirements of sponsored students (Category - 8) except Para – vi. **They have to submit a permission letter from their parent organisation in place of relieve order at the time of admission** to do the course work, appear examinations and other related activities as per the academic requirement of University. **The candidate is required to give an undertaking in a non-judiciary stamp paper to complete all the academic requirements, which will be assigned to him/her by DRC (Doctoral Research Committee)**.

3.   SELECTION & ADMISSION :

3.1 Ordinarily, University shall advertise for admission of Ph.D scholar twice a year – once in   December and next in June every year. Candidates interested to take admission to Ph.D Programme at VSSUT, Burla in any category shall have to submit applications in the Prescribed Form **(Form VSSUT/PGSR/601)** as per the advertisement.

3.2 All categories of candidates except the categories 2, 4 and 7 need to undergo the process of selection through the Departmental Academic Committee (DAC) on the basis of overall academic career, written test and interview. The candidates who have qualified GATE/NET/Inspired fellowship (DST)/Teacher fellowship (UGC) are exempted from the Written Test and they will be given preference in the selection of Ph.D admission they are required to appear only interview before DAC to assess their research aptitude, ability to work in a team, subject interest and availability of Supervisors, facilities in the Department and research focus before final selection. A formal selection procedure for the selection of Ph.D candidates in each category shall be framed by the Dean, PGS&R and approved by the Vice-Chancellor from time to time depending upon the need of the time in order to enhance the research activities. Reservation for SC/ST candidates shall be as per the VSSUT Rules.

SELECTION CRITERIA:

1. Ph.D candidates shall be screened as per the prevailing selection criteria to be mentioned in the advertisement for admission into Ph.D programme (Autumn & Spring) of the University.

2. However, the candidates qualified with GATE/NET/DST Inspire Fellowship/QIP/Any other Government Scholarship shall be exempted from written test. In this case, the merit list will be prepared by combining weightage of Academic Career and Viva-voce as 60:40. The weightage of viva-voce includes; clarity of research proposal, publication in journals of previous works, if any, and interview performance at the ratio of 10:10:20.

3. The candidates in the categories 2 and 4 are exempted from the Written Test. However, they need to undergo the process of selection through career and an interview. They may be selected by considering the research aptitude, previous work, ability to work in a team, subject interest, availability of supervisors, facilities in the Department and research focus.

4. Non-Teaching staff of the University seeking permission to join the Ph.D Programme under following terms and conditions:

    i) A member of non-teaching staff seeking permission to join the research programme must hold a permanent post in the University for a period of at least 08 year's service in the UCE/VSSUT and 03 years in the existing post.

    ii) The employee must be engaged in research as a part of his normal duty so that his work output can qualify for the degree of Ph.D. Study towards Ph.D cannot be done on a part time basis outside the working hours of the University.

    iii) The application for administrative permission to join a Ph.D programme by a member of Non-Teaching staff must be submitted to the Vice-Chancellor through the Head of the Department/Centre or Section in-charge, as the case may be where the candidate is employed. While submitting the application he/she must give an undertaking to the effect that he/she will abide by all rules and regulations.

    iv) Administrative permission by the Vice-Chancellor for prosecuting Ph.D Programme does not constitute academic approval for admission.

    v) The applications will be examined by the Departmental Academic Committee of the Department where the candidate wants to be enrolled. The committee will interview the candidate to ascertain his suitability for the programme.

    vi) Every application for admission under this category shall be examined by Departmental Academic Committee (DAC) taking into account whether the proposal for joining the programme for which permission is sought for arises out of genuine interest and ability, and whether the normal job assignment of the applicant sufficiently overlaps with the proposed research programme. The final approval shall be given by the Vice-

Chancellor on behalf the Academic Council considering all aspects and merits of the case.

Every application for admission under this category shall be examined by Departmental Academic Committee (DAC) taking into account whether the proposal for joining the programme for which permission is sought for arises out of genuine interest and ability, and whether the normal job assignment of the applicant sufficiently overlaps with the proposed research programme. The final approval shall be given by the Vice-Chancellor on behalf the Academic Council considering all aspects and merits of the case.

vii) The members of the non-teaching staff applying for Ph.D Programme must satisfy the minimum qualification requirement as mentioned in eligibility criteria and should undergo the process of selection through academic career, written test and interview.

3.3 The regular faculty of VSSUT, Burla, employed in permanent position desirous of enrollment in Ph.D Programme are exempted from written test. However, they need to undergo the process of selection by the DAC through an interview only considering the research aptitude, ability to work in a team, subject interest, availability of supervisors and facilities in the Department.

3.4 The members of the non-teaching staff applying for Ph.D Programme must satisfy the minimum qualification requirement as mentioned in Paras 2.(iv), 2.2(iv) and 2.3(iv) and should undergo the process of selection through academic career, written test and interview.
The composition and function of the Research Programme Evaluation Committee (RPEC) are given in Appendix-IV

3.5 Candidates desirous of pursuing Ph.D Programme must apply in prescribed form **(Form VSSUT/PGSR/601)** to Dean, PGS&R against an official advertisement. These applications will be scrutinized by the Departmental Academic Committee **(Form VSSUT/PGSR/602)** of the concerned Department. The recommended candidates, on approval of Dean, PGS&R will be called for personal interview with the Departmental Academic Committee.
Application for research programme sent to Departments for scrutiny must be returned by the Departments within a week.

The Committee, through evaluation as per the guidelines, shall ascertain suitability of the candidates to the Ph.D Programme and give its recommendation to the Dean, PGS&R for final approval of Vice-Chancellor **(Form VSSUT/PGSR/603)**

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

3.6 The offer of admission letter **(Form VSSUT/PGSR/604)** will be issued by the Dean, PGS&R to a successful candidate on the basis of recommendation of the

Departmental Academic Committee and consequent approval of the Vice-Chancellor.

3.7   After receiving the offer letter, a selected candidate has to report PGSR Section in stipulated time and to collect application form for enrolment in Ph.D Programme **(Form VSSUT/PGSR/605)**. Thereafter, he/she will report to the concerned Head of the Department for forwarding of the enrollment form. After duly forwarded by the Head of the Department and paying prescribed fees, the candidate will be enrolled and assigned a Registration Number by the PGSR Section.

3.8   The PGSR Section will allot the candidate to a hall of residence depending upon the availability. Students not desirous of staying in a hall must seek permission from the Dean, Students Welfare to stay outside.

4.   SUPERVISORS :

4.1   All candidates for Ph.D degree are required to carry out their research work under the guidance of ONE/TWO supervisors, to be appointed by the Academic Council or Dean, on its behalf, on recommendation of the Departmental Academic Committee (**DAC**). Ordinarily the DAC will recommend one Supervisor. However, in case of inter-disciplinary research (within the same Department or across two Departments) a second supervisor may be appointed. Co-Supervisor may be chosen preferably from the same Department of other institutes or different Departments of VSSUT.

4.2   When there are two supervisors, one of them will be called the Principal Supervisor. Ordinarily the Principal Supervisor will be a faculty member of the registering Department. However, in deserving cases the DAC may recommend a faculty member of another Department of the VSSUT as Co-Supervisor.

4.3   Principal Supervisors shall be regular faculty member of this University with Ph.D degree and Co-Supervisor shall be chosen from the faculty members of this University with Ph.D degree or other Government Institutions/Universities/ R & D Organizations/Industries with the approval of the Vice-Chancellor.

4.4   Regular faculty members of the VSSUT with 05 years experience alongwith adequate research publication as permanent teacher of VSSUT enrolling in Ph.D programme may be self-guided. Such cases should be examined by RPEC and put up to the Academic Council for approval

4.5   If the Principal Supervisor leaves the University permanently after superannuation/completion of tenure/deputation to other Institute more than two years then the Ph.D scholar working under him/her who has register after defence of registration seminar, he/she will continue as Principal Supervisor.

If a candidate has not defended his/her registration seminar, then DAC may recommend a Supervisor depending on the research interest of the scholar and Principal Supervisor may be the Co-Supervisor. If a scholar already has a Co-supervisor, then he/she may continue as the Principal Supervisor. However, a scholar should have at least one Supervisor/Co-Supervisor at the University before his/her registration seminar.

If Principal Supervisors passed away during his/her tenure then substitute Supervisor shall be appointed by recommendation of DAC with respect to the research interest and present work of the candidate. If candidate has already a co-supervisor then he/she shall be continued as principal supervisor.

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

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

4.8   If a Principal Supervisor leaves the University permanently, and the Ph.D scholar working under him/her has already been registered and is able to submit his/her Ph.D *thesis* within six months, he/she will continue as the Principal Supervisor. If the registered Ph.D scholar requires more than 06 months to submit his/her *thesis* and the research work would be in advanced stage(evidence of publications), then the Principal Supervisor shall continue subject to the recommendation of the DRC and approval of Dean, PGS&R. In this case, a Co-Supervisor shall be appointed by the Dean, PGS&R on recommendation of DAC, if there will be no Co-Supervisor. Otherwise a substitute Principal Supervisor shall be appointed on recommendation of DAC and the existing supervisor shall be Co-supervisor if candidate has delivered his/her registration seminar. If Supervisor/Co-supervisor leaves before Registration Seminar, then his/her continuity depends on the progress of the candidate and recommendation of DAC.

If the Principal Supervisor proceeds on long leave for a period exceeding one year/ suspended/dismissed/removed /compulsorily retired from service, then the Dean, PGS&R shall appoint a second supervisor, who will serve as Co-Supervisor, when original supervisor returns / exonerated / reinstated. If there will be a Co-Supervisor, he/she will serve as Principal Supervisor till the original supervisor returns.

4.9   During the course of a Ph.D programme, if the supervisor feels the necessity of a second supervisor, an appropriate proposal must be prepared and placed with full justification before the DRC. The recommendation of DRC will be further considered by the Departmental Academic Committee. If agreed by the DAC, the proposal may be placed to the Academic Council through RPEC for its approval.

However, following extension in the early submission of Ph.D *thesis* may occured:
- One year extension if Co-Supervisor is chosen after one year from the date of his/her enrolment.

- Two year extension if Co-Supervisor is chosen before one year of submission of Ph.D *thesis*.

- Lateral entry Co-supervisor should work minimum of 2 years with Ph.D scholar before submission of *thesis*.

4.10   The allocation of the Supervisor(s) for a selected student shall be decided by the Departmental Academic Committee in a formal manner depending on the number of students per faculty member, available specialization among the faculty supervisors, and the research interest of the student as indicated during

interview by the student. The allotment/allocation of Supervisor shall not be left to the individual student/teacher.

4.11 A regular teacher on permanent employment of VSSUT, Burla with a Ph.D degree can normally guide Ph.D scholars as per UGC guidelines.

4.12 Research supervisor or Co-Supervisor who is a Professor can guide maximum 8 Nos. of Ph.D Scholars at any point of time. Similarly, Associate Professor and Assistant Professor can guide maximum of 6 Nos. & 4 Nos. of Ph.D scholars respectively at any point of time.

4.13 Any regular Professor of the University with at least 05 publications in referred journals and any regular Associate Professor/Assistant Professor of the University at least 02 publications in referred journals with a Ph.D degree may be recognized as research Supervisor/Co-Supervisor.

5. DOCTORAL RESEARCH COMMITTEE (DRC) :

4.1 A Doctoral Research Committee (DRC) shall be constituted by the Dean, PGS&R for each candidate admitted to the Research Programme leading to Ph.D degree on recommendation of the DAC of the Department.

The DRC shall consist of the following members :

1.	Head of the Department (Ex-Officio)	-	Chairman
2.	Principal Supervisor	-	Convener
3.	Co- Supervisor (if applicable)	-	Member
4.	One faculty member from the Department where the candidate is enrolled to be nominated by DAC	-	Member
5.	One faculty member from the same or a related Department		
6.	One faculty member from another Department of the University/other University nominated by Dean, (PGS&R)	-	Member

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

5.2 All the members of the DRC must have Ph.D degree. If the sufficient numbers of teachers with Ph.D are not available in the Department, the Dean, PGS&R can nominate the required number/Chairman of the DRC from other related Departments.

5.3 The composition of the DRC shall be proposed by the DAC (except for the member from outside the Department) when a student joins the Department and the recommendation shall be sent to the Academic Section. The Academic Section shall obtain approval of Dean, PGS&R and bring out an office order on (**Form VSSUT/PGSR/606)** stating the constitution of the DRC. The Committee

will hold its first meeting immediately on formation to process the formalities of provisional registration for "allotment of course works and other pre-registration works". This process will be completed ordinarily within a month of a student 's joining.

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

5.5 The DRC shall always record its recommendations with appropriate reasoning and enclosures, and formal minutes should be drawn and signed during the meeting. There shall be neither any provision for delayed preparation of minutes nor for confirmation of minutes.

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

5.7 For quorum, the presence of the Chairman, Supervisor(s), and at least one subject expert is necessary. HOD is the Ex-officio Chairman of the DRC. However, if HOD is the Supervisor, then senior most faculty shall act as the Chairman till completion of the tenure of the Headship.

6. ENROLMENT AND PROVISIONAL REGISTRATION:

6.1 On receiving the letter of offer for admission, every candidate joining the Ph.D programme shall meet the Head of the Department and submit an application for enrolment in (**Form VSSUT/PGSR/605)** The application shall contain details of student's career and his broad area of research. The HOD will call the meeting of DAC and assign him one or two supervisor(s) as decided by the DAC at the time of his selection and will recommend the structure of the DRC. The recommendation of the Department shall be forwarded to the Dean, PGS&R who will permit him to pay the fees and assign a Regn. number. The Head of the Department ordinarily complete the process of forwarding duly signed form (**Form VSSUT/PGSR/605)** within 03 working days.

6.2 All the candidates admitted to the Ph.D Programme are required to enroll in the programme on payment of the prescribed fees and to carry out research work under a supervisor (or two supervisors) as mentioned in Clause 4. The enrolment will be with effect from the date on which a student is assigned a Registration number (**Form VSSUT/PGSR/606)**

6.3 Within two weeks of enrolment, the student shall submit an application (**Form VSSUT/PGSR/607)** for provisional registration, in consultation with the Supervisor. The application contain details of a student's career and his broad area of research.

6.4 **T**he Doctoral Research Committee will examine the application in its 1st meeting and recommend "Provisional Registration". The Provisional Registration will record the area of research and course works assigned. The Academic Section will being out an office order in (**Form VSSUT/PGSR/608).** The process should normally be completed within one month of a student's joining in the Ph.D Programme.

6.5 The date of Provisional Registration shall normally be the date of enrolment. The DRC may extend the date if a student does not initiate his/her research work/course work immediately on enrolment.

7. RESIDENTIAL REQUIREMENT:

7.1 Normally all candidates admitted to the Ph.D Programme will be required ordinarily to stay in the University till they complete all assigned work and submit *thesis*. In any case, a candidate other than a candidate with Scholarship/Fellowship must stay at least for one semester to complete his/her course work allotted by the DRC.

7.2 Candidates employed in teaching or R&D Institutions within Burla or in the vicinity within 15 Kms. and permitted by the employer to spend sufficient time on research at VSSUT may be exempted wholly or partially from the compulsory residential

requirement. In this case the candidate and his/her employer must give permission to the University so that the candidate can take the course work and attend the examinations and other academic related works as per the University guidance without any hindrance. The candidate is required to give an undertaking in a non-judiciary stamp paper to complete the academic requirements, which will be assigned to him/her by DRC.

8. ATTENDANCE AND LEAVE :

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

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

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

8.4 A research scholar other than the University staff is eligible for following leave per academic year to be permitted by the Head of the Department on recommendation of the supervisor (s).

      i)   For incidental purposes, CASUAL LEAVE - 15 working days

      ii)   For treatment on illness, MEDICAL LEAVE - 15 days (including intervening holidays)

Dean, PGS&R may sanction casual leave and medical leave upto 15 additional days each in deserving cases. However, leave beyond 15 days C.L and 15 days M.L will be without fellowship. Vice-Chancellor may approve leave beyond this period, the excess leave being without fellowship and the minimum period of stay being extended accordingly. If a student falls ill outside the University (only if he is out of station on approved leave or deputation), the Medical Certificates must be seconded by the University Medical Officer. The student must prove the genuineness of the illness by submitting medical attendance slip, referrals, diagnostic reports, medicine purchase receipts and all other medical papers in original before the University Medical Officer and/or Dean, PGS&R.

There is no summer or winter vacation for research students.
(**Form VSSUT/PGSR/609).** may be used by the research scholars for taking leave.

9. SEMESTER REGISTRATION :

9.1 A student enrolled in the Ph.D programme will be required to register (**Form VSSUT/PGSR/610)** every semester by paying University dues and other fees.

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

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

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

9.5 A student may be exempted from semester registration by Dean (PGS&R) /Vice-Chancellor if he submits *thesis* within 60 days of scheduled semester registration. If he fails to submit *thesis* after 60 days, he must do semester registration before the *thesis* is accepted for evaluation.

10.   COURSE WORK :

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

The following table summarises the minimum course requirements for different categories of students. Only postgraduate courses will count towards Ph.D course requirement. The DRC, at its discretion, may recommend additional courses. The **Research Methodology** is a 3 or 4 credit course which **is compulsory** to all Ph.D Scholars in addition to following requirements.

Sl. No.	Present Qualification of Candidate	Enrolled for Ph.D/chosen Course Work in branch	Minimum number of course credits required
1	M.Tech/M.Arch	Same discipline of Engg./Arch.	08 - 12
2	M.Phil	Same discipline of Science/Humanities/Management	08 - 12
3	M.Tech	Another related discipline of Engg./Arch.	12
4	B.Tech/B.Arch.	Same /another related discipline of Engineering/Architecture	12 - 16
5	M.Sc/MCA/MA/MBA	Some discipline of Science/Humanities/Management	12 - 16

10.2 The course work may be chosen from the existing PG programme of the registering Department or from those of other Departments. If a student joins the Ph.D programme in the middle of a semester, he must take courses in the following semester. Delay of maximum 10 working days can be condoned in joining a course. If a student needing course work does not get one full semesters to complete the courses, he may take one or more semesters to complete the course which should be approved/ratified (if allowed by Dean, PGSR) in the next RPEC.

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

10.4 The candidate has to obtain an average grade point of not less than 7.00 in course credit with an individual grade not less than C in each subject in the ten point grading system. A course can be repeated to improve the grade, if necessary.

10.5 In special circumstances if no appropriate course is offered under formal instruction, existing courses may be taken in "guided self study" mode, where a

student studies the course from approved text and reference books. Formal classes will not be required in such courses. All such self-study courses shall be evaluated based on a written examination like regular offered M.Tech/M.Sc./M.Phil courses. Ordinarily, a student should not be registered in more than two courses in self-study mode. The objective of course work is to enhance the breadth of knowledge. They should be relevant to the research area, but need not be repetition of the research subject. This should be done with prior approval of Dean, PGSR. Ordinarily the "guided self study" mode will be discouraged.

11. REGISTRATION :

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

After satisfactory clearance of the assigned course work, the student has to present his report of progress and plan of work to the DRC (and a copy to Dean, PGS&R) in the form of a written document (Approximately 05 pages). Within a week of handing over the report, the Department shall arrange a seminar to be delivered by the student in the presence of the DRC. It should be an open seminar in the Department, with invitation extended to students and faculty of all Departments of the University. The written document and the seminar should outline the planned research wok and identify the milestones.

Normally the registration should be completed after elapse of 12 months from date of enrolment/admission, but not later than 15 months. If the seminar performance is unsatisfactory, he/she may be re-evaluated after a lapse of 3 months or more. If he/she cannot clear the course work and seminar within 2 years from the date of admission, he will be required to **leave the Ph.D programme**. In special cases with mitigating circumstances, the Academic Council can grant extra time.

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

A student may request early submission of *thesis* at the time of registration. The DRC, at its discretion, may recommend early submission up to one year, for consideration of RPEC and its recommendation for approval of the Academic Council.

11.2 The Head of the Department will send the application for registration (**Form VSSUT/PGSR/611)** to Dean, PGS&R along with a copy of the student's written report and recommendation of the DRC. The matter will be placed before the Academic Council through RPEC for approval.

11.3 The PGS & R Section shall bring out an office order (**Form VSSUT/PGSR/612)** confirming the registration after it is passed by the Academic Council.

12.   FELLOWSHIP :

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

When the number of University fellowships is limited, they will be distributed among different Departments by the Vice-Chancellor on recommendation of Dean, PGS&R. Generally, the number of fellowships will be proportional to the faculty strength, but changes can be made to ensure that the positions are filled to the extent possible.

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

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

13.   WITHDRAWAL

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

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

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

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

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

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

For withdrawal under clause (a), (b) or (c) above, a student should have completed one semester residential requirement and course work assigned to him/her.

The following rules shall govern the withdrawal process :

(i) The student shall do semester registration regularly, personally visiting the University at every semester.
(ii) He shall pay all applicable fees every semester,
(iii) He completes the programme within the stipulated period (8 years) including the withdrawal period.

A student must apply to Dean, PGS&R through his supervisor(s) and HOD for withdrawal in prescribed form (**Form VSSUT/PGSR/613),** alongwith a report on the work done so far and plan of activities in future. The Supervisor will state the status of the project and the DRC will examine the proposal. Withdrawal can be granted provisionally by Vice-Chancellor if satisfied, and afterwards be presented to Academic Council for final approval. The Dean, PGS&R will issue withdrawal order on **Form VSSUT/PGSR/614.**

14. SUBMISSION OF *THESIS* :

14.1 A candidate with M.Tech /M.Phil degree registering in the same discipline can submit the Ph.D *thesis* after elapse of at least 02 years from the date of registration (*not provisional registration*). The minimum period should be 03 years in all other cases. It should be noted that this minimum period is applicable to students with exceptionally brilliant career or cases where a student has achieved an unusual success. In most cases the duration of work should be 03 years or higher after M.Tech/M.Phil and 04 years or higher after B.Tech/B.Arch./M.Sc/MCA/MA/MBA. The maximum period for submission of *thesis* is 08 years from the date of enrollment for all candidates. In all cases, the Doctoral Research Committee must be satisfied that adequate work has been done by the candidate.

However, the minimum duration for submission of Ph.D Dissertation is two(2) years for M.Tech/M.Phil and three (3) years for B.Arch/B.Tech/M.Sc/MCA from the date of Registration Seminar of the candidate and maximum years for completion of Ph.D is five(5) years and with special permission, extension of time shall be allowed for one(1) year at a time with maximum of two(2) years, not beyond that. **(Effective from Admission - Autumn, 2018)**

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

Candidate has to take permission from Dean, PGSR for pre-submission seminar with an application carrying grade sheet, publications, certificate of Conference and all receipts of dues (University/Hostel) paid.

Prior to submission, the candidate will submit **Form VSSUT/PGSR/615** alongwith the synopsis of the *thesis* (typically 10 pages including tables, graphs and references) and present a seminar to an open audience, which will include members of DRC. Copies of the synopsis should be handed over to the members of the DRC and Dean, PGS&R at least one week before the date of the seminar. If the DRC is satisfied with the extent of work done, the candidate will be allowed to submit the *thesis*. Then the DRC will recommend for the submission of *thesis* in **Form VSSUT/PGSR/615** and the names of Examiners preferably in the rank of Professor in **Form VSSUT/PGSR/616**. If the DRC is not satisfied with the progress of work, the candidate has to appear again after the lapse of 03 months or more.

The Dean, PGS & R will send the copy of Synopsis (hard copy & soft copy), Form VSSUT/PGSR/615 & Form VSSUT/PGSR/616 to the Controller of Examinations for necessary action at his end. The Form VSSUT/PGSR/616 will be intact and handed over to the Controller of Examinations with closed cover.

If the DRC feels appropriate, it may, at its discretion examine the full draft *thesis* before a student is permitted to submit it for evaluation. The *thesis* must be submitted within 02 months after the DRC approves the synopsis unless extra time is granted by Dean, PGS&R. Extension of the period beyond 08 years from the date of enrolment is not permitted. A student will be required to apply for fresh registration if the period exceeds 08 years.

14.2 A candidate shall submit **Form VSSUT/PGSR/617** five copies of the *thesis* in case of single supervisor and six copies in case of two supervisors, neatly typed or printed and bound in a manner notified separately. The *thesis* must contain, besides the text and common matters like bibliography/references and summary/conclusions :

(a) Certificates from the supervisor(s) that (i) the work has been carried out under his/her their supervision, (ii) the candidate has fulfilled all prescribed requirements with respect to check for limit of Plagiarism and research publication based on his Ph.D work, in unpaid Scopus/SCI indexed Journals and (iii) the *thesis* which is based on candidate's own work has not been submitted elsewhere for a degree or diploma.

(b) An abstract of the *thesis* (about 500 words) with key words (Maximum 20)

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

(d) Bio-data of the candidates within one page (i.e. name, date of birth, educational qualification, research experience, professional experience, if any, and permanent home address)

The candidates shall submit the requisite number of copies of *thesis* with Form **VSSUT/PGSR/617** to the office of Dean, PGS & R alongwith clearance certificate in prescribed format and money receipt of *thesis* submission fees. Thereafter, Dean, PGS&R will send the *thesis* to the Controller of Examinations for further action at his end.

The candidate will also submit two copies of the *thesis* in electronic form and permit the University to use it in any manner that the University thinks fit. For the present, the electronic text should be submitted as two folders. One containing MS-WORD files and another PDF files. On completion of oral examination, a fresh CD may be submitted if any changes are made. One printed copy and one electronic copy shall be archived in University's Central Library, while another set shall be kept in the Department.

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

14.4 The synopsis and the *thesis* of Ph.D work are to be uploaded to UGC website Sodhganga (INFLIBNET). Students are required to submit separate file for each chapter in pdf form in a CD for onward transmission to UGC Website(Shodhganga).

14.5 Minimum two research papers as first author in unpaid SCI/SCOPUS Index Journal (without Article Processing Fee / Annual Processing Charge, etc.) are required to be published before submission of *thesis*. Scholars have to present minimum of two papers in National/International Conference outside the VSSUT, Burla

14.6.1 All the theses of Ph.D & M.Phil Programme will be checked by anti-plagiarism software for ensuring originality of submitted content. This software can be accessed by all faculty members and research scholars for their paper works as well as *thesis* preparation which may be installed in Central Library of the University.

"The research scholar has to publish minimum two journal papers in Scopus Indexed Journals out of which one must be SCI Indexed". This line of modification for submission will be applicable for those research scholars who will register in the academic year 2019-20 onwards.

The guidelines for use of anti-plagiarism software for the Ph.D/M.Phil *thesis* are as follows:

(i) The scholars have to certify that the Plagiarism Checker was used for checking the plagiarism. The name of the software used for checking plagiarism should be clearly mentioned and to this effect a declaration be attached in the *thesis*.

(ii) The guide has to ensure checking against plagiarism through the software before submission of Ph.D/M.Phil *thesis* and endorse the undertaking of the scholar.

(iii) As per the Academic Regulations a maximum of three chances will be given to the research scholar, if the percentage of plagiarism exceeds the approved limit.

Keeping in view of recent trends in academic circles all over the world, the limits of similarity index are as follows:

a) The overall similarity index shall not exceed 10 %.
b) The similarity index from a single source (other than authors publication) shall not exceed by 3%.
c) The revised softcopy of the *thesis* after removing the plagiarism materials must be submitted by research scholar or 2nd or 3rd verification within maximum two months. If the *thesis* is not found within the approved similarity index mentioned above (a) the candidate be asked to submit the revised *thesis* with similarity index within limit after one year(provided it does not exceed the maximum period of 8 years as per Ph.D regulation).

14.6.2 It is mandatory to clear the plagiarism of whole *thesis* before the Ph.D Viva-voce of the candidate. The final *thesis* to be submitted for library and uploaded to UGC should have the similarity Index as per the rules of the University.

15. EVALUATION OF *THESIS*

15.1 The DRC will suggest **Form VSSUT/PGSR/616** a list of 10 Examiners (five from the country, outside state and five from foreign countries). After successful completion of the synopsis seminar by the candidate the Examiner's list along with a copy of the synopsis will be placed to the Chairman, Academic Council to select the External Examiners under both categories (Indian and Foreign) in order of preference. The Chairman, Academic Council may add any name to or delete any name from the list suggested by DRC. The supervisor(s) will also serve as Examiner(s) in addition to the two external Examiners.

15.2 The Controller of Examinations(COE) will send a formal letter to the Examiners along with a copy of the synopsis requesting for acceptance of Examinership. After receiving the consent, the *thesis* will be mailed along with proforma of Examiner's report **(Form VSSUT/PGSR/619)**. In case of refusal, the second Examiner in order as ticked by the Chairman Academic Council will be contacted and so on. If in this process, the list is exhausted, the Dean, PGS&R may ask the DRC to submit another list. The internal Examiners (supervisors) will also be sent copies of the *thesis* along with the proforma of Examiner's report **(Form VSSUT/PGSR/619)**. All Examiners shall submit the report to COE individually and confidentially.

15.3 The report of the Examiners shall be submitted to Dean, PGS & R by the Controller of Examinations. The Dean, PGS & R shall summarize and place before the Vice-Chancellor **(Form VSSUT/PGSR/620).** After obtaining Vice-Chancellor's approval, the reports shall be forwarded to the DRC. There may be four possible situations arising out of the nature of the reports. The steps to be taken, appropriate to the circumstances, are laid down below.

(i)   The Examiners are unanimous in recommending the award of the degree without any modification of the *thesis*. This is a clear case for going for the final requirement of viva-voce.

(ii)   The external Examiners are unanimous in recommending the award of the degree but least one of the Examiners has suggested modification and/or has asked for clarifications. The candidate in that case shall make modifications and provide the clarifications as suggested within a time to be fixed by the DRC. These may be sent to the Examiners, if so desired by them.

(iii)   One of the external Examiners does not recommend the award of the degree and rejects the *thesis* whereas the other external Examiner recommends the award. The DRC in such a case may either ask the candidate to modify the *thesis* as suggested within a given time not exceeding six months and send the modified *thesis* to the same Examiner again, or recommend to the Chairman, Academic Council for the appointment of another external Examiner and send the *thesis* to him in its original form. The third Examiner will be provided with copies of the evaluation reports of all Examiners, external and internal, with the names of the Examiners deleted. The recommendation of this 'third' Examiner, at this stage, shall be taken as final.

(iv)   Both the external Examiners reject the *thesis*, and then the student is declared, "**failed**".

15.4   In the event of a *thesis* being rejected by both the external Examiners the Academic Council may, on the recommendation of the DRC, permit submission of a revised *thesis* on an additional payment of the prescribed fee, after a suitable time to be fixed by the Academic Council (Not less than one year from the date of the intimation to the student and within 08 years from the date of enrolment). The observations and comments of the Examiners, if any, without names may be copied and given to the candidate on request. In no case should a resubmission of the *thesis* without modification along the lines of criticism made by the earlier Examiners be allowed. The revised *thesis* shall be referred for assessment to two external Examiners selected from a new panel of ten experts recommended by the DRC (one foreign and one Indian). The new Examiners will be provided with copies of earlier *thesis*, Examiner's reports and details of changes made, in addition to the revised *thesis*.

The Examiners need to respond specially to the observations of the earlier Examiners and the changes made by the student before re-submission.

15.5   After the recommendations of the DRC (either for acceptance of the *thesis* for the Ph.D degree or for its rejection/modification) and accepted by the Academic Council (or its Chairman on its behalf) **Form VSSUT/PGSR/621** a copy of the reports of the Examiners may be issued to the candidate at his request. However, the names of the Examiners are not to be disclosed.

15.6   Once the reports of the Examiners have been accepted as satisfactory, the candidate will have to defend the *thesis* before a viva voce board consisting of all DRC members and an 'external' Examiner. The defense will be open where faculty members and students of the parent Department as well as other

Departments will be invited. The evaluation, however, will be done by the DRC along with the external Examiner. The 'external' Examiner may either be one of the experts who have already adjudicated the *thesis* or be another expert appointed for the purpose. The viva voce board may recommend changes in the *thesis*.

If the viva voce board is not satisfied, the candidate has to appear again before the board after elapse of three months. The DRC shall recommend to the Academic Council the award of the Ph.D degree if the viva voce is satisfactory and all other requirements have been fulfilled in **Form VSSUT/PGSR/622**.

15.7 On completion of the viva voce, the student will submit two copies of the revised *thesis* and two copies in electronic media, which, will be archived in University and Departmental Libraries. All available copies of the original version will be returned to the student. The copies available with the student and his supervisor(s) must also be corrected.

16. AWARD OF DEGREE :

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

16.2 Normally a student will be awarded Ph.D degree in the branch of study in which he is enrolled.

16.3 A programme completion certificate (**Form VSSUT/PGSR/623)** may be issued by the Dean, PGS&R to the student on approval of Vice-Chancellor. The final degree certificate will be issued in the convocation or by the other mode after approval of Academic Council and Board of Management of VSSUT.

17. QUALITY IMPROVEMENT PROGFRAMME (QIP) :

The QIP is a programme of the Government of India administered through the All India Council for Technical Education. The programme covers education of engineering college teachers for M.Tech and Ph.D degrees.

17.1 The studentship programme under the QIP will be administered as per the rules set by AICTE

17.2 The students admitted under the QIP will be treated at par with the regular students of the University as far as their academic programme is concerned. It will be administered by the academic Section of the University. The PGS&R Section will also look after their admission, stipend and release.

17.3 The research expenses of QIP students will be met from Departmental grants 50% of the contingency grant will be transferred to the Departmental Operating grant for maintenance of equipment and computing facilities provided to QIP students, and for research consumables. In addition, the students will use the

contingency grant provided by AICTE towards travel for data collection and attending conferences, conference registration fees, procurement of books, stationery, printer cartridges, compute consumables, Xeroxing etc.

17.4 Contingency expenses incurred in one academic year must be claimed within the same year, unless approved by Dean, PGS&R in advance.

17.5 The travel and daily allowances of QIP students will be same as that of other sponsored students of the University.

17.6 All travel for data collection or presentation of papers must be approved by Dean, PGS&R. The TA claims are to be approved by the respective Heads of the Departments/Centers and attached to contingency bills of the students through Principal Supervisor.

17.7 QIP students will be entitled to casual and medical leave at par with regular students of the University. Casual leave will be sanctioned by the Heads of the Departments and the records will be maintained by the Departments. Medical leave will be sanctioned by Dean, PGS&R on the basis of recommendation of Head. The University Medical facility and records will be maintained by the academic Section. Leave is not transferable to or from their parent institutions.

17.8 QIP students on the Ph.D contact programme will not be considered as regular students. They will, however, be permitted to use University Library (without borrowing facilities) and Departmental facilities.

17.9 If a QIP student cannot complete his academic programme before the end of his period of deputation (from his parent institution), he is required to seek withdrawal from the University to join his parent institution, prior to the expiry of his deputation. His request for withdrawal will be examined by his DRC and its recommendations will be forwarded to the academic Section. The student should make arrangement for completion of his Academic programme.

17.10 A QIP student will be given release order by the Dean, PGS&R on completion of or taking withdrawal from the academic programme, surrendering accommodation, and clearing all dues to the University.

18.   CONDUCT AND DISCIPLINE :

18.1 Students shall conduct themselves within and outside the campus of the University in a manner befitting the students of an Institution of National standing.

18.2 Ph.D students shall be guided as per the rules of conduct and discipline of the University.

19. **PROGRESS OF RESEARCH PROGRAMME :**

The progress of the Ph.D programme of a student shall be continuously monitored by the Doctoral Research Committee. In practice, the committee will depend on inputs from the supervisors, HOD and the student. It will be the responsibility of the student to ensure that his papers remain up to date in matters of registration, course work, extension of fellowship, withdrawal and other formalities. In case of any deficiency, he should draw attention of his supervisor(s) and HOD, and if unsuccessful, that of the Dean, PGS&R and Vice-Chancellor.

Although rare, sometimes there may be a breakdown of communication between a student and his supervisor due to physical distance or due to personal reasons. It shall be the responsibility of the student to bring such matters to the attention of HOD, Dean, PGS&R and Vice-Chancellor. The University shall do the needful to establish communication on or to make alternative arrangement.

According to Gazettee of India of UGC, New Delhi Ph.D regulation, 2016 para 8.2 "A research scholar shall appear before the Doctoral Research Committee(DRC) once in six months to present the progress of his/her Ph.D work for valuation and further guidance". However, each research scholar has to submit atleast three progress report before his/her submission of Ph.D *thesis*.

20. **TERMINATION OF STUDENTSHIP :**

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

1. Recommendation of University Disciplinary Committee.

2. Poor progress as noted by the Doctoral Research Committee and Departmental Academic Committee. Such a decision may be implemented only after approval of the Academic Council.

3. Failure to do semester registration for two consecutive semesters.

4. Prolonged absence (exceeding three months) from the University without sanctioned leave or withdrawal.

21. **TRANSITION ISSUES :**

These regulations shall come into effect from the academic year 2012-13 Odd Semester (July-December). Students enrolled prior to this date shall also be covered under these regulations, except when the implementation of these regulations leads to obvious anomalies and serious hardship to the students. The final decision on each specific issue will be taken by the Academic Council or Chairman, Academic Council on its behalf on case-to-case basis.

22. **DISSEMINATION OF INFORMATION:**

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

22.2 On publication of final results a student will be issued a provisional certificate on Form VSSUT/PGSR/624 and a University Leaving –Cum-Migration Certificate on Form VSSUT/PGSR/625 signed by Dean, PGS&R on behalf of the Vice-Chancellor, while Conduct Certificate VSSUT/PGSR/626 will be signed by Dean,SW. The final degree certificate will be signed by the Vice-Chancellor.

23. EXCEPTIONS:

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

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

24. DEPOSITORY WITH UGC:

Following the successful completion of the evaluation process and announcement of the award of Ph.D, the University shall submit a soft copy of th Ph.D *Thesis* to the UGC within a period of thirty days, for hoisting the same through the repository called "Shodhganga" maintained in INFLIBNET, accessible to all Institutions/Universities, Research students/their supervisors are encouraged to submit approved synopses/research proposals and register their priority on a research proposal through the repository called "Shodhgangotri"

Along with the Degree, the University shall issue a Provisional Certificate certifying to the effect that the Degree has been awarded in accordance with the provisions of the UGC Regulations.

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BY ORDER OF VICE-CHANCELLOR
Sd/-
DEAN,PGSR

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LIST OF DEPARTMENTS OFFERING Ph.D PROGRAMMES

Discipline	Sl. No.	Nomenclature of the Deptt.	Name of the Deptt.
ENGINEERING	1	ARCH	Architecture
	2	CE	Civil Engineering
	3	CHE	Chemical Engineering
	4	CSE	Computer Science & Engineering
	5	EE	Electrical Engineering
	6	EEE	Electrical & Electronics Engineering
	7	ETC	Electronics & Telecomm. Engineering
	8	IT	Information Technology
	9	ME	Mechanical Engineering
	10	MME	Metallurgy & Materials Engg.
	11	PE	Production Engg.
SCIENCE, HUMANITIES & SOCIAL SCIENCE	1	CH	Chemistry
	2	MA	Mathematics
	3	CA	Computer Applications
	4	PH	Physics
	5	HS (ENG, ECO)	Humanities & Social Science (English, Economics)

APPENDIX – II
QUALIFYING DEGREES FOR ADMISSION TO Ph.D PROGRAMME

Sl.No.	Disciplines	Relevant Discipline or equivalent
1	Civil Engineering (CE)	B.Tech/BE/B.Sc.(Engg)/M.Tech/ME/M.Sc.(Engg) in Civil Engineering/ Environmental Engineering/ Naval Architecture & Ocean Engg/Aero-space Engg./ Building Science & Technology/ Construction Management
2	Mechanical Engineering (ME)	B.Tech/BE/B.Sc.(Engg.)/M.Tech/ME/M.Sc.(Engg) in Mechanical Engg./ Production Engineering/ Manufacturing Science & Engg./Industrial Engg./Metallurgy & Materials Engineering/Power Plant Engg.,/Industrial Design/ Marine Engg./Automobile Engg./ Aerospace Engg.
3	Electrical Engineering (EE)	B.Tech/BE/B.Sc.(Engg.)/M.Tech/ME/M.Sc.(Engg) in Electrical Engg. Electrical & Electronics Engg./Electronics & Electrical Engg./ Instrumentation Engg. & Electronics & Instrumentation Engg.
4	Electrical & Electronics Engg. (EEE)	B.Tech/BE/B.Sc.(Engg.)/M.Tech/ME/M.Sc.(Engg) in Electrical Engg./ Electrical & Electronics Engg./Electronics & Electrical Engg/ Instrumentation Engg. & Electronics & Instrumentation Engg.
5	Electronics & Telecomm. Engg.(ETC)	B.Tech/BE/B.Sc.(Engg.)/M.Tech/ME/M.Sc.(Engg) in Electronics & Instrumentation Engg./ Electronics & Telecommunication Engg/ Electronics & Communication Engg / Electrical & Electronics Engg./ Electronics & Electrical Engg.
6	Computer Science & Engg. (CSE)	B.Tech/BE/B.Sc.(Engg) /M.Tech/ME/M.Sc.(Engg) in Computer Sc. & Engg./Information Technology
7	Information Technology (IT)	B.Tech/BE/B.Sc.(Engg)/M.Tech/ME/M.Sc.(Engg) in Information Technology/ Computer Sc. & Engg.

8	Production Engineering (PE)	B.Tech/BE/B.Sc.(Engg.)/M.Tech/ME/M.Sc.(Engg) in Production Engg./ Mechanical Engineering/ Manufacturing Science & Engg./ Industrial Engg./ Metallurgy & Materials Engg/Industrical Design Engg./ Production & Industrial Engg/ Mechatronics Engg.
9	Metallurgy & Materials Engg. (MME)	B.Tech/BE/B.Sc.(Engg)/M.Tech/ME/M.Sc.(Engg) in Metallurgy & Materials Engg/ Production Engg. / Manufacturing Science and Engineering/ Mechanical Engg./Industrial Engg.
10	Chemical Engineering (CHE)	B.Tech/BE/B.Sc.(Engg)/M.Tech/ME/M.Sc.(Engg) in Chemical Engineering
11	Architecture	Bachelor's Degree in Architecture/Planning or equivalent and/or Master's degree in Architecture/ Planning/allied specialization.
12	Physics (PH)	M.Sc./ M.Sc.(Tech) in Physics/Material Science/ Computer Science/Electronics/Nano Technology/ Ballistic Physics
13	Chemistry (CH)	M.Sc./M.Sc.(Tech) in Chemistry, Environmental Science/ Material Science/Polymer/Plastic Technology/ Nano Chemistry.
14	Mathematics (MA)	M.Sc. in Mathematics/Statistics/ Computer Science.
15	Computer Application (CA)	MCA/ M.Sc./M.Tech in Computer Science/ Computer Application /Information Technology
16	Humanities and Social Science(HS) English(ENG) Economics(ECO)	MA/M.Phil/MBA in Relevant subjects

APPENDIX – III

COMPOSITION OF DEPARTMENTAL ACADEMIC COMMITTEE

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

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

2. Four Faculty members
    nominated by Department on
    rotation basis

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

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

The functions of the committee are as follows :

1. The conduct of the process of selection of Ph.D Scholars according to the regulations, and to recommend candidates for admission.

2. To recommend the deserving cases for University Scholarship

3. To recommend supervisors for the Ph.D candidates

4. To constitute Doctoral Research Committee (DRC)

5. Any other duty assigned by the Academic Council/Vice-Chancellor/Dean, PGS & R/HOD, related to the University research programme.

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

APPENDIX – IV
COMPOSITION OF RESEARCH PROGRAMME AND EVALUATION COMMITTEE
(RPEC)

1.	Dean, PGS & R	-	Chairman
2.	Dean, Academic Affairs	-	Member
3.	Three members of Academic Council to be nominated by the Academic Council for a period of two years on rotation basis. Out of three members two members to be nominated from Engineering discipline and one member from Science or Humanities and Social Science.	-	Member
4.	Two/Three invitees among Associate & Assistant Professors Engg., Science & Humanities.	-	Invitee
5.	Heads of the Departments concerned to be co-opted whenever necessary.	-	Invitee

Functions :

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

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

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

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

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

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

vii)   To examine and recommend cases of advancement of *thesis* submission proposed by DRC.

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

ix)   Frequency of the Meetings : Before every Academic Council

x)   Any other function assigned by the Academic Council or by the Vice-Chancellor on behalf of the Academic Council.