

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

(EFFECTIVE FROM ACADEMIC SESSION 2012-13)



**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY
BURLA, SAMBALPUR, ODISHA
PIN- 768018**

CONTENTS

Sl.No.		Page No.
01	Introduction.....	01
02	Eligibility.....	01
03	Selection and Admission.....	06
04	Supervisors.....	08
05	Doctoral Scrutiny Committee.....	10
06	Enrollment and Provisional Registration.....	11
07	Residential Requirement.....	11
08	Attendance and leave.....	12
09	Semester Registration.....	12
10	Course Work	13
11	Registration.....	14
12	Fellowship.....	15
13	Withdrawal.....	15
14	Submission of Thesis.....	16
15	Evaluation of Thesis.....	17
16	Award of Degree.....	19
17	Quality Improvement Programme.....	19
18	Conduct and Discipline.....	20
19	Progress of Research Programme.....	21
20	Termination of Studentship.....	21
21	Transition Issues.....	21
22	Dissemination of Information.....	21
23	Exceptions.....	22
24	Appendices	
	Appendix – I List of Departments offering Ph.D Programmes	23
	Appendix – II Qualifying degrees for admission to Ph.D Programme	24
	Appendix – III Composition of Departmental Academic Committee	25
	Appendix – IV Composition of Research Programme Evaluation Committee (RPEC)	26

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.

2. ELIGIBILITY :

2.1 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 both B.Tech and M.Tech level from an Institute/University recognized by AICTE/UGC/Central Government.
- (ii) B.Tech/B.E/B.Sc (Engg.) in relevant discipline with at least 65% marks (or equivalent CGPA) at B.Tech level from an Institute/University recognized by AICTE/UGC/Central Government.
- (iii) Faculty members employed permanent positions of VSSUT, Burla having M.Tech in relevant discipline from an Institute/University recognized by AICTE/UGC/Central Government..
- (iv) 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 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.

2.2 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 both M.Tech and 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.
- (vii) 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 both 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.

- 2.4 In computing the percentage of marks in CGPA, all papers of a B.Tech, 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 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/ACD/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 fulfill 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 DSC.

3. SELECTION & ADMISSION :

- 3.1** Ordinarily, University shall advertise for admission of Ph.D scholar twice a year - once in December and 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/ACD/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.

- 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 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 years 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 Research Programme Evaluation Committee (RPEC) taking into account whether the proposal for joining the programme for which permission is sought for arises out of genuine interest and ability, 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. The composition and function of the Research Programme Evaluation Committee are given in **Appendix - IV**
 - vii) 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.
- 3.5 Candidates desirous of pursuing Ph.D Programme must apply in prescribed form **(Form VSSUT/ACD/601)** to Dean, PGS&R against an official advertisement. These applications will be scrutinized by the Departmental Academic Committee **(Form VSSUT/ACD/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/ACD/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/ACD/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 Academic Section in stipulated time and to collect application form for enrolment in Ph.D Programme(**Form VSSUT/ACD/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 Academic Section.
- 3.8 The Academic 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.
- 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 Both supervisors shall be regular faculty of this University with Ph.D degree or Principal Supervisor shall be regular faculty of this University and Co-Supervisor may be chosen from the collaborative Institute/University/Research Organizations approved by the Academic Council of the University.
- 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 After superannuation/completion of tenure, a teacher/any other academic personnel deputed to the University will continue to be the Principal supervisor if the thesis is submitted within 06 months; if it takes more than 06 months a substitute supervisor

has to be appointed by The Dean, PGS&R on recommendation of DAC. If no faculty member is willing to take up the assignment, the Vice-Chancellor as Chairman, Academic Council will appoint the supervisor in consultation with the Dean, PGS&R and the concerned HOD.

- 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, then the Principal Supervisor shall continue subject to the recommendation of the DSC 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.

If the Principal Supervisor proceeds on long leave for a period exceeding one year, Dean, PGS&R shall appoint a second supervisor, who will serve as Co-Supervisor, when original supervisor returns. 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 DSC. The recommendation of DSC 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.
- 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 the following numbers of Ph.D scholars in VSSUT, Burla.

Lecturer/Lecturer (SS) :	02 (Two)
Reader/Associate Professor/Professor :	04 (Four)

However, the Vice-Chancellor shall have the discretion to allow a regular teacher on permanent position at VSSUT, Burla with a Ph.D degree for guiding additional numbers of Ph.D students under the following categories and the decision so taken will be ratified in the subsequent meeting of Board of Management.

- Category - 2 : Full time students with external fellowship from UGC/CSIR, etc.
- Category - 4 : VSSUT, Burla faculty members on permanent position
- Category - 6 : Project Scholars such as JRF/SRF/RA etc. or Project staff members with project scholarship.
- Category - 7 : QIP Scholars.

5. DOCTORAL SCRUTINY COMMITTEE (DSC) :

- 5.1 A Doctoral Scrutiny Committee (DSC) 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 DSC 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 nominated by DAC | - | Member |
| 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 DSC will be nominated by Dean, PGS&R from within or outside the department, who will serve as Chairman of DSC 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 DSC in his place.

- 5.2 All the members of the DSC 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 DSC from other related departments.
- 5.3 The composition of the DSC 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/ACD/606**) stating the constitution of the DSC. 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 DSC, will normally organize the meetings of the DSC after obtaining suitable dates from the Chairman and the members. Minimum three members of DSC including supervisor and chairman need to be present to make a quorum for DSC meeting. In case of difficulties in finding time convenient to members or when a DSC 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 DSC shall always record its recommendations with appropriate reasoning and enclosures, and formal minutes should be drawn and signed during the meeting. There shall be no provision for delayed preparation of minutes nor for confirmation of minutes.
- 5.6 The DSC of each Ph.D student shall meet once in a semester to review of the progress of the student. The DSC 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.

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/ACD/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 DSC. The recommendation of the Department shall be forwarded to the Dean, PGS&R who will permit him to pay the fees and assign a roll number. The Head of the Department ordinarily complete the process of forwarding duly signed form **(Form VSSUT/ACD/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 roll number **(Form VSSUT/ACD/606)**
- 6.3 Within two weeks of enrolment, the student shall submit an application **(Form VSSUT/ACD/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 The Doctoral Scrutiny 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 bring out an office order in **(Form VSSUT/ACD/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 DSC 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 DSC.
- 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 DSC.

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 DSC 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/ACD/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/ACD/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. DSC 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 table below summaries the minimum course requirement for different categories of students. Only postgraduate courses will count towards Ph.D course requirement. The DSC, at its discretion, may recommend additional courses.

Sl. No.	Present Qualification of Candidate	Enrolled for Ph.D in branch	Minimum number of course credits required
1	M.Tech	Same discipline of Engineering	08 - 12
2	M.Phil	Same discipline of Science/ Humanities/Management	08 - 12
3	M.Tech	Another related discipline of Engineering	12
4	B.Tech	Same related discipline of Engineering	12 - 16
4	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.
- 10.3 The specific course work shall be decided by the DSC 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.

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 DSC (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 DSC. 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 work and identify the milestones.

Normally the registration should be completed after elapse of 12 months from date of enrollment/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 DSC 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 DSC, 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/ACD/611**) to Dean, PGS&R along with a copy of the student’s written report and recommendation of the DSC. 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/ACD/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 DSC 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 DSC.
- (c) When a regular student returns to his original place of employment or secures new employment and the DSC 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/ACD/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 DSC 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 an withdrawal order on **Form VSSUT/ACD/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/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 Scrutiny Committee must be satisfied that adequate work has been done by the candidate.

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 DSC and recommended by RPEC and finally approved by the Academic Council. While recommending a student for early submission, the DSC 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 DSC at the time of provisional registration.

Prior to submission, the candidate will submit **Form VSSUT/ACD/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 DSC. Copies of the synopsis should be handed over to the members of the DSC and Dean, PGS&R at least one week before the date of the seminar. If the DSC is satisfied with the extent of work done, the candidate will be allowed to submit the thesis. Then the DSC will recommend for the submission of thesis in **Form VSSUT/ACD/615** and the names of examiners in **Form VSSUT/ACD/616**. If the DSC is not satisfied with the progress of work, the candidate has to appear again after the lapse of 03 months or more.

If the DSC 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 DSC 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/ACD/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) A certificate 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 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 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.

15. EVALUATION OF THESIS

15.1 The DSC will suggest **Form VSSUT/ACD/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 DSC. The supervisor(s) will also serve as examiner(s) in addition to the two external examiners.

- 15.2** The Dean, PGS&R 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/ACD/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 DSC 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/ACD/619**).
- 15.3** The report of the examiners shall be summarized by Dean, PGS&R and placed before the Vice-Chancellor (**Form VSSUT/ACD/620**). After obtaining Vice-Chancellor's approval, the reports shall be forwarded to the DSC. 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 DSC. 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 DSC 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 DSC, 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 DSC (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 DSC (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/ACD/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 DSC 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 DSC 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 DSC 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/ACD/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 Scrutiny 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/ACD/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 PROGRAMME (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 DSC 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 Scrutiny 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.

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 Scrutiny 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/ACD/624** and a University Leaving cum migration certificate on **Form VSSUT/ACD/625** signed by Dean, PGS&R on behalf of the Vice-Chancellor, while Conduct Certificate (**Form VSSUT/ACD/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.

• • •

LIST OF DEPARTMENTS OFFERING Ph.D PROGRAMMES

A. ENGINEERING

1. CE : Civil Engineering
2. CSE : Computer Science & Engineering
3. EE : Electrical Engineering
4. EEE : Electrical & Electronics Engineering
5. ETC : Electronics & Telecommunication Engineering
6. IT : Information Technology
7. ME : Mechanical Engineering
8. PE : Production Engineering

B. SCIENCE, HUMANITIES AND SOCIAL SCIENCES

1. CH : Chemistry
2. MA : Mathematics
3. MCA : Master in Computer Applications
4. PH : Physics
5. HS : Humanities & Social Science

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.) in Civil Engineering/ Environmental Engineering/Naval Architecture & Ocean Engg/Aero Space Engg/Building Science & Technology/Construction Management
2	Computer Science & Engineering (CSE)	B.Tech/BE/B.Sc.(Engg) in Computer Science & Engg./ Information Technology
3	Chemistry (CH)	M.Sc. in Chemistry, Environmental Science/ Material Science/Polymer/Plastic Technology
4	Electrical Engineering (EE)	B.Tech/BE/B.Sc. (Engg.)in Electrical Engg. Electrical & Electronics Engg./Electronics & Electrical Engg./ Instrumentation Engg. & Electronics & Instrumentation Engg.
5	Electrical & Electronics Engineering (EEE)	B.Tech/BE/B.Sc. (Engg.) in Electrical Engg./ Electrical & Electronics Engg./Electronics & Electrical Engg/ Instrumentation Engg. & Electronics & Instrumentation Engg.
6	Electronics & Telecommunication Engg.(ETC)	B.Tech/BE/B.Sc. (Engg.) in Electronics & Instrumentation Engg./ Electronics & Telecommunication Engg/ Electronics & Communication Engg / Electrical and Electronics Engg./ Electronics & Electrical Engg.
7	Humanities and Social Science (HS)	MA/MBA in relevant subjects
8	Information Technology (IT)	B.Tech in Information Technology/ Computer Science & Engineering
9	Master in Computer Applications (MCA)	MCA, M.Sc. in Computer Science
10	Mathematics (MA)	M.Sc. in Mathematics/Statistics/ Computer Science
11	Mechanical Engineering (ME)	B.Tech/BE/B.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.
12	Physics (PH)	M.Sc. in Physics/Material Science/Computer Science/Electronics/Nano Technology
13	Production Engineering (PE)	B.Tech/BE/B.Sc. (Engg.) in Production Engg./ Mechanical Engineering/ Manufacturing Science & Engg./ Industrial Engg./ Metallurgy & Materials Engineering/Industrial Design Engg./Production & Industrial Engg/ Mechatronics Engg.

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 HOD or rotation basis

Membership will be limited to regular faculty members having Ph.D degree. 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 Scrutiny Committee (DSC)
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. | Heads of the Departments concerned to be co-opted, whenever necessary | - | Member |

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 Scrutiny 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 Scrutiny 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 DSC.
- 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

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

LIST OF FORMS (Ph.D. programme)

Form No.	Form Title	Page
VSSUT/ACD/601	APPLICATION FOR ADMISSION TO PH.D. PROGRAMME	28
VSSUT/ACD/602	SCRUTINY OF APPLICATIONS FOR ADMISSION TO PH.D. PROGRAMME	32
VSSUT/ACD/603	RECOMMENDATION FOR ADMISSION TO PH.D. PROGRAMME	33
VSSUT/ACD/604	OFFER OF ADMISSION TO THE PH.D. PROGRAMME	35
VSSUT/ACD/605	APPLICATION FOR ENROLMENT IN PH.D PROGRAMME	36
VSSUT/ACD/606	OFFICE ORDER FOR ENROLMENT OF PH.D. STUDENT	38
VSSUT/ACD/607	APPLICATION FOR PROVISIONAL REGISTRATION (FIRST DSC MEETING) IN PH.D PROGRAMME	39
VSSUT/ACD/608	OFFICE ORDER FOR PROVISIONAL REGISTRATION OF STUDENT FOR PH.D. DEGREE	41
VSSUT/ACD/609	LEAVE APPLICATION FOR Ph.D SCHOLARS	42
VSSUT/ACD/610	SEMESTER REGISTRATION (FOR PH.D. STUDENTS)	44
VSSUT/ACD/611	APPLICATION FOR REGISTRATION OF STUDENTS FOR PH.D. DEGREE	44
VSSUT/ACD/612	OFFICE ORDER FOR REGISTRATION OF STUDENTS FOR PH.D. DEGREE	46
VSSUT/ACD/613	APPLICATION FOR WITHDRAWAL AND SUBMISSION OF THESIS FROM OUTSIDE	47
VSSUT/ACD/614	OFFICE ORDER FOR WITHDRAWAL AND SUBMISSION OF THESIS FROM OUTSIDE	49
VSSUT/ACD/615	PROPOSAL FOR SUBMISSION OF SYNOPSIS OF PH.D THESIS	50
VSSUT/ACD/616	RECOMMENDATIONS ON COMPOSITION OF BOARD OF EXAMINERS FOR ADJUDICATION OF PH.D. THESIS	51
VSSUT/ACD/617	SUBMISSION OF THESIS BY Ph.D STUDENTS	53
VSSUT/ACD/618	ACCEPTANCE OF PH.D THESIS FOR EXAMINATION	54
VSSUT/ACD/619	RECOMMENDATION OF EXAMINERS ON Ph.D THESIS	55
VSSUT/ACD/620	SUMMARY OF EXAMINERS' REPORTS ON Ph.D THESIS	56
VSSUT/ACD/621	RECOMMENDATION OF THE DOCTORAL COMMITTEE ON REPORTS OF EXAMINERS	57
VSSUT/ACD/622	REPORT ON DEFENCE OF Ph.D DEGREE	58
VSSUT/ACD/623	PROGRAMME COMPLETION CERTIFICATE	59
VSSUT/ACD/624	PROVISIONAL CERTIFICATE FORM	
VSSUT/ACD/625	UNIVERSITY LEAVING CUM-MIGRATION CERTIFICATE FORM	
VSSUT/ACD/626	CONDUCT CERTIFICATE FORM	



Form: VSSUT/ACD/601

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA

For Office use only

Serial Number of the Applicant: _____

Section Officer (AA)

.....
Recommendation of Departmental Academic Committee

- The candidate may be called for Written Test/Interview.
 The candidate is not suitable for admission to Ph.D. programme of the Department (Give reason).
 Does not satisfy short listing criteria.
 Others (specify)

Head of the Department

Paste here your
recent passport
size colour
Photograph

Application for Admission to Ph.D. Programme

1. Programme of study : Ph.D.
2. Department/Centre to which Applying for : _____
3. Name of the candidate in full : _____
(Block Capital letters)
4. Proposed Research Area : _____
(Broad area only)
5. Category of studentship : _____
1. Full Time student with University Fellowship/Assistantship
2. Full time student with External Fellowship(UGC/CSIR etc.)
3. Full time student without Fellowship
4. VSSUT Faculty members
5. VSSUT regular employees (Non-teaching)
6. Project scholars/staff of VSSUT
7. QIP Scholar
8. Sponsored student
9. Sponsored student from Burla and vicinity

- Candidates applying for more than one department are required to submit photo copies of application form and certificates for each department applied for.
- VSSUT regular employees must enclose administrative permission from the institute.
- Project staff and fellows must enclose administrative permission from Dean, (SRIC/CE); the project must have tenure of at least 18 months beyond the expected date of joining in the Ph.D. Programme
- In case of candidates belonging to categories 8, Part-II of the application form filled up by the sponsoring authority must be attached.
- In case of candidates belonging to category 9, Part-III of the application form filled up by the sponsoring authority must be attached. The candidate is also required to give an undertaking in a non-judicial stamp paper to complete all the academic requirements of the University related to the Ph.D Programme while working at his/her parent organization at the time of admission.

P.T.O

6. Address for Communication: _____

Mob: _____ Email: _____

7. Date of Birth :
d d m m y y y y

8. Sex : Male / Female 9. Marital status: Married / Single

10. Class of category : SC ST General

11. Nationality: _____ 12. Mother Tongue: _____

13. Academic career: (Enclose attested copies of the certificates and mark sheets/grade cards showing the percentage of marks (CGPA) from H.S.C Examinations or equivalent)

Name of Exams	Institute/University	Year of passing	Branch/Subjects studied	Percentage of Marks/CGPA

14. Gate / NET Score : Subject: _____ Score: _____ Year: _____

15. Experience if any:

Organisation	Position	Duration	Nature of job

16. Previous Research work and publication, if any: (Enclose copies of published or unpublished work)

17. Record of past study as a sponsored candidate, or other contractual obligation, if any:

I do hereby declare that the information furnished in this application is true to the best of my knowledge and belief. If admitted, I shall abide by rules and regulations of the University and Hall allotted to me. If any information furnished in this application is found to be untrue, I am liable to forfeit the seat allotted to me any time in future and legal action be taken against me.

DATE

Full signature of the Applicant

Enclosures: 1) _____ 3) _____

PART - II (Category-8)

**For Sponsored candidates only
(To be filled up by the employer sponsoring the candidate)**

1. Name of the Employer : _____

2. Name, Designation and Address : _____

of Administrative Officer/HR
Manager Phone: _____ Fax: _____
Email: _____

3. Name of the employee seeking
admission at VSSUT : _____

4. Designation (Regular) : _____

5. a) First joined on (date) : _____

b) Holding the present position : _____
since (date)

c) Nature of Job : _____
(R & D, Design, Production, Marketing, Administrative,
Other)

d) Brief description of job Assignment
for the next Three years : _____
(Relevant assignment only) _____

6. Reasons for sponsoring the candidate : _____
to Ph.D. Programme _____

- Full time study at VSSUT with deputation from the organization
(3 years for Ph.D.)
- Study at VSSUT while working at our organization after satisfying the minimum residential
requirement of 6 months.

Certified that Mr./Ms. _____ employed as
_____ in this organization is sponsored for admission to the Ph.D.
Programme of VSSUT, Burla. This organization recognizes that his/her education and the
consequent least two year in a regular cadre. During his studies at VSSUT, he/she will be on
deputation from this organization 3 years/6 months to satisfy the residential requirement. On
completion of the programme he/she will continue to be employed by our organization.

Date

Signature of the Competent Authority with seal

PART - III (Category-9)

For Sponsored candidates only
(To be filled up by the employer sponsoring the candidate)

1. Name of the Employer : _____

2. Name, Designation and Address : _____
of Administrative Officer/HR
Manager Phone: _____ Fax: _____
Email: _____

3. Name of the employee seeking admission at VSSUT : _____

4. Designation (Regular) : _____

5. a) First joined on (date) : _____

b) Holding the present position since (date) : _____

c) Nature of Job : _____
(R & D, Design, Production, Marketing, Administrative, Other)

d) Brief description of job Assignment for the next Three years : _____
(Relevant assignment only) _____

6. Reasons for sponsoring the candidate : _____
to Ph.D. Programme _____

- Full time study at VSSUT with deputation from the organization (3 years for Ph.D.)
- Study at VSSUT while working at our organization after satisfying the academic requirement Of the University related to the Ph.D Programme.

Certified that Mr./Ms. _____ employed as _____ in this organization is permitted for admission to Ph.D Programme of VSSUT, Burla. This organisation recognizes his/her education and consequent at least two years in regular position. If selected, he/she shall be given a permission letter from this organisation at the time of admission to do the course work, appear examinations, and other related activities as per the academic requirement of the University while working at our organisation.

Date

Signature of the Competent Authority with seal



Form: VSSUT/ACD/602

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA
Scrutiny of Applications for Admission to Ph.D. Programme

No.VSSUT/ACD/_____/20__

Date: _____

Applications for admission to Ph.D. are sent to your Department for scrutiny and recommendation for Written Test/Interview.

Number of applications:

Please return them with your recommendation before ____/____/____.

(Recommendation should be given on the application forms and a summary be given in this sheet).

Date of interview/Written Test : Date: Time:

Dean, PGS & R

To
Head, _____ Department

Please send your recommendation before the due date, so that candidate may be given enough time to book tickets for the interview.

Recommendation of the Departmental Academic Committee

	Ph.D.
1. Short listing criteria	
2. Serial Nos. recommended for interview (separate by comma)	
3. Serial Nos. not recommended for interview (reasons to given in the application forms)	

Names & Signatures of DAC Members:

Chairman, DAC & Head of the Department

To Section Officer (Academic)

Approval of Dean, PGS&R

Candidates with following application numbers may be called for interview in the Department.

Sl.No. _____



Form: VSSUT/ACD/ 603

**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA
RECOMMENDATION FOR ADMISSION TO Ph.D. PROGRAMME**

No.VSSUT/ACD/_____/20_____

Date: _____

Based on your recommendation and the approval of Dean(PGS&R), the applicants for admission to your department have been called for the selection process. Kindly conduct written and /or oral test as per the regulations and forward your recommendation on this office immediately after the process is completed.

Department : _____

Date and time of written test/interview : Date: Time:

Number of applicants called for written / interview : _____

Section Officer (Academic)

To Head, _____ Department

(Recommendations of the Departmental Academic Committee)

The departmental Academic Committee evaluated the candidates as per the University Rules and recommends the following candidates, in order of merit, for admission in to Ph.D. Programme.

Sl. No.	Application No.	Name	Category of student (1-9)	Supervisor	No. of Ph.D Scholar has been already admitted under the Supervisor at VSSUT, Burla	Has the allotment been as per the Ph. D Regulation of the University vide Clause No.4.11 Yes/No	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

1. For sponsored candidates, the DAC is satisfied that the candidates meet the criteria set in the Ph.D. regulations of the University.
2. At least one faculty member of the department is willing to supervise each student if the student opts for him as supervisor.

Signature of Members of DAC

Serial Nos. _____ in the list are recommended for given admission.

Approved as suggested/Approved as per the following modifications

Dean (PGS & R)

To Section Officer (Academic)

Vice-Chancellor

Note: Category of student:

1. Full time student with University Fellowship/Assistantship (2) Full time student with External Fellowship (3) Full time student without Fellowship (4) VSSUT Faculty (5) VSSUT regular employees (Non teaching) (6) Project Scholars / Staff members (7) QIP Scholars (8) Sponsored student (9) Sponsored student at Burla and vicinity.



Form: VSSUT/ACD/604

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA
OFFER OF ADMISSION TO Ph.D. PROGRAMME

No.VSSUT/ACD/_____/20__

Date: _____

To

Sub : Offer of Admission to Ph.D Programme

Dear Student,

I am happy to inform you that, on the approval of competent authority, the University is pleased to offer you the admission to the Ph.D Programme in the Department of _____ under category “ _____ ” with/without fellowship of Rs. _____ per month, and enhancement as per rules.

You are advised to report to the Academic Section on or before _____ in working hours and to collect the prescribed form VSSUT/ACD/605 (Application for enrollment in Ph.D Programme) Thereafter, you are required to report the Head of Department for verification of your academic qualifications, allotment of supervisor(s), and nomination of DSC members.

Then, the application forms for enrolment (VSSUT/ACD/605) duly completed by you and the concerned Head of the Department shall be submitted to Academic Section within 03 working days for enrolment after depositing necessary fees in the Accounts Section.

You are required to bring the documents and demand draft, with you while reporting for admission as per the list of documents and the fees structure for Ph.D Programme are furnished overleaf.

With best wishes,

Yours sincerely,

Dean, PGS&R



Form: VSSUT/ACD/605

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA
APPLICATION FOR ENROLMENT IN PH.D. PROGRAMME
(To be submitted on the day of joining)

- 1. Academic Programme : [Ph.D] 2. Department _____
3. Full name of the candidate : Mr/Mrs/Miss _____
(IN BLOCK CAPITAL LETTERS) (As per 10th Certificate)
4. Father's/Husband's Name _____
5. Mother's Name _____
6. Previous Name (if any) (e.g maiden name) _____
7. Permanent Address _____
8. (a) Date of Birth _____ (b) Blood Group _____
9. Nationality _____ 10. Caste Status : [SC] [ST] [General]

Table with 6 columns: Standard, University/Institute, Degree, Year, % of Marks or CGPA, Board Subjects of Study. Rows include H.S.C, H.S.S.C, Graduation, Post-Graduation, Any other.

Table for Relevant Working/Research Experience (if any) with columns: Organization, From, To, Position held. Rows 1 and 2.

Copies of Documents (published or unpublished) may be enclosed for record.

- 13. Details of present employer (if any) and financial support.
14. Board area of research proposed
15. Category of studentship : []
1. Full time student with Institute Fellowship/ Assistantship (University Scholar)
2. Full time student with External Fellowship (UGC/CSIR etc.)
3. Full time student without Fellowship (self financed/self supported)
4. VSSUT Faculty
5. VSSUT regular employees (Non teaching)
6. Project Scholars (JRF/SRF/RA etc.) or project staff members
7. QIP Scholars
8. Sponsored student (Institute/Research Organisation/Industry) Sponsored local student (Part Time)
16. (a) Assigned to Hall
(b) Permitted to stay outside Hall (Yes/No) (Xerox copy of permission letter attached) If yes, address _____

Date..... Full Signature of the Candidate
The application of the Candidate _____ is verified in the Department.

The following faculty members will serve as Supervisors of the Candidate:

1. _____ 2. _____
- (The DAC should be satisfied that the proposed Co-supervisor meets the criteria set under the regulation)

The following members are recommended for the Doctoral Scrutiny Committee of the student:

1. _____ Head of the Department
2. _____ Supervisor 1
3. _____ Supervisor 2
4. _____ (from the Department where the candidate is enrolled)
5. _____ (from the Department where the candidate is enrolled or related Department)

*If Head of the Department is a supervisor, the Chairman will be nominated by the Dean (PGS&R).

Signature of Members, DAC

Head of the Department

To Dean, PGS & R

-
1. Prof. _____, of the Department of _____ is nominated as member of DSC.
 2. Prof. _____, of the Department of _____ is nominated as Chairman because the HOD is a supervisor.
 3. The structure of the DSC as recommended by the DAC is approved as such / approved with the following modification:

4. The admission with all details may please be reported to the Academic Council in its next meeting.

Dean, PGS & R

To S.O. (Academic) for records and necessary action.

Amount of fee paid _____ and the Institute Receipt No. & Date _____
(Attach photo copy of the receipt)

The student is assigned the following Roll Number:

Degree	Year	Discipline (Branch)	Category	Roll No.

The enrolment of the student is approved with effect from today

S.O., Academic Affairs



Form: VSSUT/ACD/606

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA

OFFICE ORDER
ENROLMENT OF Ph.D. STUDENT

No:VSSUT/ACD/

Date:_____

The undersigned is pleased to convey enrolment of the following student in the Research Programme of the Institute:

1. Roll No. allotted :

--	--	--	--	--	--	--	--
2. Date of Enrolment : _____
3. Academic Programme : _____
4. Name of Candidate : _____
5. Father's/Husband's Name : _____
6. Permanent Address : _____
7. (a) Date of Birth : _____ (b) Blood Group: _____ (c) Nationality: _____
8. Department to which admitted: _____
9. Category :

SC	ST	General
----	----	---------
10. Category of studentship : _____
11. Highest Academic qualification: _____
12. Hall allotted : _____
13. Permitted to stay outside hall: Yes/No
14. Supervisors : (1) _____ (Principal Supervisor)
(2) _____ (Co-Supervisor)
15. For sponsored student :
(a) Place of Employment: _____
(b) The student is / is not permitted to take withdrawal after satisfying the course and residence requirements.
16. Doctoral Scrutiny Committee of the student:
 1. Head of the Department of _____ Chairman [or Prof. _____ if HOD is supervisor]
 2. Prof. _____ Principal Supervisor
 3. Prof. _____ Co-Supervisor
 4. Prof. _____ Member
 5. Prof. _____ Member
 6. Prof. _____ Member
17. The Chairman, DSC is requested to hold the meeting of the DSC with assigning course work and other actions as per Ph.D regulation.

Copy to :

Dean, PGS&R

1. Student concerned
2. All members of DSC
3. Head, Department of _____
4. Prof. I/c VSSUT, Library
5. Prof. I/c VSSUT, Library
6. (For sponsored students) Employer (with address)

4. Dean, Student's Welfare



Form: VSSUT/ACD/607

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA

APPLICATION FOR PROVISIONAL REGISTRATION (FIRST DSC MEETING) IN Ph.D PROGRAMME

(This form must be submitted within one month of a student joining the programme)

1. Name of the Department: _____

2. Name of the Student: _____

3. Roll Number: _____ 4. Date of Enrolment: _____

5. Caste Status: _____ 6. Category of studentship: _____

7. Broad Area of Research proposed: _____

8. Brief description of research work proposed. (To be filled jointly by the student and the supervisor(s) on a separate sheet)

9. Major equipment/ facilities necessary to carry out the project and means of obtaining them. (To be filled jointly by the student and the supervisor(s) on separate sheet)

10. Research work already completed by the student (if any) (Attach published or unpublished document)

11. (a) Request for early submission (if any) based o work already done: _____ months.

(Relevant documents enclosed.)

12. for sponsored students only (as per original application)

Does the student intend to carryout his/her work at the place of employment? Yes/No.

13. Proposed place of work: _____

(For category 8 and 9)

14. Facilities available : _____

15. Plan of residence on campus: _____

16. Signature of student with date: _____

Date: _____

Recommendation of the Supervisor (s):

1. Date of commencement of Research work: _____ Date of Enrolment

2. Comments: _____

Principal Supervisor

Co-Supervisor

Recommendation of the Doctoral Scrutiny Committee:

The DSC is satisfied that the proposed programme is prima facie, feasible to implement and adequate for the degree intended.

17. Course work recommended :

Sl. No.	Subject-Code	Course Title	Credits	Remarks
1				
2				
3				
4				

* Special conditions such as self-study courses may be mentioned in remarks column. Total course Credits =

18. Past research work:

Documents examined: _____

19. Comments on place of work and facilities: Adequate/ Inadequate

(DSC Member)

(DSC Member)

(DSC Member)

(Supervisor)

(Supervisor)
(Signatures of DSC members)

Chairman, DSC

(Head of the Department)

For Office use

Based on the recommendation of the DSC the candidates provisional registration for Ph.D. is recommended to Academic Council through RPEC for consideration.

Dean, PGS & R

Recommendation of the RPEC:

- a) Recommended : Yes/No
- b) Refused for the following reason:

(Signatures of RPEC members)

Approval of Vice-Chancellor

Vice-Chancellor

Note: The Academic Council should be informed on the Name of Student and Supervisor(s).



Form: VSSUT/ACD/608

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA

No. VSSUT/ACD/ _____/

Date: _____

OFFICE ORDER

Provisional Registration of student for Ph.D. Degree

The undersigned is pleased to convey the approval of the Vice-Chancellor for provisional registration of the following candidate for the Ph.D. Degree.

1. Name of the Student:..... 2. Roll No:.....
3. Department :.....
4. Date of Enrolment:..... 5. Category of studentship:.....
6. Supervisor(s): (1) Prof..... (Principal Supervisor)
(2) (Co-Supervisor)
7. Whether registering for Degree is Engineering/Science/Social Science/Management.....
8. Broad Area of Research:.....
9. Course Work Assigned :

Sl.No.	Subject-Code	Course Title	Credits	Remarks
1				
2				
3				
4				

Special conditions such as self-study courses may be mentioned in remarks column.

10. Effective date of Provisional Registration:.....
11. Earliest date of thesis submission:

Memo No. VSSUT/ACD/

Copy to :

1. Student concerned (Through Head of the Department)
2. Head, _____ Department
3. Supervisors
4. Employer: _____

Dated :

Dean, PGS&R

Dean, PGS&R



Form: VSSUT/ACD/609

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA

APPLICATION FOR LEAVE OF ABSENCE FROM CLASSES

(To be submitted in duplicate to the Department Office, Please do not submit to Dean (PGS&R) of Academic Section)

(Please do not use this form for visiting other institutions/industry for academic work)

Type of Leave : Casual Leave Medical Leave Station Leaving on Duty
(Attach approval)

1. Name : _____

2. Registration No. _____ 3. Department: _____

4. Reasons for seeking leave (Give details) :

5. Period : From _____ to _____

6. No. of working days absence : _____ *(for medical leave)*

7. No. of working days absence : _____ *(for casual leave)*

8. Leave already availed during the year: Medical _____ : Casual _____

9. Address during the leave with Tel. No. _____

10 I understand that this leave does not entitle me to extra classes, alternative examination or credit for class tests/home assignments.

Date.....

Signature of the student

Photocopy of medical certificate endorsed by University Medical Officer. In case of out station illness, all relevant medical papers are also enclosed alongwith endorsement by University Medical Officer.

Recommended for approval : Noted in appropriate Leave Register

(Supervisor)

(Department Office)

Approved (Up to 15 days CL & ML) Approved (Up to 30 days) Approved
 Recommended (Beyond 15 days CL & ML) Recommended (Beyond 30 days)

To Head of the Department Dean, PGS & R Vice-Chancellor
Head of the Department of _____ for records (Ph.D Students)

Copy to : Students concerned (through HOD)



Form: VSSUT/ACD/610

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA

SEMESTER REGISTRATION

1. Semester: Odd Even 2. Session: 20____ - 20____ 3. Roll No:

--	--	--	--	--	--	--	--	--	--
4. Programme: Ph.D. 5. Category [1 - 9]:.....
6. Full Name (in Capital Letters): 7. Deptt./Centre:
8. Hall of Residence: Room No.
9. Date of Enrolment: 10. Effective Date of Registration: /Not registered
11. My registration status is up to date not up to date
12. Withdrawal not granted granted vide Office Order No: Date:
13. Broad area of research:
14. Principal Supervisor: Co-Supervisor:
15. Courses to be registered for:

Sl.No	Sub Code	Name of the subject	Contact hours			Credits	Regular / Self study
			L	T	P		
1							
2							
3							
4							

16. Work proposed to be carried out during current semester.

.....

.....

.....

17.

For Full time students	For students who have taken withdrawal
Months elapsed since enrolment: _____	Office Order No. and Date _____
Days of leave taken: _____	Date of withdrawal: _____
Days of unauthorized absence: _____	Organisation where working: _____
Registration up to date: Yes/No	Registration up to date : Yes/No
_____ Office Asst. Supervisor	

Encl: (1) Photocopy of Fee Receipt for Institute dues (2) Mess dues/Clearance from Hall (in case of withdrawal)

Date:..... Signature of student:.....

- Endorsement with comments by the Supervisor and the Head of the Department/Centre
- The student is regular in attendance and work; Semester registration is recommended.
 - The student, granted withdrawal, is continuously in contact and is regular in is work; Registration is recommended.
 - The registration status is up to date; Semester registration is recommended.
 - Registration status is not up to date, but necessary steps are being taken; Registration is recommended.
 - Registration is not recommended.
-

Signature of the Principal Supervisor (or Co-Supervisor in is absence) Signature of the Head, Deptt/Centre

For Office use only:

- Semester Registration implemented Put up do Dean, PGS&R for approval.

Approved/Not Approved

Section Officer (Academic)

Dean, PGS & R



Form: VSSUT/ACD/611

**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA
APPLICATION FOR REGISTRATION FOR Ph.D DEGREE**

Part-A : To be filled in by the candidate and submitted alongwith seven (eight in case of 2nd Semester) copies of a report on the road map for future work - one for each DSC member, Department copy and Academic Section copy.

1. Full Name of the candidate-.....
(IN BLOCK CAPITAL) (As per 10th Certificate)
2. Roll No:..... 3. Department where enrolled :.....
(as allotted during enrolment)
4. Date of Enrolment:.....vide Office Order No.....
5. Effective Date of Provisional Registration.....vide Office Order No
6. Registration for Ph.D Degree in Science, Engineering or Social Sciences Management
7. Course Work Completed: (including research credits)

Subject-ID	Name of the subjects	Credits	Grade Obtained

8. (a) Date of commencement of Research work.....
(b) Research papers published/presented in seminars.....
(Copies of publications may be attached)
 9. Name(s) and address(es) of the Supervisor(s) :
1.....
2.....
 10. Broad title of the Research Topics:.....
.....
 11. Place(s) where the research work is being/will be carried out :
(a) Department.....
(b) Name and address of the Organisation :
(in case of sponsored candidates)
 12. Fees paid : University dues upto.....Hall dues upto.....
- Encl : Copies of report on work done so far and road map for future work.
(All DSC members, 1 Department copy, 1 Academic Section Copy)

Date.....

Signature of the Candidate

For Full time students	For students who have taken withdrawal
Months elapsed since enrollment_____	Office Order No. and Date_____
Days of leave taken_____	Date of withdrawal_____
Days of unauthorized absence_____	Organisation where working_____
Office Asst	Residential requirement completed _____months
Supervisor	

PART-B : RECOMMENDATION OF DSC

1. Attendance and work record of the student is Satisfactory Unsatisfactory
2. Date of comprehensive oral examination : _____ (b) Grade obtained _____
3. a) Date of Seminar _____ (b) Number of persons present _____
- c) Performance (i) in terms of quality _____ (ii) in terms of letter grade _____
(For unsatisfactory performance, action has to be taken as per para 11.2 of Ph.D regulation)
4. Quality of report submitted : _____
5. Recommendation of DSC
 - (a) The work done, if any, prior to joining the programme is worth/not worth.
 - (b) The candidate be registered effective from _____ for Ph.D (Res) Degree in
(Broad discipline): _____
 - (c) Earliest Date of Thesis Submission _____
 - (d) Part or work (for sponsored scholars only) can be done at the
place _____

6. Signature of DSC members with date :

Name	Signature
1. _____	_____
2. _____	_____
3. _____	_____
4. _____ (Supervisor)	_____
5. _____ (Supervisor)	_____
6. _____ (Chairman, DSC)	_____

Head of the Department

PART-C (FOR OFFICE USE ONLY)

1. Based on the recommendation of the DSC, the candidate's registration for Ph.D with effect from _____ is recommended to RPEC for consideration.

Dean, PGS&R

Recommendation of the RERC

- (a) Recommended : Yes/No
- (b) Not recommended for the following reason :

(Signature of RPEC members)

Decision of the Academic Council :

Approved/Rejected by Academic Council in its _____ th meeting held on _____.
Section Officer (Academic) is advised to bring out an appropriate office order with copies to the candidate, supervisors and the Head of the Department.

Dean, PGS&R



Form: VSSUT/ACD/612

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA

No. VSSUT/ACD/ _____/

Date: _____

OFFICE ORDER

Registration of students for Ph.D. Degree

The undersigned is pleased to convey approval of the Academic Council for registration of the following candidate for the Ph.D. Degree vide Academic Council Resolution No. _____ Dated _____

1. Name of the Student:.....Regn.No.....
2. Department :.....
3. Date of Enrolment:.....
4. Registration effective from :.....
5. Earliest Date of Thesis Submission:.....
6. Supervisor(s): (1).....
.....
(2).....
.....
7. Whether registering for Degree is Engineering/Science/Humanities &Social Science :
8. Broad Area of Research:.....
.....

9. Course Work Completed:

Sl.No.	Subject-ID	Course Title	Credits	Remarks
1				
2				
3				
4				

11. For sponsored candidates:
 - Whether permitted to work outside the Institute: Yes/No
 - Place of work:
 - Residential requirement completed:months

Memo No.VSSUT/ACD/
Copy to :

Dated : Dean, PGS & R

1. Student concerned (Through Head of the Department)
2. Head, _____ Department
3. Supervisors
4. Employer: _____

Dean, PGS & R



Form: VSSUT/ACD/613

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA
Application for withdrawal and submission of Ph.D Thesis from outside (To be submitted only after successful completion of all course work and residential requirement)

1. Name: _____ 2. Roll No: _____

3. Academic Programme : Ph.D 4. Category _____

5. Date of Enrolment : _____ 6. Date of Registration: _____

6. Department : _____

7. Name of Thesis Supervisor(s): _____

8. Date from which withdrawal is sought: _____

9. Reason for withdrawal :

- To pursue research programme at the place of employment.
- To write and submit thesis from outside (Research work already completed)
- To take a temporary break and return to the University for completing the research programme
- Any other (specify) _____

10. Approval at the time of admission (For sponsored students)

- As per original request of the sponsors at the time of admission, the student is expected to pursue research work at the place of employment.
- The student is supposed to work full time in the University till completion of the project.

8. Arrangement made, or to be made for completion of thesis : _____

12. Address for communication : _____

Phone : _____ Fax : _____ E-mail : _____

13. Undertaking :

I undertake to do semester registration in time by paying all applicable dues every semester till submission of thesis. I also promise to remain in touch with my supervisor(s) continuously for carrying out my project. I shall abide by all applicable rules of the University.

14. Signature of the student _____ Date _____

15. Comments of Supervisor(s):

- (a) The student has worked for ____years____ months on his project
- (b) Course work : All assigned course work completed
- (c) Experimental work ____% completed
- (d) Collection of data from outside the institute, ____% completed
- (e) Computational work : ____% completed
- (f) Data analysis and interpretation : ____% completed.
 - I am satisfied with the arrangement made proposed for carrying out the project.
 - Withdrawal recommended .

Supervisor

16. Recommendation of Doctoral Scrutiny Committee :

(Member(DSC) (Member(DSC) (Member(DSC) (Member(DSC) (Member(DSC) (Chairman(DSC)

17. Recommendation of the Head of the Department :

- Withdrawal recommended Withdrawal not recommended

Head of the Department

18. Observations of Academic Section :

- The student has completed assigned course work.
- The student is a sponsored candidate, and as per enrolment record, he is supposed to carry out his work at place of employment.
- The Student is not a sponsored student, but has completed the residential requirements of 06 months.

Section Officer, Academic

19. Recommendation of Dean (PGS & R)

Dean, PGS & R

20. Approved by Vice-Chancellor

- Withdrawal approved from _____ To be considered after second supervisor is selected Withdrawal request rejected

- To be reported to Academic Council in its next meeting.
- The thesis must be submitted before _____
(Date)

Vice-Chancellor

To Section Officer (Academic)



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA

No.VSSUT/ACD/

Date

OFFICE ORDER

Permission of Withdrawal and Submission of thesis from outside by Ph.D Students

The undersigned is pleased to convey the approval of competent authority for withdrawal of the following student from the Research Programme of the institute and submit thesis from outside:

1. Name of the Candidate : _____
2. Registration No. :

--	--	--	--	--	--	--	--
3. Department : _____
4. Academic Programme: **Ph.D**
5. Thesis Supervisors : (1)_____ (Principal Supervisor)
 (2)_____ (Co-Supervisor)
6. Date from which withdrawal is granted : _____
7. Reason for withdrawal : _____

8. Address for communication : _____

- Phone/Mobile No. _____ Fax _____ Email _____
9. Special points (if any) _____

The student is required to do semester registration every semester as per prevailing regulations and shall remain continuously in contact with his supervisors. The thesis must be submitted within the time limit set under the regulations.

Section Officer (Academic)

To

1. The student concerned : _____
2. Supervisor(s) : _____
3. Head, Department of : _____
4. Employer of the student (if applicable) : _____
5. Student's personal records.



Form VSSUT/ACD/615

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA
Proposal for submission of Synopsis of Ph.D Thesis

Certified that research work of Shri/Ms./Mrs. _____
a student in the Department/Centre of _____ is nearly complete
and the candidate will be able to submit his/her dissertation within the time limit of two months
prescribed under the regulations. A synopsis of his proposed thesis may kindly be accepted for
initiating the evaluation process.

Encl: (1) 1 copy of synopsis
(2) 1 copy of synopsis in electronic media (MS WORD and PDF format)

Date: _____

Signature of Supervisor(s)

The student has made an oral presentation before the DSC and a general audience. The DSC members have reviewed the synopsis and heard the oral presentation. The student has completed the required number of course works and other related works as per provisional registrations. The DSC is satisfied that he/she can submit the thesis in 02 months. The list of possible external examiners (Form VSSUT/ACD/616) is enclosed for approval.

The thesis will be / need not be seen by the Committee before submission.

Chairman, DSC

Head of the Department

Recommended to Vice-Chancellor for approval and serialization of list of examiners.

Approved.

Dean, PGS&R

Vice-Chancellor

N.B: This proposal is required to be sent to the Academic Section with the panel of examiners on (Form VSSUT/ACD/616) recommended by the DSC along with 1 copy of the synopsis.



Form: VSSUT/ACD/616

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA

Recommendations on Composition of Board of Examiners for Adjudication of Ph.D. Thesis

Date: _____

1. Name of the candidate (Full) : _____ Roll No. _____
2. Deptt./Centre attached to : _____
3. Effective Date of Registration: _____
4. Subject of Research/ : _____
Title of the Thesis _____
5. Degree for which the thesis is: Ph.D. in _____
to be submitted
6. Name(s) of Supervisor(s) : _____
7. Panel of names for composition of the Board of Examiners:

A For adjudication of thesis:

(a) External Examiners Panel 1: [from outside India] Detailed address given in Separate page.

(i) Name : _____
Designation : _____ Specialisation: _____
Affiliation Address: _____

(ii) Name : _____
Designation : _____ Specialisation: _____
Affiliation Address: _____

(iii) Name : _____
Designation : _____ Specialisation: _____
Affiliation Address: _____

(iv) Name : _____
Designation : _____ Specialisation: _____
Affiliation Address: _____

(v) Name : _____
Designation : _____ Specialisation: _____
Affiliation Address: _____

.....
Detailed information on all proposed examiners shall contain: (i) Name (ii) Designation (iii) Postal Address (iv) Telephone-Office (v) Telephone-Residence (vi) Fax (vii) E-mail (viii) Website of organization.

Panel II : [From within India] Detailed Address given in separate page.

- (i) Name _____
Designation _____ Specialisation _____
Affiliation _____
- (ii) Name _____
Designation _____ Specialisation _____
Affiliation _____
- (iii) Name _____
Designation _____ Specialisation _____
Affiliation _____
- (iv) Name _____
Designation _____ Specialisation _____
Department _____
- (v) Name _____
Designation _____ Specialisation _____
Affiliation _____

B. For conducting the Viva-Voce :

- (i) External member : any one of the following :
 - 1. Examiner from Panel II who adjudicated the thesis
 - 2. _____
- (ii) All members of the Doctoral Scrutiny Committee.

The Doctoral Scrutiny Committee certifies that the candidate named above duly appeared at the comprehensive viva-voce held today, the _____20_____ and his performance was found satisfactory.

The committee has also scrutinized the synopsis of the thesis and certifies that the work is of the standard required. We recommended the composition of the Board of Examiners and viva-voce Board as given in A & B above.

SIGNATURE OF THE MEMBERS OF THE DOCTORAL SCRUTINY COMMITTEE

- 1. _____ 2. _____
- 3. _____ 4. _____

Supervisor Supervisor Chairman, DSC Head of the Deptt./Centre

Approved in order of preference as marked on the margin

Vice-Chancellor



Form: VSSUT/ACD/617

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA

Submission of thesis by Ph.D. student

Name of the student: _____ Roll No: _____

Department : _____

Date of Enrollment : _____ Date of Registration: _____

Title of the thesis:

I hereby submit my thesis to the Institute for consideration and award of Ph.D Degree

Encl: 1) 5 copies of thesis (6 in case of 2 supervisors)

2) 2 copies of thesis in electronic media (Both PDF and Word)

3) Copy of Receipt No. _____ dated _____ for thesis examination fee.

Date

Signature of student

.....
Recommended for Acceptance for the purpose of evaluation.

Principal Supervisor
(or Co-Supervisor in his absence)

Chairman, DSC

Head of the Department

.....
To
The Dean, PGS&R



Form: VSSUT/ACD/618

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA

No. VSSUT/ACD/ _____

Date: _____

Acceptance of Ph.D thesis for examination

Name of the student: _____

Roll No. : _____

Department : _____

Title of the thesis : _____

Received _____ copies of the above mentioned thesis from Head, Department of _____ for examination as per regulations of the Institute. The department will be informed by the Institute on the status of examination in due course.

It is certified that the student has completed all formalities related to his academic programme and may Leave the Institute awaiting adjudication of his thesis.

Section Officer (Academic)

Dean, PGS&R

To

- (1) Head, Department of
- (2) Student concerned.
- (3) Employer of student (if applicable)
- (4) Warden, _____ Hall.



Form: VSSUT/ACD/619

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA
RECOMMENDATION OF EXAMINERS ON Ph.D THESIS

Name of the Candidate _____ Roll No. _____

Title of the thesis _____

(Please send detailed report on the thesis on separate sheet, and specific recommendation by ticking any one of the following option)

- I. The thesis meets the academic standard necessary for award of Ph.D degree in
Institutions of higher learning around the world. It may be accepted for award of
the Ph.D degree in its present form.
OR
- II. The thesis is acceptable subject to clarification of **certain points at the time of viva-voce**
(List of points enclosed)
OR
- III. The thesis is acceptable subject to modification/clarification/revision, as per
enclosed detail. After modification the **thesis need NOT be referred back to me.**
OR
- IV. The thesis is acceptable subject to further work/modification/substantial revision
of text, as per enclosed details. After modification the thesis should be referred back
to me for final assessment.
OR
- V. The thesis does not meet the standards of comparable work in institutions of
higher learning. It is **rejected.**

Place: _____ Signature of Examiner _____

Date: _____ Name of the Examiner _____

Affiliation: _____

- N.B :
1. A detailed Report should be enclosed in a separate sheet
 2. It is expected to receive the report within six weeks counting for the date of receiving the hard copy of the thesis. (Thesis need not be returned unless it contains instructions for corrections).
 3. The University requires a signed report from the examiner. Please return it to :

Professor A.N.Nayak
Dean, PGS&R
VSS University of Technology, Odisha, Burla
PO-Burla Engineering College
Dist- Sambalpur – 768018, Odisha (India)



Form: VSSUT/ACD/620

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA

SUMMARY OF EXAMINERS' REPORTS ON Ph.D THESIS

No.VSSUT/ACD/ _____ Date.....

Name of the Candidate : _____

Roll No. : _____

Department/Centre : _____

Title of thesis : _____

Date of registration : _____

Date of submission : _____

External examiners : (1) _____

(2) _____

Supervisor(s) : (1) _____

(2) _____

Reports on the Ph.D thesis of the candidate have been received from the examiners and are enclosed herewith for review.

SECTION OFFICER

(ACADEMIC)

REMARKS OF DEAN, PGS&R

Summary of reports :

DEAN, PGS&R

REMARKS OF VICE-CHANCELLOR

The reports of the examiners may be reviewed by the DSC in light of the observations of Dean,PGS&R and the recommendations of the DSC be sent to the Vice-Chancellor for approval. The HOD may, if the DSC thinks fit, give copies of the reports to the student to make necessary changes in thesis if so advised by the examiners.

Vice-Chancellor



Form: VSSUT/ACD/621

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA
RECOMMENDATION OF THE DOCTORAL SCRUTINY COMMITTEE ON REPORTS OF EXAMINERS

1. Department : _____ Date: _____
2. Name of the Candidate : _____ Roll No: _____
3. Date of Registration : _____
4. Title of the Thesis : _____

5. Whether Adjudicator's Report unanimous and favorable, if not state difference : _____

6. Observations if any, of the Committee : _____

7. Changes made in the thesis, if any (Attach separate sheet)
8. Proposed date of Viva Voce Examination : _____
9. We have considered the reports of the members of the Board of Examiners and recommend that the candidate may now be asked to appear for a viva-voce examination by the Board already formed. We also recommend that on the favourable report of the viva-voce Board one candidate be admitted to the Degree of Doctor of Philosophy in _____
10. Proposed Name and Address:
of Viva-Voce Examiner _____

Signature of the members of the Doctoral Committee:

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Supervisor

Supervisor

Chairman, DSC

Head of the Department

Dean, PGS&R

Vice-Chancellor



Form: VSSUT/ACD/622

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA
REPORT ON DEFENCE OF Ph.D DEGREE

Department : _____ Date : _____
Name of the Scholar : _____
Title of the Thesis : _____

Review of Examiners' report :

1. Examiner I : Prof./Dr. _____
2. Examiner II : Prof./Dr. _____
3. Supervisor(s) : Prof./Dr. _____
: Prof./Dr. _____

Date of Viva-Voce : _____ Number of persons present in seminar : _____

Recommendation :

(a) Performance : _____

(b) Degree (if recommended) to be awarded : Ph.D Programme

Modifications/Corrections as suggested by External Examiner have been incorporated and modified version of the thesis submitted.

Signature of members of Doctoral Scrutiny Committee/ board of viva-voce examiners :

Member

Member

Member

Supervisor

Supervisor

External Member

Chairman, DSC

Head of the Department

1. Two copies of the corrected bound thesis received.
2. Two soft copies of the corrected thesis in the form of CD containing MS-WORD and PDF files received.
3. The copies of thesis in paper and electronic form will be sent to Central Library if approved by the Dean, PGS&R.

Section Officer (Academic)

The recommendation of the Panel of examiners may be accepted for award of Ph.D Degree.

Dean, PGS&R

The student is provisionally accepted for award of Ph.D degree, subject to approval by the Academic Council and BOM.

Vice-Chancellor



Form: VSSUT/ACD/623

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA
PROGRAMME COMPLETION CERTIFICATE

(For Ph.D Programme only)

1. Name of the student (in full) : _____
2. Registration Number : _____
3. Department : _____
4. Programme : _____
5. Title of the Thesis : _____

6. Supervisor(s) : 1. _____
2. _____
7. Date of Completion : _____

Certified that the student named above has successfully completed all requirements for the award of the degree of Ph.D of VSSUT, Burla. The final degree certificate will be awarded in forthcoming Convocation. This certificate is issued with the approval of the competent authority.

Date :

Section Officer (Academic)

Dean, PGS&R

