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# **Regulations for Ph.D. Programs**

*(For students enrolled in or before December 2013)*

**Indian Institute of Technology Jodhpur**



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## 1. INTRODUCTION

The aim of the Ph.D. Program is to develop graduates having good knowledge and research training in classical and emerging areas. IIT Jodhpur hosts Ph.D. program in all areas of technology, engineering, sciences, and humanities and social sciences. The Ph.D. Program is based on three tenets of (1) *Semester System*, (2) *Credit System*, and (3) *Relative Grading*. This document sets out the procedures and requirements of the said postgraduate Programs of study at IIT Jodhpur. The Ph.D. program will be administered by a duly constituted Academic Committee (AC), through the office of Academics.

## 2. ACADEMIC SESSION

Each academic year (*July to June*) consists of two academic semesters. Each semester is for about sixteen (16) weeks with one week of recess for students, making it about 15 working weeks in each semester. Excluding the days of the examinations, the total number of days of instruction in a semester is at least 70. Normal schedule of these semesters is given in Table 1.

**Table 1:** Schedule of the Academic Session

S.No.	Segment of the Year	Duration
1	Semester 1	Fourth week of July – Last week of November
2	Winter Vacation	First week of December – Third week of December
3	Semester 2	Last week of December – Last week of April
4	Summer Vacation	First week of May – Third week of July

### 2.1 Academic Calendar

It gives the exact dates of all important events during the Academic Session, such as orientation, registration, commencement of classes, adding and dropping of courses, submission of documents, examinations, submission of grades, conversion of Incomplete I-grades, vacation, mid-semester recess. This calendar shall be approved by the *Senate*.

### 3. ADMISSIONS

The process of admission to the Ph.D. Programs offered by the Institute normally is underway during March-April for Semester 1 and during November-December for Semester 2. The Institute admits students to the doctoral degree Programs in three categories, namely:

(a) *Regular Full-Time Ph.D. Program*

Students admitted in this category shall not be a registered student in any other academic program in India or abroad, and shall not be a full-time or part-time employee of any organization in India or abroad. The students shall be eligible for financial assistance in the form of *Teaching Assistantship* or *Research Assistantship* as per norms of the Institute, or Scholarship or Fellowship as per norms of the funding agency, e.g., UGC, CSIR, DBT, NBHM and DST-INSPIRE.

(b) *Part-Time Ph.D. Program*

Students admitted in this category shall be a full-time employee of a recognized Institute, University or Organization. The student shall not be eligible for any financial support, and needs to get her/his application forwarded by her/his employer. The student shall complete the minimum course and residence requirements at IIT Jodhpur; she/he can undertake research at a location other than the Institute.

(c) *Sponsored Ph.D. Program*

Students admitted in this category shall be a full-time employee and sponsored by Industry, Organization and National Laboratory equipped with research facilities and recognized by Department of Science and Technology (DST). The student shall not be eligible for any financial assistantship from the Institute. The student shall be allowed to carry out a part or all of her/his research in the parent Industry, Organization or National Laboratory, under the supervision of a *Supervisor from IIT Jodhpur* and a *Co-Supervisor from the parent Industry, Organization or National Laboratory*. The Co-Supervisor should have an earned Ph.D. Degree herself/himself in an area related to the proposed research work of the student.

Students with Masters Degree earned from a University or an Institute abroad also are eligible to apply for the Ph.D. program.

### 3.1 Eligibility for Admission

The eligibility criteria prescribed in this section are the absolute minimum.

#### 3.1.1 Ph.D. Program in an Engineering discipline

- (1) Applicants with a Master's degree in Engineering, namely M.Tech, M.E., M.Sc. (Engineering) or MS with at least 60% marks or at least 6.5/10 Cumulative Performance Index (CPI) or Cumulative Grade Point Average (CGPA). Such students are required to have at least 60% marks or 6.5/10 CPI or CGPA in Bachelor's degree.
- (2) Applicants with a Master's degree in Sciences with at least 70% marks or at least 7.0/10 CPI or CGPA with a valid GATE, CSIR, UGC or NBHM score card. Such students are required to have 70% marks or 7.0/10 CPI or CGPA in Bachelor's degree.
- (3) Applicants with a Bachelor's degree in Engineering with
  - (a) a B.Tech, B.E. or B.Sc. (Engineering) degree with at least 80% marks or at least 8/10 CPI or CGPA and a valid GATE score, and
  - (b) a B.Tech. degree from any of the IITs with at least 8/10 CPI or CGPA with a valid GATE Score Card; and
- (4) Applicants with Master's degree in Engineering from a University or an Institute abroad with at least 60% marks, 3.0/4 CPI or CGPA, or 8.0/10 CPI or CGPA.

#### 3.1.2 Ph.D. Program in a Science discipline

- (1) Master's degree in Sciences with at least 60% marks or at least 6.5/10 CPI or CGPA with a valid GATE, CSIR, UGC score card or equivalent. Such students are required to have at least 60% marks or 6.5/10 CPI or CGPA in Bachelor's degree. Applicants holding Master's degree in Engineering also are eligible to apply for Ph.D. Programme in Sciences with at least 70% marks or 7/10 CPI or CGPA. Again, such applicants are required to have at least 70% marks or 7/10 CPI or CGPA in both the Bachelor's and Master's degree.
- (2) Applicants holding only Bachelor's degree in Engineering with
  - (i) a B.Tech, B.E. or B.Sc.(Engineering) degree with at least 80% marks or 8/10 CPI or CGPA and a valid GATE score card, and

- (ii) a B.Tech. degree from any of the IITs with at least 8/10 CPI or CGPA or a valid GATE score card; and
- (3) Applicants with Master's degree in Sciences or Engineering from a University or an Institute abroad with at least 60% marks, 3.0/4 CPI or CGPA, or 8.0/10 CPI or CGPA.

### 3.1.3 Ph.D. Program in a Humanities and Social Science discipline

- (1) Master's degree in Humanities, Social Sciences, Sciences, Engineering or allied areas with at least 55% marks or 6.0/10 CPI or CGPA with a valid GATE, UGC or CSIR score.
- (2) Applicants holding only Bachelor's degree in Engineering with
  - (a) a B.Tech, B.E. or B.Sc.(Engineering) degree with at least 80% marks or 8/10 CPI or CGPA and a valid GATE score card, and
  - (b) a B.Tech. degree from any of the IITs with at least 8/10 CPI or CGPA or a valid GATE score card; and
- (3) Applicants with Master's degree in Humanities, Social Sciences, Sciences, Engineering or allied areas from a University or an Institute abroad with at least 60% marks, 3.0/4 CPI or CGPA, or 8.0/10 CPI or CGPA.

### 3.2 Selection Procedure

The *Academic Committee* shortlists applicants with a proven academic record based on a cut-off of the GATE, CSIR or UGC score card or equivalent. The shortlisted applicants will be called for the written examination and/or interview. Admission will be made based on technical performance at the written examination and/or interview.

The Institute shall call the shortlisted candidates for an interview to a *Selection Committee* consisting of Faculty Members associated with that particular discipline. Based on the technical performance of the candidate in the interview in addition to her/his academic record, the Selection Committee will recommend to the Chairman, Senate, names of candidates found suitable for admission to the Ph.D. Program.

All applicants, who are offered admission, will be informed within a week of the interview process. Candidates whose selection is



approved by the Chairman, Senate, will be admitted to the Ph.D. Program at IIT Jodhpur after paying the prescribed fee for the Program.

### **3.3 Supervisor Allocation**

- (1) The Supervisor for Students admitted to the Ph.D. Program shall be identified during the interview. The Supervisor identification will be based on the research interest of the student and the availability of a faculty member willing to supervise such a work.
- (2) At the time of selection, one Supervisor will be identified. If the research work chosen requires more than one Supervisor, the student or Supervisor can make a request with justification along with the consent of the proposed Supervisor for consideration by the Academic Committee. Appointment of Co-Supervisor should be completed within one and half years of admission to the Ph.D. Program. The Co-Supervisor can be from an Institute, University or Laboratory of National repute outside IIT Jodhpur. Such appointments shall be made by Chairman Senate, IIT Jodhpur.

### **3.4 Reservation Policy**

The norms of reservation for different categories shall be adopted as laid down by the *Ministry of Human Resource Development, Government of India*.

### **3.5 Non-degree Program**

A non-degree student is a student who is registered for a degree in a recognized Institute or a University in India or abroad, and who is officially sponsored by that Institute or University to complete a part of her/his academic programme at IIT Jodhpur. For that purpose, the non-degree student may carry out research, take courses for credit or otherwise, and/or may use other academic facilities. An official transcript of work done at the Institute along with grades obtained, if any, would be given to the non-degree student concerned for her/his use as she/he may deem appropriate. But, any credits earned at the Institute, by a non-degree student, cannot be applied for any degree program of IIT Jodhpur at any time thereafter. A person can be admitted as a non-degree student on a duly sponsored application to the *Coordinator (Academics)*, who will recommend admission on the

advice of AC to the Chairman, Senate, for approval. A non-degree student may be admitted for a maximum period of one year. The strength of non-degree students in any programme should not be more than 25% of the program strength. A non-degree student will be required to pay all applicable fees depending upon the status, programme, and nationality. Such students will be governed by all rules, regulations and discipline applicable to regular students of the Institute.

### **3.6 Cancellation of Admission**

Students admitted provisionally or otherwise to any programme shall submit copies of their mark sheets, provisional certificates, etc. of the qualifying examination and other documents by the last date specified for the purpose in the Academic Calendar. The Senate reserves the right to cancel the admission of any student, if

- (a) she/he fails to submit the prescribed documents demonstrating her/his minimum academic qualification for admission, by the specified date or to meet other stipulated requirement(s); and
- (b) it is found (at any time later) that the student had provided some false information or suppressed relevant information while seeking admission.

### **3.7 Fulfilment of Admission Requirements**

Admission to Ph.D. programs requires that the applicant be eligible, go through the laid-down admission procedure, and pay the prescribed fees. All admissions to the Ph.D. programs should be formally approved by the Senate.

#### *(a) Course Work*

Ph.D. students are required to undergo 600 and 700 level coursework at the Institute, offered either by the Center and/or discipline with which the Supervisor of the Ph.D. student is associated or by any other Center and/or discipline. The minimum number of 600 and 700 level courses is listed in Table 2, which the Ph.D. student should meet to complete the coursework requirement. Ph.D. students holding an M.Tech. degree from IIT Jodhpur or any other IITs shall not credit the same or equivalent courses.

**Table 2:** Minimum coursework requirements

S. No.	Ph.D. in	with	Minimum number of 600 and 700 level courses to be credited
1.	Engineering discipline	M.Tech., M.E. or M.Sc. (Engineering) in an Engineering discipline	4
		M.Sc. degree in a Science discipline	10
		B.Tech., B.E. or B.Sc. (Engineering) in an Engineering discipline	10
2.	Science, Humanities or Social Sciences discipline	M.Sc., M.A. and M.Phil. degree in a Science, Humanities or Social Sciences discipline	4

*(b) Comprehensive Examination*

After completing the coursework, the Ph.D. student is required to appear for *Comprehensive Examination*, which tests the breadth of knowledge and ability to do research. *Comprehensive Examination* will consist of a written and an oral examination; written examination will be based on open-ended questions in proposed area of research to test the analytic thinking of the student (and not on any specific course work), and oral examination will focus on background to start research in a particular field, and response of student in written examination. In special circumstances, a student may also be allowed to appear for *Comprehensive Examination before completing the coursework, or after the proposed timeline* on the recommendation of the Supervisor and Academic Committee to the Chairman, Senate.

The *Comprehensive Examination* shall be coordinated by the *Supervisor(s)* and at least three other Faculty Members from the Institute nominated by the *Supervisor(s)* and approved by the *Coordinator (Academics)*. These three other faculty members should have had research experience in the proposed research area of the student or an allied research area.

The student shall demonstrate satisfactory performance in the *Comprehensive Examination*; else the student shall be given one more chance to appear for the *Comprehensive Examination* after a period of two months. If the student fails to perform satisfactorily

in this attempt also, the registration of the student in the Ph.D. program stands cancelled. Normally, the student is expected to successfully complete the Comprehensive Examination by the end of following semesters (from the date of Ph.D. registration) as indicated in Table 3, failing which the registration of the student in the Ph.D. program stands cancelled.

**Table 3:** Timeline for successful completion of comprehensive examination

S. No.	Ph.D. in	with	Comprehensive examination timeline (semesters)
1.	Engineering discipline	M.Tech., M.E. or M.Sc. (Engineering) in an Engineering discipline	2
		M.Sc. degree in a Science discipline	4
		B.Tech., B.E. or B.Sc. (Engineering) in an Engineering discipline	4
2.	Science, Humanities or Social Sciences discipline	M.Sc., M.A. and M.Phil. degree in a Science, Humanities or Social Sciences discipline	2

(c) *State-of-the-Art Seminar*

After the successful completion of the *Comprehensive Examination*, the student is required to give a public *State-of-the-Art Seminar* based on a thorough survey of literature in the proposed research area. This Seminar must be given in no case later than the end of third semester from the date of registration to the Ph.D. program. The *State-of-the-Art Seminar* given by the student shall be evaluated by the Supervisor(s); if the performance is found to be unsatisfactory, the student shall present the *State-of-the-Art Seminar* again after 2 months.

(d) *Open Seminar*

After successfully presenting the *State-of-the-Art Seminar* and undertaking research work, the student shall give a public *Open Seminar* at least two months before the submission of the Thesis. In this *Open Seminar*, the student shall present the main contention of research findings. It is intended to give the student any inputs or suggestions on the research carried out. Hence, there is no evaluation of this presentation made by the student.

(e) *Thesis Submission and Defense*

The student shall submit the Thesis within two months of the Open Seminar. Prior to submission of the Thesis, the student should have preferably at least one paper either published or accepted for publication in a peer reviewed journal. Further,

1. The Supervisor(s) shall propose a list of 10 examiners consisting of at least four Faculty Members from abroad and 4 Faculty Members from India, who have the expertise in the area in which the student undertook research. For selecting an examiner, following guidelines should be followed:
  - (a) The examiners shall have at least 6 years Post-Ph.D. experience;
  - (b) No two proposed examiners shall be from the same organization; and
  - (c) The examiners can be Faculty Members or Scientists, of standing and repute.

The list provided by the Ph.D. Thesis Supervisor is not binding on the Chairman, Senate. In special instances, the Chairman, Senate may identify examiners beyond in the list.

2. The Chairman, Senate, IIT Jodhpur, shall select two examiners from the proposed list, of which at least one should be an examiner from outside India. In addition, the Supervisor(s) shall be the examiner(s) of the Thesis. The consent of these Faculty Members shall be taken before sending the Thesis to them.
3. The Indian examiners should attend in person the Thesis Defense.
4. The examiners shall submit a written report on the Thesis within a period of two months from the date of receipt of the Thesis.
5. If both examiners declare the Thesis as acceptable for award of Ph.D. degree, the *Coordinator (Academics)* shall request the Supervisor(s) to hold the Thesis Defense by the student.
6. If any of the examiners rejects the Thesis for the award of the Ph.D. degree, the *Coordinator (Academics)* shall report the matter to the Chairman, Senate, IIT Jodhpur, for further consideration.

The Chairman, Senate, IIT Jodhpur, will refer the Thesis to a third examiner under special circumstances, else the registration of the student shall stand cancelled in the Ph.D. program.

7. If both examiners reject the Thesis for the award of the Ph.D. degree, no degree shall be awarded by the Institute, and the registration of the student shall stand cancelled in the Ph.D. program.
8. If an examiner suggests revision of the Thesis, the student shall resubmit the Thesis after the revision within a prescribed time period specified by the Chairman, Senate, under the guidance of the Supervisor(s).
9. When both examiners recommend the Thesis as accepted for the student to defend the Thesis, or after the resubmission of the Thesis after incorporating the suggestions/corrections given by the examiners, the student shall publicly present the Thesis and defend the contention of the Thesis.

The committee consisting of Supervisor(s), the Examiner from within India and the three Faculty Members, who participated in the *Comprehensive Examination* of the student, shall evaluate the *Thesis Defense* of the Ph.D. student also. On their recommendation, *Coordinator (Academics)* shall recommend to Senate, to consider the award of Ph.D. degree to the student.

## **4. COURSEWORK REQUIREMENTS**

### **4.1 Academic Load**

Each course is given a weightage called *credits*. The number of credits of each course is based on the number of contact hours for lectures, tutorials, and practicals. A typical PG course is of 3-4 credits. Credits will be assigned to the courses based on the following general pattern:

- (a) *Four credits* for three lecture classes of 50 minutes each;
- (b) *One credit* for each tutorial class of 50 minutes; and
- (c) *Two credits* for each laboratory or practical class of three hours.

## **4.2 Registration**

Students are required to register each semester for the courses as per the programme, on the dates specified in the Academic Calendar. After the successful completion of the required courses, a Ph.D. student must continue to register in the following semester till she/he submits her/his Thesis.

## **4.3 Registration Procedure**

A list of courses to be offered in the next semester will be announced online by the AC. Students shall pre-register for courses, in consultation with their respective Supervisor. The registration procedure involves

- (a) Online filling of the registration form with courses proposed to be credited in the semester;
- (b) Payment of fees and clearance of outstanding dues (if any); and
- (c) Signing of the registration roll at the office of the coordinator of the center/discipline hosting the Ph.D. Program.

A fresh student joining the Institute, who is awaiting the final results of the qualifying examination, is allowed to register provisionally on submission of a certificate from her/his last Institute stating that she/he has appeared in the final examination of the qualifying degree. The student is required to submit documents of having passed the qualifying examination by the last date given in the Academic Calendar for the registration to be regularized.

## **4.4 Late Registration**

If for any compelling reason, like illness, a student is unable to register on the day of registration, she/he can register before the late registration date of registration specified in the academic calendar. If a student seeks prior permission to register late on other valid grounds, Chairman, AC, may allow late registration. Beyond the date of late registration, no student will be allowed to register. In special cases, the final decision will rest with the Senate.

## **4.5 Adding and Dropping of Courses**

A student may add or drop course(s) within one week of the beginning of the semester or the last date(s) specified in the Academic Calendar. For this, the student must fill the appropriate form, get it

endorsed by the Instructor of the course being added, and submit the same to the AC. No permission is required to drop a course.

#### **4.6 Withdrawing from a Course**

After the last date of add-drop, a student will have the option of withdrawing from a course. The last date of course withdrawal will be 1 week after the first Mid-Term Exam. A student can withdraw from a course with the permission of the course Instructor, and subsequent approval from the Academic Committee. A student cannot add a new course in lieu of the dropped course. The withdrawn course will be mentioned in the Student's grade card with a letter grade 'Y'.

#### **4.7 Cancellation of Registration**

Absence for a period of four or more weeks without prior permission during a semester shall result in automatic cancellation of the registration of a student from all the courses in that semester.

### **5. TEACHING AND EVALUATION**

#### **5.1 Teaching**

##### *(a) Medium of Instruction*

The medium of instruction of all courses shall be *English*.

##### *(b) Approval of Courses*

Each course along with its weight in terms of credits is approved by the Senate. Only approved courses may be offered during any semester/summer-term.

##### *(c) List of Courses*

The list of courses to be offered in a Ph.D. Program is finalized before the beginning of the semester, by the center/discipline hosting that Program.

##### *(d) Conduct of Courses*

Each course shall be conducted by the Faculty Member with the assistance of required Teaching Assistants, as required. The Faculty Member is responsible for conducting the course: teaching in the class, holding the examinations, evaluating the performance of students, awarding the grades at the end of the semester, and submitting the grades to AC within 72 hours of the completion of the final examination.



(e) *Teaching Assignments*

Prior to each semester, the *Coordinator* of the *Center* hosting the Ph.D. Program shall request the *Convenors* of relevant *Focus Groups* for providing a list of courses being floated by faculty members of the *Focus Groups*. The *Convenors* of *Focus Groups* shall hold a meeting of all its faculty members to identify names of faculty members offering the courses of the next semester.

(f) *Auditing of Courses*

A student may audit any number of courses beyond the prescribed minimum number of courses. Students wishing to audit a course shall seek the consent of the *Instructor* of the course being audited. The name of the audited course will appear in the *Grade-Card* of the student. No grade will be awarded to students auditing a course; the *Instructor* may require such students to submit all homeworks and term papers during the semester just like the students, who are crediting the course.

## 5.2 Attendance Requirements

A student should have full attendance in each course. Unless the student takes leave of absence for valid reasons, the student has to attend every lecture, tutorial, or lab session. If a student is absent without any reason, the *Instructor* would send him a warning by email. If the student's attendance falls below 80% then the *Instructor* will notify the *Academic Section* and a letter will be sent to the student's parents. If the student still does not attend the classes regularly, then the *Academic Committee* can deregister the student from the course. Once a student is deregistered from a course, that course will not show up in the *grade-card* of the student.

## 5.3 Evaluation

The performance of students in a course is evaluated in a continuous basis, using their interaction in the classroom, and performances in examinations, the laboratory work (if any), and term-papers and projects.

(a) *Schedule of Examinations*

Each course shall have two mid-semester and one end-semester examinations; the mid-semester examinations shall be of 60 minutes

duration and the final examination of 180 minutes. The weightages of elements of evaluation in different courses are listed in Table 4.

**Table 4:** Weightages of elements of evaluation in different courses

S.No.	Mid-Semester 1	Mid-Semester 2	End-Semester	Homeworks	Term Projects	Laboratory
1	25	25	50	-	-	-
2	20	20	40	20	-	-
3	20	20	40	10	10	-
4	20	20	40	5	15	
5	20	20	40	-	-	20

#### (b) Make-up Examinations

No make-up examinations are admissible for any reason. But, if a student fails to appear in any examination (two mid-semester and one end semester examinations) for a genuine reason (such as illness), she/he may make a request to AC for a make-up examination within two days of the date of the scheduled examination; a certificate shall be furnished from the Medical Officer of the Institute Health Center, when illness being the reason for absence from the examination. In such cases, the marks obtained in the other elements of evaluation shall be prorated for the examination missed. When two examinations are missed in a course, the prorating is done for only one examination; the marks in the other examination shall be taken as zero.

## 5.4 Grading System

### (a) Grades and Grade Points

At the end of the semester, a student is awarded a relative letter grade in each course by the Instructor offering the course considering the performance of the student during the semester with respect to those of the other students registered in the course. Five regular letter grades, namely A, B, C, D and F shall be awarded in each course for Ph.D. students. Each letter grade is associated with a numerical equivalent on a 10-point scale (called *Grade Point*) shown in Table 5. The grades shall be submitted to the AC within 72 hours after the end semester examination.

A student is awarded 'I' grade in a course, when the student fails to appear in the end-semester examination for a genuine reason. The student shall appear for a make-up examination within the first week of the next semester and seek to convert the 'I' grade

into one of the regular grades, at least one day before the last date of add drop in the next semester. Any 'I' grade remaining after this date shall be converted automatically into an 'F' grade.

A PhD student shall obtain a minimum CGPA of 7.0/10 in the courses taken by her/him to complete the minimum course work requirement.

*(b) Change of Grade Already Awarded*

Normally, a letter grade once awarded shall not be changed. Only, in exceptional circumstances, the Senate may allow the required change.

**Table 5:** Grades awarded to Ph.D. Students in each Post-Graduate course

S.No.	Letter Grade	Grade Points	Comment
1	A	10	Very Good
2	B	8	Good
3	C	6	Marginal
4	D	4	Poor
5	F	2	Fail
6	I	-	Incomplete
7	S	-	Acceptable
	X	-	Unacceptable
8	W	-	This grade indicates that a waiver granted for a course at IIT Jodhpur due to courses credited and/or work done at a institute or University elsewhere. All such courses and/or requirements will be deemed to carry zero credits for SGPA/CGPA calculations.
9	Y	-	This grade indicates that the student has withdrawn from a course after the add-drop date with the permission of the Course Instructor, and with subsequent approval from the Academic Committee. All such courses and/or requirements will be deemed to carry zero credits for SGPA/CGPA calculations.

**5.5 Grade Point Averages**

The *Semester Grade Point Average (SGPA)* is a weighted average of the grades earned by a student in all the courses credited by her/him and reflects her/his academic performance in the respective

semester. If the grade points associated with the letter grades earned by a student in  $N$  courses registered during a semester are  $G_1, G_2, \dots, G_N$ , and the corresponding credits  $C_1, C_2, \dots, C_N$ , then the SGPA is given by

$$SGPA = \frac{C_1G_1 + C_2G_2 + \dots + C_NG_N}{C_1 + C_2 + \dots + C_N}$$

The *Cumulative Grade Point Average (CGPA)* indicates the overall academic performance of a student in all the courses registered up to the latest completed semester. The CGPA is computed in a similar manner as the SGPA, considering all the courses in all semesters.

## 5.6 Grade Card and Transcript

A *Grade Card* shall be issued to each student at the end of each semester, and a *Transcript* at the end of the Ph.D. Program.

## 6. TERMINATION

### 6.1 Termination from Ph.D. Program

A student may be terminated from the Ph.D. Program by the Chairman, Senate, if the student

- (a) is absent without authorized leave of absence for a major part of the semester and does not appear in the end-semester examination of the courses in which she/he is registered;
- (b) fails to report and register by the last date of registration without a bonafide reason;
- (c) violates the code of conduct, involves in ragging, etc., as confirmed by the student Disciplinary Action Committee of the Institute; or
- (d) does not earn the prescribed minimum number of credits within a maximum of 2 years from the date of registration, including all leaves of absence.

### 6.2 Appeal against Termination

A student, who is terminated from the Ph.D. Program, can appeal for reconsideration to the Chairman, Senate. In the appeal, the student is expected to give reasons for poor academic performance and/or why the termination should be reconsidered. The Senate shall take a final decision after considering all the available inputs. But, the

Senate will not entertain any further appeal for review, unless substantial additional information is brought to its notice.

## **7. LEAVE**

Application for leave of absence should be addressed to the Chairman, AC, and submitted with a medical certificate, if applicable. Usually, leave must not be availed of without prior approval of the AC. Applications for all kinds of leave must be submitted well in advance of the date of commencement of the leave requested. Student's absence from the Institute without sanctioned leave will entail loss of financial assistantship for the period of absence and in extreme circumstances may also result in the termination from the respective Ph.D. Program.

### **7.1 Short Leave**

Ph.D. students are entitled for vacation leave up to a maximum of 15 days per Semester in addition to Public Holidays. Vacation leave not availed in a Semester will be carried over to the next Semester up to a maximum of 15 days. For bonafide reasons, the student may also be allowed casual leave for up to 7 days per semester.

Ph.D. students may be granted medical leave, duly supported by a medical certificate, up to a maximum of 15 days per year. Such leave shall not entail any loss of financial assistantship. Female students are entitled for maternity leave, duly supported by a medical certificate, for a maximum of 3 months, once during the tenure of their assistantship or fellowship. Male students are also entitled for 15 days paternity leave, once during the tenure of their assistantship or fellowship. The leave should be duly supported by a medical certificate.

Special Leave is admissible with the recommendation of Supervisor(s) to attend Seminars and Conferences in India or abroad to present research papers.

### **7.2 Temporary Withdrawal / Semester Leave**

Normally, a student is not allowed to withdraw from the Ph.D. program temporarily and is expected to complete the program without

a break. But, for genuine reasons and/or in exceptional circumstances, a student may be allowed to withdraw temporarily on leave of absence at the discretion of AC and/or Senate for an extended period. Such leave of absence(s) shall ordinarily not exceed two semesters with or without break during the entire period of the Ph.D. Program. Absence for a period of four or more weeks in any semester will result in automatic withdrawal from all courses in that semester.

In case of a prolonged leave of absence due to medical or other genuine reasons, the student or his parents must notify the *Office of Academics*, before proceeding on leave, or as soon as possible. A student who remains on authorized leave of absence due to ill health, is required to submit on return a certificate from a *Registered Medical Practitioner* to the effect that he/she is sufficiently cured and is fit to resume his/her studies. Within a fortnight of the student joining back to the Institute after recovering from illness, he/she should get his treatment verified by the *Medical Officer* at the *Health Center* of IIT Jodhpur and get the treatment summary recorded on his/her medical booklet. The student will be allowed to register only when AC is fully satisfied of his/her state of health. The *Academic Committee* may advise the student to apply for a reduced course load or, if deemed necessary, dropping the semester.

### **7.3 Permission to Proceed to other Institutions**

To help students to broaden their horizons and gain course/work experience, she/he may be permitted to proceed to other academic institutes in India or abroad as a non-degree student. The following guidelines and procedures apply for this purpose:

- (1) *Eligibility*: A student may be allowed to spend up to one semester and/or one summer terms in any academic institute/university/industry of repute in India or abroad with prior permission of AC, if the student has:
  - (a) Completed course work, comprehensive examination, and state-of-the-art-Seminar; and
  - (b) No 'F' grade in any course.
- (2) *Procedure*: The student shall make an application to AC through the Supervisor and Coordinator of the Center hosting the program,

giving details of the proposed visit, and shall submit a statement of purpose with sufficient information about the institute/university/industry where she/he has chosen to spend time as a non-degree student. The AC will examine the student's request. On the recommendation of the AC, the Senate may approve the proposal and grant permission, with leave of absence, to the student to proceed as a non-degree student to the selected institute.

- (3) *Transfer of Credits and Waiver in-lieu thereof*: The student will be informed about the requirements she/he must fulfil to apply, on her/his return, for academic credit. On return, the student may apply for waiver with an official transcript of the grades obtained by her/him at the selected institute as a non-degree student and other documents/material that the concerned Center may require for evaluation. The AC will determine the equivalent courses and/or requirements for which the student may be given a waiver in her/his Ph.D. Program at IIT Jodhpur. Against each course or requirement for which a waiver is granted, the letter grade 'W' shall appear on the grade card and transcript.

On the recommendation of the AC, the Senate may allow a student waiver for a maximum credit equivalent to that earned in 2 semesters in the respective branch in-lieu of her/his successful completion of the Ph.D. Program, elsewhere as a non-degree student.

- (4) Students selected by the Institute, using prescribed rules and procedures, to proceed on any Academic Exchange Program will be governed by the other Clauses of 8.

## **8. REQUIREMENTS FOR GRADUATION**

A student is deemed to have completed the requirements for graduation if she/he has met the requirements laid down in Clauses 8.1 to 8.4.

### **8.1 Minimum Duration of Residence**

Ph.D. students are required to complete at least the duration of stay listed in Table 6. Part-time students sponsored by R&D Institutes or Laboratories are required to stay on the campus until completion of coursework, comprehensive examination and state-of-the-art Seminar.

**Table 6:** Minimum residential requirement

S.No.	Ph.D. in	With	Minimum Duration of Residence at IIT Jodhpur from Date of Registration to Date of Defense
1.	Engineering discipline	M.Tech., M.E. or M.Sc. (Engineering) in an Engineering discipline	4
		M.Sc. degree in a Science discipline	6
		B.Tech., B.E. or B.Sc. (Engineering) in an Engineering discipline	6
2.	Science, Humanities or Social Sciences discipline	M.Sc., M.A. and M.Phil. degree in a Science, Humanities or Social Sciences discipline	4

## 8.2 Academic

A Ph.D. student is said to have completed the course work requirements, if she/he satisfies the criteria laid down in Sections 4 and 5.4. The student shall be declared to have fulfilled the Academic requirements if she/he has completed the minimum number of courses as per Table 2.

## 8.3 Payment of Fees and Dues

The student shall pay all admissible fee and dues, and seek a *No DUE CERTIFICATE* from the Institute, on completion of the Academic Requirements.

## 8.4 No case of Disciplinary Action

The student shall not have any case of indiscipline pending against her/him.

## 8.5 Award of Degrees

A student who completes all the graduation requirements specified in Clauses 8.1 to 8.4 is recommended by the Senate to the Board of Governors (BOG) for the award of the appropriate degree in the ensuing convocation. The degree can be awarded only after the BOG accords its approval.



## **8.6 Withdrawal of Degree**

Under extremely exceptional circumstances, where gross violation of the graduation requirements is detected at a later stage, the Senate may recommend to the Board of Governors withdrawal of a degree already awarded to the student.

## **9. FINANCIAL ASSISTANCE**

Full time Ph.D. students shall be offered *Teaching or Research Assistantships* in return for 8 hours of work per week. *Teaching Assistantship* duties shall include assisting Faculty Members in the conduct of courses (e.g., grading homeworks and tutorials, *but not examinations, quizzes and term papers*), and participating in tutorial or laboratory classes in the presence of Faculty Members (*but not without them*). *Research Assistantship* duties will include assisting faculty members in the conduct of research (e.g., related to *sponsored* research projects, *but not related to consultancy projects*).

## **10. AMENDMENTS**

Notwithstanding anything contained in this document, the *Senate* of IIT Jodhpur reserves the right to modify/amend without notice, the curricula, procedures, requirements, and rules pertaining to its Ph.D. Programs.

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7.1



## Regulations for Ph.D. Programs

2013