बिरला प्रौद्योगिकी संस्थान
BIRLA INSTITUTE OF TECHNOLOGY
(वि0 अनु0 आ0 अधिनियम १९५६ की धारा ३ के तहत मान्यता विश्वविद्यालय || A Deemed to be University u/s 3 of UGC Act, 1956)
मेसरा, राँची - ८३५२१५ (भारत) | MESRA, RANCHI - 835 215 (INDIA)

पीएचडी कार्यक्रम के लिए अध्यादेश

Ordinance for Ph.D. Programme

(Approved by the Academic Council in its 108th Meeting held on 25th November 2021)

(शैक्षणिक सत्र एम०ओ०-2021)

(EFFECTIVE FROM ACADEMIC SESSION MO-2021)

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Abbreviations:

PhD	Doctor of Philosophy
UGC	University Grants Commission
DST	Department of Science & Technology
DBT	Department of Biotechnology
CSIR	Council of Scientific and Industrial Research
SCI	Science Citation Index
SCIE	Science Citation Index Expanded
SSCI	Social Science Citation Index
AHCI	Arts & Humanities Citation Index
DAC	Departmental Academic Committee
DC	Doctoral Committee
AC	Academic Council
NET	National Eligibility Test
GATE	Graduate Aptitude Test in Engineering
JEST	Joint Entrance Screening Test
ICMR	Indian Council of Medical Research
NBHM	National Board for Higher Mathematics
JRF	Junior Research Fellow
PF	Project Fellow
VC	Vice Chancellor
AP	Academic Programme
CBCS	Choice Based Credit System
ACAP	Advisory Committee for Academic Programme
IFAC	Institute Faculty Affairs Committee
ABDC	Australian Business Deans Council
BINC	Bio-Informatics National Certification Examination
IEEE	Institute of Electrical and Electronics Engineers

The Ordinances/Office Orders of the Institute, issued from time to time shall take precedence over the Ph.D. Ordinance in the matter of any dispute.

1. PREAMBLE

1.1 Consistent with the availability of the required infrastructure, the 'Birla Institute of Technology, Mesra, Ranchi', A Deemed to be University u/s 3 of UGC Act, 1956, (*hereinafter referred to as the '**Institute**')*, shall provide facilities for research in several areas of Science, Technology, Engineering, Architecture, Pharmacy, Management, Humanities and other interdisciplinary fields leading to the award of the Degree of Doctor of Philosophy, hereinafter abbreviated as Ph.D.

1.2 The Ordinance, hereinafter specified, lay down the procedure to be adopted for the research Programme for the Ph.D. Degree of the Institute.

1.3 Department/Center, wherever mentioned in this Ordinance refers to an Academic Department/Center of the Institute.

1.4 Off-Campus, wherever mentioned in this Ordinance, refers to an Off-Campus of the Institute.

1.5 Academic Council, wherever mentioned in this Ordinance, refers to the Academic Council of the Institute.

1.6 A scholar is an eligible person, who is enrolled at the Institute for any specific Ph.D. Programme. Prior to enrollment, this person is referred to as an applicant.

1.7 Guide/Co-Guide/External Guide is a person approved by the Academic Council for the guidance of the scholar while pursuing the Programme of research leading to Ph.D. degree of the Institute.

2. OBJECTIVES OF THE PH.D. PROGRAMME

2.1 The objectives of the Programme are to impart research training to the scholar and prepare him/her for a career in independent investigation and original research to enable him to make a significant contribution to new knowledge in his/her field and profession. The research Programme shall ensure that it is not an end, but a means for future benefit to society and profession.

2.2 To achieve these objectives, the research Programme shall ensure the following:

a) Current status.
b) Open questions.
c) Future scope of new knowledge and its applications.
d) Acquisition of fundamental and in-depth knowledge in the chosen discipline and field.
e) Acquisition of in-depth knowledge in the field of research.
f) Training in the use of research tools of the field and develop skill and capability to conduct original research.

2.3 The Institute strives through a process of continuous improvement to fully integrate equal opportunity principles into all aspects of its activity through its decision making and planning processes.

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3. ELIGIBILITY CRITERIA FOR SELECTION

3.1 Candidates with following qualifications shall be eligible for admission to the Ph.D. Programme of the Institute:

a) Candidates possessing M.Tech./M.E./M.Sc.(Engg.)/M.Arch./M.Pharm./ M.Plan./M.Sc./MCA/MBA or equivalent Degree in relevant branch from a recognized University / Institute with minimum 60% marks or 6.0 CGPA on a ten-point scale in the qualifying examination are eligible to apply for admission in the relevant departments/Centers.

b) Candidates possessing B.Tech./B.E/B.Sc.(Engg.)/B.Pharm/B.Arch./B.Plan. 'or' Equivalent Degree in relevant branch from a recognized University / Institute with a minimum of 80% marks or 8.0 CGPA on a ten-point scale in the qualifying examination and a valid GATE / GPAT score with a minimum of 80 percentile are eligible to apply for admission in the departments/Centers as per their Specialization. (In this case, the candidates need to pass in more numbers of qualifying Pre-PhD papers; the concerned detail is described in clause 9.1).

c) Sponsored candidates must have minimum of two years of professional work experience, besides fulfilling the above criteria. In addition, such candidates should have valid sponsorship at least for three years.

d) NOC from the Institute is mandatory for employees of the Institute which shall be obtained before appearing at the admission test for the PhD Programme.

e) Employees from other organizations shall produce NOC from his/her respective employers at the time of admission.

***Note**: In case of the candidates with other grade point scale, the decision of the equivalence made by the assigned committee of the Institute shall be final.*

3.2 RELAXATION FOR SC/ ST CANDIDATES

SC/ST candidates will be given 5% relaxation in marks.

4. SELECTION PROCEDURE

4.1 The Ph.D. Programme shall be open to candidates of any Nationality in true spirit of a University Education provided that the candidate satisfies the Clause-3.

4.2 The admission into the Ph.D. Programme shall be made twice a year only, in January/July each year through the BIT PhD Entrance Test (BIT-PET) followed by an Interview for those qualifying in the BIT-PET. Any applicant seeking admission to the Ph.D. Programme shall in the first instance submit an application in the prescribed Application Form as per the Institute notification through advertisement in the Newspapers / Notification on the Institute Website www.bitmesra.ac.in.

Those with UGC-CSIR/DBT/BINC/ICMR JRF and all other similar all India fellowships based on a written test may be exempted from the BIT-PET but will be required to appear for interview. Others who shall be exempted from BIT-PET will be as per notifications issued from time to time.

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4.3 **Selection Criteria for Sponsored Candidates to Ph.D. Programme.**

The sponsored candidates shall be offered more weightage to his /her experience component. Therefore, the entrance examination for Sponsored Candidates shall be of 40 marks (with minimum 30% as passing marks) and Interview shall carry weightage of 100 marks.

Therefore, the revised Selection Criteria for admission to Ph.D. Programme shall be as follows:

Category of Applicant	Entrance Test (100)	Academic record (60)	Interview (40)	Total (200)
General	Passing Marks 30%	-	-	Qualifying Marks 90
SC/ST	Passing Marks 30%	-	-	Qualifying Marks 80

Category of Applicant	Entrance Test (40)	Academic record (60)	Interview (100)	Total (200)
Sponsored	Passing Marks 30%	-	-	Qualifying Marks 90

Higher preference shall be given to the Sponsored Candidates working with the reputed Company / Organization. The name and reputation of the Company / Organization shall be scrutinized / verified by the Advisory Committee for Academic Programme (ACAP) before finalization of the selection list.

All other rules and regulation applicable for admission to Ph.D. Programme shall remain unchanged.

5. ENROLLMENT & SEMESTER REGISTRATION

5.1 After submission of the required fees, a Roll Number will be assigned to the applicant by the Admission Office. Applicants provisionally admitted to the Ph.D. Programme will be required to contact the Head of the concerned Department/Center to get acquainted with research facilities & faculty members of the Department/Center at Main/Off-Campus. The Department/Center shall call the meeting of the Departmental Academic Committee (DAC) to finalize the field of interest of the candidate, Guide/Co-Guide for the candidate and course work required for his enrolment to the Ph.D. Programme. The candidate is then required to fill up the enrollment form ***(Annexure-I)*** and deposit the same to the office of the Dean of Post Graduate Studies (DPGS) within the specified date.

Each scholar shall register in the beginning of every semester. If a scholar does not register in the beginning of semester, his/her PhD admission is liable to be cancelled. In case, a scholar fails to register for two successive semesters his/her admission shall be cancelled automatically.

5.2 **Registration of Ph.D. Scholars of the Off-Campuses in BIT Mesra (Main Campus)**

All the PhD candidates of Off Campus are required to register in the main Campus in the respective Departments/Centers. All the meeting and progress

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presentations for the Ph.D. students from the off campuses would be in the online mode.

5.3 TEMPORARY WITHDRAWAL

a) Temporary Withdrawal for Ph.D. Scholars for a semester is permitted only under exceptional cases (e.g., Maternity Leave, serious illness, natural calamity, etc.).

b) The period of such Temporary-Withdrawal will not be counted, while counting the number of semesters of Ph.D. duration.

c) The Chairman and members of the respective Doctoral Committee shall deliberate upon and make recommendations for Temporary- Withdrawal of Ph.D. scholars only under exceptional cases (e.g., Maternity Leave, serious illness etc.) and submit the Minutes of the Meeting of the Doctoral Committee, along with the Medical Certificates and other supporting documents to the Office of the Dean of Post-Graduate Studies for consideration in ACAP.

d) The Ph.D. scholars shall not be allowed to take Temporary-Withdrawal as a rule, but as an exception only with effect from SP-2022 Session.

e) Temporary withdrawal fee of Rs.10000/- per semester for the Ph.D. students admitted in Monsoon 2018 onwards.

6. GUIDE/CO-GUIDE FOR THE RESEARCH SCHOLAR

6.1 There shall be a Guide for each scholar embarking on a Programme of research for Ph.D. degree. If required, another expert can be considered as a Co-Guide.

A Guide / Co-Guide / External Guide shall be:

A Full-time regular faculty member of the Institute or its Off-Campus holding Ph.D. Degree with at least two publications of SCI/SCIE/SSCI/AHCI in the last three years. He/She shall have at least three years of service remaining in the Institute.

A Guide or Co-Guide who is a Professor, at any given point of time, can guide up to a maximum of eight Ph.D. scholars. An Associate Professor as Guide or Co-Guide can guide up to a maximum of six Ph.D. scholars and an Assistant Professor as Guide or Co-Guide can guide up to a maximum of four Ph.D. scholars.

6.2 If considered necessary, the Academic Council may approve another Guide who could be a faculty member or an external expert from any reputed Academic/Research organization, working in the similar domain of proposed research for joint supervision and guidance of the scholar. In such a case, faculty member or expert so appointed, shall be designated as External Guide. He/She must hold Ph.D. Degree with at least two publications of SCI/SCIE /SSCI/AHCI/ABDC in last three years.

6.3 Sponsored candidates may have an External Guide from their Sponsoring Agencies if required.

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6.4 In addition to these, the following criteria should be followed to choose a Guide/Co-Guide/External Guide.

a) The allocation of the Guide/ Co-Guide/External Guide shall be taken up by DAC of the respective Department/Center. The process of allocation of Co-Guide/External Guide should be free from all sorts of conflict of interest. (Spouses shall not be the Guide/Co-Guide/External Guide of the same scholar and parents shall not be the Guide/Co-Guide/External Guide of their children/relative.)

b) A scholar may have Co-Guide from another Department/Center provided there is ample overlap between the research topic and demonstrated expertise of the concerned faculty member.

c) A faculty member may be allowed to co-supervise Ph.D. student(s) of another Institute if the scholar is from an Institute with which BIT has MOU for this purpose, otherwise a special approval from the Competent Authority shall be required.

d) The allocation of Guide to IRFs shall be as per the IRF-Guide distribution regulation.

6.5 **Ph.D. Guidance by the Faculty of BIT Off-Campus:**

In case a Guide of BIT off-campus fails to comply with the above criterion then he/she may opt for another Co-Guide/External guide in the same Department / Other Department/Main Centre/Other Institute in India or abroad having at least two publications of SCI/SCIE/SSCI/AHCI/ABDC in last three years.

6.6 **Change of Guide**

Change of Guide/Co-Guide/External Guide may be permitted by Dean (PGS) on recommendation of the DAC and to be reported to the Academic Council after obtaining the feedback from (i) the student (ii) the present Guide/Co-Guide/ External Guide and (iii) the proposed Guide/Co-Guide/External Guide. However, preference maybe given to the choice of the student. Any matter unresolved through ACAP will be referred to Institute Faculty Affairs Committee (IFAC) whose decision shall be final.

6.7 **Arrangement for Ph.D. student when the Guide proceeds on leave**

a) Whenever a Guide leaves the Institute temporarily for a period, not more than six months, the DC shall make appropriate alternate arrangements. The continuation of the original Guide on his/her return to the Institute may remain in the form of a Guide.

b) Whenever a Guide leaves the Institute for a period exceeding six months but not more than two years, the DAC followed by AC shall appoint a new Guide and theoriginal Guide may continue as Co-Guide.

c) If the Guide takes leave for more than two years, he/she ceases to be a Guide/Co-Guide.

7. RESIDENTIAL REQUIREMENT FOR PH.D. CANDIDATE

The residential requirement is essential to build the research atmosphere in the Institute.The residential requirement for part-time Ph.D. candidates shall be a minimum period of one semester at the Institute for the candidates having PG

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degree and two continuous semesters at the Institute for the candidates having B.Tech./B.E/B.Sc.(Engg.)/B.Pharm/B.Arch./B.Plan. or equivalent Degree. However, for full-time scholars, the minimum residential requirement is of six semesters.

8. DEPARTMENTAL ACADEMIC COMMITTEE (DAC)

8.1 Each Department/Center shall have a Departmental Academic Committee (DAC) duly approved by the Academic Council with the following composition:

A) DAC for Department of Main Campus/Off Campus

a)	Head of the Department/Center	:	Chairperson
b)	Two Professors by rotation of two years in order of seniority	:	Member
c)	Another four Faculty Members (including Associate & Assistant Professors) of the Department/Center with Ph. D. degree (by rotation of two years and to be nominated by the concerned Head)	:	Member
d)	Two Faculty Members from allied department/center with Ph. D. Degree (by rotation of two years and to be nominated by the concerned Head through Departmental meeting)	:	Member
e)	Director/In-charge of the Off Campus (Wherever applicable)	:	Member

B) For Ph.D. related issues, Guide/Co-Guide/External Guide shall be Invited Member(s) of DAC only for that purpose.

8.2 **Role of the Departmental Academic Committee (DAC)**

8.2.1 The Departmental Academic Committee shall call the candidate for counseling to discuss his/her Research Programme/selection of Guide/Co-Guide/External Guide and assignment of course work before filling the enrollment form. If necessary, the DAC may consult the proposed Guide/Co-Guide/External Guide. The recommendation for the course work must be submitted within the specified time in the academic calendar to the Dean of Post Graduate Studies (DPGS) for approval (**Annexure-II**).

8.2.2 In cases where the Guide has supervised the scholar for at least three years or more, the following shall be taken into consideration.

a) A faculty superannuating will continue to be the Guide if the thesis is deemed to be ready for submission within one year after superannuation (or end of two academic semesters whichever is early). However, a Co-Guide who is in service will be appointed in addition two years before superannuation. After superannuation, the Guide shall become Co-Guide and Co-Guide shall become Guide. If the thesis is not submitted within two semesters from the date of superannuation, the superannuating faculty ceases to be the Co-Guide.

b) In case of superannuation, the Co-Guide ceases to be Co-Guide and full responsibility shall devolve on the Guide. A new Co-Guide may be appointed if deemed necessary by DAC.

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c) Faculty members who cease to be in the service of the Institute may serve as External Guide, if the candidate has successfully completed Pre-Ph.D. seminar and shall submit the thesis within a maximum period of three months, else he/she ceases to be the Guide/Co-Guide of the scholar and a new Guide/Co-Guide must be recommended by the DAC.

8.2.3 In case of demise of Guide the following shall apply.
In case of the demise of the Guide, the DAC shall recommend a suitable replacement at the earliest as required.

8.2.4 The Scholar/Guide/Co-Guide should intimate the Institute within a fortnight regarding any change in his/her employment status (if any).

Note: ***The recommendation(s) of the DAC and DC of a scholar shall be referred to the office of Dean of Post Graduate Studies (DPGS) for approval and reporting to Academic Council.***

9. COURSE WORK

9.1 A research scholar immediately after admission in the Ph.D. Programme has to undertake course work as prescribed by DAC. Pre-Ph.D. qualifying courses shall be recommendedfrom the list of approved courses of PG Programme of the Institute under the CBCS.

The following will be taken into consideration while assigning the course work.

A) All Ph.D. scholars who have passed either of the M.E./M. Tech./M. Pharm/M. Arch/ M.Planning/Equivalent, or M.Sc. along with M. Phil. will be required to complete the following courses in maximum of two semesters.

Type of Course Credit

Theory courses (minimum credit requirement):

Research Methodology	:	4.0 Credits
Two theory courses related to the discipline of research	:	6.0 Credits
Term Paper-1: Literature review (*in the domain of research*)	:	3.0 Credits
Total Credits	**:**	**13.0 Credits**

B) All Ph.D. scholars who have passed MBA/M.Sc./MCA or equivalent qualification will be required to complete the following courses in maximum of two semesters.

Type of Course Credit

Theory courses (minimum credit requirement):

Research Methodology	:	4.0 Credits
Three theory courses related to the discipline of research	:	9.0 Credits
Term paper -1: Literature review (in the domain of research)	:	3.0 Credits
Total Credits	**:**	**16.0 Credits**

C) All Ph.D. scholars with B.Tech./B.E/B.Sc.(Engg.)/B.Pharm/B.Arch./B.Plan. or equivalent Degree will be required to complete the following courses in three semesters after registration to the Ph.D. Programme.

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Semester – 1

Type of Course Credit

Theory courses (minimum credit requirement):

Research Methodology	:	4.0 Credits
Three theory courses related to the discipline of research	:	9.0 Credits
Term paper -1: Literature review (in the domain of research)	:	3.0 Credits
Total Credits (Sem-1)	:	**16.0 Credits**

Semester – 2

Type of Course Credit

Theory courses (minimum credit requirement):

Four theory courses related to the discipline of research	:	12.0 Credits
Term paper -2: Literature review (in the domain of research)	:	3.0 Credits
Total Credits (Sem-2)	:	**15.0 Credits**
Total Credit (Sem–1 + Sem–2)	:	**31.0 Credits**

9.2 Each scholar needs to qualify Pre-Ph.D. papers within a maximum of two attempts and should obtain at least 55% of marks or equivalent letter Grade to continue with the Ph.D. Programme. Examination, Assessment and Awarding of grades shall be similar to those for PG papers.

9.3 The theory courses shall be offered through classroom instructions.

9.4 The above course work is the minimum requirement for submission of the Ph.D. thesis for evaluation. However, the Doctoral Committee may assign additional course work to the scholar if required.

Note: The scholar shall present a Seminar and submit two copies of each Term Paper to the Doctoral Committee for Evaluation. The Doctoral Committee will submit the evaluation marks to the examination office for processing the result. A scholar of the Ph.D. Programme may be advised to take/audit appropriate course(s) of the postgraduate levels at the Instituteto make up for his/her deficiencies or as a help in preparation for the written qualifying courses.

10. MASSIVE OPEN ONLINE COURSES (MOOC) FOR PH.D. SCHOLARS

The Ph. D. scholars shall be allowed to take up one MOOC (of PG level of 12-week duration only, preferably from the SWAYAM portal) if as per the course work suggested by the Doctoral Committee the course is available on the SWAYAM portal.

In such cases, the credit earned by the scholars shall be directly transferred to their Grade Card.

The selection of courses from any MOOC Platform shall be decided by the Course Coordinator and approved by Dean (PGS).

11. REGISTRATION TO THE PH.D. PROGRAMME

11.1 Registration to the Ph.D. Programme shall be allowed only after successful completion of the course work.

11.2 Seminar presentation for registration will be delivered in the presence of DC. If the seminar is satisfactory then the candidate will be allowed to register to

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continue his/her Ph.D. Programme. However, if the DC is not satisfied with the seminar presentation, the candidate will be required to deliver another presentation with suitable modification or improvement within the next two months.

11.3 Ph.D. Programme shall be for a minimum duration of six semesters, including course work, and a maximum of twelve semesters. The Programme duration shall be counted from the beginning of the semester in which the scholar has taken admission. However, in special cases, this limit may be extended to a maximum of sixteen semesters as per the decision of ACAP to bereported to the Academic Council. The extension shall be for one semester at a time.

12. PH.D. THESIS CODE FOR ERP REGISTRATION

It is mandatory for all Ph.D. scholars to register their semesters through the Institute ERP Portal. To register the Ph.D. scholars, after they complete their Coursework including Term-Papers, will need a Ph.D. Thesis Registration Code.

The **'TH701'** shall be used as a uniform code for all Ph.D. scholars for registration on ERP Portal.

13. DOCTORAL COMMITTEE (DC)

13.1 The Doctoral Committee for a scholar in any Department/Center of the Institute shall consist of at least six members as given below:

a)	Head of the concerned Department/Center	:	Chairperson
b)	The Guide and Co-Guide / External Guide if any	:	Member
c)	Two faculty members of the Department/Center with Ph.D. degree (One related to the domain of research and another related to discipline of research)	:	Member
d)	Two experts from the Allied Departments/Centers (with Ph.D. degree) related to the domain of research	:	Member

13.2 For Off-Campus, the Doctoral Committee shall consist of the following members:

a)	Head of the Department (Main Campus)	:	Chairperson
b)	The Guide and Co-Guide / External Guide if any	:	Member
c)	Two Faculty members with Ph.D. degree (One from the Department and another from Off-campus; One related to the domain of research and another related to discipline of research)	:	Member
d)	Two experts from the Allied Departments with Ph.D. degree	:	Member

Change of DC member(s) shall be done through the DAC and any such change(s) shall be reported to the Dean of Post Graduate Studies (DPGS) office within 10 days.

a) Each DC member should be a full-time faculty member of the Institute or Off-Campus holding Ph.D. Degree with at least two publications of SCI/SCIE/SSCI/AHCI in the last three years. However, for the faculty members of Architecture and Management, at least two publications in

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SCI/SCIE/SSCI/AHCI/ABDC/non-paid Scopus indexed journals in last three years shall be admissible to become a DC member (This relaxation needs to be reviewed every year).

b) The process of allocation of DC members should be free from all sorts of conflicts of interest. (Spouses shall not be members of the same committee and parents shall not be in the DC of their children/relative. The faculty member under whom Guide had done Ph.D. shall not be a member of the same DC and vice versa.)

c) In case if Chairperson is a Guide, another senior member of the Department/Center shall be nominated as the Chairperson of the concerned DC in consultation with the Dean of Post Graduate Studies (DPGS).

13.3 **FUNCTIONS OF THE DOCTORAL COMMITTEE**

After the registration of the scholar for the Ph.D. Programme, the Doctoral Committee shall perform the following functions:

a) Shall make one progressive review of the scholar just after enrollment **(Annexure-III)** as well as every subsequent semester **(Annexure-IV)**, in association with the Guide/Guide and Co- Guide/Guide and External Guide, as may be feasible.

After the completion of the registration seminar, a candidate shall submit a document in the prescribed format **(Annexure-V)** based on the proposed / progression of work to all DC members, at least seven days prior to his/her presentation in every subsequent semester. Every DC member should submit a review report in the format given in Annexure VI, based on the proposed/progression of work as well as presentation of the candidate.

b) Shall forward a progress report to the Dean of Post Graduate Studies (DPGS) on the progress of the scholar's research Programme in the specified format (**Annexure-IV**) along with the reports of individual DC members **(Annexure-VI).**

c) Shall organize a Pre-Ph.D. submission Seminar after completion of the research work of the scholar and **verifying the compliance report.** The research scholar should submit the complete text of his/her thesis in typed and softbound form and present the seminar. The Doctoral Committee shall submit its recommendation on the seminar in the specified format to the Dean of Post Graduate Studies (DPGS) (**Annexure-VII**).

d) When a scholar submits his/her thesis, the Doctoral Committee in consultation with the Guide, after due re-verification of the compliance requirements, shall recommend the names of10 Examiners from reputed Institutions (5 from foreign countries and 5 from within India) at the level of Associate Professor / Professor / Equivalent, working in the relevant field for the evaluation of the Thesis. The foreign examiners must be from different reputed organizations, however, may be from the same country. The examiners who have evaluated another thesis from BIT within the last one year from the same research group shall be avoided in the panel.

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e) On receipt of the observations/recommendations of the examiners of the thesis, the Doctoral Committee shall submit these with the Committee's recommendations to the office of the Dean of Post Graduate Studies (DPGS) for further necessary action. In the event, if the reports of the examiners are favorable to the scholar as provided, then the Doctoral Committee would also recommend names for the viva voce Board of the scholar.

14. TRANSFER FROM FULL-TIME TO PART-TIME SCHOLAR AND VICE–VERSA

In general, conversion from Full-Time to Part-Time may be permitted only under unavoidable circumstances (to be decided by DAC with the consent of ACAP) or if the candidate has got a job after three years from the date of admission. In such cases, a Full-Time research scholarmay be considered to be designated as a Part-Time research scholar on request provided, he/she fulfills the following conditions:

a) The prescribed course work has been successfully completed.
b) In all such cases, the fellowship awarded to him/her shall stand withdrawn.
c) Fee and other terms and conditions will be applicable as per rules and regulations of the Institute.

The Institute may also permit a Part-Time research scholar to switch over to Full-Time scholar with the consent of DAC and ACAP.

15. COMPLIANCE REPORT

Prior to the submission of the thesis, the scholar registered for the Ph.D. Programme at the Institute should have complied with the following requirements:

a) The research scholar must have carried out the research work for a minimum period of 6th Semesters after his/her registration for Ph.D. Programme.

b) The research scholar should have satisfied the minimum residential requirement.

c) The research scholar should have taken and passed the prescribed qualifying examination and course works.

d) The research scholar must have publications with the minimum criteria as written below:

   i) He/She must have at least two SCI/SCIE/SSCI/AHCI indexed publications. For Ph.D. in Management and Architecture at least two publications in SCI/SCIE/SSCI/AHCI/ ABDC/non-paid Scopus indexed journals shall be admissible. This relaxation from common norms shall remain in force for one year and to be reviewed thereafter.

   ii) In both the publications, the research scholar should be the first author.

   iii) He /She must have at least two paper presentations in seminars / conferences.

e) The research scholar must have made Pre-Ph.D. thesis submission seminar presentation of his/her thesis work in the concerned Department/Center of the Institute.

f) The thesis must be checked with Anti-plagiarism software packages like Turnitin and be certified to be 90% free of any plagiarism excluding self-published papers. In addition to that, the thesis must be checked through Grammatical Software, e.g., White Smoke, Grammarly, etc.

16. ORGANIZATION OF THESIS

16.1 The thesis shall be a factual record of the scholar's research work characterized by the discovery of facts, or fresh interpretation of facts and theories, or an independent design or development of new product. It should bear evidence of the scholar's judgment and ability to carry out independent investigation, design and/or development work.

16.2 The thesis must contain besides the text and common matters like References and Conclusions:

a) A brief Introduction in which the scholar shall state whether the thesis is based on discovery of new facts or new interpretation of established facts by others or based on exhaustive study and critical analysis of published work of others, or design, or development work is undertaken.

b) The research scholar shall further furnish a statement indicating the sources from which the information has been derived, and the extent to which he/she has based his/her work on the work of others and shall indicate which portion of the thesis is claimed as original. The scholar shall furnish a declaration in the thesis as given in (**Annexure-VIII**).

c) An Abstract of the thesis (about 500 words) with key words (about 10).

d) The thesis shall be composed as per the IEEE Transactions template and instructions on how to create your article

(Website:http://ieeeauthorcenter.ieee.org/create-your-ieee-article/use-authoring-tools-and-ieee-article-templates/ieee-article- templates/templates-for-transactions/).

e) A Certificate (in a standard format, (**Annexure-IX**) from the Guide/Co-Guide/ External Guide that (a) the work has been carried out under his/her/their supervision, (b) the research scholar has fulfilled all prescribed requirements and (c) the thesis which is based on his/her own work has not been submitted elsewhere for a Degree/Diploma.

f) The cover page of the thesis shall be sky–blue in color and in the standard format as given in (**Annexure-X**).

g) The text in the thesis shall be **Times New Roman font size 12, typed on only one side of a page**. All Figures and Tables shall have an appropriate legend.

16.2 The Thesis submitted for the Ph.D. degree shall not be one for which any degree or diplomahas already been awarded by any other Institution or for any other candidate at BIT itself. No two theses shall have common content even if the work has been shared between different individuals.

Birla Institute of Technology Mesra Ranchi

17. EVALUATION OF THESIS

17.1 The research scholar has to submit two soft cover binding copies of thesis (one for the concerned Department/Center and another for Examination Department) and one soft copy of the same for evaluation purpose. After evaluation and before viva voce, the research scholar should submit four or five copies (hard cover bound) as required by the research scholar, Guide/Co-Guide/External Guide, library, and departmental library and one soft copy for UGC; after incorporating corrections recommended by the examiners, if any.

17.2 Correspondence with the two Examiners (one from India and one from abroad), chosen from the approved panel of ten Examiners (five from within India and five from foreign), will be undertaken by an officer of the Institute specifically authorized for this task by the Vice-Chancellor. Each examiner shall be required to examine the thesis independently and forward his/her report with his/her recommendations directly addressed to the Vice-Chancellor or to the assigned officer. All the reports, so received shall be considered by the Doctoral Committee which shall then forward these reports with its own observations/recommendations to the office of Dean of Post Graduate Studies (DPGS).

17.3 If all these reports are unanimously favorable to the scholar, the Doctoral Committee shall submit its recommendations for the constitution of the viva voce Board for the scholar, to the office of Dean of Post Graduate Studies (DPGS). The viva voce board shall be approved by the VC.

17.4 If there is no unanimity in the recommendation of the Board of Examiners, and if they do not recommend outright rejection of the thesis, the DC may permit resubmission of the thesis after revision within twelve months from the date of the concerned DC meeting. The revised thesis will then be sent to the same set of examiners for their opinion. If, however, any of the previous examiners decline to examine the resubmitted thesis the same will then be sent to another examiner of the previous panel. If the report is still unsatisfactory, the thesis shall be rejected, and the research scholar shall be declared ineligible for award of the Ph.D. degree.

17.5 If the thesis is not accepted for the award of the Ph.D. degree by one of the external examiners, the DC shall recommend that the thesis be sent to another examiner out of the approved panel of examiners of same category (from India or from abroad) and the viva voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the thesis shall be rejected, and the research scholar shall be declared ineligible for award of the Ph.D. degree.

18. VIVA-VOCE BOARD AND AWARD OF THE Ph.D. DEGREE

18.1 A viva voce Board shall be composed as follows:

(a) Chairperson (Doctoral Committee): Chairperson (Ex-Officio)

(b) Indian Examiner: Member

(c) All members of the Doctoral Committee: Members

Birla Institute of Technology Mesra Ranchi

(d) Dean of Post Graduate Studies (DPGS): Observer and be submitted for approval by the VC.

18.2 The viva voce Board shall conduct an oral examination of the scholar with a view to test the scholar's insight and power of comprehension in his/her field of research and his/her understanding of the allied fields. The viva voce Board shall submit its report(s) /recommendation(s) to the Vice Chancellor. The Academic Council may recommend the award of the Ph.D. degree to the scholar if the recommendations are favorable to the scholar. If, for any reason, the recommendations of the viva voce Board are not favorable to the scholar, he/she will be permitted to appear before the viva voce Board again, within a period of six months from the date of the previous meeting of the Board.

18.3 **Student Approval Form for Shodhganga repository of Inflibnet-UGC**

After the completion of Ph.D. Viva-voce examination, the scholar needs to submit a duly filled and signed student approval form (**Annexure-XIV**) to transfer the copyright to the University in order to share it with Shodhganga repository of Inflibnet-UGC. The latest soft copy of the thesis will be submitted at Central Library for this purpose.

19. LEAVE RULES

19.1 All research scholars are entitled for leave for a maximum of thirty days per year in addition to Institute Holidays. Also, ten days leave on medical reasons is permitted.

19.2 In addition to the above mentioned in 19.1, women scholars are also entitled for maternity leave for a period of two hundred forty (240) days. This should be supported by a medical certificate. The Dean of Post Graduate Studies (DPGS) as per the recommendation of the Head of the Department/Center, is authorized to sanction the above leave.

19.3 No vacation in Summer is admissible.

19.4 Special Leave to attend Seminars / Conferences in India / abroad to present research papers, with the permission of the Dean of Post Graduate Studies (DPGS) through proper channel, is admissible.

19.5 Research scholars under funded projects may also be subject to the rules of the funding agencies as required.

Discipline, Time Limits for Different Activities Related to Ph.D. Programme, required activities of a Doctoral Student and Activity Schedule for PhD student (wherever applicable) are described in (**Annexures-XI, XII, XIII** and **XIII(A)** respectively.

Birla Institute of Technology Mesra Ranchi

Registrar

REGISTRAR
Birla Institute of Technology
Mesra, Ranchi-835215

Place: Mesra, Ranchi
Date : 23.06.2022

Annexure –I

Enrollment Form for Ph.D. Programme

Date: _____

The Vice Chancellor
Birla Institute of Technology
Mesra, Ranchi – 835215

Through: The Dean of Post Graduate Studies (DPGS)

Dear Sir/Madam,

1. I have been admitted to the Ph.D. Programme of the Institute in Department/Center of _____. I am enclosing herewith my bio-data for your kind perusal and needful.

2. My proposed field of research will be
   (a) Discipline: _____
   (b) Field of Research work:_____
   (c) Name of the Guide: _____
   (d) Proposed Course work:

Theory		Term Paper	
Code	Subject	Code	Subject

3. The No Objection Certificate from my organization (for part - time research scholar only) is attached herewith. The certificate for providing the required research facilities by my organization/institution is also attached herewith.
4. I certify that the particulars given above are correct and I undertake to
   (a) Abide by the Rules of the Institute during the Ph.D. Programme.
   (b) Appear before the relevant Admission Committee whenever directed to do so.
   (c) Take any test or qualifying examinations as specified for the Ph.D. Programme.
5. The proof of my date of birth, caste (General/OBC/BC/SC/ST) and qualifications are attached.
6. I shall also comply with residential requirement specified for the Ph.D. Programme.

Thanking you.

Yours faithfully,

Signature: _____
Name: _____
Roll No. _____

Approved / Recommended / Comments

_____

Chairperson (DAC)

Annexure – II

Minutes of the Departmental Academic Committee (DAC)

1. Date of DAC Meeting: _____
2. Name of the Department/Center: _____
3. Name of the research scholar and Roll No. _____
4. Affiliation : _____
5. Contact Address: _____
   Telephone / Mobile No./Email Id : _____
6. Permanent Address : _____
7. Qualification of the research scholar (Degree with specialization, Year of passing, % Marks and University): _____
8. Details of Guide: _____
   (a) Name: _____
   (b) Designation: _____
   (c) Qualification and Experience: _____
   (d) Contact Address: _____
   (e) No. of current Ph.D. scholars under his/her supervision: _____
   _____
9. Details of Co-Guide/External Guide as applicable (Optional)
   (a) Name: _____
   (b) Designation: _____
   (c) Qualification and Experience: _____
   (d) Contact Address: _____
   (e) No. of current Ph.D. scholars under his/her supervision: _____
10. Field of Research : _____
11. Details of the newly formed Doctoral Committee:
    (Detailed information should be provided in an additional sheet)
    _____
12. Recommendation of DAC
    (a) Utility of the proposed research Programme:
    (b) Suitability of the applicant to undertake the Programme:
    (c) Availability of infrastructure for undertaking the research Programme:
    (d) Extent of External assistance required (if any):
    (e) Recommendation for Ph.D. Enrolment:
    (f) Details of Qualifying courses assigned to the scholar:

S.No.	Course No.	Course Title	Credit

13. Any other Comments:

14. Signatures of the DAC Members.

Annexure – III

Minutes of the First Meeting of the Doctoral Committee

1. Date of Doctoral Committee Meeting: _____

2. Name & Affiliation of Research scholar: _____

3. Registration No. & Roll No.: _____

4. Date of approval by Academic Council: _____

5. Receipt No. & date of submission of Registration Fees: [Mandatory for conducting the meeting]

6. Research Topic: _____

7. Details of Guide:

   (a) Name: _____

   (b) Designation: _____

   (c) Qualification and Experience: _____

   (d) Contact Address: _____

   (e) No. of current Ph.D. scholars under his/her supervision: _____

8. Details of Co-Guide/External Guide as applicable (Optional)

   (a) Name: _____

   (b) Designation: _____

   (c) Qualification and Experience: _____

   (d) Contact Address: _____

   (e) No. of current Ph.D. scholars under his/her supervision: _____

9. Recommendation of Doctoral Committee:

   (a) Details of any Additional /Audit course if recommended

10. Signature of the Members of the Doctoral Committee:

Annexure – IV

Semester Progress Report

(Applicable to the Ph.D. Students who have completed the Registration Seminar)

1. Name of the Research Scholar, Dept. and campus: _____
   _____
2. Date & No. of Semester Progress Presentation: _____
3. Date of previous semester Progress Presentation of the research scholar: _____
4. Registration Number & Roll No.: _____
5. Date of submission of Registration Fees: _____
6. Receipt & Date of Submission of Annual Fees: [Mandatory for conducting Seminar]:
   _____
7. Date of Registration Seminar: _____
8. Proposed Title of PhD Thesis: _____
9. Status of Qualifying Examination Theory & Term Paper (Grade Card to be attached):
10. Details of audit courses, if any: _____
11. Date of Joining: _____
12. Name of Guide: _____
13. Equipment/Facility/Patent/ Prototype Developed: _____
14. Awards if Any: _____
15. Summary of work done (100 words): _____
    _____
    _____
16. To be filled by IRFs only:

Publication in Journal (Yes/No) If Yes mention details	Presentation in International Conference (Yes/No) If Yes mention details	Enhancement of IRF (Yes/No.)	Duration (year) 2nd,3rd,4th	From	To	Fellow ship Amount

To be filled by Non-IRFs only:

Publication in Journal (Yes/No) If Yes mention details	Presentation in International Conference (Yes/No) If Yes mention details

17. Comments of Individual D.C Member: *Separate Individual Report (Annexure-VI) is to be provided.*
18. Consolidated Report of the Doctoral Committee:
19. Signature of the Members of the Doctoral Committee:

Note: Semester progress report will be included with the reports of individual DC members, documented using Annexure VI. The Chairperson will go with the two third majorities if there is lack of unanimity.

Annexure – V

Progress Report to be submitted by the research scholar
(Applicable to the registered PhD Scholar)

1. Name: _____
2. Roll No.: _____
3. Field of research work: _____
4. Name of Guide: _____
5. Name of Co-Guide/External Guide (Optional): _____
6. Origin of work: _____
   _____
   _____
7. Objectives of the work: _____
   _____
   _____
   _____
8. Works done so far (with some results and discussion in brief): In separate pages:
9. Works to be done: _____
   _____
10. Mention if there is some problem in continuing your research work: _____
    _____
    _____
11. References: _____
    _____
    _____
    _____

Annexure – VI

Report of individual DC Members:

(Separate sheet should be provided by each DC member.)

a) Comment on the progress of the work (few lines at least):

_____
_____
_____
_____
_____

b) Relevant suggestion if the scholar's progress is not satisfactory for any reason:

_____
_____
_____
_____
_____

c) Is the work relevant with the topic concerned?

Y / N/ Unable to make comment
(If no, give justification.)

d) Is the work novel, as per your knowledge?

Y / N/ Unable to make comment

Signature with date:

Name: _____

Designation: _____

Department/Center: _____

Annexure – VII

Minutes of the Meeting of the Doctoral Committee on

Pre-Ph.D. Thesis Submission Seminar

a) Date of Pre-Ph.D. Thesis Submission Seminar Presentation: _____

b) Name of the Department/Center: _____

c) Affiliation: _____

d) Name and Roll No.: _____

e) Receipt No. & date of submission of Registration Fees: (Mandatory for conducting the meeting): _____

f) Title of the thesis: _____

g) Guides (Guide, Co-Guide, Internal Guide, External Guide as applicable):

_____

h) Comments of the Doctoral Committee:

Does the title of the thesis require any modification: If yes:

_____

Previous Title of the thesis: Proposed Title of the thesis: Reason:

_____

_____

i) Recommendation of the Doctoral Committee:

_____

_____

_____

_____

_____

j) Signatures of the members of the Doctoral Committee:

Annexure – VIII

Declaration

I certify that,

a) The work contained in the thesis is original and has been done by myself under the general supervision of my Guide/Guides.

b) The work has not been submitted to any other Institute for any degree or diploma.

c) I have followed the guidelines provided by the Institute in writing the thesis.

d) I have conformed to the norms and guidelines given in the Ethical Code of Conduct of the Institute.

e) Whenever I have used materials (data, theoretical analysis and text) from other sources, I have given due credit to them by citing them in the text of the thesis and giving their detailsin the references.

f) Whenever I have quoted written materials from other sources, I have put them under quotation marks and given due credit to the sources by citing them and giving required details in the references.

Signature of the

Student's Name:_____

Roll No.: _____

Annexure-IX

Approval of the Guide(s)

Recommended that the thesis entitled "....." prepared by Mr/Ms ....under my/our supervision and guidance be accepted in partial fulfillment of the requirements for the degree of Doctor of Philosophy.

To the best of my/our knowledge, the contents of this thesis did not form a basis for the award of any previous degree to anybody else.

Date:

Signature

(Name of the Co-Guide/
External Guide, if any)

Department/Center /Affiliation:

Signature

(Name of the Guide)

Department/Center:

Annexure –X

Margins	
Top: 1.25",Bott: 80.36" Left:1.5", Right: 1" 1.5 Line spacing throughout	**PLEASE MENTION TITLE OF THE THESIS**
18, Arial Black Bold Upper Case	A Thesis
2 Blank Lines,14 Font	***SUBMITTED TO*** BIRLA INSTITUTE OF TECHNOLOGY
22, Monotype Corsiva	
14, Arial, Bold, Italics	
16, Arial Black, Bold	FOR AWARD OF THE DEGREE OF DOCTOR OF PHILOSOPHY
1 Blank Lines, 14 Font 1" x 1" Logo	**By** NAME OF THE RESEARCH SCHOLAR **NAME OF THE DEPARTMENT/CENTER**

Annexure –XI

Discipline

i) Notwithstanding the provision contained in the clauses of the regulation, the Academic Council may cancel Ph.D. registration of any scholar at any time without assigning reason(s), if it is so satisfied.

ii) Scholars are expected to observe disciplined behavior/manners inside and outside of the Institute / Campus so as to enhance the image of the Institute/ Campus. Any act which may be considered derogatory shall not be acceptable.

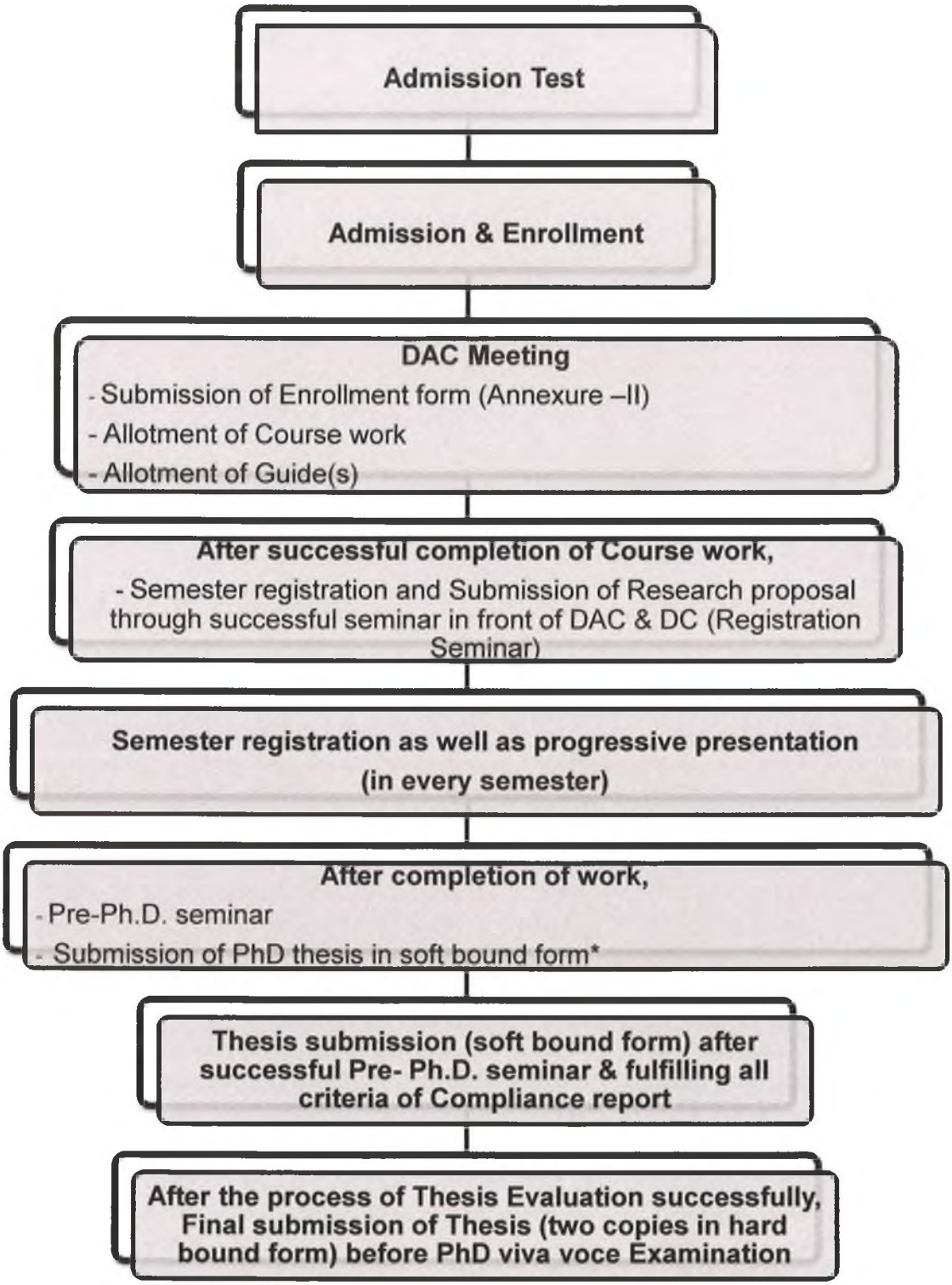
Annexure –XII

Time Limits for Different Activities Related to Ph.D. Programme

Sl. No.	Scheduled Academic Activities	Full-Time (Time Limits)	Part -Time (Time Limits)
1.	Enrolment to the Ph.D. Program	Within the assigned date	Within the assigned date
2.	Course Work finalization and formation of DC by DAC	As Specified in the Ph.D. Ordinance	As Specified in the Ph.D. Ordinance
3.	Change of category from Full-Time to Part – Time and vice versa	After three years from the date of admission provided the candidate fulfils the conditions mentionedin Section 12.	After one year of admission provided the candidate fulfils the conditions mentioned in Section 12.
4.	**PhD Registration Seminar**	Within one semester after the completion of the course work.	Within one semester after the completion of the course work.
5.	**Thesis Pre-Submission Seminar**: At the time of pre-submission seminar the candidate should submit draft copy of the thesis. After the satisfactory performance in pre-submission seminar the Doctoral committee will submit the panel of examiners.	Minimum six semesters	Minimum six semesters
6.	**Thesis Submission for final evaluation**	Within (maximum) three months of approval of Pre-Submission Seminar	Within (maximum) three months of approval of Pre-Submission Seminar
7.	**Minimum time Limit for completion of Ph.D. Program from the date of enrolment**	**Six semesters**	**Six semesters**
8.	**Maximum time Limit for completion of Ph.D. Program from the date of enrolment**	**Twelve semesters**	**Twelve semesters**
9.	Extension of Registration beyond above maximum Time limits **on the recommendation of DC and as approvedby the Dean of Post-Graduate Studies (DPGS) and Academic Council**	Additional two years (in special case).	Additional two years (in special case).
10.	Resubmission of the Thesis after Revision	Within two semesters from the date of the Academic Council's decision.	Within two semesters from the date of the Academic Council'sdecision.

Annexure – XIII

Required activities of a Doctoral Student



*In case the duration between the Pre-PhD thesis submission seminar and the final submission of the thesis exceeds more than a month then it is advised to submit the synopsis of the thesis (both hard and soft) along with the names of the examiners (Indian & Foreign) at the time of Pre PhD thesis submission seminar itself for getting the consent from the examiners to examine the thesis to expedite the thesis evaluation process.

Annexure – XIII(A)

Activity Schedule for PhD students (wherever applicable)

Sl. No.	Schedule	Date
1.	Seminar Presentation for Registration	Within one semester after the completion of the course work.
2.	Term Paper Presentation	Before last day of submission of marks as declared in the Academic calendar.
3.	Annual/Semester Progress Report	Two weeks before the registration date as declared in the Academic calendar.
4.	Thesis Submission	Before registration to next semester

All the related documents and Term paper marks are to be submitted to Dean (PGS)

Dean (PGS)

Annexure-XIV

Student Approval Form

Name of the research scholar	
Department/Center	
University	Birla Institute of Technology, Mesra, Ranchi
Name of the Guide(s)	
Thesis Title	
Year of Award	

Agreement:

1. I hereby certify that, if appropriate, I have obtained and attached hereto a written permission/statement from the owner(s) of each third party copyrighted matter to be included in my thesis/dissertation allowing distribution as specified below.

2. I hereby grant to the university and its agents the non-exclusive license to archive and make accessible, under the conditions specified below, my thesis / dissertation, in whole or in part in all form of media, now or hereafter known. I retain all other ownership rights to the copyright of the thesis / dissertation. I also retain the right to use in future works (such as article or books) all or part of thesis, dissertation, or project report.

3. I understood it to be a mandatory requirement for award of degree as per UGC regulation

Conditions:
Please tick (√) any one option*

1. Release the entire work for access worldwide	
2. Release the entire work for BIT Mesra, Ranchi only for i) 1 year ii) 2 years iii) 3 years and after this time release the work for access worldwide.	
3. Release the entire work for BIT Mesra, Ranchi only, while at the same time releasing the following parts of the work (e.g., because other parts relate to publications) for worldwide access: a) Bibliographic details and Synopsis only b) Bibliographic details, synopsis and chapters..... only. c) Preview / Table of Contents / maximum 24 pages only	
4. View Only (No Downloads) (worldwide)	

* In case of condition no. **2, 3 & 4**, this application should be approved through Chairperson, Doctoral Committee and Registrar based on valid reasons such as Patent, Book or Article publishing, *etc.*

Signature of the Scholar

Signature of the Guide(s)

Place:

Date:

Chairperson, Doctoral Committee

Signature of the Registrar

University Coordinator (Shodhganga)/Librarian