

NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

Ph. D. REGULATIONS 2013-21



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1. Introduction

One of the major objectives of The National Institute of Technology Meghalaya (NIT Meghalaya) is to carry out research towards creation of new knowledge and development of technologies. One of the ways to achieve this objective is through Ph. D. programme offered in its various departments.

1.1 Definitions

“Research” means systematic study or investigation in order to discover new knowledge in the form of facts/patterns or new interpretation of ideas or inventions of new devices.

“Doctor of Philosophy (Ph.D.)” signifies that the awardee of the degree has undertaken a substantial piece of original research, which has been conducted and reported by the holder under proper academic supervision, and in a research environment for a prescribed period.

“Research Scholar” means a student who is admitted to Ph.D. programme of NIT Meghalaya through the procedures adopted by the Institute.

“Supervisor” means a person who is recognized by NIT Meghalaya to supervise the research work carried out by the scholar/candidate for Ph.D.

“Co-Supervisor” means a person who is recognized by NIT Meghalaya to supervise the research work of a scholar jointly with a Supervisor.

“Departmental/Centre’s Research Committee (DRC/CRC)” is the Research Committee of a teaching department/ centre of the Institute. The Head of the concerned department/ centre shall be the chairperson of the DRC/CRC. It shall be constituted annually prior to the beginning of academic year by the Academic Section on recommendation of Head of the Department/Centre. The committee shall be constituted with a minimum of three members from the department, one member from allied department. on recommendation of the Head of the department/ centre and all research groups should be a part of the DRC. Faculty from other Department shall be nominated by Dean (AA). If a department has lesser number of faculties then rest of the faculties from other Department(s)/Centre(s) shall be nominated by Dean (AA) **R9 (a)/SENATE-XVIII/19**. DRC and Dean (R&C) may administer all matters related to the Research Programme of the Institute.

“Academic Oversight Committee or Internal Quality Assurance Committee (IQAC)” for monitoring and improving the overall Academic Quality in the Institute. **R9(C)/SENATE-XVIII/19**.

“Doctoral Committee (DC)” The formation of the DC will be initiated by the supervisor(s) to monitor the progress of each of the research scholars. The DC shall consist of the following: **R6(a)/SENATE-XVI/18**

Members nominated by Supervisor:

- | | |
|---|----------|
| i. Supervisor, | Convener |
| ii. Co-supervisor, | Member 1 |
| iii. A faculty member (otherwise eligible to be supervisors, of the concerned department/centre), | Member 2 |
| iv. One faculty member, from an allied department/centre, | Member 3 |

Members to be nominated by Dean (AA):

- | | |
|--|-----------|
| v. Faculty member, from other department/centre, | Member 4. |
| vi. A Senior faculty member, | Chairman |

“Board of Examiners of Thesis (BET)” Board of Examiners for examination of a thesis shall consist of internal examiner(s) (normally all the supervisors) and two external examiners. One of the two external examiners shall be from abroad. The external examiners shall be chosen by the chairperson of the Senate from a panel of Ten members (5 from India and 5 from abroad) proposed and recommended by the Doctoral Committee at the time of submission of synopsis of the thesis. R6/SENATE-XIII/17/ Sec-II

“Oral Defence Evaluation Committee (ODEC)” Oral Defence Evaluation Committee of a research scholar shall evaluate the performance in the Viva-voce examination or oral defence of the research work carried out by him/ her. The committee shall consist of following R6 (a)/SENATE-XX/19)

- | | |
|---|-----------|
| i. DC Chairman | -Chairman |
| ii. External examiner(s) of BET selected by the Chairperson of the Senate * | -Member |
| iii. All DC Members | -Members |
| iv. Co-Supervisor | -Member |
| v. Supervisor | -Convener |

1.2 Ordinances

- 1.2.1 NIT Meghalaya awards the degree of Doctor of Philosophy (Ph. D.) to a candidate who has successfully completed the stipulated programme of research in one of the departments/ centres in the Institute.
- 1.2.2 The Senate of the Institute formulates the programme of research with the governing rules and regulations. The Senate can modify or change the structure, the governing rules and regulations from time to time.
- 1.2.3 A candidate to be awarded the Ph. D. degree has to submit a thesis embodying the findings of his/ her research carried out under this programme. The thesis should be a record of an original contribution of high quality to the advancement of knowledge as judged by experts in the relevant area.
- 1.2.4 A candidate becomes eligible for the award of Ph. D. degree after fulfilling the entire academic requirement prescribed by the Senate.
- 1.2.5 The Board of Governors of the Institute shall approve the award upon the recommendation of the Senate.
- 1.2.6 In case of any controversy on the BET or ODEC report the decision of the Senate shall be final and binding.
- 1.2.7 The Ph.D. degree shall be awarded in the discipline of the department in which the scholar registers for the Ph. D. programme Rules and Regulations

1.3 Categories of candidature:

The Institute shall admit Ph. D. scholars under the following categories:

- 1.3.1 **Full Time:** Scholars under this category shall work full time for the Ph.D. courses/research. They may receive fellowship/assistantship offered by the Institute or other funding agencies.

- 1.3.2 **Sponsored:** Recognized R&D organizations, national institutions, other universities, government organizations or industries may sponsor research scholars. They shall be admitted through the normal process, and they shall not be entitled to any fellowship/assistantship from the Institute. They shall work full time for the Ph.D. courses/research.
- 1.3.3 **Project Fellow:** Project Fellows working on different research projects at the Institute may be admitted to the Ph. D. Programme provided they satisfy the eligibility criteria, subject to the consent of the Principal Investigator of the project. They shall be considered as full time for the Ph.D. courses/research. R6/SENATE-XIII/17 / Sec-1.1c
- 1.3.4 **Sponsored (Part-time):** This PhD programme for Industry people, Corporate and faculty of senior colleges (Poly-technique & Junior college are not to be included) where PhD is a requirement. Employees from Industries, Corporate Houses, Research and Development (R&D) Organizations and Faculties of Senior Colleges with minimum working experience of 5 years, out of which 2 years should be from the current organization, will be eligible for applying to the Sponsored Ph.D. Programme. Candidates are not entitled to receive any fellowship from Institute.(R10/SENATE-XV/18).
- 1.3.5 Sponsored candidates under category (1.3.2), and (1.3.4) {Sponsored and Sponsored (Part-time) categories} shall submit a sponsorship certificate / NoC from their employers in proper format (Form III). R6(g)/SENATE-XX/19:
- 1.3.6 **Doctoral Scholarship:**
Every full-time scholar as per eligibility (1.3.1) admitted to the Ph. D. programme, not receiving any other scholarship, stipend, salary etc., shall receive a scholarship as per MHRD norms. The scholar shall be required to assist the department/ centre/ institute in teaching, evaluation and any other activity up to 10 hours per week as prescribed by the department/ center concerned.
- 1.3.7 In case of Science/ Humanities disciplines the candidate must be GATE/ NET qualified to be eligible for receiving a scholarship

2. Supervision:

2.1 Supervisor:

The supervisor is a person who is recognized by NIT Meghalaya to supervise the research work carried out by the scholar/candidate for Ph. D.

- 2.1.1 A faculty member shall have maximum 2 PhD students under him as principal supervisor/ sole supervisor from the Institute scholarship grant. Additionally one will be allowed to take sponsored scholar depending on the sponsored R&D projects. (R6(d)/SENATE-XX/19).
- 2.1.2 A faculty member can ideally supervise four (4) Sponsored (Part-Time) scholars as a principal/sole supervisor. However, on case to case basis, the number of scholars may be increased on the prior approval of the Competent Authority. (R6(d)/SENATE-XX/19).
- 2.1.3 Before deciding the number of scholars for each faculty, the DRC/CRC shall take into consideration the availability of infrastructure and the teaching/ administrative commitments of the supervisor.

2.2 Co-Supervisor:

A co-supervisor is a person who has been recognized as a Ph. D. supervisor by the Institute to supervise the research work of a scholar jointly with a Supervisor.

2.3 Allotment of Supervisor(s):

- 2.3.1 Following the recommendation of the DRC/CRC, the chairperson shall nominate a supervisor to supervise the research of a candidate during the first semester with the consent of the person so nominated (Form II-A).
- 2.3.2 A scholar may apply in prescribed format (Form II-A) to the chairperson, DRC/CRC for changing his/her supervisor/co-supervisor (or both) on sufficient and valid grounds. On the basis of the application and the recommendation of the DRC/CRC, the RC may approve the change.

2.4 Recognition of Supervisor:

- 2.4.1 Any regular faculty member of the NIT Meghalaya with Ph.D may be recognized as supervisor/co-supervisor of guiding the Ph.D scholars.(R7(a)/SENATE-XVIII/19).
- 2.4.2 Any member of the faculty of the Institute who is eligible to become a supervisor may act as a co-supervisor.
- 2.4.3 Any member of the faculty/ scientist from other recognized universities/ institutes/ organization with requisite qualifications and outstanding research background may be recognized as Co-supervisor at NIT Meghalaya if the Chairman, Senate approves with recommendation of DRC.
- 2.4.4 In exceptional cases an eminent scholar with significant contribution in his/ her area of specialization/ expertise but without a Ph. D. degree may be recognized as co-supervisor. With regards to the requisite qualifications and outstanding research background for Co-Supervisors, he/she should have either Ph.D or Master's degree along with minimum 15 years of industrial experience in reputed R&D Labs R5/SENATE-XXIII/20
- 2.4.5 The DRC shall forward a brief note of recommendation to Dean (AA) along with the resume for forwarding to the Competent Authority. The Supervisor will be from NIT Meghalaya and may propose a Co-Supervisor from other Institutes/Industries along with his/her CV and email/letter of consent. Upon approval of the Competent Authority, he/she may be recognised for Co-Supervising the student at NIT Meghalaya. R7 (b)/SENATE-XVIII/19.
- 2.4.6 The scholar enrolled into Ph.D. Sponsored (Part-Time) Programme may choose a Co-Supervisor preferably from his/her parent organization or reputed Institute nearer to his/her working place. However, in case the student is unable to find a suitable Co-supervisor, his/her Supervisor may recommend a Co-Supervisor from a reputed Institution that may be beneficial for the scholar to carry out the research work. The process of proposing a Co-supervisor shall be followed as specified above (R7 (b)/SENATE-XVIII/19)
- 2.4.7 The Senate Recommended that the existing Sponsored (Part Time) Ph. D Scholars can carry out their research work under sole supervision provided they are unable to find a Co-Supervisor as per norms and the Institute attendance requirement of such scholars may be increased by 50%. The scholar may opt for a co-supervisor from NIT Meghalaya provided his/her workplace is nearby Shillong. Allotment of Sole

Supervisor will be case to case basis and upon approval of the Competent Authority. However, from Spring 2021 admission onwards, the shortlisted candidates for Sponsored (Part Time) Programme should mandatorily propose a Co-Supervisor, along with his/her brief bio-data and consent, preferably from the parent organization or from any reputed Institutes closer to the work place of the candidate before the selection process. R5/SENATE-XXIII/20

- 2.4.8 Under no circumstances a Ph. D. candidate shall have more than two supervisors including a co-supervisor.
- 2.4.9 Even when a supervisor leaves the Institute permanently or temporarily or retires from service she/he shall continue to supervise the scholar(s) till she/he completes the work. However, the scholar(s) must apply to the DRC/CRC for a co-supervisor or a different supervisor with the consent of the original supervisor.
- 2.4.10 In case a supervisor or a co-supervisor is not in a position to continue supervision due to prolonged illness or other problems (in such a case she/he shall communicate her/ his inability to the DRC) or factors beyond his/her control the DRC may appoint a new supervisor or a co-supervisor on receiving an application (Form II-A) from the scholar concerned and obtain approval of the Competent Authority. In case of a change of co-supervisor the application shall be endorsed by the supervisor subject.(R6(b)/SENATE-XX/19).
- 2.4.11 If a faculty member is leaving the Institute, the proposal for change of Supervisor/Co-Supervisor shall be as under:
- a) If the scholar under the faculty has not completed the Ph.D Registration or his/her research work is in the preliminary stage, then the DRC shall propose for the change of supervisor and the leaving faculty may be opted for Co-Supervising.
 - b) If the scholar under the faculty has completed the Ph.D Registration and his/her research work is in the final stage of submission, with sufficient number of paper/Journal publications (as the first author), then the leaving faculty may continue supervising the scholar. However, a Co-Supervisor from the Institute must be recommended by the DRC.
 - c) In the above or similar cases for change/appointment of supervisor/Co-Supervisor, an approval must be obtained from the Competent Authority through the DRC. (R6(b)/SENATE-XX/19).
 - d) The same procedure is followed in case of Sponsored (PartTime) Ph. D Scholars as well.
- 2.4.12 A faculty member of the Institute recognized as a Ph. D. supervisor shall not take in new Ph. D. scholars during the two years period prior to his/ her retirement.

3. Admission to the Ph.D. Programme:

3.1 Eligibility for Full time Ph.D admission:

Master's degree in Engineering/ Science/ Technology/ Humanities and Social Sciences/ Management Sciences/ or Master's degree in the allied subjects with consistently good academic record and a minimum of 60% (55% in case of Humanities and Social Sciences) marks or an equivalent CGPA in the Master's degree. Candidates with B.E./ B. Tech. with an aggregate of 75% marks or equivalent GPA with valid GATE score will also be eligible. (R6 (d-i)/SENATE-XVI/18)

3.2 Qualification Criteria for Ph.D Sponsored (Part-time) Programme:

- a) Master's degree in Engineering/ Science/ Technology/ Humanities and Social Sciences/ Management Sciences/ or Master's degree in the allied subjects with consistently good academic record and a minimum of 60% (55% in case of Humanities and Social Sciences) marks or an equivalent CGPA in the Master's degree. OR
- b) Candidates with B.E. / B. Tech. with an aggregate of 60% marks or equivalent CGPA are eligible. Relaxation for SC/ST & PH as per GOI norms.
- c) Employees from Industries, Corporate Houses, Research and Development (R&D) Organizations and Faculties of Senior Colleges with minimum working experience of 5 years, out of which 2 years should be from the current organization, will be eligible for applying to the Sponsored Ph.D. Programme.
- d) Candidate's age should not be more than 58. (R6 (d-ii)/SENATE-XVI/18 & R6(d-iii)/SENATE-XVI/18).

3.3 Notification for Ph.D. admission:

The notification for admission to the Ph.D. programme (both Ph.D Full time and Ph.D Sponsored (part-time) shall be published through advertisements placed in national and regional newspapers and through the Institute website. However, the Advertisement of Ph.D Sponsored will be once in a year preferably before the beginning of the Academic Year. The notification shall be made on obtaining information from each department/centre about the actual number of positions available.

3.4 Admission Procedures:

- 3.4.1 The application form (Form-A) for admission to the Ph.D. programme in prescribed format duly filled in and complete in all respects must reach the Assistant Registrar (Academic) on or before the last date specified for the purpose.
- 3.4.2 The application must be accompanied by a Statement of Purpose (SoP) indicating the area and type of research work he/ she proposes to carry out.
- 3.4.3 Applicants of the candidates of categories (1.3.2), (1.3.3) and (1.3.4) in 1.3 must be submitted through proper channel.
- 3.4.4 Sponsored candidates under category (1.3.2), and (1.3.4) shall submit a sponsorship certificate/NOC from their employers in proper format (Form III A) (R6(g)/SENATE-XX/19)
- 3.4.5 Employed part time candidates under category (1.3.2) shall submit a no objection certificate from their employers stating that the candidates shall be allowed to get themselves admitted to the Ph.D. programme, if selected. Such candidates shall complete their course work by the end of the third semester after obtaining necessary leave in the prescribed format (Form III B) from their employers.
- 3.4.6 Ph. D regulations under Project Fellow, "Project Fellows working under different research projects at the Institute may be admitted to the Ph. D. Programme provided they satisfy the eligibility criteria with subject to the consent of the Principal Investigator of the project. They shall be considered as full time for the Ph.D. courses/research." (Form III C). The minimum requirement of remaining project duration for admission into Ph. D Programme by him/her must be more than two years. (R11/SENATE-XVIII/19)
- 3.4.7 The applications received by the academic office shall be sent to the concerned chairpersons of the DRCs/CRCs for scrutiny. The respective DRC/CRC shall scrutinize the applications, shortlist the candidates and call them for a test (written and/or oral as decided by the DRC/CRC).

- 3.4.8 A selection committee constituted by the chairperson, DRC/CRC shall conduct the test and recommend a panel of candidates for admission which shall be sent to the Director for approval.
- 3.4.9 Selected candidates shall be intimated by the academic office for getting themselves admit in this programme

3.5 Modality for Institute Employees applying for Ph.D. Sponsored (Part Time) Programme (R7/SENATE-XXI/20)

The Institute Employees applying for Ph.D. Sponsored (Part Time) Programme of the Institute, The criteria for Employees of the Institute is as below: National Institute of Technology Meghalaya will encourage its regular employees to pursue Ph.D. Sponsored (Part-Time) Programme in the appropriate area, subject to fulfilling the following conditions:

- 3.5.1 The minimum qualification required for applying into the programme shall be as per advertisement and norms of the Institute.
- 3.5.2 The minimum work experience required is Five years of regular service. At least two years of continuous regular service at NIT Meghalaya is required.
- 3.5.3 An employee shall have to apply through proper channel. The concerned department/section shall forward his/her application to the Academic Section for necessary approval of the Competent Authority.
- 3.5.4 The maximum number of seats for Institute employees shall be fixed at 2 per department/section/centre.
- 3.5.5 The fee structure shall be the same as that of Ph.D Sponsored (Part time) category.
- 3.5.6 The Institute shall not bear any kind of expenses/semester fees of the employee for pursuing higher study The course work requirements shall be the same as those of the Part-time(sponsored) category.
- 3.5.7 Both the Supervisor and the Co-supervisor should be from NIT Meghalaya.
- 3.5.8 The minimum and maximum duration of the course shall be kept the same for both the categories (Sponsored & Institute Employee).
- 3.5.9 After successful completion of the Ph.D. Sponsored (Part-Time) programme, the employee cannot claim any additional financial benefits/incentives from the Institute.
- 3.5.10 The minimum period that an employee is required to serve in the Institute after completion of the Ph.D Sponsored (Part-Time) Programme shall not be less than the minimum duration of the Ph.D Sponsored (Part-Time) programme. An employee has to submit an undertaking at the time of application.

3.6 Course work, course registration and attendance :

- 3.6.1 A scholars admitted to the Ph. D. programme shall be required to complete specified course work prior to the submission of the Plan of Research. The DRC/CRC shall suggest course work of a minimum of eighteen credits out of which nine is compulsory. Compulsory courses are (i) Research methodology (HS 701) (ii) Math course (MA701) (iii) HS 702 for HS candidates in lieu of Math Course MA 701 {R4(ii)/SENATE-XIX/19} and (iii) core courses of respective departments (CE701, CS 701, EC 701, EE701, ME 701, CH701, PH701, MA702). .
- 3.6.2 Minimum Twenty Four credits for those admitted with a B. Tech. as qualifying degree, eighteen credits for M.Sc graduates admitted in PhD programme in Engineering. Other courses will be on the areas of research and/or areas related to that of research to be carried out by the scholar preferably within the first two semesters.
- 3.6.3 If a scholar is unable to appear the end term examination of a registered course, the scholar may be allowed to register for the same courses in the subsequent semester(s) or opt for a new (replacement) course floated in the subsequent semester, recommended

by the respective DRC and further approved by the Senate Chairman. (R4(2a)/SENATE-XXII/20).

- 3.6.4 Candidates joined under category (1.1.4) i.e. Ph.D Sponsored (part time) shall be exempted from classes. Courses work shall be through self-study mode or guided study mode. However, they need to earn a minimum of nine credits in coursework. one Research Methodology (HS 701) as compulsory course two departmental Courses (500/600 levels) suggested by the Supervisor and recommended by the DRC. R3(b)/SENATE-XVII/19
- 3.6.5 The departments need to constitute research groups in the for Syllabus Development, Consultancy Generation, Ph. D Work Related, etc. R10/SENATE-XXII/20
- 3.6.6 The monitoring the Progress of Research, Approval of Pre-submission seminar, examination of thesis and award of Ph.D degree as per regular Ph.D programme.
- 3.6.7 The scholars enrolled into Ph.D. Sponsored (Part-Time) Programme must be physically present during Semester Registration till the completion of Ph.D. Registration. However, after completion of Ph.D Registration, a scholar may opt to send the relevant signed scanned copies to their respective Supervisors who in turn may submit the signed documents to the Academic Section. The Scholars are required to be present in the Institute at least once in 6 months. (R11(b)/SENATE-XIX/19).
- 3.6.8 Last Date for Semester/Course Registration under any Programme: students are allowed for Semester/Course Registration under any Programme along with the fine amount of Rs. 3000/- till last fine date as per academic calendar. The registrations are not be allowed after the last date of registration with fine, unless under extreme conditions and upon prior approval of the Authority. A separate notification prior to every semester shall be issued. **R7/SENATE-XVII/19:**
- 3.6.9 The DRC/CRC shall advise the DC about the nature and content of the course work and also the mode of imparting this for each candidate depending on the following:
- a) Specific requirements of the area of research;
 - b) Previous knowledge/expertise/experience and qualification of the candidate.
- 3.6.10 In order to continue research a candidate must secure a minimum CGPA of 7 and in no case the grade point in the individual courses must be below 6. The evaluation and grading procedures shall be same as those adopted for the PG programmes. If a scholar fails to get the qualifying CGPA she/he shall be allowed to improve the CGPA provided that such chance shall be restricted to one.
- 3.6.11 Once the DRC/CRC decides on the nature of course work etc. (as per 3.6.1.- 3.6.4.) a scholar shall register for the course(s), submitting the course registration form in the prescribed format (Form IV A).
- 3.6.12 During course work scholars shall report at the department/centre regularly and attend classes or do assigned tasks. The percentage of attendance during course work must not fall below 75% for all categories of scholars.
- 3.6.13 30 days of attendance during the first year is made mandatory for students admitted under the Ph.D Sponsored (part time) Programme. Monitoring of attendance shall be maintained by respective Department. The attendance record has to be certified by the concerned HoDs and submitted to Academic Section during Ph.D registration R10/SENATE-XV/18
- 3.6.14 **Recognizing Coursera Courses as Approved Courses for Ph. D. Programme** (R5/SENATE-III/14)

Coursera offers a wide range of high quality online courses in partnership with more than 50 top notch universities worldwide including Stanford, Princeton etc. It is thought that it will be highly beneficial to allow research scholars to register for Coursera courses and get the credit for these, where appropriate, to satisfy the course requirement of their Ph. D. Program.

The guidelines to be followed for the allowing the credits for a course are as below:

- a) The Doctoral Committee shall recommend the course to the scholar;

- b) The scholar shall submit the recommendation with the course content and course load details to the chairman, DRC;
- c) A committee constituted by the Director/ Dean of Academic Affairs shall work out the credit equivalence of the course for consideration by the Senate.
- d) The scholar shall register for the course at the Institute as well as at Coursera.
- e) A faculty member shall be assigned as a mentor at the Institute.
- f) A viva by the mentor and an expert shall be arranged on completion of the course for the certification at the Institute.

3.7 Exemption from Course work:

3.7.1 Any candidate having completed his/ her M. Tech/ M. Phil degree in relevant field within the preceding three years and has done the course work required for the proposed work may be exempted from course work of nine credits which is not compulsory. However, such a person shall be required to give at least one seminar on the areas related to his/her area of research prior to the submission of the Plan of research.

3.7.2 Candidates who have carried out course works of equivalent standard in another institute for a research programme within the preceding two years and if the courses done are relevant to the proposed work, he/ she may be allowed to transfer the credit.

4. Critical Dates for Ph.D Programmes and Ph.D Registration:

4.1 Critical Dates for Full Time /Sponsored/ Part Time Ph.D Programme (R6(b)/SENATE-XVI/18):

Activities	Full Time	Sponsored/ Part-time
Date of Enrolment:	Admission Date	
Registration Date:	Registration Seminar Date	
Earliest Submission Date:	1.5 Years after Ph. D registration	2 Years after Ph. D registration
Min. time for Thesis submission:	2 Years after Ph. D registration	3 Years after Ph. D registration
Max. time for Thesis submission:	8 years from the date of enrolment	

4.2 Ph.D Registration :

4.2.1 Pre-requisites for registration:

- a) The Ph.D scholars under Full Time/Sponsored (Part-Time) can apply for registration seminar on successful completion of minimum 2 semesters of course work followed by comprehensive exam.
- b) The minimum time for Ph. D registration as one year from the date of enrollment, upon completion of the following (R15(I)/SENATE-XIX/19)
 - i. Successful completion of all course works with minimum 7 CGPA, however the students must secure minimum 6 GPA in each course.
 - ii. Successfully clearing the comprehensive examination with minimum 6 GPA.

4.2.2 On successful completion of the course work a Comprehensive Examination on all the courses (total eighteen credits) which are taken during course work, shall be taken. The scholar shall be intimated about the date of the comprehensive examination, at least two months in advance.

4.2.3 The scholar shall be allowed to make registration seminar only after he/ she is able to clear the comprehensive examination with minimum 6 GPA in no more than two attempts. If a candidate fails to clear comprehensive exam within two attempts, he/she has to quit from the PhD programme.

- 4.2.4 The scholar must complete his/her Ph.D registration seminar within two year from the date of the enrollment. .(R15(I)/SENATE-XIX/19).
- 4.2.5 On clearing the Comprehensive Examination a candidate shall submit a Plan of Research forwarded by the supervisor to the DRC/CRC, which shall, then, arrange a seminar for presentation of the plan by the scholar by submitting (Form-IV B). An open notice to be issued by the concerned HoD prior to 7-days before the registration seminar. The day of registration seminar will be considered as registration date for the scholar after due approval.
- 4.2.6 The plan shall indicate the area/ issues/ problems to be taken up, refer to previous research/ literature on the same/ similar/ related areas/ issues/ problems, mention methodology/ types of experiments/ field works/ approaches to be adopted, expected outcome and relevance/ significance of the research.
- 4.2.7 The Doctoral committee (DC) access the feasibility of the Plan and the capability/ preparedness of the scholar for carrying out research and recommend (Form-IV C) one of the following to the DRC
 - a) That, in view of the suitability/ feasibility of the Plan and the capability/ preparedness of the scholar he/ she may be allowed for PhD registration;
 - b) That. the scholar may be asked to modify his/ her plan incorporating the suggestions made and resubmit it within a period of time specified by the DC.
- 4.2.8 In order to continue research the scholar shall renew his/her studentship by completing necessary formalities as below in each semester. Progress seminar to be conducted in each semester and evaluated as below by submission of Form-IV D.
- 4.2.9 The semester wise credit structure for Ph.D scholars after the confirmation of Ph.D registration to evaluate his/her progress R8/SENATE-XXIII/21
 - a) Research Work Content {to be evaluated by Supervisor(s)}: 12 Credits
 - b) Technical Writing and Seminar {to be evaluated by the DC}: 4 Credits
- 4.2.10 Enhancement seminar should be conducted after 2 years from the date of enrollment.
- 4.2.11 As per critical dates from clause 6, Minimum time for thesis submission for sponsored (part time) candidate is 3 years and maximum 8 years from the date of registration.

4.3 Maximum Duration of Institute Scholarship to Ph.D Scholars:

With reference to letter No.-F.N0.17-2/2014-TS.I, dated 18th February, 2015 received from MHRD related to the revision of Ph.D rates with a clarity on uniform duration of 5 years for payment of fellowship (JRF/SRF) to all research scholars irrespective of whether they are B. Tech/M. Tech/M.Sc degree holders of M. Tech degree holders. Institute does not issue scholarship after a candidate completes his/her duration 5 years in the Ph.D Programme. R8/SENATE-XX/19

5. Monitoring the Progress of Research :

- 5.1 In order to monitor the progress of research of a scholar, the Doctoral Committee shall be constituted. The process of the same shall be initiated by the supervisor(s) by submitting Form IIB. The Dean (AA) shall recommend the Chairman and Member from the other Department as specified in the definition and the same shall be approved by Chairman, Senate. {R6(a)/SENATE-XVI/18}
- 5.2 During the period of research work all categories of scholars shall be in touch with their supervisors and make at least one seminar presentation in each semester on experiments/ fieldwork/ library work done. Except for Part time scholars, other categories of scholars shall be generally available in the department/ centre unless they are engaged in experiments/ field work/ library work elsewhere with prior permission of the supervisors.

- 5.3 A Ph. D. scholar shall submit a progress report in the prescribed format (Form-IV D) before the DC and subsequently shall have to present a progress seminar before the DC members within the date to be notified by the Academic Section.
- 5.4 Progress Seminar for Ph.D Sponsored (Part -Time) Category: The progress seminar of sponsored scholars after Ph.D registration shall follow the same procedure as like full-time Ph.D Scholars and be physically present in the Institute for the Progress Seminar. However, the due date for semester registration may be relaxed for the Ph.D sponsored (Part -Time) category after completion of course work and the scholars are required to be present in the Institute at least once in six months. (R11/SENATE-XIX/19)
- 5.5 The DRC/CRC shall send the reports to the Academic Section for appraisal of the Dean(AA) with anyone of the following recommendations.
- a) Allowed to enroll in the next semester and continue research;
 - b) allowed to enroll and continue research but with suggestions for improvement;
 - c) As the performance is very poor advised to discontinue.

6. Period of candidature:

- 6.1 The maximum period of candidature shall be 8 years from the date of admission/enrolment. Please refer critical dates on clause 4.1.
- 6.2 Minimum time for thesis submission for full time candidate is 2 years from the date of registration. Whereas minimum time for a candidate who shall convert from full time to part time will be shifted by the number of days that was left on the day of conversion. Minimum time for thesis submission for full/part time scholar will be shifted by two times of cumulative unauthorized leave taken by a scholar.
- 6.3 A candidate may apply for extension of the period for submission of the thesis, only once, for a maximum of one year in the prescribed format (Form VI) to the chairman DRC/CRC during the eighth year and at least six months before completion of eight year. The recommendation of the DRC/CRC shall be sent to the Chairman, Senate for approval.

7. Withdrawal of candidature:

- 7.1 If a scholar desires to withdraw his/ her candidature and continue as part time student, he/ she shall apply (Form VII) to the chairman, Senate through the DRC/CRC and his/ her supervisor at any time only after one year of the PhD registration. In case, the request of the candidate is permitted then the earliest date of thesis submission is shifted forward by 1.5 times of the remaining period.
- 7.2 The grant of withdrawal will be based on the following conditions:
- a) The candidate is going for a superior job which he/she aspires to join after completion of the present programme and on the basis of the current programme.
 - b) There must be someone in the candidate's place of work who can become the local supervisor (co-supervisor) or else the candidate's work place should be in the proximity of the Institute so that there can be regular academic interactions between the candidate and the supervisor.
 - c) The candidate gets adequate facility in his/her work new place to continue the remaining work and the facilities available must be at the same level or higher. This needs to be certified by the supervisor concerned at NIT Meghalaya and the co-supervisor at the place of the work.
 - d) Based on the application and prayer of the candidate, the Senate of the Institute through its collective wisdom may permit the conversion.
 - e) Till the permission is obtained from the Senate, the student must continue as a regular student.

- 7.3 Any scholar leaving the Ph.D programme before completion of the first two years should refund the full scholarship received from Institute during his/her studentship. Student need to submit an undertaking from the student during time of Ph.D admission. In exceptional cases, where the Institute terminates the studentship of scholar, he/she may be exempted from refunding the scholarship availed. (R15(b)/SENATE-XVII/19).
- 7.4 If any project tenure is completed before the completion of PhD work of the project fellow who associated with the project, then the project fellow will be converted to Institute scholar and can be financially supported by the Institute for a maximum period of one year.
- 7.5 **Maximum duration for temporary discontinuation of course under any Programme:**
The maximum duration for temporary discontinuation of course under any Programme as two semesters due to medical problems or other valid reasons. They may be allowed only with prior approval of the Competent Authority. The student should register and pay for all the semesters even during temporary discontinuation of the Programme for continuation of studentship. However, upon re-joining the student should complete the Programme within the maximum period allowed for the Programme as per the Academic Ordinance R11/SENATE-XVII/19:

8. Approval of the title of the thesis and pre-submission seminar:

- 8.1 A scholar shall finalize the title of his/ her thesis at the time of presentation of pre-submission seminar and get it approved by the DRC/CRC.
- 8.2 At least 15 days before the submission of the thesis the scholar shall submit a Synopsis in the prescribed format (Form VIII-A) in not more than 1500 words – all in triplicates (hard copy as well as soft copy) and draft thesis – to the DRC through the Supervisor and give a pre-submission seminar on the research carried out by him/ her. The DC and the DRC/CRC shall go through the synopsis and thesis and suggest changes, if any, in the final form of the thesis. The scholar shall submit the synopsis and draft thesis along with the (Form-VIII B) through the DC to the Dean (Academic) for necessary action.
- 8.3 To expedite the evaluation process, Supervisor can submit list of examiners during pre-submission.

9. Submission of thesis:

- 9.1 A Ph. D scholar may submit his/ her thesis (along with Form IX) within the stipulated period but not later than two months from the date of pre-submission seminar provided he/she fulfills all requisites and critical dates from point 4.1, for Ph. D thesis with a substantial work minimum two (2) accepted/published papers in a refereed journal (Scopus/SCI/ESCI/ SSCI/ AHCI) as a first author.
- 9.2 Guidelines for preparation of the thesis are given in Annexure I.
- 9.3 Content and context of the thesis:
- The thesis shall be written in English in the specified format.
 - No part of the thesis shall have been submitted for the award of any degree/ diploma of the Institute or any other university/ institute.
 - Five copies of the thesis shall be submitted initially in soft (paperback) cover. Final hard cover copies (at least three) after incorporating suggestions/ modifications recommended by the examiners, shall be submitted within 15 days of the viva-voce examination.
 - The candidate shall enclose a report on non-plagiarism as produced by standard anti-plagiarism software. The plagiarism detection software 'Turnitin' may be used and the maximum allowed similarity index will be 15% (excluding the content of self-citation), the Doctoral Committee will take a decision on the acceptability of the thesis based on the nature/context of similarity. In addition for submission of thesis, the scholar should fulfill all the requisites as per the Ph.D regulations along

with minimum (not preferably) two accepted/published papers in a referred journal (Scopus/SCI/ESCI/SSCI/AHCI) as a first author (R6(e)/SENATE-XX/19).

- e) The candidate shall submit a "No dues certificate" from concerned departments/ sections/ offices/ library at the time of submission of the thesis.

10. Early Submission:

- 10.1 If a research scholar desires to submit a Ph.D. thesis prior to the completion of minimum stipulated time as prescribed in clause 4.1 and 8, he/she should satisfy the following criteria:
 - a) Refer critical dates from item 4.1 for early submission date.
 - b) Published at least three (3) papers in a referred journal scopus/SCI/ESCI/SSCI/AHCI) as a first author.

OR
 - c) Filed at least one patent and published at least one paper in a referred journal (Scopus/SCI/ESCI/SSCI/AHCI) as a first author.

OR
 - d) Developed two products and published at least one paper in a referred journal (Scopus/SCI/ESCI/SSCI/AHCI) as a first author.
 - e) Have recommendations of extended DC (two other Dept. members/experts, nominated by Chairman, Senate) (R6(f)/SENATE-XX/19).
- 10.2 The Candidate should make request application through supervisor to DRC at least 1 month prior to pre-submission of thesis.

11. Examination of thesis:

- 11.1 The Supervisor (and Co-supervisor, where applicable) of a scholar shall submit to the Dean (Academic) through the DC panel of at least ten external examiners (5 from india and 5 from abroad) with disciplines and addresses, of which three may, preferably, be from abroad, at the time of submission of the synopsis. R6/SENATE/XIII/17/Sec-II
- 11.2 The chairperson of the Senate will approve the Board of Examiners for Thesis (BET) as stated in Definitions with the supervisor(s) as the internal examiner(s) and two examiners chosen from the panel as external examiners, one of which should be from abroad and preferably be of non-Indian origin.
- 11.3 In case of non-availability of the external examiner(s) of BET for the evaluation of the oral defence, an alternative examiner shall be selected by the Chairperson of the Senate, preferably from the panel of examiners submitted by the supervisor(s). (R6(a)/SENATE-XX/19).
- 11.4 **Recommendation of BET:**

Examiners shall be requested to submit a report on the thesis recommending any one of the following (Form XI):

 - a) The thesis may be accepted for the award of the degree.
 - b) The thesis may be accepted subject to modifications carried out as suggested without further reference to me.
 - c) The thesis is not satisfactory for viva-voce examination but the candidate be permitted to re-submit the thesis in a revised form.
 - d) The thesis be rejected.
- 11.5 In the case of recommendation (c) under Clause 11.4, the scholar shall submit the revised version of the thesis within six months, carrying out the suggested modifications.
- 11.6 If both the external examiners reject the thesis, the candidate and the supervisor shall be intimated accordingly. The candidate may be allowed to register afresh. In that case he/she is not required to do the course work. The candidate shall be expected to submit his/her thesis within a period not exceeding six semesters.

- 11.7 If one of the external examiners rejects the thesis, it shall be sent to a third external examiner to be selected by the chairperson of the Senate. If the third examiner also rejects the thesis, the candidate may be allowed to register afresh as in 11.6
- 11.8 The following guidelines shall be adhered to in case of any amendment(s) are made to a thesis:
- a) The Dean (Academic) shall send copies of the examiners' reports to the supervisor/ co-supervisor for advising the scholar to incorporate necessary corrections. All the changes to be certified by the supervisor and DC .
 - b) A scholar is not permitted to make any change to the thesis not specified by the examiners (or implied in their reports).
 - c) Corrections and modifications to the thesis shall be incorporated in the text by changing the pages/ tables/ figures wherever necessary with a separate sheet indicating the corrections made with the page numbers, within two months.
 - d) If the scholar needs more time to complete the modifications, extension of time may be sought by submitting an application to the chairperson, Senate through the chairperson, DRC/CRC.

12. Oral Defence Evaluation

- 12.1 On completion of the examination process and after all the examiners certify that the amendments, corrections specified have been incorporated, and recommend the case for viva-voce examination, the chairperson of Senate shall constitute the Oral Defence Evaluation Committee (ODEC) on the recommendation of the DC and the chairperson of DRC/CRC. It shall consist of concerned DC Chairman as 'Chairman', External examiner(s) of BET selected by the Chairperson of the Senate as 'Member', All DC Members as 'Members', Co-Supervisor as 'Member' and Supervisor as 'Convener'. (R6 (a)/SENATE-XX/19).
- a) If none of the external examiners of BET is available for evaluation of oral defence, the chairperson of RC shall appoint an alternative external examiner from the approved list of examiners.
 - b) The Dean (Academic) shall fix a date for oral defence evaluation of the thesis as early as possible.
- 12.2 Normally the oral defence evaluation shall be held at the premises of the concerned department. However, under exceptional circumstances, the oral defence evaluation may be convened in some other places/ premises outside the Institute but within the country as agreeable to the external examiner and the other members of the ODEC with the approval of chairperson of the AC. Oral defence examination shall be open to all.
- 12.3 On completion of all the formalities, the ODEC shall send its recommendation to the chairperson, Senate through the Dean (Academic) as per format (Form XII).

13. Award of Ph.D. degree:

The degree shall be awarded by the Board of Governors of the Institute on the recommendation of the Senate. The announcement of the award shall be made by the Registrar.

14. Confidentiality and copyright of thesis:

- 14.1 Upon submission of the thesis candidates are asked to sign the following statement, enabling the Institute to allow others to read the Institute's copy of the thesis, and use it for research or private study: "I agree that my PhD thesis titled (title) will be lodged in the NIT Meghalaya Library, and made available (if applicable after the expiry of any period of approved restricted access) to any person(s) entitled to use the Library and may be photocopied or microfilmed by or on behalf of the Librarian for use for research or private study pursuant to the provisions of the Copyright Act 1968."

“I agree that any user of the library may quote extracts from the thesis in any paper or written work prepared by the user, subject to acknowledging the source of the quotation.”

- 14.2 Should the author of the thesis or the supervisor wish to publish the matter in the form of a book the author and the supervisor shall obtain clearance from the Institute.

15. Any other:

- 15.1 If any Ph.D. scholar happens to be a family member or a close relative of the chairperson of the DRC/CRC/RC, a member of the faculty (for the first two) or a senior professor nominated by the Senate shall perform the duty of the chairperson of the respective committee.
- 15.2 The Institute faculty members may provide assistance in UG/ PG level project works of students from other institutions, but they should not take-up responsibility of officially guiding M. Tech/ B. Tech project works of students from other Institutions.
- 15.3 Faculty members from NIT Meghalaya desiring to act as co-supervisors/joint Supervisors of PhD scholars from other Institutions or undertaking any other assignments like Adjunct faculty/ Guest Faculty in other Institutions/ organizations, need to apply through the concerned Head of the Department to the Director, NIT Meghalaya. Director may consider according approval to such applications on case to case basis keeping in mind
- The responsibilities/ workload/ academic commitment of the concerned faculty member at NIT Meghalaya and the feasibility of sanctioning leave (if required) as per rule
 - The reputation of the Institution/Organization involved R15/Senate-VII/2015

16. Leave Rules :

16.1 Personal Leave (20 days):

The student shall be eligible for 20 days of leave in a year with the approval of the head of the department at the recommendation of his/ her faculty adviser. To avail leave the scholar will be required to apply in advance in prescribed form. A maximum of 5 days of such leave is allowed to avail at a stretch if a student having any teaching assignment. Form 1B (a) to be used for this purpose. The exclusion of Saturdays, Sundays or holidays falling between the leave period is considered provided if the leave period is not greater than 5 days at a stretch

16.2 Medical Leave (15 days): R6(c)/SENATE-XX/19:

Scholars can avail medical leave. Medical leave will be considered on case to case basis with the approval of the Head of the Institute on recommendations of the Supervisor/Faculty Advisor/HoD/Dean (AA). Form 1B (b) to be used for this purpose. A Scholar can avail maximum medical Leaves in a year is 15 days.

- If a scholar is prevented from attending classes owing to serious illness, the scholar or guardian shall intimate the Supervisor within 3 days from the date of his/ her falling ill either through email or an application.
- The scholar should be treated by the Institute Doctor or in any hospitals empanelled with NIT Meghalaya or Government Hospitals who will issue the medical certificate accordingly.
- The Medical Certificate must clearly state the period for which the student was advised treatment and rest.
- The student should submit the documents immediately upon joining the Institute.
- Excess to 15 days will shift the minimum time for his/her Thesis Submission to (Days of Excess Medical Leave X2) days.

16.3 Unauthorized Leave:

If any unauthorized leave is taken by scholar then, minimum time for submission will be as tabulated in PhD regulation (Sec IV-8.1) + (No. of non-entitled leave X 2) days.

16.4 Academic Leave (20 days):

Scholars can avail Academic Leaves only after the completion of 2nd Semester. Academic leave may be permitted to students to attend conferences/ seminars/ workshops/ trainings/ short-term courses/field trips for data collection, survey etc. A maximum of 20 days of academic leave is permissible in a calendar year. Form 1B(c) to be used for this purpose. Dean (AA) sanctions academic leaves on recommendation of the Supervisor/ Faculty Advisor/HoD.

16.5 Academic Leaves (more than 20 days):

Academic leave of more than 20 days but up to a maximum of 12 months is also permissible to carry out part of the research in another institute/ R&D Lab/ industry in India or abroad. For sanction of such a leave, a letter of consent from the host organization shall be required. Form 1B (b), to be used for this purpose. Academic leaves of more than 20 days will be sanctioned by the Head of the Institute on recommendation of the Supervisor/ Faculty Advisor/HoD/Dean (AA).

16.6 Maternity Leave:

Female scholars shall be eligible for maternity leave up to six months once during the PhD programme. The Head of the Institute sanctions maternity/ paternity leave on recommendation of the Head of the Department/Centre and submission of a certificate from a Recognized Medical Officer /Medical Officer of the institute. . Form 1B (b) to be used for this purpose.

16.7 Paternity Leave:

Male scholars shall be eligible for 15 days paternity leave only once during the PhD Programme. The Head of the Institute sanctions paternity leave on recommendation of the Head of the Department/Centre and submission of a certificate from a Recognized Medical Officer /Medical Officer of the institute. Form 1B (b) to be used for this purpose.

17. Process for Refund of Caution Deposit:

- 17.1 Refund of caution money shall be made to a student only after completion of his/ her programme and upon submission of prescribed forms. Refund of caution money shall be made against application in the prescribed form and on production of the Release Order.
- 17.2 The claim for refund of caution money shall not be entertained beyond a period of one year from the date of release of the student.
- 17.3 The caution money shall not be refunded if a student leaves the programme prematurely or does not join or attend any class after admission

18. Financial support for research scholars to attend international conferences outside of India:

Ph.D scholar can attend maximum conferences including one international (abroad) conference /workshop etc during his/her Ph.D tenure at NIT Meghalaya With a maximum ceiling on financial support of ₹. 1,00,000/- only during the entire Ph.D Programme, limited to a maximum amount of ₹. 50,000/- only per event

Conference Worksoop in India	<p>For Conference/Workshop/Training Programme (in India) the following financial support will be available from the Institute :</p> <ul style="list-style-type: none">i. Student Registration fee will be reimbursed.ii. Scholars are allowed to travel by train, bus and shared car, 3AC train fare by shortest route will be permissible for scholars.iii. Scholars are allowed to avail ₹. 450/-(Rupees Four hundred and fifty) only per day for accommodation for the days of Conference/ Workshop/ Training Programme, plus one day.iv. All the expenditure will be reimbursed on
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	<p>submission of relevant signed documents along with certificate, after attending the Conference/Workshop/Training Programme, etc.</p> <p>v. Attending Conference/Workshop/Training Programme will require pre-approval from the Authority and must be forwarded by the supervisor/advisor of the Ph.D Scholar through HoD.(Refer to Form-XIIIA)</p> <p>vi. Financial Support for attending Conference/Workshop/Training Programme by Ph.D Scholars is limited to a maximum ceiling amount of Rs.50,000/- only for event, upon submission of bills (Form-XIIIB)).</p> <p>vii. Scholars are encouraged to get funding from different funding agency for International Conference.</p>
Conference/Workshop outside of India	30% of total expenditure (Registration +Air-travel+ Accommodation) with a maximum ceiling of Rs.50,000/- whichever is less, will be reimbursed. The institute shall provide (interest free) loan facility with maximum limit of Rs. 1,00,000/-only, apart from the institute financial support mentioned above, to encourage the Ph.D scholars for attending International conferences held abroad. The scholars must pay-back the amount taken as loan to institute after receiving fund from any agency or bear by himself / herself

19. Power to Modify:

Notwithstanding all that has been stated above, the Senate has the right to modify any of the above Regulations from time to time.

20. Research Conclave :

In the Academic Calendar, Research Conclave to be included and to be held on National Science Day, 28th Feb, 2020. Further, any Ph.D scholar who has completed 2 years of Ph.D Programme should present a paper in the Research Conclave R10/SENATE-XIX/19

21. Ph.D Thesis Submission Fee:

The thesis submission fee to Rs. 10,000/- only as expenditure towards Thesis examination by two examiners and conduct of Thesis defence incurs a substantial amount R9/SENATE-XIX/19:

22. Nominal Fee for Transcripts/Duplicate Grade cards/IDs, etc.:

In view of the growing number of demands for issuing transcripts, duplicate grade cards, duplicate ID cards, etc, it was proposed to enhance the prevailing fees.R9/SENATE-XX/19

Sl. No.	Certificate	Existing Amount per unit (in Rs.)	Proposed Amount per unit (in Rs.)	Recommendation of Senate per unit (in Rs.)
1	Degree Certificates for those in absentia	Nil	3000/-	3,000/-

2	Duplicate Degree Certificate	1,000/-	2,000/-	4,000/-
3	Transcript	100/-	500/-	1,000/-
	Additional copy		100/-	
4	Duplicate Grade Card	100/-	500/-	1,000/-
5	Duplicate / Correction of Identity Card	100/-	500/-	1,000/-
6	Any other Certificates (Character, Transfer-Migration, Rank, Course Completion, etc.)	Nil	200/-	1,000/-

23. Fellowship/Assistantship for MCA/MSc/MA without NET/GATE qualification taking admission in Ph.D Programme:

The Ph.D scholars taking admission in the Institute are provided Institute scholarships as per MHRD norms as under

Sl.No	Qualifying Degree	Existing emoluments per month (in ₹)
1	Graduate Degree in Professional Courses (BE, B. Tech, M. Sc equivalent) with valid GATE score above the prescribed cut off level/NET Qualifications.	25,000
2	Post Graduate Degree in Professional courses (ME/M. Tech or equivalent) with two years of research experience.	28,000

There are also non GATE/NET/Ph.D scholars from MCA/M.Sc/MA background who are currently availing assistantship of Rs. 20,000/- pm through TEQIP-III fund. The procedure/modality for availing such scholarships, either through TEQIP or any other Institutional fund, for newly admitted scholars as follows students may approach TEQIP Co-ordinator for TEQIP funds with an application through the Supervisor and HoD. Based on TEQIP norms/availability of funds and on approval of the Competent Authority, assistantship may be provided to the scholar.

24. Outstanding Research Fellowship Scheme: (R2/SENATE-XXIII/20)

- 24.1 Outstanding Research Fellowship Scheme is targeted to encourage the Institute Ph.D scholars to set an outstanding research record. This will provide an opportunity for the scholars to carry out further research in the particular domain and also motivate the scholars for completing Ph.D work with substantial research publications in time
- 24.2 Eligibility: The Ph.D scholars applying for this fellowship scheme should have completed the Pre-Thesis Submission Seminar with outstanding research records and the Thesis should have been submitted within four years from the date of admission. One can apply under this scheme if he/she has minimum requirements as stated below
- Five (5) SCI/SCIE papers published/accepted (as the 1st author) in reputed peer reviewed journals along with substantial research activities/credentials (like conference papers, research collaboration work! sponsored student project, etc.). Publications in paid journals /open access will not be considered.
 - OR
 - Three (3) SCI/SCIE papers published/accepted (as the 1st author) in reputed peer reviewed journals with one Patent filed as well as additional research

activities/credentials (like conference papers, research collaboration work/ sponsored student project, etc.). Publications in paid journals /open access will not be considered

24.3 The selected scholars will be called Research Associate upon appointment

24.4 Fellowship Amount and Appointment Period:

- a) The appointment of Research Associate will be considered once the Ph.D Thesis is submitted. The amount of the fellowship will be fixed at Rs. 50,000/- only pm for a period of one year (maximum duration from the date of joining). However, he/she will be paid Rs. 40, 000/- per month and remaining balance amount (i.e. Rs. 10,000/-) will be deposited in a Recurring Deposit (RD) account and shall be paid upon completion of one year. The same will be forfeited if the Research Associate leaves the institute within a year.

24.5 **Selection Procedure:** A potential Ph .D scholar intending to carry out further research in a particular domain can submit the Application Form-B with list of publications to the Academic Section. The application Form must be routed through the Supervisor and HoD. A Committee constituted by the Competent Authority to evaluate the research work and potentiality towards carrying additional research in a particular domain will screen the applications and the short listed scholar may be asked to present his/her research work before the Committee.

24.6 The recommendation of the Committee will be forwarded to the Competent Authority for further decision. Once the scholar is appointed (maximum contract period of one year), his/her research work progress shall be reviewed by the Department Research Committee (DRC) along with the Supervisor every 3 (Three) months. Depending upon the recommendation and subsequent approval of the Competent Authority, his/her fellowship may be extended quarterly.

24.7 **Position of Appointment:** This is a purely temporary contractual position, and the candidate may be appointed as a Research Associate for a maximum duration of I (one) Year.

24.8 **Job Responsibilities & Assignments/Duties:** Similar to the Ph. D Scholars, besides carrying out the research work , the Research Associate shall be required to assist the department centre/ institute in teaching, evaluation and any other activity up to 10 hours per week as prescribed by the department/ centre concerned.

24.9 **Hostel Accommodation, Leave and Other Facility:** The Research Associate must pay the Hostel fee as per the Institute norms. For medical facility and leave entitlement, the same rule is applicable as like Ph.D Scholar. An additional financial support of Rs 50000/- (maximum amount) may be provided towards attending conferences (maximum allowable two reputed conferences for one year).

25. National PostDoctoral Fellowship (N-PDF) Programme funded by DST-SERB/CSIR/INSPIRE etc institute as NIT Meghalaya as the Host Institute R14 (6)/SENATE-XVIII/19:

25.1 The DST-SERB National Post-Doctoral Fellowship (N-PDF) Programme aims to identify and motivate young researchers and provide them support for research in frontier areas of science and engineering. Under this Programme,

25.2 NIT Meghalaya will be the host Institute under the supervision of the faculties of NIT Meghalaya and it is hoped that this training will provide a platform to develop as an independent researcher. As per the N-PDF scheme, the candidates will receive Fellowship of Rs. 55,000/- per month, Research Grant of Rs. 2, 00, 000/-p.a. and Overhead of Rs. 1, 00, 000/- p.a from DST.

25.3 Institute shall host a PDF Programme with Institute fellowship with maximum five numbers.

26. Institute Post-doctoral Fellowship / Sponsored Post-doctoral Fellowship under Postdoctoral scheme of NIT Meghalaya:

26.1 National Institute of Technology (NIT) Meghalaya will admit young researchers as Institute Post-doctoral Fellows (IPDFs) and Sponsored Post-doctoral Fellows (SPDF) under Post-doctoral scheme. Under this scheme, IPDF/SPDF will be provided the opportunities to do quality research works in the appropriate area.

26.2 Categories of Fellows under Postdoctoral scheme:

- (a) "Institute Post-doctoral Fellows (IPDF)" means a Post-doctoral Fellow, who is admitted to Postdoctoral Programme of NIT Meghalaya through the procedures adopted by Institute and avails Fellowship from the Institute funds.
- (b) "Sponsored Post-doctoral Fellow(SPDF)" means a Post-doctoral Fellow, who is admitted to Postdoctoral Programme of NIT Meghalaya through the procedures adopted by Institute and avails Fellowships from any recognized funding agencies like SERB,CSIR, DST etc of the Government of India .

26.3 Eligibility:

- 23.3.1 The applicant should be an Indian citizen.
- 23.3.2 The applicant must have obtained Ph.D. degree from a recognized University/Institute/National Laboratory having a relevant preceding degree with consistently a good academic record in both UG and PG.
- 23.3.3 Ph.D. students, who have submitted their thesis, also are eligible to apply. If selected, he/ she will be offered lower fellowship amount till the award of Ph.D degree. However, they have to submit the provisional/degree certificate within 6 months from the date of appointment as an Institute PDF. If it is not submitted within the time limit, the appointment will stand cancelled.
- 23.3.4 The applicant should have published 2 SCI publications or 2 Scopus publications or 1 patent to their credit as the first author based on his/her Ph.D. research work.
- 23.3.5 A Ph.D degree holder from NIT Meghalaya is eligible to apply only after gaining one year of post-Ph.D relevant experience and the mentor to be opted is other than his/her Ph.D. supervisor(s).
- 23.3.6 A Potential Scholar to apply this programme by submitting Form C.

26.4 Age limit:

Maximum Age is 35 years. It can be relaxed for women, reserved category and PWD candidates as per Government of India norms.

26.5 Shortlisting Criteria

- 23.5.1 Each Department shall make the short listing of applications based on the Academic and Research records.
- 23.5.2 Shortlisted candidates will present his/her research work (including Ph.D & Proposed future work) before the Departmental Research Committee (DRC).
- 23.5.3 Each Department shall forward the primarily recommended list the **Post-doctoral Selection Committee**. The Committee shall be constituted for selecting the Post-doctoral Fellows under both IPDF and SPDF categories in the light of appropriate standards. The Postdoctoral Selection Committee shall be constituted by the Competent Authority of the Institute with the following Members,

26.6 Postdoctoral Selection Committee:

- i. Dean (Academic Affairs) - Chairman
- ii. Head of the concerned department/ Centre - Member
- iii. Two Faculty Members to be nominated by Competent Authority - Members

The Selection Committee will make its recommendation on the basis of the bio-data, list of publications, research plan, recommendations of the referee etc and presentation of the candidates.

26.7 Post-doctoral Fellows Tenure and Fellowships:

23.7.1 The appointment of Institute Post-doctoral Fellows is of purely a temporary assignment and is tenable for a period of 2 years. The tenure of Sponsored Post-doctoral Fellows (SPDF) will be as per the guidelines of sponsored organization.

23.7.2 The Post-doctoral Fellows shall be entitled to receive the grants as given below:

SI.no	Categories	Budget	Heads Amount
1	Institute Post-doctoral Fellow (IPDF)	Institute Fund	Rs. 55,000/- per month (consolidated) and Rs. 40,000/- p.m. for candidates who have submitted the thesis but degree not awarded
2	Sponsored Post doctoral Fellow (SPDF)	Sanctioned grants from sponsoring agency/ organizations.	As per norms of sponsored agencies/ organizations

23.7.3 Post-doctoral Fellows (PDF) is expected to undertake the research objectives by discussing with the mentor during the entire duration of the fellowship.

23.7.4 The Post-doctoral Fellows are not eligible to receive any other fellowship from any Government or Non-Governmental source during the tenure of the fellowship.

23.7.5 The extension of Post-doctoral Fellowship will be evaluated and recommended by the DRC/CRC at the end of the first year, and then every six months. However, based on the recommendations of DRC/CRC, the tenure may be extended with the approval of the Competent Authority.

23.7.6 If the Post-doctoral Fellow wishes to leave the programme before the end of the tenure, he/she can do so with the approval of the Competent Authority. The fellowship may be terminated by the Institute if the performance/conduct of the fellow is unsatisfactorily after giving one month's notice to the Post-doctoral Fellow.

23.7.7 The performance of PDF monitored by Performance Review Committee comprising of the following members:

23.7.8 The HoD, Chairman ii) Mentor, Convener iii) Internal Quality Assurance Committee Chairman iv) One faculty from same research area v) One faculty from other department.

23.7.9 The extension of Post-Doctoral Fellowship will be evaluated and recommended by the Performance Review Committee (PRC) at the end of the first year and then every six months. Based on the recommendations of the PRC, the tenure may be extended with the approval of the Competent Authority.

26.8 Work Assignments:

- 23.8.1 The Post-doctoral Fellows under both categories will be attached to the Department and mentor (s) for carrying out full-time research and teaching in an area approved by the Department.
- 23.8.2 He / She shall not accept or hold any appointment, paid or otherwise or receive any emoluments, salary, stipend, consultancy, etc., from any other sources during the tenure of the fellowship without the consent of the Competent Authority.
- 23.8.3 The Post-doctoral Fellows under both categories shall be required to present and submit a comprehensive progress report to the Academic Section at the end of each semester.
- 23.8.4 The Head of the Department will assign to a IPDF the responsibilities such as academic responsibilities (lectures, tutorial classes, laboratory demonstration work, the conduct of seminar, symposia, running and maintenance of equipment, computer, etc.) not exceeding 8 hours per week.
- 23.8.5 The Post-doctoral Fellows will be eligible to serve as co-guide for B.Tech/M.Tech/M.SC projects along with the mentor with the approval of the concerned Department DRC and Dean (Academic Affairs).

26.9 Other Facilities

- 23.9.1 The Post-doctoral Fellow will be provided suitable accommodation in the hostels subject to availability and on payment of usual house rent, license fee, etc. by the Institute. While residing in the Campus / Hostel, the Fellow shall abide by the rules relating to residential conditions as in force, and shall also be liable to pay the institute electricity and water charges and hostel establishment charges levied by the Warden / Estate Office, as applicable.
- 23.9.2 The Post-doctoral Fellows are entitled to avail Library facilities in the Institute. All regulations and norms of the library will be applicable to all Post-doctoral Fellows.
- 23.9.3 All the Post-doctoral Fellows will be provided medical treatment in the recognized Hospitals.

26.10 Leaves:

The Post-doctoral Fellow will be granted following kinds of leave with full fellowship during each Academic Year:

- a) **Personal Leave (20 days):** Post-doctoral Fellows shall be eligible for 20 days of leave in a year with the approval of the head of the department at the recommendation of his/ her mentor. To avail leave the scholar will be required to apply in advance in prescribed form. A maximum of 5 days of such leave is allowed to avail at a stretch.
- b) **Medical Leave (15 days):** Post-doctoral Fellows can avail medical leave in prescribed Form to be uploaded in due course. Medical leave will be considered on case to case basis with the approval of the Head of the Institute on recommendations of the by concerned Mentor and recommended by Dean (AA). A Post-doctoral Fellow can avail maximum medical Leaves in a year is 15 days.
- c) **Academic Leave (20 days):** Post-doctoral Fellows can avail Academic Leaves only after the completion of 1st Semester. Academic leave may be permitted to attend conferences/ seminars/ workshops/ trainings/ short-term courses/field trips for data collection, survey etc. A maximum of 20 days of academic leave is permissible in a calendar year.

ANNEXURE-I (Ph. D)
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA
Guidelines for preparation of the thesis

I. General

- a) The thesis should be written in a precise manner without making it unnecessarily voluminous.
- b) International Standard 80gsm white paper of A4 (297 x 210mm) size should be used.
- c) Pages should be numbered consecutively and clearly.
- d) The typing should be 1.5 spaced and presented in a clear and legible font (preferably 12 point).
- e) Figures, photographs, graphs and tables should be numbered separately; contrast should be clear.
- f) Left and right margins should be not less than 30 mm. Care should be taken with page numbers to allow for page trimming when the thesis is bound.
- g) Folding diagrams or charts should be arranged so as to open to the top and right.
- h) Before producing final copies of a thesis for submission, the candidate should ensure that all the spellings, punctuation, vocabulary and grammar are correctly used and the bibliography is prepared according to internationally accepted conventions.

II. Organization of the Thesis

The thesis may be organized in the following manner

- a) Title page
- b) Abstract
- c) Declaration by the candidate
- d) Certificate of Supervisor in prescribed format (Form X)
- e) Preface (if applicable)
- f) Acknowledgments
- g) Table of contents
- h) List of tables, figures and illustrations, abbreviations, symbols.
- i) The main text may be divided into several chapters. The candidate may adopt either the following or any other internationally accepted pattern
 1. Introduction
 2. Background/ Review of literature
 3. Procedure (Experimental/logistic etc)
 4. Analysis/Results (whichever is applicable)
 5. Discussion
 6. Bibliography or List of References
 7. Appendices (where necessary)

III. Title page

- a) The thesis must be preceded by a **title page**. The title page of the thesis should show:
 1. Title of the thesis
 2. Degree for which it is submitted: **"A thesis submitted in partial fulfillment of the requirements for award of the degree of Doctor of Philosophy"**
 3. Full name of the scholar
 4. Registration Number
 5. Logo of NIT Meghalaya
 6. Full affiliation of the candidate (Dept./Centre/Lab)
 7. Month and year
- b) Cover Page should be replica of title page
- c) Spine:
Author's Surname:: Thesis Title (vertically in brief) :: Year

- d) The print should be black. The colour of the cover page should be such that the logo becomes prominent.
- e) Example of title page:

Title of the thesis
A thesis submitted in partial fulfillment of the requirements for the degree of Doctor of Philosophy
Submitted by
<i>Scholar's name</i> <i>Regn No.</i>
(logo)
<i>Full affiliation of the Candidate</i>
Month & Year

IV. Abstract

The title page must be followed by an abstract in English.

V. Acknowledgements

The scholar should acknowledge the Institute and the financial support received from funding agencies.

VI. Thesis preparation and binding

At the time of initial submission the thesis should preferably be in flexible cover to facilitate the incorporation of amendments which might be recommended by the examiners. At the time of final submission hard binding must be done with covers strong enough to resist damage by bending or knocking. Twin-ring, spring-back and spiral binders are not acceptable.

VII. Note For Ph.D. Candidates:

- a) To avoid delay in processing your thesis please read the following note carefully:
- b) You should complete the thesis submission form at least two months ahead of the actual date of submission.
- c) Your supervisor(s) should sign the thesis in the appropriate place.
- d) The following items must be included with the thesis submission form
 - i. Declaration concerning reproduction of thesis
 - ii. Thesis examination fee payment receipt
 - iii. An abstract of the thesis preferably within 1500 words in triplicate and in CD
 - iv. A No dues certificate from departments/sections/offices/library concerned.



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय

NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

बिजनी कॉम्पलेक्स, लैटमुख्राह, शिलांग Bijni Complex, Laitumkhrah, Shillong-793003

Application form PhD Programme (Full Time and Sponsored Part Time)

Basic Information:

Department to be applied (Please Tick): CE/CS/EC/EE/ME/PH/CY/MA/HS

Category (Please Tick): GEN/SC/ST/OBC/PWD/SC-PWD/ST-PWD/OBC-PWD

Categories (Please Tick): Full-Time/ Sponsored (Part-Time)

Fix a signed
Passport size
Photograph

Payment Details:

(Please make the payment by checking the payment procedure)

Payment Reference No :

Dated:

Application Fee Paid:.....

(No application fee for PWD category)

Personal Information:

Name of applicant (in full as per last qualifying certificate):

Father's/Guardian's Name:

Date of Birth:

Gender (Please select): M/F/other

Marital Status (Please Select): Single/Married/Others

Religion:

Nationality:

Identity Proof (Please Select): Aadhar / Voter ID/ Passport

NO.....

Email:

Phone No:

Address for Communication:

.....

.....

PO: PS:

City/District:

State:

Pin Code:

Permanent Address (Same As Communication Address)

.....

.....

PO: PS:

City/District:

State:

Pin Code:

Academic Information (If any row is Not Applicable, Please Mention NA in Remark)

Examination	Name of Degree exam	University /Board/ Council	Year of passing	%Marks/ CGPA	Out of total marks /CGPA	Branch/ subjects studied	Remarks
SSC/10th/matriculation							
HSC/10+2/Diploma							
UG							
PG							

Dissertation Title PG/UG-----

Thesis advisor:-----

(Please mention work carried out during UG/PG work within 50 words):.....

Any other notable achievements during UG/PG (If any- Please mention within 50 words):.....

National Level Examination:

Whether qualified any of the National Examination (Please Select): GATE/UGC-NET(JRF) CSIR(JRF)/ others, (Please specify.....)

If yes, Roll No..... Rank..... Year.....

Professional Experience {for Sponsored (Part Time) }

organization	<i>From date dd/mm/yyyy</i>	<i>To date dd/mm/yyyy</i>	<i>Position</i>	<i>Nature of Duties</i>	<i>Remarks</i>

Notable Professional Achievements {for Sponsored (Part-Time) Candidates Only}, Any Notable Professional Achievements (Please Mention within 50 Words, If Not Applicable, Please Mention NA)

.....

Details of Sponsoring Organization and Address:: {for Sponsored (Part-Time) Candidates Only},

.....

***Candidate must submit Sponsorship form in Official Letter Head as prescribed {Sponsored (Part-Time) }**

Name, designation and organization of the proposed Co-supervisor {for Sponsored (Part Time) }

.....

Specialized training /Refresher courses/other knowledge up gradation courses attended: (For both categories, If Not applicable, Please mention NA in Remarks)

Name of Training / Refresher Courses or Similar	Organized Institute/ University/ Agency	From date (DD/MM/YYYY)	To Date (DD/MM/YYYY)	Purpose of Training/ Refresher Courses or Similar	Remarks

Journal/conference Publication Details: (For both categories , If not applicable, please mention NA in Remarks)

Author orders As per publication	Title of the Paper	Title of Journal/conference	Publisher	Published Year	Published link/DOI/	Remarks

Statement of purpose (Write about the topic you are interested, if required attached extra pages.)* (For both the categories)

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Scholarship/fellowship awarded for research (if any- for both the categories, if not applicable, please mention NA)

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Declaration:

I hereby declare that all the information/statements made in this application are correct and complete to the best of my Knowledge and belief. If it is revealed that I have concealed or distorted any information, my application may be rejected without any notice

Date:

Signature of candidate

Place:



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA
बिजनी कॉम्पलेक्स, लैटमुख्राह, शिलांग Bijni Complex, Laitumkhrah, Shillong-793003

Application for Outstanding Research Fellowship
(For Ph.D Scholars of NIT Meghalaya only)

Basic Information:

Department (Please tick): CS/EE/EC/ME/CE/PH/CY/MA/HS

Category (Please select): GEN/SC/ST/OBC/PWD

Personal Information:

Name of applicant:

Date of Birth:

Gender (Please tick): M/F/other

Email:

Phone No:

Identity Proof (Please Tick): Aadhar / Voter ID/ Passport

Marital Status(Please Tick): Single/Married/Others

Religion:

Nationality:

Father's/Guardian's Name:

Father's/Guardian's Occupation:

Annual Income of Father/Guardian (in Rs):

Present Address for Communication:

.....

.....

PO: PS:

City/District:

State:

Pin Code:

Fix a signed
Passport size
Photograph

Permanent Address

.....

.....

PO: PS:

City/District:

State:

Pin Code:

Academic Information

Examination	Name of Degree exam	University/Board/Council	Year of passing	%Marks/CGPA	Total CGPA & Semester	Branch / subjects studied
SSC/10th/matriculation						
HSC/10+2/Diploma						
UG						
PG						
Ph.D						

Any notable achievements during UG/PG/PhD (If any- Please mention within 50 words):.....

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GATE/UGC-NET/CSIR/etc Qualification:

Whether qualified (Please Tick): Yes/No

(If Yes, please provide the following details;

Category.....Roll No Rank Year)

Ph. D Details:

Ph. D Roll:

Date of Enrollment: Date of Registration:

Title of Thesis:

Synopsis:

Date of Pre-Submission Seminar: Date of Ph. D Thesis Submission:

Date of Award/Defense Examination: (If awarded)

Name of the Supervisor:

Name of the Co-Supervisor, if any:

Whether Ph.D Thesis Submitted within 4 years from enrollment: Yes/No

Journal Publication Details

(Publications in paid journals / open access should not be considered)

Author orders as per publication	Title of the Paper	Title of Journal	Publisher	Pg No	Vol.	Published Year	Published link/ DOI/	SCI/SCIE/ESCI/ASCI/Scopus	Impact factor (if any)	Citation (if any) Scopus /Google scholar

Patents Details:

Name of the Authors	Title of Invention	Status (Filed/Published/Granted)	Year

Conference/Book-Chapter Publication Details:

Author orders as per	Title of the	Title of Conference/	Place	Duration Dates	Pages	Year

Publication	Paper	Book Chapter				

Experience (if any):

Organization	Place	Period served from	Period served to	Position	Regular/Temporary	Nature of Work

Whether hostel accommodation is required or not: YES/NO

Declaration

I certify that the information given above are correct and true to the best of my knowledge. If anything is found to be incorrect, my candidature may be cancelled and action as deemed appropriate by the Competent Authority may be taken. If appointed, I shall abide by the Institute rules and regulations.

Signature of candidate

Date:

Place:

Enclosures:

1. Synopsis (YES/NO)
2. Proof of Publication (1st page) (YES/NO)
3. Proof of Patent (YES/NO)
4. Proof of any other credentials (YES/NO)

Name & Signature of Supervisor(s)

Signature_____

Signature _____

Name of Supervisor : _____

Name of Co-Supervisor:_____

Remarks by the DRC

Signature of DRC members:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Remarks by the DRC Chairman:

Signature of DRC Chariman

Forwarded to

Dean(AA)



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

बिजनी कॉम्पलेक्स, लैटमुख्राह, शिलांग Bijni Complex, Laitumkhrah, Shillong-793003

Application Form for Post-doctoral Fellowship

Basic Information:

Department to be applied (Please select): CE/CS/EE/EC/ME/MA/PH/CY

Category (Please select): GEN/SC/ST/OBC/PWD

Category of Candidature (Please select): IPDF/SPDF

Fix a signed
Passport size
Photograph

Payment Details:

Payment Reference No :

Dated:

Application Fee Paid:.....

(No application fee for PWD category)

Personal Information:

Name of applicant (in full as per last qualifying certificate):

Date of Birth:

Age (as on 01/05/2020):

Gender (Please select): M/F/other

Email:

Phone No:

Identity Proof (Please Select): Aadhar / Voter ID/ Passport/Employee ID

NO.....

Marital Status (Please Select): Single/Married/Others

Religion:

Nationality:

Father's/Guardian's Name:

Father's/Guardian's Occupation:

Annual Income of Father/Guardian (in Rs):

Address for Communication:

.....

.....

PO: PS:

City/District:

State:

Pin Code:

Permanent Address (Same As Communication Address ☐):

.....

.....

PO: PS:

City/District:

State:

Pin Code:

Academic Information

Examination	Name of Degree exam	University/Board/Council	Year of passing	%Marks/CGPA	Out of total marks/CGPA	Branch / subjects studied
SSC/10th/matriculation						
HSC/10+2/Diploma						
UG						
PG						
Ph.D						

Any notable achievements during UG/PG and Ph.D (If any- Please mention within 50 words):.....

.....

GATE Qualification:

Whether Gate qualified (Please Select): Yes/ No

(If Yes, Roll No of GATE..... Rank..... Year)

Ph.D Details:

Title of Thesis:

Department:

Institute/University:

Supervisor Name: Prof/Dr

E-mail ID of Supervisor:

Whether Ph.D Awarded (Please Select): Yes/NO

Date of Award/Defense Examination:

Abstract of Thesis: (250 words):

Specialized training / Refresher courses/other knowledge up gradation courses attended during Ph.D (If any- Please mention within 30 words)

.....
.....
.....

Proposed Work:

Title of the Proposed Work:

Funding Source (Please Select): Institute /SERB /CSIR/Project/Other

(In case of Others, Please specify.....)

Mention the plans of Research Facilities to be required at NIT Meghalaya to carryout above research (within 100 words)

.....
.....
.....

Proposed Mentor: Prof. /Dr.....

Experience:

Organization	Place	Period served from	Period served to	Position	Regular/Temporary	Nature of Work

Journal Publication Details :

Author orders As per publication	Title of the Paper	Title of Journal	Publisher	Pg No .	Vol.	Published Year	Publi shed link/ DOI/	SCI/SCI E/ESCI /ASCI/ Scopus	Impact factor (if any)	Citatio n (if any) Google scholar

Conference/Book-Chapter Publication Details :

Author orders as per Publication	Title of the Paper	Title of Conference/ Book Chapter	Place	Duration Dates	Pages	Year

Reference:

(Reference should be persons who are not related to you but who know about your academic qualifications, working experience, & who can vouch for your integrity.)

Name	Designation	Organization Address	Contact no	Email address	Duration of Association with

*Candidates are advised to check the application before pressing the submit button. A printout of the application is to be taken for submission of hardcopy of application

Date:

Signature of candidate



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

FORM – I(A)

LEAVE APPLICATION

(Personal Leaves)

1. Name of the applicant				Post Grad.	Doctorate
2. Programme / Dept. / Semester					
3. Nature & Period of Leave (Personal Leaves)	Nature	From	To	No. of Days	
4. Holidays, Prefixing / Suffixing	Prefix	From:	To:	No. of Days	
	Suffix	From	To :	No. of Days	
5. Reasons for leave					
6. Whether Station Leave permission required or not	Yes, From:		To:	NO	
7. Address while on leave					
	Contact Phone No. (if any):			Pin:	

Date_____

Signature of the Applicant
Roll no:_____

Balance Leave as on date:_____ No of Days:_____
(to be verified by JA ,Academic Sec before approval.)

Signature of JA:
Date:_____

Remarks and / or recommendations by Supervisor/Faculty Advisor:

Signature of Supervisor/Faculty Advisor

Approved / not Approved

Signature of HoD



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

FORM - I (B)

LEAVE APPLICATION (Academic Leaves up to 20 days in a year)

1. Name of the applicant				Post Grad.	Doctorate
2. Programme / Dept. / Semester					
3. Nature & Period of Leave (Academic Leaves up to than 20 days a year. Supporting documents to be attached)	Nature	From	To	No. of Days	
4. Holidays, Prefixing / Suffixing	Prefix	From:	To:	No. of Days	
	Suffix	From	To :	No. of Days	
5. Reasons for leave					
6. Whether Station Leave permission required or not	Yes, From:		To:	NO	
7. Address while on leave					
	Contact Phone No. (if any):			Pin:	

Date_____

Signature of the Applicant
Roll no:_____

Balance Leave as on date:_____ No of Days:_____
(to be verified by JA ,Academic Sec before approval.)

Signature of JA:
Date:_____

Remarks and / or recommendations by Supervisor/Faculty Advisor:

Signature of Supervisor/Faculty Advisor

Signature of HoD

Approved / not Approved

Signature of Dean (AA)



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

FORM - I (C)

LEAVE APPLICATION

(Academic Leaves of more 20 days in a year, Medical leave, etc)

1. Name of the applicant			Post Grad.	Doctorate	
2. Programme / Dept. / Semester					
3. Nature & Period of Leave (Medical Leave, Academic Leaves greater than 20 days a year, Maternity Leave, Paternity Leave, etc. Supporting documents to be attached.)	Nature	From	To	No. of Days	
4. Holidays, Prefixing / Sufficing	Prefix	From:	To:	No. of Days	
	Suffix	From	To :	No. of Days	
5. Reasons for leave					
6. Whether Station Leave permission required or not	Yes, From:		To:	NO	
7. Address while on leave					
	Contact Phone No. (if any):			Pin:	

Date_____

Signature of the Applicant
Roll no:_____

Balance of other leaves as on date:_____No of Days:_____
(to be verified by JA ,Academic Sec before approval.)

Signature of JA:
Date:_____

Remarks and / or recommendations by Supervisor/Faculty Advisor:

Signature of Supervisor/Faculty Advisor

Signature of HoD

Recommend/Not Recommend

Approved / not Approved

Signature of Dean (AA)

Signature of Director



SUPERVISOR(S) ALLOTMENT FORM

(Allotment of Supervisor/Co-supervisor to be taken care by the concerned HoD.
 The HoD should forward the filled form of the scholar(s) by end of the 1st semester)

Department: _____

Sl. No.	Scholar's Name & Roll No.	Date of Admission	Category (Full Time/Sponsored (Part Time))	Broad area of Research	Proposed Supervisor's Name & Signature	Proposed Co-Supervisor's Name & Signature	Remarks

Name & Signature of the DRC members:

(a) _____ (member) (b) _____ (member)
 (c) _____ (member) (d) _____ (member)
 (e) _____ (member) (f) _____ (member)

Remarks by DRC Chairman:

Signature of DRC Chairman

Forwarded to Dean (AA)

Recommended/Not Recommended

Dean (AA)

Approved/Not Approved

Director



FORM FOR FORMATION OF DC
(To be filled by the Department)

- 1 Name of Scholar _____
- 2 Roll no _____ 3. Department _____ 4. Date of Admission/Enrolment _____
- 5 Category (Please tick): Full time/ Sponsored (Part Time)/ Project Fellow
- 6 (a) Name of Supervisor _____ Department _____
(b) Name of Co-Supervisor _____ Department /Affiliation _____
- 7 (a) Proposed Doctoral Committee Members (to be proposed by the Supervisor, at least one of the other two members should be from the department).
- i) _____ (Supervisor) -Member
ii) _____ (Co-Supervisor)-Member
iii) _____ -Member
iv) _____ -Member
- 8 Signature of the DRC members:
- a _____ (Chairman, DRC) b _____ (member) c _____ (member)
d _____ (member) e _____ (member) f _____ (member)
g _____ (member)
- 9 (b) Proposed Doctoral Committee Chairman and member from other department {to be nominated by Dean (AA)}
- v) _____ -Chairman
vi) _____ (faculty from other Dept.) -Member

Dean (Academic Affairs)

Approved/Not Approved

Director



CHANGE OF SUPERVISOR/CO-SUPERVISOR
(To be filled in by the scholar)

- 1 Name of Scholar _____
- 2 Roll no _____ 3. Department _____ 4. Date of Admission/Enrolment _____
- 5 Category (Please tick): Full time/ Sponsored (Part Time)/ Project Fellow
- 6 (a) Name of Supervisor _____ Department _____
- (b) Name of Co-Supervisor _____ Department /Affiliation _____
- 7 Broad area of Research: _____

Date :

Signature of the Scholar

Consent of the original Supervisor/Co-supervisor with a brief note:

I agree to withdraw from supervised/co-supervised the Research work.

Name & Signature of the original Supervisor/Co-Supervisor

Consent of the proposed Supervisor/Co-supervisor with a brief note:

I agree to supervise the Research work.

Name & Signature of the proposed Supervisor/Co-Supervisor

Remarks by DRC

Signature of the DRC members:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Remarks by DRC Chairman

Signature of DRC Chairman

Forwarded to Dean (AA)

Recommended/Not Recommended

Dean (AA)

Approved/Not Approved

Director

FORM-III A

(Format for Sponsorship Certificate in Official Letter Head)

To

The Dean (Academic Affairs),
NIT Meghalaya

Sub: Sponsorship of Mr./ Ms/ Mrs _____
for Ph.D/M.Tech Programme at NIT Meghalaya

Dear Sir/ Madam,

Mr./Ms _____ has been working in this organization as _____ since _____ (dd/mm/yyyy). He/she is hereby sponsored for carrying out Ph.D/M.Tech Programme under Department of _____ at NIT Meghalaya from Autumn/Spring _____ (dd/mm/yyyy) onwards.

Mr./Ms/Mrs _____ will be fully sponsored by our organization for the Ph.D/M.Tech Programme at NIT Meghalaya. Further, it is to certify that the organization has no objection to permit him/her for pursuing Ph.D/M.Tech Programme at NIT Meghalaya. In addition, the expenditure towards Ph.D/M.Tech Programme at NIT Meghalaya will be borne by the Sponsoring organization/agency and there shall be no financial implications upon NIT Meghalaya. The candidate will be permitted to be present at NIT Meghalaya as per the requirements of the Programme.

Date:

Signature:

Place:

Name :

Designation:

Seal of Sponsoring Authority.

Format for No-Objection Certificate from Employer in Official Letter Head

To,
The Dean (Academic),
NIT Meghalaya

Ref No:
Date:

Sub: No Objection Certificate

Dear Sir/ Madam,

It is hereby certified that Mr./Ms _____ has been working in this organization as _____.

This organization has no objection to his/her being admitted to the Ph.D/M.Tech programme at NIT Meghalaya from the session starting on _____ as a part-time scholar.

Date:

Signature:

Place:

Name:

Designation

Seal of Competent Authority.

Format for No-Objection Certificate from Principal Investigator

(In case of Project Fellows) in the official letter head of Principal Investigator)

Ref No:

Date:

To

The Dean (Academic)
NIT Meghalaya

Sub: No objection certificate

Dear Sir,

Certified that Mr./Ms. _____, is working as a _____ in the project _____ in the department / Centre _____ funded by _____ since _____. I have no objection in allowing him/ her to join the Ph.D. programme at NIT Meghalaya under the category of project fellow.

Further, he/ she will be allowed to carry out his/ her course work/ research work of the Ph.D. programme without hampering the project work.

Signature:

Date:

Name:

Place:

Designation

Seal of Principal Investigator



Ph.D. Semester/Course Registration Form

(To be filled by all Ph.D Scholars at the beginning of each Semester)

1. Fee paid receipt no: _____ 2. Date: _____ 3. Semester: Autumn/Spring 4. Year _____
5. Name of Scholar _____
6. Roll no _____ 7. Department _____ 8. Date of Admission/Enrolment _____
9. Category (Please tick): Full time/ Sponsored (Part Time)/ Project Fellow 10. Registration Date _____
11. (a) Name of Supervisor _____
 (b) Name of Co-Supervisor _____
12. No of semesters completed: _____
13. Courses to be registered:

Sl. No.	Course Code	Course Title	L	T	P	Credit	Signature of Course Instructor

Check list for Semester/Course Registration:

- i. Form VIII A along with Progress Report (if Ph.D Registration is completed).
- ii. Fee Receipt(s).

Date: _____

Signature of Scholar

Remarks: _____

 Signature of Supervisor(s)

 Signature of HoD

Forwarded to Academic Section:

Any other Remarks: _____

 Signature of JA

 Signature of Supdt.(AA)

 Signature of AR(AA)

 Signature of PIC(PG&R)

 Dean(AA)



PROPOSAL FOR Ph.D REGISTRATION SEMINAR

(To be submitted at least 10 working days before the proposed date)

Fee paid receipt no: _____ *Date:* _____ *Semester: Autumn/Spring* *Year* _____

1. Name of Scholar _____
2. Roll no _____ 3. Department _____ 4. Date of Admission/Enrolment _____
5. Category (Please tick): Full time/ Sponsored (Part Time)/ Project Fellow
6. (a) Name of Supervisor with affiliation _____
 (b) Name of Co-Supervisor with affiliation _____
7. No of semesters completed: _____
8. Details of Course Work Completed:

Sl. No.	Course Code	Course Title	L	T	P	Credit	Grade Awarded

a. Total Credits Earned: _____

b. Grade Point Average: _____

9. Comprehensive Written Exam Date: _____ Score obtained: _____

10. Proposed Research Plan Enclosed: Yes/ No

11. Facilities required for carrying out the doctoral research:

Sl.No.	Name of the facilities/ setup/equipments	Availability		
		In the Department	At other places (name of the places)	Not Available, to be procured

Signature of the Scholar

12. Proposed Date for Registration Seminar: _____

(After taking consent of all DC members)

Signature of the Co-Supervisor (if any)

Signature of the Supervisor

Any Remarks of DRC Chairman:

.....

Signature of DRC Chairman

Forwarded to Academic Section

Remarks of Dean (AA)

Dean (AA)

Approved / Not Approved by

Director



PH.D REGISTRATION SEMINAR REPORT

(Attach Final Proposal along with this Form)

1. Name of Scholar _____
2. Roll no _____ 3. Department _____ 4. Date of Admission/Enrolment _____
5. Category (Please tick): Full time/ Sponsored (Part Time)/ Project Fellow
6. (a) Name of Supervisor with affiliation _____
(b) Name of Co-Supervisor with affiliation _____
7. Date of Registration Seminar: _____

Recommendation of the DC: (clauses not relevant are to be deleted)

- In view of the suitability and feasibility of the Plan of Research and the capability and preparedness of the scholar he/ she may be allowed to go ahead with research work.
- The scholar may be asked to modify his/ her Plan of Research incorporating the suggestions made and resubmit it within _____.
- The scholar may be asked to undergo additional courses and resubmit the Plan of Research.

1. The Scholar is recommended/ not recommended by the Committee for Registration of Ph.D Programme.
(If recommended) Proposed Research Area: _____

2. (If not recommended) 2nd Registration Seminar exam date (tentative): _____

Signature DC Member:
(Chairman)
Name -

Signature DC Member:
(Supervisor)
Name -

Signature DC Member:
(Co-Supervisor)
Name -

Signature DC Member:
Name -

Signature DC Member:
Name -

Signature DC Member:
Name -

Any remarks of DRC Chairman:

.....

Signature of DRC Chairman

Forwarded to Academic Section:

Remarks of Dean (AA)

Ph.D Registration Date: _____

Dean (AA)

Approved / Not Approved by

Director



Format of Progress report on completion of Registration Seminar

- 1 Semester: Autumn/Spring Year: _____
- 2 Period from _____ to _____
- 3 Name of Scholar _____
- 4 Roll no _____ 5. Department _____
- 6 Category (Please tick): Full time/ Sponsored (Part Time)/ Project Fellow
- 7 Date of Admission _____ 8. Date of Registration _____
- 9 (a) Name of Supervisor _____
- 10 (b) Name of Co-Supervisor _____ Affiliation _____
- 11 Total no. of semesters completed:
- 12 Total no. courses and credits prescribed:
- 13 Total no. of courses and credits completed:
- 14 Area of research:
- 15 Progress of research (Report may be attached)
- 16 Expected date of completion:
- 17 Leave availed during this semester (if any):
- 18 Nature of Fellowship/Scholarship/Stipend received, if any:

Signature of Candidate:

Signature of Supervisor

Signature of Co-Supervisor

Remarks of the Doctoral Committee: _____

Signature of D.C. Members:

1.

2.

3.

4.

5.

6.

Signature of DRC Chairman

Forwarded to Academic Section:

Remarks: _____

JA(AA)

Supdt(AA)

AR(AA)

Dean(AA)



Application Form for Enhancement of Scholarship cum Constitution of Review Committee
(To be filled by the Ph.D Scholar only after completing two years from the date of enrollment)

1. Name of Scholar _____
2. Roll no _____ 3. Department _____
4. Category (Please tick): Full time/ Sponsored (Part Time)/ Project Fellow
5. Date of Admission _____ 6. Date of Registration _____
7. (a) Name of Supervisor _____
(b) Name of Co-Supervisor _____ Affiliation _____
8. Title of the Research Area: _____
9. Publication: (i) Journal: _____ : (ii) Conference: _____
(1st page must be enclosed)

Date: _____

Signature of the Scholar

10. Proposed date for the seminar (submit at least 10 working days before the proposed date): _____

Remarks by Supervisor(s): _____

Signature of Co-Supervisor

Signature of Supervisor

Remarks by DRC Chairman: _____

Date

Signature of DRC Chairman

Forward to Dean (Academics)

Proposed Review committee:

- (i) DC members: _____
- (ii) Senior faculty from DRC: _____
- (iii) Senior faculty from other relevant Department: _____

Dean (AA)

Approved/Not Approved

Director



Review Committee Report for Enhancement of Scholarship

1. Name of Scholar _____
2. Roll no _____ 3. Department _____
4. Category (Please tick): Full time/ Sponsored (Part Time)/ Project Fellow
5. Date of Admission _____ 6. Date of Registration _____
7. (a) Name of Supervisor _____
 (b) Name of Co-Supervisor _____ Affiliation _____
10. Course Work Details:

Sl no	Course Code	Course Name	Credits	Total Credits Earned	CGPA
1					
2					
3					
4					
5					

11. Date of Seminar presentation: _____

12. Evaluation by the Review Committee

Sl no	Name of the members	Report (10)	Presentation (20)	Research Work Progress (20)	Total	Signature
1						
2						
3						
4						
5						
6						
7						
8						
Normalized score (out of 100)						

Remarks:

If required, detailed report to be enclosed in a separate sheet

1. The Scholar is recommended/ not recommended by the committee for enhancement of scholarship.
2. (If not recommended) 2nd seminar to be conducted before the Committee (tentative date):_____

Remarks by DRC Chairman:

Signature of DRC Chairman

Date:

Forwarded to Dean (AA)

Remarks by Dean(AA):_____

Recommended/Not Recommended

Dean (AA)

Approved/Not Approved

Director



(Application Form for Extension of Time for Submission of Ph.D. Thesis)

(To be filled in by the scholar)

1. Name of Scholar_____
2. Roll no _____ 3. Department_____ 4. Category (Please tick): Full time/ Sponsored (Part Time)/ Project Fellow
5. Date of Admission _____ 6. Date of Registration_____
7. (a) Name of Supervisor_____
8. (b) Name of Co-Supervisor_____ Affiliation_____
9. Date of submission of Research Plan:_____ 10. No of semesters Completed:_____
10. Title of Research Area
11. Duration of extension sought:
12. Reasons for the extension sought:
13. Justification for the utilization of the extended time:

Signature of Scholar_____ Date_____

Remarks by Supervisor:_____

Signature of Supervisor_____ Date_____

Remarks by DRC Chariman:_____

Signature of DRC Chairman_____ Date_____

Recommended/Not Recommended

Dean (AA)

Approved/Not Approved

Director



(Application form for change of Category(from Full Time to Part Time))

(To be filled in by the scholar))

1. Name of Scholar_____
2. Roll no _____ 3. Department_____ 4. Category (Please tick): Full time/ Project Fellow
5. Date of Admission _____ 6. Date of Registration_____
7. (a) Name of Supervisor_____
8. (b) Name of Co-Supervisor_____ Affiliation_____
9. No. of Semesters completed:_____
10. Details of Course work completed:

Course Code	Course Title	Credits	Grades

11. Reasons for change of Category to Part Time (supporting documents if any):_____

12. Progress of work (with supported documents): : _____

Signature of Scholar_____ Date_____

Remarks by Supervisor:_____

Signature of Supervisor_____ Date_____

Remarks by DRC Chariman:_____

Signature of DRC Chairman_____ Date_____

Recommended/Not Recommended

Dean (AA)

Approved/Not Approved

Director



Ph.D. Thesis Pre-Submission form

(To be submitted at least 10 working days before the proposed date)

1. Name of Scholar _____
2. Roll no _____ 3. Department _____
4. Category (Please tick): Full time/ Sponsored (Part Time)/ Project Fellow
5. Date of Admission _____ 6. Date of Registration _____
7. (a) Name of Supervisor _____
(b) Name of Co-Supervisor _____ Affiliation _____
8. Title of thesis : _____

Date: _____

Signature of the Scholar

- 9 Proposed date for the seminar: _____

Date: _____

Signature of the Supervisor

Required Enclosures:

1. List of Publications (Journal/ Conference, and Book Chapters) to be signed by the Scholar and the Supervisor .
2. Synopsis to be signed by the Scholar and the Supervisor.
3. Draft Thesis

Remarks of the DC: _____

Signature of DC members:

- | | |
|-------------------|---------|
| 1.(Chairman) | 4. |
| 2. | 5. |
| 3. | 6. |

Remarks of DRC Chairman:

Signature of DRC Chairman

Forwarded to Dean (AA)

Dean (AA)

Approved/Not Approved

Director



Ph.D. Pre-Submission Seminar – Report

Roll No : _____	Name: _____
Date of Admission : _____	Date of Registration _____
Category (Please Tick: Full time/Part time/Sponsored/Project Fellow)	Date of Comprehensive Exam : _____
Name of Supervisor: _____	Name of Co-Supervisor: _____
Date of Presentation: _____	Proposed Date of Submission of Thesis (within two months from the date of Pre-submission)
Time: _____ Venue: _____	: _____

REPORT OF THE DOCTORAL COMMITTEE ON THE PRE SUBMISSION SEMINAR:

The scholar submitted/may submit a Synopsis report of the research work carried out by him / her and made an oral presentation before the Doctoral Committee. The work done by the scholar towards the degree of Doctor of Philosophy (Ph.D.) is, as of date.

(please tick ONE of the two options given below)

ADEQUATE for the submission of the Ph.D. Synopsis **within One month** and Thesis, **within Two months of this date**, incorporating the suggestions (if any) in consultation with the Ph.D. Supervisor.

Approved Thesis Title:

INADEQUATE for the submission of the Ph.D. Thesis in its present form and major modifications are required. **(Committee should attach a separate sheet of their detailed observations)**. The scholar must incorporate the modifications suggested and **give the Pre submission Seminar again**.

Suggested Date of repeat Pre-submission seminar

: _____

Note to Supervisor(s):

- Details of Publications and other outcomes of the work done in the Ph.D and Thesis work in the form of patents / awards / etc., **if any** may be attached as a separate sheet.
- A panel of at least Ten **external examiners** with disciplines, addresses and contact details, of which five preferably, be from abroad. The same should be recommend by DC and soft copy (doc file) should be mailed to Dean (AA).
- Hard copy of the approved synopsis to be enclosed and soft copy (pdf) should be mailed to Dean (AA).

Additional comments (if any) by the Committee (If the space provided is insufficient, a separate sheet can be attached, a copy of which be given to the student) :

Signature of supervisor :

Signature of co-supervisor

Name of other members of DC:

- (i) **Chairman -**
- (ii) **Member -**
- (iii) **Member -**
- (iv) **Member -**

Signature of members of DC:

- (i)
- (ii)
- (iii)
- (iv)

Signature of DRC chairman:

Forwarded to Dean(AA)

Recommended/Not Recommended

Approved / Not Approved

Dean (AA)

Director



Ph.D. Thesis submission form
(To be filled in by the candidate)

1. Name of Scholar _____
2. Roll no _____ 3. Department _____
4. Category (Please tick): Full time/ Sponsored (Part Time)/ Project Fellow
5. Date of Admission _____ 6. Date of Registration _____
7. Date of Pre-submission seminar: _____
8. Approved title of thesis (BLOCK LETTERS): _____

9 Any IPR involved in the thesis (*Confidentiality Declaration to be submitted*):

Signature of candidate: _____ Date: _____

10 I/We hereby certify that the candidate Mr./Ms. is a registered Ph. D. scholar of NIT Meghalaya. He/ She has already completed the prescribed course work and presented his/her pre-submission seminar in accordance with the Regulations.

Name & Signature of Co- supervisor
Date: _____

Name & Signature of Supervisor
Date: _____

Forwarded by:

DRC Chairman _____

Signature _____ Date _____

Check List:

- i. Fee Payment receipt of ₹10,000/-
- ii. A report on non-plagiarism as produced by a standard anti-plagiarism software and to be certified by Supervisor(s).
- iii. Three Copies of soft binding of Thesis (four if co-supervisor is allotted), signed copy of List of Publications and Synopsis.
- iv. Soft copy of Thesis, List of Publications and Synopsis (to be mailed to AR(AA)).



National Institute of Technology Meghalaya

(Format for Certificate of the Supervisor(s))

This is to certify that the thesis entitled _____ submitted by Mr./ Ms. _____ in partial fulfillment of the requirements for the award of the degree of Doctor of Philosophy in _____ is a record of research work carried out by him/ her under my/ our supervision and guidance.

All help received by him/ her from various sources have been duly acknowledged.

No part of this thesis has been submitted elsewhere for award of any other degree or diploma.

Signature of

Co-Supervisor:

Designation:

Department:

Signature of

Supervisor:

Designation:

Department:



Ph. D. THESIS EXAMINER'S REPORT

1. Name of the Candidate: _____
2. Department: _____
3. Title of the thesis: _____
4. Name, designation and complete address of the Examiner: _____

The thesis has been examined by me and I recommend that: (please strikeout all except the one relevant)

- (a) The thesis is found suitable for oral defence evaluation without further examination or amendment.
- (b) The thesis is found suitable for oral defence evaluation, subject to the corrections/ additions/ modifications suggested by me in the thesis as detailed in the attached report. This should subsequently be found to be satisfactory by the Oral Defence Examination Committee without further reference to me.
- (c) The thesis is not suitable for oral defence evaluation, but the candidate be asked to re-submit the thesis in a revised form. Areas requiring major modifications are detailed in my attached report.
- (d) The thesis is rejected.

Date: _____

Signature of the Examiner

Note: The detailed evaluation report (as an annexure) with signature of the examiner on each of the pages should be attached along with this form.



REPORT OF EXAMINERS OF ORAL DEFENCE EVALUATION COMMITTEE

The examiners of Oral Defence Evaluation Committee (ODEC) certify that the thesis entitled _____ submitted by _____ to the NIT Meghalaya in partial fulfillment of requirement of the Ph. D. degree in the discipline of _____ has been examined by us and we recommend that that the degree be awarded/ we recommend that the candidate be examined further on another date not later than _____ / the candidate has not performed to our satisfaction and does not deserve the degree of Ph. D.

Sl.No	Name	Signature of ODEC Member(s)
1		
2		
3		
4		
5		
6		
7		
8		

Date:

Signature of DRC Chairman

Forwarded to Dean(AA)

Remarks by Dean (AA)

Dean (AA)

Approval for Provisional certificate

Director

REQUEST FOR FINANCIAL SUPPORT FOR ATTENDING CONFERENCE/SEMINAR/WORKSHOP /OTHER SIMILAR PROGRAMME

Name	
Roll No	
Department	
Title of Thesis/Research Area	
Name and Designation of Supervisor/Co-Supervisor	
Purpose of visit	

DETAILS OF THE PROGRAMME FOR WHICH FINANCIAL SUPPORT IS REQUESTED

Name of the Programme	
Name of the Organising Institute/Society	
Venue (include Place & Name of the country)	
Programme Duration	

**Supporting documents to be attached.*

DETAILS OF ESTIMATED EXPENDITURE FOR ATTENDING THE PROGRAMME

Registration fee	
Travelling Expenses	
Any other Expenditure	
Source of Funding (Please Tick/Specify)	(Institute / TEQIP / Project / Any other source, _____)

**Supporting documents to be attached.*

DETAILS OF CONFERENCE/ SEMINAR/ WORKSHOP/ OTHER SIMILAR PROGRAMME ALREADY ATTENDED

Sl. No	Name of Conference/ Workshop / Training Programme	Funded Source (Institute/Project/TEQIP)	Amount Received (in Rs.)	Whether certificates submitted to the Academic Section (Yes/No)

(Additional sheet in the same format may be attached if the numbers of programmes attended are more).

Undertaking by the Student:

I, _____ hereby declared that till date a sum of Rs. _____ (in figure) only, has been availed by me as Financial Assistance from the Institute fund to attend _____ nos. of Conference/ Workshop/ Training Programme and other similar programmes. I further declare that if the information provided by me is found to be incorrect, the Institute may take action as deemed appropriate.

Phn no:

email id:

Signature of Student

Date:

Remarks by Supervisor/HoD:

Recommendations of Guide/Supervisor

Recommendations of HoD

Forwarded to Dean (R&C)/ TEQIP Co-ordinator (If funded from Project /Consultancy/TEQIP head.):

Dean (R&C)/ TEQIP Co-ordinator

FOR OFFICE USE

Any Other Remarks:

JA(AA)

AR(AA)

Recommended/ Not Recommended

Approved/Not Approved

Dean (AA)

Director

Form for submission of bills by M.Tech Student/Ph.D Scholar after attending Conference/Workshop/etc

Dated _____

1. Name: _____ 2. Roll No. _____
3. Programme: (M.Tech/Ph.D) _____ 4. Department: _____
5. Duration of the Conference/Workshop/etc _____
6. Name & Place of Conference/Workshop/etc: _____
7. Details of Bills attached:

Sl. No.	Particulars	Amount	Bill/Receipt No. & Date

In case space is insufficient separate sheet may be attached in this format)

8. Total amount claimed (Total of 7 above) (₹) _____ (Rupees _____)
9. Funded Source for Financial Assistance: (Institute/Project/TEQIP Funds)

Signature of the Student/Scholar**Signature of Faculty Advisor/Supervisor****Signature of HoD****Enclosures:**

1. All Bills (to be certified at the back of each bills).
2. Certificate copy of the Conference/Workshop/etc attended.
3. Bank Details of the student.
4. Email copy of approval from Academic Section.
5. TA form (Form ES14) available from the Institute's website.

For Office use:

Any Remarks:

JA(AA)_____
AR(AA)

Forwarded to Dean (AA)/Dean (R&C):

Any Remarks _____

Dean (AA)/Dean (R&C)

Forwarded to Account Section/ TEQIP Co-ordinator: _____

Signature

(Note: Financial Support for attending Conference/Workshop/etc will be as per Institute/TEQIP norms)