

# **NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA**

## **ORDINANCE-I ACADEMIC PROGRAMME (Ph. D Regulation)**



## A. General:

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. **Title:** It specifies the Academic PhD Programme in NIT Meghalaya and embodies the regulations relating to these academic Programmes.
2. **Date of enforcement:** The Regulations embodied in this ordinance shall come into force with effect from the academic session 2013-14 onwards.
3. **Extent of application:** This regulation shall apply to students seeking admission and admitted to the PhD Programme in the Institute.
4. **Interpretation:** Subject to such advice as may be given by the Board of Governors or the Senate, the decision of the Director shall be final and no suit, application, petition, revision, or appeal shall lie in any authority outside the Institute in respect of interpretation of this Ordinance and any other matter not covered within this regulation.
5. **Regulation for extra-ordinary situation:** Any matter which is not covered by the provisions of the clauses of the Regulations or is beyond the purview of this regulation may be considered by the Senate depending on the merit of the cases and for any case which may be referred to the Senate by the Deans/Registrar.
6. **Last date:** Normally the last date for any purpose shall be the date as declared to be so. However, in the event of the declared last date turning out to be a non-working day for any unforeseen reason, the immediate next working day shall be treated as the last date.

## B. Definitions:

1. **“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.
2. **“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.
3. **“Research Scholar”** means a student who is admitted to Ph.D. Programme of NIT Meghalaya through the procedures adopted by the Institute.
4. **“Supervisor”** means a person who is recognized by NIT Meghalaya to supervise the research work carried out by the scholar/candidate for Ph.D.
5. **“Co-Supervisor”** means a person who is recognized by NIT Meghalaya to supervise the research work of a scholar jointly with a Supervisor.
6. **“Departmental Research Committee (DRC)”** 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. 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). DRC and Dean (R&C) may administer all matters related to the Research Programme of the Institute. R9 (a)/SENATE-XVIII/19.
7. **“Internal Quality Assurance Committee (IQAC)”** for monitoring and improving the overall Academic Quality in the Institute. R9(C)/SENATE-XVIII/19.

- 8. “Programme Evaluation Committees (PGPEC)”:** The PGPEC are Programme Evaluation Committees with crucial academic responsibilities.

**i) Responsibility:**

The Committees shall analyze the examination results in respect of each course under the concerned Programme and provide suggestions to ensure fairness and transparency in grading before the declaration of semester results.

**ii) Composition:**

The composition of the Committee shall be as follows:

PG-Programme Evaluation Committee (PGPEC)	
Dean (AA)	Chairperson
Dean (SW)	Member
Chairman, IQAC	Member
Sr. Faculties of Departmental Research Groups ( <i>to be nominated by the HoDs</i> )	Members
PiC-PG & R (AA)	Convenor

*Note: The Senior Faculties nominated by the HoDs should not appear in both the PECs. The term of the Committee Members shall be two (2) Academic Years. R7(b)/SENATE-XXV/21*

- 9. 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.

**a)** The DC shall consist of the following: R6(a)/SENATE-XVI/18

**Members nominated by Supervisor:**

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|---|-----------|
| 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):** R8(d)/SENATE-XXV/21

- |   |           |
|---|-----------|
| v. Faculty member, from other Department/Centre<br>(Panel of 3 names to be provided by the HoD) | Member- 4 |
| vi. A Senior faculty member   | Chairman  |

**b) Workflow of DC (from Ph.D Registration Seminar till Defense of Ph.D Thesis)**

- If the research work carried by the scholar is satisfied during the pre-submission seminar, the DC shall recommend for Thesis submission with a set of examiners (Indian and Foreign).
- After receiving the reports from the thesis examiners, the Academic Section follows necessary process to take the approval from the Competent Authority. Upon approval, the reports are shared with DC.
- The Supervisor shall convene a meeting with the DC members for analyzing the reports received from the examiners for any major or minor corrections as suggested or any other adverse recommendation. The meeting shall be minute and the same should be shared with the Dean (AA). Based on the Thesis examination reports, the DC may specify the time-period required to revise the Thesis by the scholar.
- Dean (AA) after receiving the minutes of DC, the necessary recommendations (if corrections/modifications raised by the DC based on the examiner reports) shall communicate

to the concerned Supervisor. If there is no correction/modification required based on the recommendation of DC, the Supervisor may initiate the process for constitution of ODEC.

- v. If the corrections/modifications are required as per the recommendation of DC, the Supervisor shall then communicate with the scholar to make the necessary corrections/modifications across the Thesis.
- vi. After the scholar submits the corrected thesis along with compliance report, the Supervisor shall convene another meeting with the DC members for further analysis and recommendation. Based on the recommendation of DC, the ODEC may be constituted for conducting Thesis Defense Examination. R8(d)/SENATE-XXV/21

**10. 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 (10) 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.

**11. Oral Defense Evaluation Committee (ODEC):** Oral Defense Evaluation Committee of a research scholar shall evaluate the performance in the Viva-voce examination or Oral Defense of the research work carried out by him/ her. The Committee shall consist of following: R6 (a)/SENATE-XX/19)

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|---|-----------|
| 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 |

### C. Ordinances

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/ Centers in the Institute.
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.
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.
4. A candidate becomes eligible for the award of Ph. D. degree after fulfilling the entire academic requirement prescribed by the Senate.
5. The Board of Governors of the Institute shall approve the award upon the recommendation of the Senate.
6. In case of any controversy on the BET or ODEC report the decision of the Senate shall be final and binding.
7. The Ph.D. degree shall be awarded in the discipline of the Department in which the scholar registers for the Ph. D. Programme.

### D. Rules and Regulations

## 1. Categories of Candidature:

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

- i) **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 as per Ministry of Education norms or from other funding agencies.

- ii) **Sponsored:**

- a) **Sponsored (Full Time)**

Recognized R&D organizations, national institutions, other universities, government organizations or industries/any other agency may sponsor research scholars. The candidates with self-sponsorship or TEQIP sponsorship or any other scheme like ICCR, Study in India, etc. may also take Ph.D admission under sponsored category. 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. R7(a)/SENATE-XXV/21

- b) **Sponsored (Part-Time):**

- i) Employees from Industries and Research & Development (R&D) Organizations, Employees from Academic Institutes and Faculties of Senior Colleges (Junior college are not to be included), with minimum working experience of 5 years, after completion of UG (B.E/B.Tech), out of which 2 years should be from the current organization or Candidates with M.E/M.Tech/Master's degree in the relevant field must have minimum of 3 years working experience, out of which 2 years should be from the current organization, to apply for the Sponsored Ph.D. Programme. Candidates from Polytechnic Institutes or those with AMIE (or equivalent) must be an M. Tech graduate in order to apply for the said Programme. R3(iv-a)/SENATE-XXIX/22

- ii) Candidates are not entitled to receive any fellowship from Institute. (R10/SENATE-XV/18).

- iii) Sponsored candidates shall submit a sponsorship certificate / NoC from their employers in proper format (Form III A or Form III B). R6 (g)/SENATE-XX/19

- iii) **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

## 2. Doctoral Scholarship:

- i) Every full-time scholar admitted as per eligibility to the Ph. D. Programme, not receiving any other scholarship, stipend, salary etc., may receive an Institute scholarship as per Ministry of Education (formerly MHRD) norms for a maximum duration of 5 years. 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. For those receiving Institute Scholarship, an enhancement seminar for enhancement of scholarship may be conducted after 2 years from the date of enrollment upon recommendation of the Supervisor. A Review Committee shall be formed to review the Enhancement Seminar. (FORM V A)
- ii) In case of Science/ Humanities disciplines the candidate must be GATE/ NET qualified to be eligible for receiving the scholarship from the Institute.

## 3. Supervision:

#### **i) 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.

- a) 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).
- b) In addition to above, a faculty (PI) who has a running/accepted sponsored research project(s) during the Ph.D admission shall be allowed to take one more PhD scholar for every such project, under Institute scholarship. R7b(i)/SENATE-XXVI/21.
- c) In order to maintain the momentum of quality research publication, the faculties may be allowed to take one more scholar from the Institute scholarship grant under the following proposed criteria:
  - Guided minimum 2(two) PhD as sole/principal supervisor
  - Five numbers of SCI/SCIE/SSCI in the last two preceding academic years. R4-A(d)/SENATE-XXVIII/22
- d) A faculty member can ideally supervise four (4) Sponsored (Part-Time) scholars as a principal/sole supervisor.
- e) A faculty who has already guided 3(three) or more PhD students as Principle/Sole Supervisor may be allowed to guide 1 (one) more Sponsored (Part-Time) PhD scholar preferably from an Industry or an R&D organization. However, on case-to-case basis, the number of scholars may be increased with prior approval of the Competent Authority up to a maximum of 6 Sponsored (Part-Time) scholars. R7b(i)/SENATE-XXVI/21.
- f) Before deciding the number of scholars for each faculty, the DRC shall take into consideration the availability of infrastructure and the teaching/ administrative commitments of the supervisor.

#### **ii) 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. The maximum number of scholars that an External Co-Supervisor and an Adjunct Faculty can guide from the Institute shall be of two. R4-A(e)/SENATE-XXVIII/22

#### **iii) Allotment of Supervisor(s):**

- a) Following the recommendation of the DRC, 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).
- b) A scholar may apply in prescribed format (Form II-C) to the chairperson, DRC 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, the Chairman, Senate may approve the change.

#### **iv) Recognition of Supervisor/Co-Supervisor:**

- a) 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)
- b) Any member of the faculty of the Institute who is eligible to become a supervisor may act as a co-supervisor.
- c) Any member of the faculty/ scientist from other recognized universities/ institutes/ organizations/industries with a Ph. D Degree may be recognized as Co-supervisor at NIT Meghalaya if the Chairman, Senate approves with recommendation of DRC.

- d) 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
- e) 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 recognized for Co-Supervising the student at NIT Meghalaya. R7 (b)/SENATE-XVIII/19.
- f) 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).
- g) 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/SENATEXXIII/20
- h) If an employee of NIT Meghalaya or a candidate from nearby location enrolls into the Ph.D Programme (Sponsored) at NIT Meghalaya, then the sole supervisor allotment may be permitted based on case to case basis, with recommendations of the DRC and upon subsequent approval of the Competent Authority. R3(v)/SENATE-XXIX/22
- i) Under no circumstances a Ph. D. candidate shall have more than two supervisors including a co-supervisor.
- j) Even when a supervisor leaves the Institute permanently or temporarily or retires from service she/he shall continue to supervise the scholar(s), as per the existing norms, till she/he completes the work. However, the scholar(s) must apply to the DRC for a co-supervisor or a different supervisor with the consent of the original supervisor.
- k) 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-C) 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)
- l) If a faculty member leaves the Institute, the proposal for change of Supervisor/Co-Supervisor/DC shall be as under:**
  - 1) On resignation under lien/deputation, the faculty may continue to be the Supervisor of the scholar(s) irrespective of which stage of research the scholar(s) is in. He shall also continue to be the chairman or member of DC.
  - 2) However, for a faculty resigning under technical resignation, the following norms shall follow:
    - (i) If the scholar under the faculty has not completed the Ph.D Registration or his/her research work is **in the preliminary stage** i.e. within one year of Ph.D Registration but without any

publications, then the DRC shall propose a new Supervisor for the scholar and the outgoing faculty will have to forego the scholar. The DC members shall also be re-nominated as per norms.

(ii) If the scholar under the faculty has completed the Ph.D Registration and his/her research work is **in the final stage** of submission as mentioned below, then the faculty leaving the Institute may continue supervising the scholar. However, the respective HoD shall be appointed as the Care Taker Supervisor from the Institute to take care of routine administrative matters.

**Final Stage is defined as follows:**

- i) 2 years after Ph.D Registration with two published publications (**in Scopus/SCI/ESCI/SSCI/AHCI**) as first author (or)
- ii) 2 years after Ph.D Registration with one published publication and one more communicated as first author (**in Scopus/SCI/ESCI/SSCI/AHCI**).

3) The same procedure shall be followed in case of Sponsored (Part Time) Ph. D Scholars as well. However, as the norms do not allow for allocation of for more than 2 Supervisors, a faculty leaving the institute in the Preliminary Stage will have to forego

the Part Time Scholar(s) under his/her Supervision if a Co-Supervisor is already allocated for the scholar. The department through the DRC may propose a new Supervisor for the scholar(s).

4) 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. R3(ii)/SENATE-XXX/22

**4. Admission to the Ph.D. Programme:**

**i) 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)

**ii) 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).

**iii) 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:

- a) The minimum qualification required for applying into the Programme shall be as per advertisement and norms of the Institute.
- b) The minimum work experience required is Five years of regular service. At least two years of continuous regular service at NIT Meghalaya is required.
- c) 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.
- d) The maximum number of seats for Institute employees shall be fixed at 2 per Department/section/Centre.
- e) The fee structure shall be the same as that of Ph.D Sponsored (Part time) category.
- f) 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.
- g) Both the Supervisor and the Co-supervisor should be from NIT Meghalaya.
- h) The minimum and maximum duration of the course shall be kept the same for both the categories (Sponsored & Institute Employee).
- i) After successful completion of the Ph.D. Sponsored (Part-Time) Programme, the employee cannot claim any additional financial benefits/incentives from the Institute.
- j) 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.
- k) The following components shall be waived for the employees of the Institute who have been selected for admission under Sponsored category (R5/SENATE-XXVIII/22):

Sl. No.	Fee Component	Amount (Rs.)
1	Library Fees	1,500
2	Internet Fees	1,000
3	Laboratory Fees	1,500
<b>Total Amount to be Waived (Rs. Four Thousand) only</b>		<b>4,000</b>

**iv) 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.

**v) Admission Procedures:**

- a) 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.
- b) The application must be accompanied by a Statement of Purpose (SoP) indicating the area and type of research work he/ she proposes to carryout.
- c) Application of the candidates from Sponsored categories must be submitted through proper channel.
- d) Sponsored candidates must submit a sponsorship certificate/NOC from their employers in proper format (Form III A or Form III B)( R6(g)/SENATE-XX/19)

- e) Employed part time candidates 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 A or Form III B) from their employers.
- f) 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 one and half years. If any sponsored research project is completed before the completion of Ph. D work by the project fellow perusing Ph.D Programme, then he/she will be converted to Institute scholar and can be financially supported by the Institute for a maximum period of 1 year (Form V C), if the research scholar spent more than 2 years in the project and for 1.5 years, if the research scholar spent less than 2 years in the project. R3(d)/SENATE-XXX/22
- g) Project Fellows from Science/Humanities Disciplines must be GATE/NET qualified in order to be eligible for receiving the Institute scholarship. R4-A(f)/SENATE-XXVIII/22.
- h) If the project fellow perusing full time Ph. D Programme is not GATE/NET qualified at the time the project completes, he/she may apply for Institute Scholarship after qualifying the same during the period of the Programme. However, he/she will receive the Institute scholarship only for the approved period of years or till thesis submission, whichever is earlier. R4-A(f)/SENATE-XXVIII/22.
- i) The applications received by the academic office shall be sent to the concerned chairpersons of the DRCs/CRCs for scrutiny. The respective DRC shall scrutinize the applications, shortlist the candidates and call them for a test (written and/or oral as decided by the DRC).
- j) A selection Committee constituted by the chairperson, DRC shall conduct the test and recommend a panel of candidates for admission which shall be sent to the Director for approval.
- k) Selected candidates shall be intimated by the academic office for getting themselves admit in this Programme

## **5. Course Work, Course Registration and Attendance:**

- i. In general, one full time Ph.D Scholar has to earn minimum 18 credits during the course work, as per suggestions of the DRC. Out of 18 credits, 9 credits shall be of Compulsory courses with 700 level courses while the remaining 9 credits shall be from non-compulsory courses. The non-compulsory courses shall be chosen from Masters Level courses onwards. More number of 700 level non-compulsory courses may be offered by the departments as per the following rules:
  - a) Based on the requirement, the Department can propose non-compulsory 700 level courses for PhD Programme.
  - b) Based on the DAC minutes and subsequent approval from the senate chairman, number of 700 level courses can be offered by the department. R3(i)/SENATE-XXIX/22
- ii. Minimum Twenty Four (24) 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.
- iii. 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)
- iv. Candidates joining under category. 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. 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

v. The Departments need to constitute research groups in the for Syllabus Development, Consultancy Generation, Ph. D Work Related, etc.R10/SENATE-XXII/20

vi. 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.

vii. 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).

viii. Last Date for Semester/Course Registration under any Programme: The students are allowed for Semester/Course Registration under any Programme along with the fine amount till last fine date as per the academic calendar. The registrations will not be allowed after the last date of registration with fine, unless under extreme conditions and upon prior approval of the Authority.R7/SENATE-XVII/19

ix. The DRC 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:

- Specific requirements of the area of research;
- Previous knowledge/expertise/experience and qualification of the candidate.

x. 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 Programme. 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.

**xi. The evaluation process for course work shall be of continuous nature and done as follows:**

- a. Complete evaluation and award of grades shall normally be done by the faculty members teaching the course.
- b. Under special circumstances, the Director will have the discretion to appoint any other teacher or external examiner for setting question papers and/or evaluating the answer scripts.
- c. The evaluation scheme is as under: R3(f)/SENATE-XXX/22

#### **Total Marks: 200**

1) Internal Assessments*	a) Class Tests (Min 2)	30 Marks
	b) Assignments/Surprise Tests	20 Marks
2) Mid Term Exam		50 Marks
3) End Term Exam		100 Marks

d. **Minimum marks required to pass a course:** A students must secure minimum 70 marks (35%) out of the total 200 marks and minimum 30 marks out of 100 marks in the End Term Exam (w.e.f Spring 2023) in order to be eligible for further grading. Relative grading system to be followed. R3(f)/SENATE-XXX/22

e. **Practical Examinations:**

As per the continuous evaluation for various lab courses, each course will be evaluated out of total 100 marks. The different components like quiz test, viva voce, demonstration, mini project, etc may be decided by the Course Instructor at the beginning of the semester. The weightage of each component may be informed or notified to the students. R14 (3)/SENATE-XVIII/19Lab Courses need continuous evaluation which should be proposed by the concerned instructor based on the number of experiments. However, one final lab exam shall be

conducted at the end of the semester. The evaluation scheme is as under:  
R10(a)/SENATEXX/19

Lab Course	Total Marks: 100
Continuous Evaluation	(Marks may be distributed based on the number of experiments and remaining 30 marks on other components)

**f. Conduct of Examinations:**

- End-term, Mid-term examinations and the Class Tests shall be conducted as per the Academic Calendar.
- The duration of the theory examinations shall not exceed as below:
  - Mid-term ::2hours :: 6 consecutive working days for a set
  - End-term ::3hours :: 6 consecutive working days for a set

xii. Once the DRC decides on the nature of course work etc, a scholar shall register for the course(s), submitting the course registration form in the prescribed format (Form IV A).

xiii. 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.

xiv. 30 days of attendance, including the examination days shall be mandatory for students admitted under the Ph.D Sponsored (Part Time) Programme. Monitoring of attendance shall be maintained by the respective Departments. The attendance record shall be certified by the concerned HoDs and submitted to the Academic Section during Ph.D Registration. R3 (a)/SENATE-XXXI/22

xv. **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.
- g) If a Ph.D course is registered by less than 5 students, then the approval of the Competent Authority should be taken to float the course. Further, any course registered with minimum 5 students should be reflected in the time table. The courses offered with lesser than 5 scholars shall be under self-guided mode by consulting with the Course Instructors or by referring the course materials available in the online mode. Course Instructors will be assigned for such courses and examinations and evaluations will be carried out as per the normal procedures of the Institute. R4-A(c)/SENATE-XXVIII/22

## 6. Course Work/Credit Exemption Guidelines under Ph.D Course Work: R3(b)/SENATE-XXXI/22

- i. Ph.D Scholars who have completed his/her PG in the relevant field within the preceding two years, from the date of admission, are eligible for exemption of upto 9 credits non-compulsory courses. The recommendations for course work credit exemption should be forwarded by the DRC and subsequently approved by the Competent Authority before the commencement of 1st semester classes, so that the same is reflected in the course registration form. Further, if the scholar has completed the compulsory Ph.D Course(s) during the Masters Programme, then he/she may be allowed to opt for any other course(s) offered in order to accomplish minimum 9 credits. (FORM - IV E)
- ii. Candidates who have carried out equivalent course work from another Institute in the master's level onwards within the preceding two years and if the courses done are relevant to intended research area, then he/ she may be allowed to transfer the credit upon recommendations of the DRC and subsequently approved by the Competent Authority. The credits so transferred will be mentioned in the final grade sheet/transcript with equivalent grade decided/calculated by the Grade Equivalence Committee (GEC). The GEC will comprise of Dean (AA), Chairman, IQAC and Chairman, Exam Cell. (FORM - IV F)

## 7. Critical Dates for Ph.D Programmes and Ph.D Registration:

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	

## 8. Ph.D Registration /Pre-requisites for Registration:

- i) 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.
- ii) 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)
- iii) Successful completion of all course works with minimum 7 CGPA, however the students must secure minimum 6 GPA in each course.
- iv) Successfully clearing the comprehensive examination with minimum 6 GPA.
- v) On successful completion of the course work, a Comprehensive Examination on all the courses 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.
- vi) 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.
- vii) On clearing the Comprehensive Examination a candidate shall submit a Plan of Research forwarded by the supervisor to the DRC, 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.

- viii) The minimum duration for PhD Registration is one year from the date of enrollment. R8/Senate-XVIII/19.
- ix) 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.
- x) The Doctoral Committee (DC) shall assess 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) In view of the suitability/ feasibility of the Plan and the capability/ preparedness of the scholar may be allowed for PhD registration;
  - b) 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.
- xi) The scholar must complete his/her Ph.D registration seminar within two year from the date of the enrollment. (R15(I)/SENATE-XIX/19).
- xii) 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.
- xiii) The semester wise credit structure for Ph.D scholars after the confirmation of Ph.D registration to evaluate his/her progress R8/SENATE-XXIII/20
  - a) Research Work Content {to be evaluated by Supervisor(s)}: 12 Credits
  - b) Technical Writing and Seminar {to be evaluated by the DC}: 8 Credits
  - c) The scholar must attain minimum BB grade failing which he/she shall repeat the Research Work Content and/or Technical Writing and Seminar. (R2/SENATE-XXVI/21)
- xiv) Enhancement seminar for enhancement of scholarship should be conducted after 2 years from the date of enrollment. Scholars can apply by submitting Form V-A.
- xv) 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.

## **9. Maximum Duration of Institute Scholarship to Ph.D Scholars:**

The Institute shall not issue institute scholarship to a scholar after he completes his/her duration of 5 years in the Ph.D Programme. R8/SENATE-XX/19

## **10. Monitoring the Progress of Research :**

- i) 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}
- ii) 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.
- iii) 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.
- iv) 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)

- v) The DRC 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.

#### **11. Period of Candidature:**

- i) The maximum period of candidature shall be 8 years from the date of admission/enrolment.
- ii) 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.
- iii) 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 during the eighth year and at least six months before completion of eight year. The recommendation of the DRC shall be sent to the Chairman, Senate for approval.

#### **12. Withdrawal of Candidature/Conversion to Part Time:**

- i) 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 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.
- ii) 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.
  - f) Full Time Scholars willing to convert to Part Time after completion of 5 years in the Programme may be allowed with the approval of the Competent Authority. R3(c)/SENATE-XXX/22
- iii) 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).

#### **13. Maximum duration for temporary discontinuation of course under any Programme:**

The maximum duration for temporary discontinuation of course under any Programme is 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

#### **14. Approval of the title of the thesis, pre-submission seminar and Examiners for Thesis Review:**

- i) 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.
- ii) 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 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. Upon approval of the Competent Authority followed by a subsequent notification from the Academic Section, the scholar shall submit the Thesis within two months from the date of pre- submission. The following points shall be applicable for availing Institute Scholarship after pre-submission:
  - a) If the Thesis is submitted during the semester, the scholarship will be extended till the date of Thesis submission.
  - b) If the pre-submission seminar is conducted towards the end of the semester and the scholar is likely to submit the Thesis in the beginning of the following semester, then the following guidelines with respect to Institute Scholarship shall imply:
    - i) The scholar may not register for the following semester. However, in such case, the Institute Scholarship shall be issued only up to the due date of the following semester registration.
    - ii) If the scholar registers for the following semester, then he/she shall continue receiving Institute Scholarship till the date of Thesis submission. R7b(iii)/SENATE-XXVI/21
- iii) To expedite the evaluation process, the Supervisor can submit list of examiners during pre-submission **along with a report on the selection criteria set to nominate the examiners**
  - i) The Indian Examiners must be from reputed Institutes like NIT/IIT/CFTIs or from Institutes under NIRF Ranking 100 or State Govt. Universities & Institutes/ Research Labs/Reputed Industries.
  - ii) The Foreign Examiner may be preferably from Institutes/University with QS **1000** World Ranking.

#### **iv) Criteria for nomination of examiners:**

- a) Academic Institutions: Must be in the level of Associate Professor and above in Institutions ranked under NIRF 100.
- b) Research Labs: Must be Scientist D and above holding a Ph.D Degree.
- c) Industry: with minimum 20 years of Experience and holding a Ph.D Degree.

The final discretion on the selection of Examiners will be of the Competent Authority. R3(b)/SENATE-XXX/22

#### **15. Submission of Thesis:**

- i) 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 D.7, 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.
- ii) Guidelines for preparation of the thesis are given in **Annexure I**.
- iii) Content and context of the thesis:
  - a) The thesis shall be written in English in the specified format.
  - b) No part of the thesis shall have been submitted for the award of any degree/ diploma of the Institute or any other university/ institute.



- c) 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.
- d) 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.

#### **16. Early Submission:**

- i) If a research scholar desires to submit a Ph.D. thesis prior to the completion of minimum stipulated time as per the prescribed norms, he/she should satisfy the following criteria:
  - a) Refer critical dates from item D.7 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) Published at least one patent and published at least two 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) R3(e)/SENATE-XXXI/22- ii) The Candidate should make request application through supervisor to DRC at least 1 month prior to pre-submission of thesis. (FORM VIII C)

#### **17. Examination of thesis:**

- i) 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
- ii) 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.
- iii) In case of non-availability of the external examiner(s) of BET for the evaluation of the oral defense, 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).
- iv) **Recommendation of BET:**  
Examiners shall be requested to submit a report on the thesis recommending any one of the following (Form XI A):
  - a) The thesis is found suitable for oral defense evaluation without further examination or amendment.
  - b) The thesis is found suitable for oral defense 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 Defense Examination Committee without further reference to me.

- c) The thesis is not suitable for oral defense 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.
- v) In the case of recommendation, the scholar shall submit the revised version of the thesis within six months, carrying out the suggested modifications.
- vi) 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.
- vii) 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 mentioned in point (vi)
- viii) 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.

## **18. Oral Defense Evaluation**

- i) 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 Defense Evaluation Committee (ODEC) on the recommendation of the DC and the chairperson of DRC (FORM XI B). 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 defense, 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 defense evaluation of the thesis as early as possible.
- ii) Normally the oral defense evaluation (FORM XI C) shall be held at the premises of the concerned Department. However, under exceptional circumstances, the oral defense 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 defense examination shall be open to all.
- iii) 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).

## **19. 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.

## **20. Confidentiality and Copyright of Thesis:**

- i) 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."
- ii) 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.

## 21. Any Other:

- i) If any Ph.D. scholar happens to be a family member or a close relative of the chairperson of the DRC, 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.
- ii) 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.
- iii) 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:
  - a) The responsibilities/ workload/ academic commitment of the concerned faculty member at NIT Meghalaya and the feasibility of sanctioning leave (if required) as per rule
  - b) The reputation of the Institution/Organization involved R15/Senate-VII/2015.

## 22. Leave Rules :

- i) **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 1(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. R7(a-i)/SENATE-XVI/18.
- ii) **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 1(C) to be used for this purpose. A Scholar can avail maximum medical Leaves in a year is 15 days.
  - a) 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.
  - b) 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.
  - c) The Medical Certificate must clearly state the period for which the student was advised treatment and rest.
  - d) The student should submit the documents immediately upon joining the Institute.
  - e) Excess to 15 days will shift the minimum time for his/her Thesis Submission to (Days of Excess Medical Leave X2) days.

**iii) 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.

**iv) Academic Leave (20 days):**

- (i) During the course work period, the scholars can avail Academic Leaves (max. of 20 days in a calendar year) during semester breaks only and on recommendation of the DRC and subsequent approval from the Competent Authority. R3(iii)/SENATE-XXIX/22 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 1(B) to be used for this purpose. Dean (AA) sanctions academic leaves on recommendation of the Supervisor/ Faculty Advisor/HoD.

**v) 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 1(C)), 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).

**vi) 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 1(C) to be used for this purpose.

**vii) 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 1(C) to be used for this purpose.

**23. Process for Refund of Caution Deposit:**

- i. 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.
- ii. The claim for refund of caution money shall be entertained only after the Convocation but within **06 (six) months** from the date of the Convocation, failing which, the caution deposit amount will be forfeited.
- iii. The caution money shall not be refunded if a student leaves the Programme prematurely or did not join or attend any class after admission. R7a(i)/SENATE-XXVI/21

**24. Financial Support for Research Scholars:****i. For Attending Conferences/Workshop/etc:**

- a) Ph.D scholar can attend maximum conferences (FORM XIII A) 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. However, financial assistance may be granted only after Ph.D Registration. R3(e)/SENATE-XXX/22

<b>Conference/Workshop within India</b>	<p>For Conference/Workshop/Training Programme (in India) the following financial support will be available from the Institute :</p> <ol style="list-style-type: none"> <li>i. Student Registration fee will be reimbursed.</li> <li>ii. Scholars are allowed to travel by train, bus and shared car, 3AC train fare by shortest route will be permissible for scholars.</li> <li>iii. Scholars are allowed to avail ₹. 450/-(Rupees Four hundred and fifty) only per day for accommodation for the days of Conference/ Workshop/</li> </ol>
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	<p>Training Programme, plus one day.</p> <p>iv. All the expenditure will be reimbursed on 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-XIIB)).</p> <p>ii. Scholars are encouraged to get funding from different funding agency for International Conference.</p>
<b>Conference/Workshop outside of India</b>	<p>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</p>

- ii. **For Exemption of Ph.D Thesis Submission Fee:** Research scholars who are able to submit their thesis within 3.5 years of enrolment shall be exempted from payment of the thesis deposit fee. R8/SENATE-XXVI/21
- iii. **For Ph.D Scholars Publishing Minimum Three SCI/SCIE/SSCI Papers:** Research Scholars who can publish three SCI/SCIE/SSCI papers as first authors during their entire Ph.D period shall be sanctioned Rs. 10,000/- towards their contingency amount. The amount may be claimed as a reimbursement by submitting the bills along with the prescribed form. R8/SENATE-XXVI/21

## 25. Research Conclave :

The Research Conclave of the Institute will be held annually during National Science Day starting from 28th Feb, 2020. Further, any Ph.D scholar of the Institute who has completed 2 years of Ph.D Programme should present a paper in the Research Conclave. R10/SENATE-XIX/19.

## 26. 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 defense incurs a substantial amount. R9/SENATE-XIX/19]

## 27. 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/-

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

## **28. 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.

**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:

<p style="text-align: center;"><b>Title of the thesis</b></p> <p style="text-align: center;"><b>A thesis submitted in partial fulfillment of the requirements for the degree of Doctor of Philosophy</b></p> <p style="text-align: center;"><b>Submitted by</b></p> <p style="text-align: center;"><i>Scholar's name</i> <i>Regn No.</i></p> <p style="text-align: center;"><b>(logo)</b></p> <p style="text-align: center;"><i>Full affiliation of the Candidate</i></p> <p style="text-align: center;"><b>Month &amp; Year</b></p>
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#### 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:

To avoid delay in processing your thesis please read the following note carefully:

- a) You should complete the thesis submission form at least two months ahead of the actual date of submission.
- b) Your supervisor(s) should sign the thesis in the appropriate place.
- c) 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
  - 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, Laitumkhrach, 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/  
EWS

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

#### **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: .....

Fix a signed  
Passport size  
Photograph

Phone No: .....

**Address for Communication:**

.....

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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 ) }**

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

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

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.....

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

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.....  
.....

**\*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)**

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

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

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

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**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/EWS

**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:**

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PO: ..... PS: .....

City/District: .....

State: .....

Pin Code: .....

**Permanent Address**

Fix a signed  
Passport size  
Photograph

.....

.....

PO: ..... PS: .....

City/District: .....

State: .....

Pin Code: .....

**Academic Information**

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

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
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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 (1<sup>st</sup> 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**

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**Signature of DRC members:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

**Remarks by the DRC Chairman:**

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**Signature of DRC Chariman**

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**Forwarded to**

**Dean(AA)**



# राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय

## NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

बिजनी कॉम्पलेक्स, लैटमुख्राह, शिलांग Bijni Complex, Laitumkhrach, 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:**

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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

बिजनी कॉम्प्लेक्स, लैटमूख्राह, शिलांग Bijni Complex, Laitumkhrah, Shillong-793003

## Application form PhD Programme under Full Time Project Fellow category

### **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/EWS

Fix a signed  
Passport size  
Photograph

Name of the project:	
Funding body:	
Duration:	
Financial sanction date (document to be enclosed)	
Start date of the project (document to be enclosed)	
Name of PI:	

(Form III C, offer letter and engagement letter to be enclosed)

### **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 (if any)**

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

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

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

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

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

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

.....

.....

.....

.....

.....

**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:****Project Details;****Signature of PI****Any Remarks:**\_\_\_\_\_**Signature of HoD****Any Remarks:**\_\_\_\_\_**Signature of Dean(R&C)**

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**Forwarded to Academic Section**



**SUPERVISOR(S) ALLOTMENT FORM**

(Allotment of Supervisor/Co-supervisor to be taken care by the concerned DRC.  
The HoD should forward the filled form of the scholar(s) if he/she has successfully completed his/her course work.  
(Consent and CV of the external co-supervisor (if any) to be attached with this form.)

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
1							
2							
3							
4							

Verified that the proposed supervisor(s) and co-supervisor(s) is/are eligible for supervising the PhD scholar as per norms of the Institute.

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 supervisor after successful completion of Comprehensive Exam)*

- 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 Supervisor Allotment notification no and date:
- 8 Date of Comprehensive exam and GPA secured:
- 9 (a) Proposed Doctoral Committee Members (to be proposed by the Supervisor)
  - i) \_\_\_\_\_ (Supervisor) -Member
  - ii) \_\_\_\_\_ (Co-Supervisor)-Member
  - iii) \_\_\_\_\_ -Member (**concerned research group of the dept**)
  - iv) \_\_\_\_\_ -Member (member from the dept )
- 10 Signature of the DRC members:
  - a \_\_\_\_\_ (member) b \_\_\_\_\_ (member) c \_\_\_\_\_ (member)
  - d \_\_\_\_\_ (member) e \_\_\_\_\_ (member) f \_\_\_\_\_ (member)

**Panel of 3 Members nominated by HoD for nomination of faculty members from other department/centre**

  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_

\_\_\_\_\_ (Chairman, DRC)
- 11 (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/ INTERCHANGE OF SUPERVISOR AND/OR 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

Please choose either (i) or (ii)

**i. Incase of withdrawing primary or co-supervision**

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

**ii. Incase of interchanging Supervisor and Co-supervisor**

Existing	
Supervisor's Name	
Co-Supervisor's Name	

<b>Proposed</b>	
<b>Supervisor's Name</b>	
<b>Co-Supervisor's Name</b>	

Brief Justification to be provided for interchanging Supervisor and Co-supervisor:

---



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\*\*\*\*\*

Remarks by DRC for case (i) or case (ii):

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Signature of the DRC members:

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

4. \_\_\_\_\_  
5. \_\_\_\_\_  
6. \_\_\_\_\_

Remarks by DRC Chairman

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Signature of DRC Chairman  
Date:

---

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 \_\_\_\_\_ since \_\_\_\_\_.

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***



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**FORM IV A**

**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. 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)



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**FORM IV - B**

**PROPOSAL FOR Ph.D REGISTRATION SEMINAR**

*(To be submitted at least 10 working days before the proposed date for seminar along with the draft research plan)*

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
Total Credits Earned from course work:							

- a. Total Credits transferred (if any) \_\_\_\_\_  
b. Total Credits exempted (if any) \_\_\_\_\_ c. CGPA: \_\_\_\_\_

9. Comprehensive Written Exam Date: \_\_\_\_\_ GPA Score obtained: \_\_\_\_\_

10. Proposed Research Area:

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. The following is completed/attached by the scholar (please tick);

- ☐ Supervisor Allotment
- ☐ Required course work
- ☐ Successfully cleared comprehensive exam on \_\_\_\_\_ (date)
- ☐ Formation of DC
- ☐ Have completed 1 year from the date of enrollment
- ☐ Attendance sheet (For Sponsored Part Time scholars only)
- ☐ Draft Research plan (not the technical report)

13. Proposed Date for Registration Seminar: \_\_\_\_\_

Signature of DC members:

- |                         |                     |
|-------------------------|---------------------|
| 1. ....(Chairman)       | 4. ....(Member)     |
| 2. .... (Member)        | 5. ....( Member)    |
| 3. .... (Co-supervisor) | 6. ....(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 Report and attendance sheet 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: (Please tick, strikeout clauses that are not relevant)

- 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) 2<sup>nd</sup> 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



**PhD Semester Progress Seminar Report**

*(For PhD scholars who have completed PhD Registration Seminar enrolled before Autumn 2021)*

- 1 Semester: Autumn/Spring      Year: \_\_\_\_\_ Date of Progress Seminar: \_\_\_\_\_
- 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 must 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:

Remarks of the Doctoral Committee: \_\_\_\_\_

Signature of D.C. Members:

- |                       |                        |
|-----------------------|------------------------|
| 1. Chairman.....      | 2. ....                |
| 3. ....               | 4. ....                |
| 5. Co-supervisor..... | 6. Co-supervisor ..... |

Signature of DRC Chairman

Forwarded to Academic Section:





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**FORM – IV E**

**Format for Ph.D Course Work Exemption (For Full Time Scholars only)**

*(Note: Compulsory courses cannot be exempted. This form must be submitted at least 1 month before course registration of 2<sup>nd</sup> semester)*

Dept: \_\_\_\_\_

DRC meeting to be conducted for deciding exemption of course(s).

Sl. No	Roll no	Name of the scholar	Area of Research	PG Completion Date	No of credits requesting for exemption	Remarks

Supporting documents to be attached with this form ie. PG Gradesheet/statement of marks/transcript/consolidated gradesheet

Remarks by the DRC: \_\_\_\_\_

Name & Signature of the DRC members (except DRC Chairman):

(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



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**FORM – IV F**

**Ph.D Credit Transfer Form (For Full Time Scholars only)**

*(Note: Compulsory courses cannot be exempted. This form must be submitted at least 1 month before course registration of 2nd semester)*

1. Name of Scholar \_\_\_\_\_
2. Roll no \_\_\_\_\_ 3. Department \_\_\_\_\_ 4. Date of Admission/Enrolment \_\_\_\_\_
5. Category (Please tick): Full time/ Project Fellow
6. PG Completion Date: \_\_\_\_\_ CGPA/Percentage: \_\_\_\_\_

I would like transfer the credits of the following courses;

Course at Previous Institute				Equivalent Course at NIT Meghalaya		
Sl. No.	Course Code	Course Title	Credits	Course Code	Course Title	Credits

Supporting documents to be attached with this form syllabi, gradesheet etc .

Signature of the Scholar  
Date:

Remarks by the DRC: \_\_\_\_\_

Name & Signature of the DRC members (except DRC Chairman and Supervisor(s):

- (a) \_\_\_\_\_ (member)      (b) \_\_\_\_\_ (member)
- (c) \_\_\_\_\_ (member)      (d) \_\_\_\_\_ (member)
- (e) \_\_\_\_\_ (member)      (f) \_\_\_\_\_ (member)

Signature of the Co-Supervisor (if any)  
Date:

Signature of the Supervisor  
Date:

Any Remarks of DRC Chairman: .....

Signature of DRC Chairman  
Date:

---

Forwarded to Academic Section

Remarks of Dean (AA)

Dean (AA)

Approved / Not Approved

Director



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**FORM V- A**

**Application Form for Enhancement of Scholarship cum Constitution of Review Committee**  
*(To be submitted along with the draft progress report)*

1. Name of Scholar \_\_\_\_\_
2. Roll no \_\_\_\_\_
3. Department \_\_\_\_\_
4. Date of Admission \_\_\_\_\_
5. Date of Registration \_\_\_\_\_
6. Category (Please tick): Full time/ Project Fellow
7. If Project Fellow, whether project has ended and presently receiving Institute scholarship (Please tick) (YES/NO)
8. (a) Name of Supervisor \_\_\_\_\_  
(b) Name of Co-Supervisor \_\_\_\_\_ Affiliation \_\_\_\_\_
9. Title of the Research Area: \_\_\_\_\_
10. Publication: (i) Journal: \_\_\_\_\_ (ii) Conference: \_\_\_\_\_  
(iii) Book Chapters \_\_\_\_\_ (iv) Any other : \_\_\_\_\_  
(1<sup>st</sup> page must be enclosed)

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Scholar

11. 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 (AA)/Dean(R&C)**

Proposed Review committee:

(i) DC members: \_\_\_\_\_

(ii) Senior faculty from DRC: \_\_\_\_\_

(iii) Senior faculty from other relevant Department: \_\_\_\_\_

Recommended/Not Recommended

Dean (AA)/Dean(R&C)

Approved/Not Approved

Director



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**FORM V- B**

**Review Committee Report for Enhancement of Scholarship**

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 \_\_\_\_\_  
(b) Name of Co-Supervisor \_\_\_\_\_ Affiliation \_\_\_\_\_
8. Date of Seminar presentation: \_\_\_\_\_
9. Details of Research work credentials (in terms of book chapters, conference papers, journal paper, developing research module (any other) to be mentioned with the final report.

10. Evaluation by the Review Committee						
Sl no	Name of the members (Starting with Committee Chairman followed by others)	Report (10)	Presentation (20)	Research Work Progress (20)	Total	Signature
1						
2						
3						
4						
5						
6						
7						
8						
Normalized score (out of 100)						

Any other 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):\_\_\_\_\_

Signature of Committee Chairman

Date:

Remarks by DRC Chairman:

\_\_\_\_\_

Signature of DRC Chairman

Date:

\_\_\_\_\_

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

Remarks by Dean(AA):\_\_\_\_\_

\_\_\_\_\_

Recommended/Not Recommended

Dean (AA) Dean(R&C)

**Approved/Not Approved**

Director



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FORM V- C

**Application form for receiving Institute scholarship after completion of Project**

(To be filled by the Project Fellow after completing Project. For Science & HS, GATE/NET certificate is compulsory)

1. Name of Scholar \_\_\_\_\_ 2. Roll no \_\_\_\_\_  
3. Department \_\_\_\_\_ 4. Date of Admission \_\_\_\_\_ 5. Date of Registration \_\_\_\_\_  
6. Project Completion date (supporting documents to be enclosed):  
7 (a) Name of Supervisor \_\_\_\_\_  
(b) Name of Co-Supervisor \_\_\_\_\_ Affiliation \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Scholar

Remarks by Pls/Supervisor(s): \_\_\_\_\_

Signature of Co-Supervisor/Co-PI

Signature of Supervisor/PI

Remarks by DRC Chairman: \_\_\_\_\_

Date

Signature of DRC Chairman

Remarks by Dean(R&C): \_\_\_\_\_

Date

Signature of Dean(R&C)

**Forward to Academics Section**

Remarks by Dean(AA): \_\_\_\_\_

Recommended/Not Recommended

Dean (AA)

Approved/Not Approved

Director



**(Application Form for Extension of Submission of Ph.D. Thesis after max time permitted)**

**(To be submitted during the eighth year and at least six months before completion of eight year)**

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 \_\_\_\_\_

**DRC minutes to be attached by referring PhD regulation D.11 (iii)**

Remarks by DRC Chariman: \_\_\_\_\_

Signature of DRC Chairman \_\_\_\_\_ Date \_\_\_\_\_

Recommended/Not Recommended

Dean (AA)

Approved/Not Approved

Director





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**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): \_\_\_\_\_

Signature of Scholar \_\_\_\_\_ Date \_\_\_\_\_

Signature of the Co-Supervisor (if any)  
Date:

Signature of the Supervisor  
Date:

Remarks of DRC Chairman:

Signature of DRC Chairman  
Date:

**DRC minutes to be attached by referring PhD regulation D.12 (i) & (ii) if candidate is going for superior job.**

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Forwarded to Academic Section

Remarks of Dean (AA)

---

---

Dean (AA)

Approved / Not Approved

Director



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**FORM VIII-A**

**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

Required Enclosures:

1. List of Publications (Journal/ Conference and Book Chapters) to be signed by the Scholar and the Supervisor . 1<sup>st</sup> page of the publication should also be enclosed together.
2. Synopsis to be signed by the Scholar and the Supervisor.
3. Draft Thesis to be signed by the Scholar and the Supervisor.
4. Draft panel of at least Ten external examiners (Five Indian and Five Foreign) to be shared among the DC members for recommendation. Final list to be submitted with Form VIII B.

- 9 Proposed date for the seminar: \_\_\_\_\_

Remarks of the DC: \_\_\_\_\_

Signature of DC members:

- |                         |                     |
|-------------------------|---------------------|
| 1. ....(Chairman)       | 4. ....(Member)     |
| 2. .... (Member)        | 5. .... ( Member)   |
| 3. .... (Co-supervisor) | 6. ....(Supervisor) |

Remarks of DRC Chairman:

Signature of DRC Chairman  
Date: \_\_\_\_\_

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):**

1. 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.
2. A panel of at least Ten **external examiners**, five from India and five from abroad, format available in the website. The same should be recommended & sign by DC members and soft copy (doc file) should be mailed to Dean (AA), AR(AA) and Academics office.
3. Hard copy of the approved synopsis is be enclosed and soft copy (pdf) should be mailed to Dean (AA), AR(AA) and Academics office.

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)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of the DC members:	Signature of the DC members:
Chairman -	
Member (Supervisor) -	
Member (Co-Supervisor)-	
Member –	
Member –	
Member –	

Signature of DRC Chairman  
Date:

---

Forwarded to Academic Section:

Remarks: \_\_\_\_\_

Recommended /Not Recommended

Dean(AA)

Approved /Not Approved

Director



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FORM VIII-C

**Ph.D. Thesis Early-Submission form**

*(To be submitted to the DRC at least one month prior to pre-submission of thesis)*

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. Duration completed from the date of Registration:
8. (a) Name of Supervisor \_\_\_\_\_
9. (b) Name of Co-Supervisor \_\_\_\_\_ Affiliation \_\_\_\_\_

Date:

Signature of the Scholar

Required Enclosures:

1. List of Publications (Journal/ Conference, Patent and Book Chapters) to be signed by the Scholar and the Supervisor .
2. 1st page of the published papers signed by the scholar and supervisor
3. List of publication and patent published.

Signature of the Co-Supervisor (if any)

Date:

Signature of the Supervisor

Date:

Remarks of DRC Chairman:

Signature of DRC Chairman

Date:

**DRC minutes to be attached**

Forwarded to Dean (AA)

Recommended /Not Recommended

Dean (AA)

Approved/Not Approved

Director



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FORM VIII-D

Ph.D. Thesis Pre-Submission form (for early submission only)  
(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

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 to be signed by the Scholar and the Supervisor.
4. Draft panel of at least Ten external examiners (Five Indian and Five Foreign). Final list to be submitted with the report after recommendation of the DC.

- 9 Proposed date for the seminar: \_\_\_\_\_

Remarks of the Extended DC: \_\_\_\_\_

Signature of Extended DC members:

- |                         |                      |
|-------------------------|----------------------|
| 1. ....(Chairman)       | 5. ....( Member)     |
| 2. .... (Member)        | 6. ....( Member)     |
| 3. .... (Member)        | 7. ....(Member)      |
| 4. ....( Co-supervisor) | 8. ....( Supervisor) |

Remarks of DRC Chairman:

Signature of DRC Chairman  
Date:

Forwarded to Dean (AA)

Dean (AA)

Approved/Not Approved

Director



# राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

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FORM-VIII-E

## Ph.D. Pre-Submission Seminar – Report (for early submission scholars)

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 EXTENDED 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.

**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**.

Approved Thesis Title:

Suggested Date of repeat Pre-submission seminar

: \_\_\_\_\_

### Note to Supervisor(s):

1. 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.
2. 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 extended DC and soft copy (doc file) should be mailed to Dean (AA).
3. 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) :

Name of the Extended DC members:	Signature of the Extended DC members:
(i) <b>Chairman -</b>	(i)
(ii) <b>Member -</b>	(ii)
(iii) <b>Member -</b>	(iii)
(iv) <b>Member -</b>	(iv)
(v) <b>Member -</b>	(v)
(vi) <b>Member -</b>	(vi)
(vii) <b>Member (Co-Supervisor)–</b>	(vii)
(viii) <b>Member (Supervisor) –</b>	(viii)




Signature of DRC chairman:

Forwarded to Dean(AA)

Recommended/Not Recommended

Approved / Not Approved

Dean (AA)

Director



**राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय**  
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**FORM IX**

**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. Thesis fee submission details; (i) Amount: \_\_\_\_\_ (ii) Date of payment: \_\_\_\_\_ (iii) Reference no: \_\_\_\_\_  
(Thesis submission fee is waived If thesis is submitted within 3.5 yrs )
10. Any IPR involved in the thesis (Confidentiality Declaration to be submitted): \_\_\_\_\_
- Signature of candidate: \_\_\_\_\_ Date: \_\_\_\_\_
11. 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: \_\_\_\_\_

Signature of DRC Chairman  
Date: \_\_\_\_\_

**Check List:**

- i. Thesis submission 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. Two Copies of soft cover binding of Thesis, signed copy of List of Publications and Synopsis.
- iv. Soft copy of Thesis, List of Publications and Synopsis (to be mailed to Dean(AA), AR(AA) & Academic Office).
- v. Application for Thesis submission certificate & fee receipt of ₹1,000/- (optional)

Forwarded to Academic Section

Remarks of Dean (AA): \_\_\_\_\_

Dean (AA)

Approved / Not Approved

Director

**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

Signature of

Co-Supervisor:

Supervisor:

Designation:

Designation:

Department:

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 tick (✓) the one relevant)

**The thesis is found suitable for oral defence evaluation without further examination or amendment.**

☐

**OR**

**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.**

☐

**OR**

**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.**

☐

**OR**

**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.



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**FORM XI - B**

**Recommendation for constitution of ODEC**

- 1 Name of Scholar \_\_\_\_\_
- 2 Roll no \_\_\_\_\_ 3. Department \_\_\_\_\_ 4. Category (Please tick): Full time/Full Time Project Fellow/Part Time
- 5 Date of Admission \_\_\_\_\_ 6. Date of Registration \_\_\_\_\_
- 7 (a) Name of Supervisor \_\_\_\_\_
- 8 (b) Name of Co-Supervisor \_\_\_\_\_ Affiliation \_\_\_\_\_
- 9 Title of the Thesis: \_\_\_\_\_
- 10 Whether the scholar was asked for revising the thesis based on the examination report (please tick). **(YES/NO)**
- 11 If Yes, summary report of changes (compliance report) and the revised thesis to be enclosed with this form. If there is no correction required, the second meeting as mentioned in pt **12(b)** may be skipped.
- 12 Date of discussion with the DC by conducting a meeting;
  - a) Date of meeting before correction/revision(compulsory):
  - b) Date of meeting after correction/revision(compulsory only if correction is required):

Signature of Supervisor

**DC Recommendation:** We the DC members certified that the scholar has incorporated all the corrections/modifications as per the comments/suggestions (if any) provided by the examiners and hereby recommends for constituting the ODEC to conduct the viva-voce exam.

**Name of the DC members:**

**Signature of the DC members:**

- (i) **Chairman -**
- (ii) **Member (Supervisor) -**
- (iii) **Member (Co-Supervisor)-**
- (iv) **Member –**
- (v) **Member –**
- (vi) **Member –**

- (i)
- (ii)
- (iii)
- (iv)
- (v)
- (vi)

Signature of DRC Chairman  
Date:

Forwarded to Academic Section:

Recommended /Not Recommended

Dean(AA)

Approved /Not Approved

Director



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NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

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FORM XI - C

Form for proposing to conduct the PhD Thesis Oral Defence Examination  
(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/Full Time Project Fellow/Part Time
- 5 Date of Admission \_\_\_\_\_ 6. Date of Registration \_\_\_\_\_
- 7 (a) Name of Supervisor \_\_\_\_\_
- 8 (b) Name of Co-Supervisor \_\_\_\_\_ Affiliation \_\_\_\_\_
- 9 Title of the Thesis: \_\_\_\_\_

Signature of scholar

Date:

10 Proposed date for the ODE : \_\_\_\_\_

Name & Signature of the ODEC members:

_____	_____
Chairman (Name) -	Indian Examiner (Name) -
_____	_____
External DC Member (if any) (Name) -	Member (Name) -
_____	_____
Member (Name) -	Member (Co-Supervisor) (Name)-
_____	_____
Convenor & Supervisor (Name) -	

\*For external member(s), email consent may be attached with this form

Signature of DRC Chairman

Date:

Forwarded to Academic Section:

Remarks: \_\_\_\_\_

Recommended /Not Recommended

Dean(AA)

Approved /Not Approved

Director



**REPORT OF EXAMINERS OF ORAL DEFENCE EVALUATION COMMITTEE**

Name of the Scholar:

Roll no:

Department:

Title of the thesis :

Date of ODE:

The examiners of Oral Defence Evaluation Committee (ODEC) certify that the thesis mentioned above 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 **(please tick the one relevant)** ;

i. The degree be awarded

☐

OR

ii. We recommend that the candidate be examined further on another date not later than \_\_\_\_\_

☐

OR

iii. The candidate has not performed to our satisfaction and does not deserve the degree of Ph.D

☐

Name & Signature of the ODEC members:	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <b>Chairman (Name) -</b>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <b>Indian Examiner (Name) -</b>
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <b>External DC Member (if any) (Name) -</b>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <b>Member (Name) –</b>
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <b>Member (Name) –</b>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <b>Member (Name) –</b>



<hr/> <b>Member (Co-Supervisor) (Name)-</b>	<hr/> <b>Convenor &amp; Supervisor (Name) -</b>
---	---

Signature of DRC Chairman

Date:

---

Forwarded to Dean(AA)

Remarks by Dean (AA)

Dean (AA)

Approval for Provisional certificate

Director



# राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय

## NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

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

FORM XV

### Reimbursement of Bills from Contingency Fund

(This form can be submitted only once and within three months after the Oral Defence Examination)

- Name of Scholar \_\_\_\_\_
- Roll no \_\_\_\_\_
- Department \_\_\_\_\_
- Category (Please tick): Full time/ Project Fellow/Part Time
- Date of Admission \_\_\_\_\_
- Date of Registration \_\_\_\_\_
- (a) Name of Supervisor \_\_\_\_\_
- (b) Name of Co-Supervisor \_\_\_\_\_ Affiliation \_\_\_\_\_
- Date of ODE: \_\_\_\_\_
- Title of Thesis: \_\_\_\_\_
- Details of SCI/SCIE/SSCI papers published:

Sl. No.	Author's Name	Title of the Paper	Journal & Publisher's Name	Publications Details (Date/Year/Volume/Page Number)	Whether belongs to SCI/SCIE/SSCI	Remarks

Details of bills submitted. Please note that the bills should be related with the research work only (Eg: stationery, printing, photocopying, discrete components etc ).

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

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

Total amount claimed (₹) \_\_\_\_\_ (Rupees \_\_\_\_\_)

Signature of the Scholar  
Date:

#### Enclosures to be submitted along with this form:

- All Original Bills (to be certified at the back of each bills).
- Bank Details of the student.
- 1<sup>st</sup> page of each published papers.
- Notification on award of degree

Remarks/Recommendation by the supervisor(s) (Please certify the published papers and the above bills submitted is related with the research work of the scholar):

\_\_\_\_\_

---

Signature of Co-Supervisor (if any)  
Date:

Signature of Supervisor  
Date:

Signature of HoD  
Date:

Forwarded to Academics Section

---

**For Office use:**

As per initial verification, ₹\_\_\_\_\_ (Rupees in words \_\_\_\_\_) is  
claimed by Mr/Ms \_\_\_\_\_ as reimbursement from contingency fund.

Other remarks:

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JA(AA)

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AR(AA)

---

PIC (AA-PG&R)

Forwarded to Dean (AA):

Any Remarks \_\_\_\_\_

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Dean (AA)

---

Forwarded to Account Section

AR(F&A):