

Ordinances for Doctoral Programme



Motilal Nehru National Institute of Technology Allahabad
Allahabad, India

Table of Contents

Page No.

1.0	INTRODUCTION	6
1.1	Doctoral Programme	6
1.2	Senate Doctoral Programme Committee (SDPC)	7
1.3	Department Doctoral Programme Committee (DDPC)	7
1.4	Office of the Dean (Academic)	8
2.0	ACADEMIC SESSION	7
2.1	Academic Calendar	8
3.0	ADMISSION	8
3.1	Admission Calendar	8
3.2	Eligibility for Admission	8
3.2.1	Ph. D. in Engineering	9
3.2.2	Ph. D. in Management	9
3.2.3	Ph. D. in Sciences, Humanities and Social Sciences (HSS)	9
3.2.4	Ph. D. in Geographic Information System (GIS) Cell	9
3.3	Admission Categories of Ph. D. Research Scholars	10
3.3.1	Institute Stipendiary Full Time Research Scholars	10
3.3.2	Self-Financed Full Time Research Scholars	10
3.3.3	Sponsored Full Time Research Scholars	10
3.3.4	Faculty / Staff / Sponsored Project Fellow of MNNIT Allahabad: Part Time Research Scholars	10
3.4	Admission Procedure	11
3.4.1	Admission of Faculty/Staff of the Institute/Sponsored Project Fellow: Part-Time Research Scholar	11
3.4.2	Admission of Indian Nationals Residing Abroad (INRA) and Foreign Nationals	12
3.4.3	Admission of Non-Degree Students	12
3.5	Cancellation of Admission	12
4.0	REGISTRATION	13
4.1	Late Registration	13
4.2	Academic Advising	13
4.3	Semester Load Requirements	13
4.4	Adding/Dropping of Courses and Withdrawal from Courses	13
4.4.1		13
4.4.2		14
4.4.3		14
4.5	Change of Registration from Full-Time to Part-Time	14
5.5	LEAVE RULES	14

5.1	Leave	14
5.2	Semester Leave	14
5.3	Absence without Sanctioned Leave	15
6.0	PERMISSION TO PROCEED TO OTHER ACADEMIC INSTITUTIONS AS NON-DEGREE STUDENTS	15
7.0	PROGRAMME REQUIREMENTS AND GRADING SYSTEM	16
7.1	Minimum Residence, Maximum Duration and Academic Requirements	16
7.2	Ph. D. Credit Award Distribution	16
7.3	Extension of Programme	17
7.4	Audit Courses	17
7.5	Grading System	17
7.5.1	Grade and Grade Point	17
7.5.2	Semester Performance Index (SPI)	18
7.5.3	Cumulative Performance Index (CPI)	18
7.5.4	Grade Report	19
7.5.5	Transcript	19
7.5.6	Withholding of Grade Report	19
8.0	ACADEMIC PERFORMANCE REQUIREMENTS	19
8.1	Termination from the Programme	19
8.2	Appeal Against Termination	19
9.0	COMPREHENSIVE EXAMINATION	19
9.1	Candidacy for the Ph.D Degree	20
10.0	STATE OF THE ART SEMINAR	20
11.0	OPEN SEMINAR	21
12.0	APPOINTMENT OF THESIS SUPERVISOR(S) AND CONSTITUTION OF VARIOUS COMMITTEES/BOARDS	21
12.1	Appointment of Thesis Supervisor(s)	21
12.2	Constitution and Appointment of Student Research Committee	22
12.3	Constitution and Appointment of Comprehensive Examination Board	22
12.4	Constitution of Thesis Evaluation Board	22
12.5	Constitution of Ph. D. Oral Board	23
13.0	THESIS SUBMISSION, EVALUATION AND EXAMINATION	23
13.1	Ph. D. Thesis Submission	23
13.2	Ph. D. Thesis Evaluation	24
13.3	Ph. D. Oral Examination	25
14.0	DEGREE REQUIREMENTS	26
15.0	CONDUCT AND DISCIPLINE	26

15.1	Code of Conduct	26
15.2	Disciplinary Actions and Related Matter	27
15.3	Unfair Means (UFM)	27
16	WAIVER OF REQUIREMENTS IN SPECIAL CASES	28
17	AMENDMENTS	29
	Annexure	30
(i)	Forms DP-01 – DP-20	30-51
(ii)	Guidelines GL-1	52

The provisions contained in these Ordinances govern the policies and procedures on the admission of students, imparting instructions of Courses, conducting examinations and evaluation and certification of students' performance.

These Ordinances, on approval by the Board of Governors, shall supersede all the corresponding earlier set of Ordinance/Manual of the Institute, with all the amendments thereto, and shall be binding on all students.

The effect of year-to-year (periodic) refinements in the Academic Regulations & Curriculum, on the students admitted in earlier years, shall be dealt with appropriately and carefully, so as to ensure that those students are not subjected to any unfair situation whatsoever, although they are required to conform to these revised set of Ordinances.

1. INTRODUCTION

The objectives of the Doctoral Programmes at the Motilal Nehru National Institute of Technology Allahabad (MNNIT Allahabad) are:

- To be a leading R & D Institution,
- To carry out research in the frontier areas of science, technology and management. To develop and transfer technologies to the industries.
- To develop the scientific and engineering manpower of the highest quality to cater the needs of the society,
- To be a role model of educational Institutions in the country,
- To provide a broad grasp of the fundamental principles of the sciences and scientific and technological methods ,
- To provide a deep understanding of the area of specialization,
- To provide an innovative ability to solve new problems,
- To provide a capacity to learn continually and interact with multidisciplinary groups,
- To develop the students with a capacity for free and objective enquiry, confidence and integrity, awareness and sensitivity to the needs and aspirations of society and, to develop knowledge and create new Technology in the process of student learning.

With these goals in view, the Doctoral Programmes are designed to include Courses of study, Seminars and Thesis through which a student may develop his/her concepts and intellectual skills.

The procedures and requirements stated in these Ordinances embody the philosophy of the Doctoral Programme and ensure a high standard of performance at the Institute. Within this general framework, subject to the approval of the *Senate Doctoral Programme Committee (SDPC)*/Senate, the various Departments may impose such additional requirements as will serve their particular academic goals. The Department Doctoral Programme Committee (DDPC) shall ensure that all the Rules and Procedures given in the Ordinance are adhered to and implemented without any change. While considering an issue if the Ordinance does not specifically mention something, the same shall be forwarded to Senate through SDPC for its consideration.

1.1 Doctoral Programme

Various Departments/Cells/Schools/Centres of the Institute offer the Doctoral Programme. Here after the Departments, Cells, Schools, Centres of the Institute shall be referred as Department. The Senate Doctoral Programme Committee (SDPC), established according to the bylaws of the Senate, operates through the Department Doctoral Programme Committees (DDPCs) to administer all aspects of the Programmes.

1.2 Senate Doctoral Programme Committee (SDPC)

The Senate Doctoral Programme Committee (SDPC) shall consist of one representative from each of the Academic Departments/Cells/Centres/Schools who shall be the Convener of DDPC and six

additional members of whom one shall be the outgoing Chairman SDPC (if not otherwise a member), Chairman SMPC, two Senate nominees ~~from~~ amongst the Senate members, and two Doctoral students (one male and one female), one from Engineering Departments and one from Non-engineering Departments. The student members shall be nominated by the Dean (Academic). Chairman SDPC shall be nominated by the Senate ~~from~~ amongst the members of the Senate. The tenure of Chairman SDPC shall be normally of two years. The SDPC shall meet two times every semester.

The Senate Doctoral Programme Committee shall have jurisdiction in the recommendation of the following matters concerning the Doctoral Programme of the Institute:

- Introduction of new Course(s) of instruction,
- Desirable modification of Courses already approved,
- Modification of the credit value of Courses,
- Modification of eligibility criteria for admission,
- Modification of the Rules governing the form of presentation and disposal of Thesis,
- Conduct of oral and written Examinations,
- Award of Degrees, and
- Other related matters as may be referred to it by the Senate.

The functions of the SDPC shall be of general policy determination, coordination and review, but the Senate shall retain the power of final decision. In the discharge of its responsibilities the Committee shall make full use of the appraisals and recommendations of the various Academic Departments. This Committee shall be assisted by the Department Doctoral Programme Committee (DDPC).

1.3 Department Doctoral Programme Committee (DDPC)

Each Department shall have a Department Doctoral Programme Committee (DDPC) consisting of a Convener, the Head of the Department as ex-officio Chairman, Convenor DMPC and preferably four to six Faculty Members (with earned Ph.D Degree) to be chosen from the Department, including one Faculty Member from other Department and two departmental Ph.D scholars. The student members shall be nominated for a period of one year by rotation. Out of Department Faculty Members at least two members from the Department should be Professor, if available; at least one each should be Associate Professor and Assistant Professor. The DDPC shall be proposed by the Head of Department in consultation with the Faculty of the Department in the departmental meeting for a term of two years. The duration of the Committee shall be two years starting from the month of July of the Academic Session. The student members shall not participate when the cases of Academic Evaluation of the concerned student is being considered, although the students' opinion might be sought prior to taking any decision. The proposed DDPC shall be approved by the Chairman SDPC.

The DDPC shall be responsible for the following:

- (i) Monitoring of quality of instructions to students.

- (ii) Proposing and implementing new Courses.
- (iii) Attending to the problems of Ph.D students and advising them in academic matters.

The Chairman DDPC shall hold its meeting regularly and keep record of its decisions.

1.3 Office of the Dean (Academic)

The Dean (Academic) shall be responsible for the implementation of the decisions taken on academic matters by the Senate and the SDPC. The office of the Dean (Academic) shall (i) receive, process and maintain all records related to the Doctoral Programmes including Curricula, Courses offered, Academic Calendar, Registration, Semester Leave, Examinations, Grades and Award of Degrees and Medals/Prizes, (ii) disseminate information pertaining to all academic matters, (iii) issue necessary Memoranda/Orders, (iv) act as a channel of communication between the Students, Instructors/Supervisor(s), Departments/Interdisciplinary Programme/Schools/Cells/Centers and SDPC. The Ph.D Section of the office of Dean (Academic) shall assist the SDPC in its functioning.

2. ACADEMIC SESSION

The Academic Session of the Institute is divided into two Regular Semesters, termed as Odd and Even Semesters. The Odd Semester shall normally commence from the third week of July, and the Even Semester from the last week of December (or first week of January) every year, respectively. Each regular Semester (Odd and Even) shall be normally of fourteen weeks duration for the purpose of instructions.

2.1 Academic Calendar

The exact dates of all the important events, such as orientation, registration, late registration, commencement of classes, adding and dropping of courses, submission of documents, examinations, submission of grades, vacation, mid-semester recess, official student activities etc., during the Academic Session shall be specified in the Academic Calendar of the Institute as approved by the Senate. The Dean (Academic) will notify the Academic Calendar of each Semester.

3. ADMISSION

3.1 Admission Calendar

Admission shall normally be made in May-June for the odd Semester. However, Senate may decide to admit students in November-December for the Even Semester.

3.2 Eligibility for Admission

1. The eligibility conditions given below shall be considered to be the absolute minimum. Departments shall reserve the right to prescribe any requirements over and above these, subject to the approval of the Chairman Senate.
2. The "specified minimum" marks/CPI (Cumulative Performance Index), referred to in subsequent sections shall imply a minimum of 60% aggregate marks or CPI of 6.5 at qualifying Examination.

For SC/ST candidate's eligibility in specified minimum marks/CPI shall be relaxed as per the Government of India norms.

3. Reservation in the Programme shall be done as per the Government of India Rules.

3.2.1 *Ph. D. in Engineering*

Master Degree in relevant branch of Engineering/Technology with marks not below 60% or CPI 6.5

OR

Bachelor's Degree in Engineering or Master's Degree in Science/Applied biological sciences/Computer Application or any appropriate discipline with a minimum 75% marks or CPI 8.0.

3.2.2 *Ph. D. in Management*

Master's Degree in Management/Technology/ Engineering/ Economics/ Commerce/Science/Computer Applications/Social Science with a minimum 60% marks or equivalent CPI 6.5,

OR

Bachelor's Degree in Engineering with a minimum 75% marks or CPI 8.0,

OR

Qualified Chartered Accountant (CA) having minimum three years of professional experience as practicing Chartered Accountant with a minimum 60% marks at both graduation level, as well as CA Examination.

3.2.3 *Ph.D in Sciences, Humanities and Social Sciences (HSS)*

Master's Degree in the relevant subject with a minimum 60% Marks or CPI 6.5

OR

Bachelor's Degree in Engineering/Pharmacy with marks not below 75% or CPI 8.0.

3.2.4 *Ph. D. in Geographic Information System (GIS) Cell*

M.Tech. or equivalent in GIS & Remote Sensing/Civil Engineering/Computer Science and Engineering/ Electronics/Information Technology/Agriculture Engineering/Mining Engineering with a minimum marks 60% or CPI 6.5

OR

M.Sc. or equivalent Degree in GIS & Remote Sensing/Applied Geology/Geophysics/Geography/ Environmental Science/Computer Science or degree in Master of Computer Application with a minimum marks 75% or CPI 8.0

OR

Bachelor's Degree in Engineering with a minimum 75% marks or CPI 8.0.

Where the eligibility qualification is Master's Degree in Science/Computer application/Commerce /Economics/English or any subject of Humanities or Life Sciences or Management, NET qualification is must.

3.3 Admission Categories of Ph.D Research Scholars

All the Departments offer full-time and part-time Doctoral Programmes under following categories. The category code is also given in the table below:

Sl. No.	Description	Category Code
I.	Institute Stipendiary Full-Time Research Scholar	11
II.	Self-financed Full-Time Research Scholar	12
III.	Sponsored Full-Time Research Scholar	13
IV.	Faculty/Staff/Sponsored Project Fellow of MNNIT Allahabad: Part-Time Research Scholar	14

3.3.1 *Institute Stipendiary Full Time Research Scholars (Category Code-11):*

These scholars shall be eligible for financial assistance in the form of fellowship at the approved rates and guide lines as notified by MHRD from time to time. The fellowship shall be awarded to the students of this category on a Semester-to-Semester basis on the recommendation of SRC through Convenor DDPC (Form: DP-03). The renewal of the assistantship is dependent on the satisfactory academic performance of the scholar.

3.3.2 *Self-financed Full-Time Research Scholars (Category Code-12):*

Self-financed full-time research scholars are those who support themselves or receive fellowship from other agencies such as UGC, CSIR, DST, etc. They shall not receive any financial support from the Institute in any form.

3.3.3 *Sponsored Full-Time Research Scholars (Category Code-13):*

- (a) Sponsored Full-Time Research Scholars are those who receive financial support from AICTE under QIP scheme OR from Government/Semi-Government Institutions/Government/Semi-Government Organizations, under study leave. Such a candidate must be sponsored by his/her employer and must have been in employment with the sponsoring organization for at least two years at the time of admission. Candidates in service are to be released on study leave or extraordinary leave from the organization for full-time research work at the Institute and must furnish a sponsorship along with No-objection certificate from the employer.
- (b) Foreign students shall be sponsored by their Government or awarded scholarship by Govt. of India, Indian Council for Culture Relations (ICCR) or other such agencies/organisations.

3.3.4 *Faculty/Staff/Sponsored Project Fellow of MNNIT Allahabad: Part-Time Research Scholars (Category Code - 14):*

Candidates under this category shall be Faculty/Staff of the Institute/Project Fellow working in the various sponsored research projects undertaken by the Institute.

3.4 Admission Procedure

1. Admission to the Ph.D Programmes shall be based on interviews and/or written examination of the eligible/shortlisted candidates by the DDSC.
2. All admissions shall be made only after approval of the Director on the recommendations of the duly constituted Department Doctoral Selection Committee (DDSC) and Chairman SDPC.
3. The DDSC shall be constituted every year in the month of July for admissions to Doctoral Programmes. The DDSC shall consist of at least four faculty members (all with earned Ph.D Degree), one of whom shall be from another Department. The constitution of the Selection Committee shall be proposed by the Head of the Department and approved by Chairman SDPC
4. Reservation for various categories shall be applicable as per GOI Rules.
5. On approval by the Director, the Head of the Department shall issue the admission letter to the candidates, who shall be required to accept the offer of admission by depositing the prescribed fee before the specified date.
6. In case a candidate does not accept the offer by paying the prescribed fee by the specified date, the offer of admission shall stand automatically withdrawn, and the admission may be offered to the candidates in the waiting list, if any.
7. The offer of admission shall also stand withdrawn if the candidate fails to register by the last date of registration after accepting the offer of admission.
8. The selected candidate, who has completed all the pre-requisite Examinations including Project/Thesis Examination and the Viva-voce before the date of registration but is unable to produce the certificate of proof of having passed and secured the minimum specified qualifying marks, shall be considered for provisional admission. However, if admitted provisionally, he/she shall be required to produce the evidence of his/her having passed the qualifying degree examination within six weeks from the last date of registration, failing which the admission shall automatically be cancelled.

3.4.1 *Admission of Faculty/Staff of the Institute/Sponsored Project Fellow: Part-Time Research Scholar*

1. Faculty/Staff and Sponsored Project Fellow of the Institute shall be admitted after screening to fulfill eligibility criteria as specified in clause 3.2, by DDSC. These candidates shall be exempted from any Test/Interview.
2. Project Fellow, if admitted, shall be required to pursue his/her Ph. D. research work in the area of research project and with PI and/or Co-PI only.

3.4.2 *Admission of Indian Nationals Residing Abroad (INRA) and Foreign Nationals*

1. INRA candidates must have been residing abroad continuously for at least five years at the time of applying for admission. They shall apply for admission through Indian Embassy in their country. Their applications shall be processed by the DDSC as and when they are received or according to any schedule convenient to the Department. The applications shall be scrutinized to make sure that, both in terms of qualifications and attainment; they are comparable with the candidates admitted in the respective category.
2. The applications of foreign nationals, who are sponsored by the Indian Council of Cultural Relations (ICCR) /MHRD, shall be scrutinized by the Department concerned to assess their suitability for admission to the programme. Foreign students under this category shall be admitted through Embassy of their countries after getting approval from the Ministry of Home Affairs and the Ministry of Human Resource Development, Government of India.

3.4.3 *Admission of Non-Degree Students*

1. A non-degree student is registered for a Degree in any other recognized Institute or University in India or abroad, and is one who is officially sponsored by that Institute or University to complete part of his/her academic requirements at MNNIT Allahabad. For that purpose the non-degree student shall carry out Research/Course work and use other academic facilities at MNNIT Allahabad.
2. The strength of non-degree students in any Programme shall not be more than 5% of the Programme strength. Such candidates shall be required to deposit double the fee charged from the students of this/her Institution unless stated otherwise in the MOU with the Institute. For Infrastructure and experimental work the Institute shall decide the same.
3. Students so admitted shall be governed by all Rules and Regulations of the Institute during the period of stay.

3.5 *Cancellation of Admission*

All students admitted to Ph.D Programme shall submit copies of their mark-sheets, provisional certificates, etc. of the qualifying examination and other documents by the last date specified for the purpose in the Academic Calendar. The Dean (Academic) in consultation with the Director may cancel the admission of any student who fails to submit the prescribed documents by the specified date or to meet other stipulated requirement(s). The Senate may also cancel the admission at any later stage if it is found that the student had supplied some false information or suppressed relevant information while seeking admission.

4. REGISTRATION

The office of the Dean (Academic) shall coordinate the registration process with the assistance of the Conveners of DDPC. A student shall register each Semester for the Courses/Mini-projects/Comprehensive Examination/State-of-the-Art Seminar/Thesis Performance Credits that he/she intends to pursue in that Semester.

1. The registration process shall involve payment of fees for that Semester and clearance of any outstanding dues of the previous Semester, and Signing the registration roll with the office of the Dean (Academic).
2. All the students including those who are on authorized leave shall continue to register in the following semesters till they submit their Thesis.
3. Those students who after registering the Semester have to avail leave for more than as admissible in the Ordinance must be either advised for Semester drop or for the reduced credit units on pro-rata basis.
4. A student who has delivered his/her Open Seminar successfully shall register for zero credits with Semester fee in subsequent Semester(s) till the submission of the Thesis.
5. A student who has submitted his Ph.D Thesis shall not be required to register in subsequent Semesters.

The sole responsibility of registration shall rest with the student concerned.

4.1 Late Registration

No registration shall be done after the notified last date of Registration in the Academic Calendar during the Semester except in special cases with the permission of the Senate.

4.2 Academic Advising

A student shall be advised in the selection of Courses by the Supervisor. Selected Courses shall be submitted on the prescribed format (Form: DP-01).

4.3 Semester Load Requirements

1. A semester load shall be equivalent to 20 credits.
2. A Student shall also deliver seminar at the end of each Semester for showing the progress made during that Semester. Convenor DDPC shall announce such a date right at the beginning of each Semester. The progress shall be evaluated by Student Research Committee (SRC) constituted as per section 12.2, in a prescribed format (Form: DP-02). The progress report shall be submitted to office of Dean (Academic) in a prescribed format (Form: DP-03).

4.4 Adding/Dropping of Courses and Withdrawal from Courses

- 4.4.1 Adding and dropping of Courses after registration shall be permitted only if the student's request in a prescribed format (Form: DP-04), advised by the Supervisor(s) endorsed by the Coordinator of the Course with justification that he/she is adding or dropping a Course and is also routed through the Convener DDPC and HoD. The last date of applying for adding and dropping of Courses shall be notified by Dean (Academic) from time to time.

- 4.4.2 A student shall be required to drop a Course at any stage but prior to last date if it is found that he/she does not fulfil the prerequisites for the Course, or any Rule in the ordinance forbids him/her to take the Course(s) that he/she has registered for.
- 4.4.3 The Convenor DDPC in consultation with the Course Coordinator and with the approval of the Chairman SDPC may allow a student at his/her request to withdraw from one or more Courses during the semester, if he/she has been sick for considerable time of three weeks, and has submitted a certificate to the satisfaction of the Convenor DDPC, but the reduced load shall not be less than the minimum semester load (specified in Section 7.2).
- 4.5 **Change of Registration from Full-Time to Part-Time**
1. A student admitted to a full-time Ph.D programme may be permitted to change to a Part-time Ph.D Programme. A student requesting such a conversion must:
 - (i) have completed the Coursework, passed the Comprehensive Examination, given the State-of-the- Art Seminar which is adjudged as satisfactory, and completed the residence requirements,
 - (ii) get the request endorsed by the Supervisor(s) and recommended by Convenor DDPC in the prescribed format (Form: DP-05).
 2. Such conversion, if approved by the Chairman SDPC, shall be subject to the following conditions:
 - (i) The student must complete his/her Thesis within 6 years counted from the date of his/her first registration in the Programme,
 - (ii) Provision of conversion from full-time to part-time status can be availed only once by the student during his/her Programme.

5. LEAVE RULES

Full-time students may be granted leave on submission of application to the Head of the Department concerned through the Supervisor and Convener DDPC. Application in the prescribed format (Form: DP-06) must be submitted well in advance of the date of commencement of the leave requested.

5.1 Leave

1. A Ph.D student may be allowed maximum leave of 15 days in a Semester or 30 days in an Academic Calendar year.
2. The students going for prescribed training, or any academic work related to the Thesis work up to maximum of 15 days, assigned by the Supervisor, recommended by Convenor DDPC and approved by the HoD shall be treated as On-duty. Any such assignment for more than this period shall require prior approval of the Chairman Senate through Chairman SDPC.

5.2 Semester Leave

Semester leave for up to a maximum of two Semesters may be sanctioned for valid reasons. Except for medical reasons, such leave would not normally be sanctioned before a student has completed his/her residence requirements. Leave for more than one Semester at a time shall not be granted.

5.3 Absence without Sanctioned Leave

Absence without sanctioned leave shall entail loss of financial assistantship for the period of absence in case of stipendiary candidates, and may result in the termination of the student's Programme on the recommendation of the DDPC and approval of SDPC. Head of the Department shall issue the termination letter.

6. PERMISSION TO PROCEED TO OTHER ACADEMIC INSTITUTIONS AS NON-DEGREE STUDENTS

In order to help students to broaden their horizons and enrich their cultural and academic experience, provision to proceed to other academic and research Institutions in India or abroad as non-degree students is available. Rules and procedures to be followed for availing this provision are as follows:

1. A Ph.D Scholar who satisfies the minimum conditions laid down in (2) below may proceed to another academic Institution in India or abroad with prior permission of the Chairman SDPC on the recommendation of the Convenor DDPC. Only those Ph. D scholars who have spent at least two Semesters, completed Course work and have a CPI of at least 8.0 are eligible to proceed as non-degree students elsewhere.
2. For permission to spend time as a non-degree student elsewhere, an eligible student shall make an application to the Chairman SDPC through the Convener DDPC and the Thesis Supervisor in a prescribed format (Form: DP-07), duly supported by a statement of purpose to undertake the proposed work and sufficient information about the Department/Institution and, acceptance from that Institute /Organisation.
3. Permission to proceed to an Institution as a non-degree student does not imply that the student will automatically get any waiver from the academic requirements of MNNIT Allahabad.
4. The concerned DDPC shall evaluate the work done by the student and shall make recommendations to the SDPC after determining by whatever means it deems fit, the equivalent MNNIT Allahabad Courses/requirements for which the student may be given a waiver. The minimum residence requirement for the students who avail of this provision will remain unchanged. However, it shall be reduced by one Semester, provided they spend at least one Semester of 15 weeks duration or two quarters of at least 11 weeks duration each as non-degree students elsewhere with prior permission. Those students, who are selected by the Institute through the Senate prescribed procedure, willing to proceed on any institutional exchange programme, shall also have to go through the procedure and rules for the transfer of credits.
5. However, his/her financial assistantship shall be restored after he/she joins back the Department and on recommendation of the DDPC. Such students shall not get any financial assistance during the period spent at the host organization/institution.
6. In case, the student could not physically report during registration, due to his/her assignment at the host Organization/Institution, he/she may be allowed for physical reporting later. He/She shall have to complete the other registration steps during the time specified, if permitted.

7 PROGRAMME REQUIREMENTS AND GRADING SYSTEM

7.1 Minimum Residence, Maximum Duration and Academic Requirements

The following table lists the minimum residence and maximum duration allowed in the Ph. D. Programme, and credit requirements for graduation in the Ph.D programmes.

"Course Work" includes only Masters'/Doctoral Course credits/mini-projects unless otherwise stated. To satisfy the "Minimum Residence" requirements, registration must be over consecutive Semesters; exception will be made only if the student is on authorized leave. "Maximum Duration" is counted from the student's first registration date. SPI/CPI will be calculated on the basis of all Courses taken by the student.

Department	Qualifying Degree	Min. Total Credits to be earned	Min. Credits through Course work/ Research Seminar/ Mini-Projects	Credits through Comprehensive Examination	Credits through State of Art Seminar	Min Credits through Research	Min. Duration	Min. Residence Period	Maximum Duration Full Time (Part Time)
Engineering	M.Tech./M. E	80	16	8	8	48	Two Years	4 semester	Six Years (Seven Years)
	B.Tech/ MCA/ M.Sc.	120	32	8	8	72	Three Years		
Management	MBA/MMS	80	16	8	8	48	Two Years	4 semester	Six Years (Seven Years)
	B.Tech/M. Sc./ MA/M.Com.	120	32	8	8	72	Three Years		
Science /HSS	M.sc/MA/M .Com	80	16	8	8	48	Two Years	4 semester	Six Years (Seven Years)
	B.Tech	120	32	8	8	72	Three Years	4 semester	Six Years (Seven Years)

Notes:

1. Minimum 12/24 credits should be earned through Course work out of 16/32 credits.
2. The Research Seminar and Mini-project shall be considered as Course Work of four credits and shall have at least two Course Coordinators.
3. On the recommendation of the Supervisor, the Department may prescribe, with prior approval of the Chairman SDPC, additional credits of Courses/Thesis work, over and above the minimum specified in the above table.

7.2 Ph. D. Credit Award Distribution

All the Ph. D. students shall be registered in every semester for minimum 8 credits. The DDPC on the recommendation of Supervisor may allow registration for maximum of 20 credits in a Semester. Following shall be the distribution.

Semester	Credits through	Max. Credits
I Semester	Course Work/Research Seminar/Mini Project/Thesis Performance credits	20
II Semester	Course Work/Research Seminar/Mini Project/ Comprehensive/State of the Art/Thesis Performance credits	20
III Semester	Course Work/ Research Seminar/ Mini Project/ Comprehensive/State of the Art/Thesis Performance credits	20

Semester	Credits through	Max. Credits
IV Semester	State of the Art/Thesis Performance credits	20
V Semester	Thesis Performance credits	20
VI Semester	Thesis Performance credits	20

1. Performance Credit shall be submitted in the combination of five S or X.
2. The performance credit in general shall be assigned by SRC and the same shall be forwarded to Dean (Academic) through Convener DDPC.
3. At the end of every Semester, Convener DDPC of all Departments shall forward the satisfactory/unsatisfactory report to the Dean (Academic).

7.3 Extension of Programme

No student, who has completed the prescribed maximum duration in the Programme, shall be allowed to register in the subsequent Semester, unless he/she has been granted extension of the Programme by the Senate on the recommendations of the DDPC and SDPC.

7.4 Audit Courses

The students are permitted to take audit Courses if proposed by Supervisor through Convenor DDPC. Such Courses will have grade S (for Satisfactory) and X (for Unsatisfactory).

7.5 Grading System

7.5.1 Grade and Grade Point

1. *A student shall be awarded a letter grade in each Course/Research Seminar/Mini-project in which he/she is registered for, indicating his/her overall performance in that Course. There are eight Letter Grades: A+, A, B+, B, C, D, E and F. The correspondence between grades and points (on a 10-point scale)/rating is given below:*

Letter Grade	A+	A	B+	B	C	D	E	F
Grade Points	10	9	8	7	6	4	2	0

In addition, there are three Letter Grades, viz., W, S and X, which stand for Withheld, Satisfactory and Unsatisfactory, respectively.

The System of grading to be followed shall be Absolute Grading System. For conversion of Marks obtained in to Grades following table may be referred.

A+	A	B+	B	C	D	E	F
≥85	84 -75	74 – 65	64 – 55	54 – 45	44 - 30	29 -15	<15

A student, who does not appear in the End-semester Examination for any reason, shall be awarded F grade irrespective of his performance in the Mid-semester Examination and sessional awards.

2. If a student does not complete all the requirements for a Course for a genuine reason, the instructor may award grade W (Withheld). This awarded W grade must be converted by the instructor to a regular letter grade by the last date for such conversion specified in the Academic Calendar, failing which it will automatically be converted to F grade at the time of compilation of the result.
3. A student getting a D grade in a Course shall be allowed to repeat/replace the Course, provided:
 - (i) His/Her CPI is less than the prescribed minimum and the student is allowed to continue in the Programme (as per provisions of section 8.1), and
 - (ii) The SPI and CPI shall be calculated after replacing the old grades by better of the old and new grades obtained by such a student to remove Academic Deficiency. All the Courses attended by the student shall appear on the transcript.
4. The grade S or X shall be awarded for Thesis performance credits as follows:
At the end of the Semester, the Student Research Committee (SRC) shall assess the student's progress towards the Thesis work during the Semester and shall award the grade S for each set of 4 credits if the work is satisfactory and grade X for every unsatisfactory 4 credits.

7.5.2 Semester Performance Index (SPI) The Semester Performance Index (SPI) shall be the weighted average of the Grade Points earned by a student in all the Courses credited and describes his/her Academic Performance in a Semester. If the grade points associated with the letter grades awarded to a student are $g_1, g_2, g_3, \dots, g_m$ in m Courses and the corresponding weights (or credits of the Courses) are $w_1, w_2, w_3, \dots, w_m$, the SPI is given by

$$SPI = \frac{\sum_{i=1}^m w_i g_i}{\sum_{i=1}^m w_i}$$

S and X grades shall not be considered in the computation of the SPI.

7.5.3 Cumulative Performance Index (CPI) The Cumulative Performance Index (CPI) indicates the overall Academic Performance of a student in all the Courses registered up to and including the latest completed Semester term. It shall be computed in the same manner as the SPI, considering all the Courses (say, n), and is given by

$$CPI = \frac{\sum_{i=1}^n w_i g_i}{\sum_{i=1}^n w_i}$$

Whenever a student is permitted to repeat or substitute a Course, the new letter Grade replaces the better of the old and new letter Grades in the computation of the CPI, but, both the Grades appear on his/her Grade Report.

- 7.5.4 *Grade Report* – A copy of the Grade Report shall be issued to each student at the end of the Semester. A duplicate copy, if required, can be obtained on payment of the prescribed fee.
- 7.5.5 *Transcript* – A Transcript contains the record of the Grades obtained in each and all Courses, Project and Seminar registered by a student during his/her entire Programme.
- 7.5.6 *Withholding of Grade Report* – The grade report of a student shall be withheld if he/she has not paid his/her dues, or if there is a case of indiscipline pending against him/her.

8. ACADEMIC PERFORMANCE REQUIREMENTS

The minimum CPI requirement for continuing in the Programme is 6.5. However, in first Semester in which the student registers, the minimum CPI (SPI) may be relaxed by SDPC to 6.0 on the recommendation of DDPC on valid reasons.

8.1 Termination from the Programme

1. A student shall not be allowed to continue in the programme if
 - (a) His/Her CPI is below 6.0
 - (b) His/Her CPI is below 6.5 in two consecutive Semesters.
 - (c) He/She obtains F or E in any Semester.
 - (d) He is not able to earn prescribed minimum credits in the maximum duration as specified in Section 7.1.
 - (e) He/she has acquired 8Xs' in all or 6Xs' in two consecutive Semesters.
2. Head of Department shall issue a warning to a student if he/she accumulates four Xs' and issue termination letter in cases of 8.1 (1).

8.2 Appeal Against Termination

A student, whose programme is terminated on account of inadequate Academic Performance or otherwise, may appeal to the Chairman Senate for reconsideration through DDPC and SDPC. While making the appeal against termination, he/she shall give reasons for his/her poor Academic Performance and/or to explain why his/her position merits reconsideration. The Senate shall take a final decision after considering all the available inputs. The Senate shall not entertain any further appeal for review unless substantial additional information is brought to its notice. The Senate shall not entertain the appeal more than two times from the same student.

9. COMPREHENSIVE EXAMINATION

1. Students registered in the Ph.D Programme must pass a Comprehensive Examination with SS grades designed to test the overall comprehension of the student in various subjects. A student can appear in the Comprehensive Examination only after he/she has completed the Course Work requirement satisfying the minimum specified CPI requirement.
2. Students after the completion of the Course Work shall appear in the Comprehensive Examination in the subsequent Semester.

3. In case a student fails to clear Comprehensive Examination within the specified period, extension of three months can be given by Chairman SDPC.
4. The Examination shall be in oral form but may be supplemented with a written part if Department so desires as a policy with the approval of Chairman Senate.
5. A student shall be considered to have passed the Comprehensive Examination if all members of the Board (Clause 12.3 (Form: DP-08)) are satisfied with student's performance in the Examination. The report of the Comprehensive Examination must be sent to the Chairman SDPC within two weeks of the date of Examination in the prescribed format (Form: DP-09).
6. If a student fails to clear the Comprehensive Examination in his/her first attempt, a second Comprehensive Examination shall be conducted. A student shall not be allowed to appear in the Comprehensive Examination more than twice. In case the candidate fails to clear Comprehensive Examination in the second attempt, he/she shall be deemed to have been terminated from the Programme. The Head of the Department shall issue the letter in this regard. All such cases shall be brought to the notice of the Senate.

9.1 Candidacy for the Ph.D Degree

A student enrolled in the Ph.D Programme is formally admitted to the candidacy for the Ph.D Degree after he/she has completed the Course requirements suggested for the Degree with at least the minimum required CPI, and has passed the Comprehensive Examination. Only such students who are admitted to the candidacy shall be allowed to submit Ph.D theses in accordance with the guidelines laid down in the Section 13.1.

10. STATE-OF-THE-ART SEMINAR

Every Ph. D. student admitted to the candidacy for the Ph.D degree shall be required to give a general seminar in the Department covering the State-of-the-Art in the area of research. A detailed research plan (two copies) shall be submitted by the candidate at the time of delivering the State-of-the-Art Seminar. The State-of-the-Art Seminar shall be given within six month from the successful completion of the Comprehensive Examination by giving a prior notice. If a student fails to deliver State-of-the-Art Seminar satisfactorily within this period he/she may be given one time extension of maximum six months by Chairman SDPC on recommendation of DDPC with valid reasons, failing which the registration shall automatically stand cancelled. Head of the Department shall issue the termination letter. State-of-the-Art Seminar shall be evaluated by Student Research Committee (SRC). A report of satisfactory completion of this requirement shall be communicated to Chairman SDPC, along with the duly approved research plan, by the Thesis Supervisor through the Convener DDPC in the prescribed format (Form: DP-10).

11. OPEN SEMINAR

Before submission of the Thesis, a Ph.D student shall deliver an Open Seminar before the SRC which shall be open to the Faculty and students. The student shall present his/her research work to obtain

comments and criticism, which shall be incorporated in his/her Thesis to the satisfaction of the Supervisor(s). A notice of the Seminar must be displayed at least five working days in advance. A Thesis can be submitted only after the satisfactory fulfilment of this requirement. The candidate shall inform the Convener DDPC through his Supervisor for his/her readiness to deliver the Open Seminar. Student Research Committee (SRC) shall evaluate and submit report of the Open Seminar in the prescribed format (Form: DP-11). In case candidate fails to deliver the Open Seminar satisfactorily, then he/she may be given another opportunity by Chairman SDPC on the recommendation of DDPC but candidate has to deliver the Open Seminar within next six months.

12. APPOINTMENT OF THESIS SUPERVISOR(S) AND CONSTITUTION OF VARIOUS COMMITTEES/BOARDS

12.1 Appointment of Thesis Supervisor(s)

1. A student shall be provided Thesis Supervisor(s) prior to the first registration.
2. A student shall not have more than two Supervisors, including external Supervisor, at any time.
3. Thesis Supervisor(s) of a student shall be appointed amongst the Faculty Members of MNNIT Allahabad using modalities decided by the Institute. The candidate shall propose the Supervisor(s) in the application form itself. The registered candidate shall submit the Form: DP-12 and the concerned Supervisor(s) shall submit the Form: DP-13.
4. A student can have a Co-Supervisor from outside the Institute (within or outside the country) in addition to a Supervisor from the Institute on the recommendation of the DDPC and the SDPC and with approval of the Chairman Senate.
5. Any change/addition in the existing Supervisor, if desired, shall be routed through DDPC. Candidate shall fill up the prescribed form (Form: DP-14) to propose the new Supervisor(s), with no objection certificate from existing Supervisor(s) and consent of the proposed Supervisor(s) routed through Convenor DDPC and HoD. The change/addition shall be decided by the Chairman Senate on the recommendation of the Chairman SDPC.
6. In case of change/addition of Supervisor(s), the Open Seminar can be held only after one year from the date of approval of such change.
7. The Supervisor shall cease to be a Supervisor if he/she proceeds on leave for more than one year. The HoD in consultation with the Supervisor(s) and the student shall appoint another Thesis Supervisor before the Supervisor proceeds on leave. Further, if all research work and related analysis are complete except writing of the Thesis, and the Supervisor proceeds on leave, the Convenor DDPC shall take care of the formalities, such as providing the list of Examiners, conducting the Oral Examination, etc in consultation with the Thesis Supervisor.
8. In case a Supervisor resigns/retires or otherwise ceases to be a Faculty Member of the Institute and if the candidate has delivered Open Seminar, then HoD shall appoint a Thesis Coordinator in consultation with the student.

9. A Professor/Associate Professor shall not supervise more than six Scholars, in single or joint supervision, at any time, and for Assistant Professor the maximum limit shall be four. Part-time research scholar working in the sponsored Institute project as project fellow shall be over and above this limit.
10. Faculty Member having less than two years service left before retirement shall not be allotted new Ph. D. student.
11. In case a Faculty Member is suspended/debarred for indulging in lowering the prestige of the Institute ,in any manner, he or she shall cease to be a Thesis Supervisor.
12. A regular Faculty Member having PhD degree can only become Ph.D Thesis Supervisor.

12.2 Constitution and Appointment of Student Research Committee (SRC)

Student Research Committee (SRC) shall be formed immediately after the first registration of each student and it will be proposed by Supervisor in the prescribed format (Form: DP-02). It shall consist of Supervisor(s), one Faculty of the Department of the same specialization and one Faculty Member of other Department. Supervisor shall be the Chairman of the Committee. In case any member of SRC is not available, another Faculty Member shall be substituted for a particular examination with the approval of Chairman SDPC on the recommendation of Convener DDPC.

12.3 Constitution and Appointment of Comprehensive Examination Board

The Comprehensive Examination Board shall consist of at least three but not more than four Faculty Members (all having earned Ph.D Degree) from the Department plus one Faculty Member from other Department including Supervisor(s). Constitution of the Board shall be proposed by the Thesis Supervisor(s) and forwarded by the Convener DDPC and the Head of the Department, to the Chairman SDPC in a prescribed format (Form: DP-08), for approval. The Thesis Supervisor of the student shall be the Chairman of the Board. In case the Thesis Supervisor is on long leave, the Convener-DDPC shall be the Chairman of the Board.

12.4 Constitution of Thesis Evaluation Board

The Thesis Evaluation Board shall consist of two Examiners from outside the Institute, of which at least one must be from India in addition to the Thesis Supervisor(s). The Board shall be approved by the Chairman Senate.

1. The Thesis Supervisor(s), shall propose a list of Examiners consisting of at least six experts within and outside the country in prescribed format (Form: DP-15). This list along with synopsis (hard copy and soft copy in CD prepared according to the prescribed guidelines GL-1 in Specification and Information Regarding the Preparation of Thesis) shall be forwarded by the Convener DDPC and HoD to Chairman SDPC at the time of submission of the Thesis.
2. The Chairman Senate in consultation with the Chairman SDPC shall select the members of the Thesis Evaluation Board from this list. If considered necessary, the Chairman Senate may ask for additional names of experts to be submitted or add additional names of experts in consultation

with Chairman SDPC. In case Chairman SDPC is the Supervisor of the student concerned, Chairman Senate may consult Chairman SMPC for the selection of the Thesis Evaluation Board. In case Chairman SDPC and Chairman SMPC both are the Supervisors of the student concerned, Chairman Senate may consult Chairman SUGC for the selection of the Thesis Evaluation Board. If Chairman Senate is the Thesis Supervisor then Dean (Academic) shall approve the Thesis evaluation board in consultation with Chairman SDPC.

If Chairman Senate and Dean (Academic) both are Supervisors, then Chairman SDPC shall approve the Evaluation Board in consultation with Chairman SMPC. IF Chairman Senate and Chairman SDPC both are Supervisors then Dean (Academic) shall approve the Board in consultation with Chairman SMPC.

3. The names of the members of the Thesis Evaluation Board shall be kept confidential till successful completion of the Thesis Evaluation. On completion of Ph.D Thesis evaluation (as detailed in section 13.2), the Chairman SDPC shall send to the Thesis Supervisor(s), the names of the member who are from outside the Institute but are from within the country so that one of these names can be included in the proposed list of the Members of the Oral Board.

12.5 Constitution of Ph.D Oral Board

1. The oral board shall consist of three members in addition to the Thesis Supervisor(s). Of the three,
 - (i) One Faculty from the Department, preferably from SRC.
 - (ii) One Faculty from outside the Department preferably from SRC.
 - (iii) One shall be from among the members of the Thesis Evaluation Board within the country but outside the Institute.
2. The Thesis Supervisor(s) shall propose the constitution of the Oral Board in prescribed format (Form: DP-16), and Convenor DDPC and HoD shall forward the same to the Chairman SDPC, who shall recommend it to the Chairman Senate for approval.

13. THESIS SUBMISSION, EVALUATION AND EXAMINATION

13.1 *Ph.D Thesis Submission*

Ph. D. Thesis can be submitted only after satisfactory completion of the Open Seminar and submission of no dues certificate. Bound copies of the Ph.D Thesis (prepared according to the prescribed guidelines: GL-1) one for each Examiner of the Thesis Evaluation Board shall be submitted. The student shall submit soft copy of the entire Thesis document in CD along with the hard copy of the same. The student shall submit the Thesis within nine months from the date of Open Seminar. If the candidate fails to submit the Thesis within the specified period, then an extension of three months can be given by SDPC on the recommendation of DDPC. If the candidate fails to submit the same within the extended period then he/she has to deliver Open Seminar again after the approval of the Chairman SDPC.

Plagiarism

Plagiarism is a serious offence and at any stage if it is found that a part of the Thesis is plagiarized, the Thesis shall be withdrawn and the Programme shall be terminated. A certificate that no part of the Thesis is plagiarized has to be submitted by the student in prescribed format (Form: DP-20).

13.2 *Ph. D. Thesis Evaluation*

1. After submission of the thesis and constitution of Thesis Evaluation Board, Dean (Academic) shall process the Evaluation of thesis. Dean (Academic) shall be responsible for seeking consent of the approved Examiners. In case the Examiner refuses or no response is received from the Examiner within four weeks (with a reminder being sent after two weeks), steps shall be taken to appoint another Examiner.
2. After receiving the consent of Examiners, the Dean (Academic) shall send the Thesis for evaluation to the Examiners.
3. Examiners shall place their report in any of the following categories in the prescribed format (Form: DP-17):
Category I: The Thesis is acceptable in the present form for the award of the Ph.D Degree.
Category II: The Thesis is acceptable and the corrections, modifications and improvements suggested by me would be incorporated in the Thesis to the satisfaction of the Oral Board.
Category III: The Thesis needs technical improvement/modifications, which must be carried out to my satisfaction before I recommend the Thesis for acceptance.
Category IV: The Thesis is rejected.
4. After receiving the reports of all the Examiners, copies of the categorized reports (without the identity of the Examiners) shall be sent to the Thesis Supervisor(s) and the Head of the Department, by the Chairman SDPC. The Supervisor(s) shall ensure and certify that all the suggestions (if any) have been incorporated.
5. If the reports are either in Category I or Category II then Chairman SDPC shall intimate the Supervisor about the name(s) of Indian Examiner(s) and also request to constitute the Oral Board as per Para 12.5. The Supervisor shall send the list of suggested Examiners for Ph.D Oral Board along with the responses of student against the comments of Examiner(s), if any, to Chairman SDPC who shall recommend it to the Chairman Senate for approval.
6. If an Examiner gives his report in Category III then clarification/ modifications suggested by the Examiner shall be done by the candidate in consultation with Supervisor(s). Then Supervisor shall send the corrected Thesis along with the responses and explanatory notes to Chairman SDPC who shall advice the Dean (Academic) to send the corrected Thesis along with the responses and explanatory notes to the same Examiner with a request to respond within six weeks. If no response

from the Examiner is received within six weeks time or the Examiner gives his report again in Category III then the matter shall be referred to Chairman Senate for further course of action.

7. If more than one Examiner gives their report in Category III then clarification/ modifications suggested by the Examiners shall be done by the candidate in consultation with Supervisor(s). Then Supervisor shall send the corrected Thesis along with the responses and explanatory notes to Chairman SDPC who shall advise the Dean (Academic) to send the corrected Thesis along with the responses and explanatory notes to all the external Examiners. If no response from the Examiners is received within six weeks time or the Examiners give their report again in Category III then the matter shall be referred to Chairman Senate for further course of action.
8. If one of the Examiner places his report in Category IV the matter shall be referred to Chairman Senate for deciding the further course of action. If the reports received from more than one Examiner are in Category IV the Thesis shall be rejected and the candidature of the student shall stand automatically terminated.
9. In case, Chairman SDPC is the Supervisor, then the processing to be done by Chairman SDPC shall be done by Chairman SMPC.
10. In case, Dean (Academic) is the Supervisor, then the processing to be done by Dean (Academic) shall be done by Chairman SDPC.
11. In case, Chairman Senate and Dean (Academic) both are the Thesis Supervisors, then the processing to be done by them shall be done by the Chairman SDPC.
12. In case, Chairman Senate and Chairman SDPC both are the Thesis Supervisors, then the processing to be done by them shall be done by Chairman SMPC.
13. In case, Chairman SDPC and Dean (Academic) both are the Thesis Supervisors, then the processing to be done by them shall be done by Chairman SMPC.
14. In case, Chairman SMPC and Chairman SDPC both are the Thesis Supervisors, then the processing to be done by them shall be done by Chairman SUGC.

13.3 Ph. D. Oral Examinations

1. The candidate shall submit the requisite number of hard bound copies of the revised Thesis after incorporating all the modifications suggested by the Examiner(s) to the Supervisor, and as laid down in GL-1.
2. The Supervisor shall be the Chairman of the Oral Board and shall fix the date of the Oral Examination in consultation with the members of the Oral Board and intimate the date to the Academic Section for official communication to all the Examiners.
3. If the external Examiner of the Oral Board communicates his/her inability to be present in advance or fails to be present on the specified date and time, the Chairman Senate shall decide the further Course of action.

4. Each internal member of the oral board shall be given a copy of the Thesis before the date of the Oral Examination.
5. The Oral Board shall
 - (i) Examine if necessary modifications, if any, suggested by the Thesis Examiner have been incorporated,
 - (ii) Elicit the candidate's replies to the questions raised by the Thesis Examiner ,
 - (iii) Judge if the presentation of the work by the student and the answers to the questions asked have been satisfactorily replied, and
 - (iv) Submit a report of the Oral Examination in a prescribed format (Form: DP-18), which shall be communicated by the Supervisor(s)/Thesis Coordinator to the Chairman SDPC through the Convener DDPC.
6. On receipt of the report that the student has passed the Oral examination, the Chairman SDPC shall recommend the same to the Chairman Senate for approval after checking all the relevant documents of the student. The approval accorded by the Chairman Senate shall be reported to Senate for the award of Ph.D Degree to the candidate in forthcoming Convocation

14. DEGREE REQUIREMENTS

A student shall be deemed to have completed the requirements, if the student has

1. Passed all the prescribed Courses,
2. Attained the minimum required CPI with no Course having E or F grade,
3. Satisfied the minimum academic and residence requirements,
4. Satisfied all the requirements specified by the Senate and the Ordinances.
5. Has earned at least minimum credits as specified in section 7.1.
6. Paid all the dues of the Institute and has no pending case of indiscipline.

15. CONDUCT AND DISCIPLINE

15.1 Code of Conduct

Each student shall conduct himself/herself in a manner befitting his/her association with an Institute of national importance. He/she shall not indulge in any activity, which is likely to bring down the prestige of the Institute. He/She shall show due respect and courtesy to the Faculty Members, Administrators, Officers and Employees of the Institute, and good neighbourly behaviour to fellow students. Due attention and courtesy shall be paid to visitors to the Institute and residents of the Campus.

Lack of courtesy and decorum, unbecoming conduct (both within and outside the Institute), wilful damage and/or removal of Institute property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations of the Institute, noisy and unseemly behaviour and similar other undesirable activities shall constitute violation of the Code of Conduct for students.

Ragging in any form is strictly prohibited and considered a serious criminal offence and violation of the code of conduct. Involvement of a student in ragging shall lead to his/ her expulsion from the Institute.

15.2 Disciplinary Actions and Related Matter

Violation of the Code of Conduct shall invite disciplinary action which may include punishment such as Reprimand, Disciplinary Probation, Fine, and Debarring from Examinations, Withdrawal of Scholarship and / or Placement Services, Withholding of Grades and/or Degrees, Cancellation of Registration and even expulsion from the Institute.

Violation of the Code of Conduct by an individual or by a group of students shall be referred to Proctorial Board. A student, Faculty or other functionary of the Institution may refer a case to this committee for consideration. Further, the Chairman Senate may appoint a special committee to investigate and/or recommend appropriate action for any act of gross indiscipline involving an individual or a number of students, which, in his/her view, may tarnish the image of the Institute.

The recommendation for any action, including expulsion of a student from the Institute, shall be referred to the Senate for its final decision.

The Senate may not recommend a student, who is found guilty of some major offence, to the Board of Governors for the award of a degree/diploma/certificate even if he/she has satisfactorily completed all the academic requirements.

15.3 Unfair Means (UFM)

Unfair means shall comprise of followings.

- (i) Copying from the papers / mobile electronic equipments, or materials in the possession of the student.
- (ii) Copying from the answer book of neighboring students
- (iii) Possession of the relevant material
- (iv) Disturbing the smooth conduct of Examination
- (v) Misbehaviour with the invigilator
- (vi) Act unbecoming of an examinee of the Institute.

Unfair means committee shall consist of:

- (i) Dean (Academic)
- (ii) Dean (Student Welfare)
- (iii) Chief Proctor
- (iv) Concerned Head of Department
- (v) Senate Nominee

The procedure to deal with the cases of Unfair Means (UFM) following provisions shall be followed

1. Any use of UFM detected by Course Instructor/Invigilators/Members of Observer Committee shall be reported to Dean (Academic), Head of the Concerned Department and Course Instructor in the prescribed format (Form: DP-19).
2. After the student is caught using UFM his/her answer books along with question paper and material used in UFM will be kept in a separate envelope and the student shall be issued a fresh answer book and question paper on which he/she may continue for the remaining period of examination.
3. Head of the Department may issue a show cause notice to the student seeking his/her clarification on the charges; within three days of the reporting. The clarification of the student may be obtained within two days and the same may be given to Course instructor for getting his/her comments.
4. The Course instructor shall examine the contents of the material used for UFM and verify, if the same is relevant to the subject and up to what extent the material has been used in answering the questions attempted in the answer book.
5. The Course Instructor shall present the case to the Unfair Means Committee.
6. Unfair Means Committee shall meet after six days of the completion of Semester Examination. The committee shall give opportunity to the student concerned and recommend the award of punishment. The recommendation of the punishment may be made on the basis of following:
 - (i) Copying from the papers / mobile electronic equipments materials in the possession of the student.

(Cancellation of that day examination or of examination of the current session)
 - (ii) If the student has misbehaved with invigilator the matter may be referred to the Proctorial Board for suitable recommendation.
 - (iii) Copying from the answer book of neighboring student.

(Cancellation of the subject examination)
7. If the decision is not taken by the date of Grade entry the Grades entered shall be 'W' and the result of such student shall not be declared along with other students.
8. The recommendations of the Unfair Means Committee shall be implemented after getting the approval of the Chairman Senate/Director.

A student who feels aggrieved with the punishment awarded may, however, appeal to the Chairman Senate stating clearly the case and explaining his/her position, seeking reconsideration of the decision.

16. WAIVER OF REQUIREMENTS IN SPECIAL CASES

The procedures and requirements stated in these Ordinances, other than those in section 3.2 (Eligibility for Admission) and section 8 (Academic Performance Requirements) may be waived in special circumstances by the Senate on the recommendation of the SDPC.

17. **AMENDMENTS**

Notwithstanding anything contained in the Ordinance, the Senate of the Motilal Nehru National Institute of Technology Allahabad, reserves the right to modify/amend without notice, the Curricula, Procedures, Requirements, Examinations, Admissions and Rules pertaining to its Doctoral Programmes.

Motilal Nehru National Institute of Technology Allahabad
ACADEMIC REGISTRATION DETAILS

Name of the Student:..... Reg. No.

Department:.....

Date of First Registration:.....

Status: Regular/Part Time

DETAILS OF COURSES/RESEARCH-SEMINAR/MINI-PROJECT/COMPREHENSIVE EXAM./STATE-OF-
THE-ART SEMINAR/THESIS PERFORMANCE

Sl. No.	Course Name with Code	Credit	Department	Course Coordinator(s)
1.				
2.				
3.				
4.				

(Signature of Student)

Advised by: Supervisor(s)

Forwarded by: Convener DDPC Head of Department

Approved by: Chairman SDPC

Motilal Nehru National Institute of Technology Allahabad
Student Research Committee (SRC)

Name of the Candidate: Registration No. :

Department:

Date of First Registration:

Area of Research:

Supervisor(s):

Sl. No.	Name of Members	Designation	Department
1.			
2.			
3.			
4.			

Proposed by: Supervisor(s)

Forwarded by: Convener-DDPC Head of Department

Approved by: Chairman SDPC

Motilal Nehru National Institute of Technology Allahabad
Semester Progress Report of the Candidate

Name of the Candidate: Registration No. :

Department:.....Date of First Registration:.....

Supervisor(s):.....

No. of Courses completed:

Total Credits: (a) Attempted

(b) Earned

Comprehensive Examination Passed: Yes/No/Not Applicable

Date of Comprehensive Examination:.....

Date of State-of-the-Art Seminar:

Date of Presentation: Semester:

Progress of the Candidate is satisfactory:

Yes/No

Credit:

Grade (S/X):

Supervisor(s)

Internal Member of SRC

External Member of SRC

Forwarded by:

Convener-DDPC

Head of Department

- The candidate has to submit the progress report of the semester in one-page approved by the Supervisor(s).
- The presentation to assess the progress of the candidate is to be preferably made at the end of semester (April-June/Oct-Dec), but in any case one week before the date of registration.
- If the candidate has given the open seminar then the presentation for assessing the progress is not required.

Motilal Nehru National Institute of Technology Allahabad
Adding/Dropping of Course

Name of the Student:..... Registration No.....

Department: Date of Registration:.....

COURSES TO BE ADDED

Sl. No.	Course Name with Code	Credit	Department	Reason
1.				
2.				
3.				
4.				
5.				

COURSES TO BE DROPPED

Sl. No.	Course Name with Code	Credit	Department	Reason
1.				
2.				
3.				
4.				
5.				

(Signature of Candidate)

Advised by: Supervisor(s)

Endorsed by: Course Coordinator

Forwarded by: Convener DDPC Head of Department

Approved by: Chairman SDPC

Motilal Nehru National Institute of Technology Allahabad
Change of Registration Status

Name of the Student:..... Reg. No.

Department:..... Date of First Registration.

Supervisor(s):

Present Registration Status:.....

Registration Status to be converted to:.....

Justification/Reason:.....

(Signature of the Student)

Comment of the Supervisor(s):

(Signature of the Supervisor(s))

Recommended by: Convener DDPC*

Head of Department

Approved by: Chairman SDPC

* Minutes of DDPC should be enclosed.

Motilal Nehru National Institute of Technology Allahabad
Leave Application

Head of the Department

Kindly allow me to avail Leave/Leave on Duty from.....to.....for.....days
and station leave from date.....time.....to.....

Date.....Time.....My address during leave will be as below.

Address:

Yours Sincerely

Name:

Registration No.

Dated:

For Official use

Recommended/Not Recommended:

Supervisor(s)

Convener DDPC

Approved by:

Head of the Department

Motilal Nehru National Institute of Technology Allahabad
Non-degree Student (Other Institution)

Name of the Student:..... Reg. No.

Department:..... Date of First Registration:.....

Supervisor(s):.....

Date of Comprehensive Examination:.....

State of the Art held on:.....

Proposed Department & Institution:

(where the student intends to do the work):

Justification:

.....

(If required attach a separate sheet):

(Signature of the Student)

Comment of the Supervisor(s):

(Signature of the Supervisor(s))

Recommended by:

Convener-DDPC

Head of Department

Approved by:

Chairman SDPC

(Clause 9, 12.3)
 Motilal Nehru National Institute of Technology Allahabad
List of Suggested Examiners for Ph.D Comprehensive Examination

Name of the Student:.....Reg. No.

Department:.....Date of First Registration:.....

Name of Supervisor(s):.....

Sl. No.	Name of Examiners	Designation	Department
1.			
2.			
3.			
4.			
5.			

Proposed by: Thesis Supervisor(s)

Forwarded by:

Convener-DDPC

Head of Department

Date:

Date:

Approved by:

Chairman SDPC

Date:

Motilal Nehru National Institute of Technology Allahabad

Report of Examiners of the Comprehensive Examination

Name of the Student:..... Reg. No.:

Department:..... Date of First Registration:.....

Date of Examination:.....

Thesis Supervisor(s):.....

Comments:.....

.....

.....

.....

Candidate has PASSED (SS)/FAILED (XX)

Sl. No.	Name of Examiners	Department	Signature
1.			
2.			
3.			
4.			
5.			

Convener-DDPC

Head of Department

Chairman SDPC

Date:

Date:

Date:

.....

For Office use only

Convener, DDPC may kindly advise the Supervisor to ensure that *State of the Art Seminar* is held before.....i.e., within six months of the Comprehensive Examination.

Chairman SDPC

Motilal Nehru National Institute of Technology Allahabad
Report of State-of-the-Art Seminar

Name of the Student:..... Roll No.:.....

Department:.....

Date of First Registration:.....

Date of Passing the Comprehensive Examination:.....

Date of delivery of the Seminar:.....

Name of Thesis Supervisor(s):

Topic of the Seminar:

.....

Comments:

.....

Supervisor(s)	Internal SRC Member	External SRC Member
---------------	---------------------	---------------------

Forwarded by:	Convener-DDPC	Head of Department
---------------	---------------	--------------------

Approved by:	Chairman SDPC
--------------	---------------

Motilal Nehru National Institute of Technology Allahabad
Report of Open Seminar

Name of Student:..... Reg No.:.....

Department:..... Date of First Registration:.....

Total Credits: (a) Attempted (b) Earned Through Course Work (c) Earned Through Others

Thesis Title:

.....

Date of Delivery of Seminar:

Name(s) of Thesis Supervisor(s):.....

Comments:

.....

.....

Certified that the candidate has earned the minimum credits as per clause 7.1 and has successfully delivered the Open Seminar required for submission of the Thesis.

Supervisor(s)	Internal SRC Member	External SRC Member
---------------	---------------------	---------------------

Forwarded by:	Convener-DDPC	Head of Department
---------------	---------------	--------------------

Approved by:	Chairman SDPC
--------------	---------------

Motilal Nehru National Institute of Technology Allahabad
Supervisor Selection
(To be filled by the candidate)

Name of the Student:..... Reg. No:.....

Department:.....

Date of First Registration:.....

Full Time (Stipendiary/Non-stipendiary/QIP/Sponsored)/Part-Time (Faculty/Project Staff)
(Please tick whichever is applicable).

Area/Field of Research:.....

.....

.....

Details of the Course Work

Sl. No.	Course Name with code	Credit	Department	Course Coordinator
1.				
2.				
3.				
4.				
5.				
6.				

Name of Supervisor(s)

Sl. No.	Name of the Faculty	Designation	Department
1.			
2.			

Date:

(Signature of the Candidate)

Motilal Nehru National Institute of Technology Allahabad
Supervisor Selection

(To be filled by the Supervisor)

Name of the Faculty:..... Designation:

Department:..... Co-Supervisor (if any):.....

Details of the Ph.D Students being supervised at present:

Sl. No.	Name of the Student	Reg. No.	Date of Registration	Department in which registered	Co-Supervisor (if any)	Status of Research-work
1.						
2.						
3.						
4.						
5.						
6.						

I wish to supervise the Ph.D Thesis of Mr./Mrs/Ms.....

Date:

(Signature of Faculty)

Approved by:

Convener-DDPC

Head of Department

Chairman SDPC

(in case of more than one Supervisor, the form has to be filled by both the Supervisor)

Motilal Nehru National Institute of Technology Allahabad
Change of Supervisor(s)

Name of the Student:..... Reg. No.:.....

Department:.....

Existing Supervisor(s):

Present Status of the work:.....

Suggested Supervisor(s):

Reason for change:.....

(Signature of the Student)

Comment & No objection of Existing Supervisor(s):

(Signature of the Supervisor(s))

Consent of the suggested Supervisor(s)

(Signature)

Remark of Convener, DDPC

(Signature)

(Head of Department)

Chairman (SDPC)

Motilal Nehru National Institute of Technology Allahabad
List of Suggested Examiners for Ph.D Thesis Evaluation Board

Name of the Student:.....Reg No.:

Department:..... Date of First Registration:.....

Date of Comprehensive Exam.: Date of-State-of-Art Seminar.....

Date of Open Seminar:

Thesis Title (in capitals):

Name of Examiners with Address/Fax/Phone/Email:

Sl. No.	Name & Address	Phone/Fax	Email
1.			
2.			
3.			
4.			
5.			
6.			

Name(s) and communication details of Supervisor(s)

Sl. No.	Name & Address	Phone/Fax	Email
1.			
2.			

Proposed by: Thesis Supervisor(s)
Date:

Forwarded by: Convener-DDPC
Date:

Head of Department
Date:

Recommended by: Chairman SDPC
Date:

Approved by: Chairman Senate
Date:

Motilal Nehru National Institute of Technology Allahabad
List of Suggested Examiners for Ph.D Oral Board

Name of the Student:..... Reg No.:

Department:.....

Thesis Title (in capitals):.....

.....

Sl. No.	Name of Examiners	Department
1.		
2.		
3.		
4.		
5.		

Proposed by: Thesis Supervisor(s)
Date:

Forwarded by: Convener-DDPC
Date:

Head of Department
Date:

Recommended by: Chairman SDPC
Date:

Approved by: Chairman Senate
Date:

Motilal Nehru National Institute of Technology Allahabad
(Thesis Evaluation Report)

1. Name of Student: _____

2. Registration No.: _____

3. Department: _____

4. General Features of Thesis:

(i) Organisation and Get up:

(ii) Whether quality of work is comparable with other universities of repute?

Yes	No
-----	----

(iii) Whether the Thesis has embodied any new ideas with original thoughts?

Yes	No
-----	----

5. Comments (the Examiner may give details on additional sheet(s), if required)

(i) Corrections in punctuation, grammar,
Spelling or language.

None	Minor	Require Changes
------	-------	-----------------

(ii) Technical content of the Thesis

: 2 :

(iii) Strong/Weak points of the Thesis

(iv) Write at least 5 questions from the area of research to be asked in the oral examination.

6. **Specific Recommendations**

(Please place a tick mark at any one of following category)

Category I: The Thesis is acceptable in the present form for the award of the Ph.D degree.

Category II: The Thesis is acceptable and the correction, modifications and improvement suggested by me would be incorporated in the Thesis to the satisfaction of the oral board.

Category III: The Thesis needs technical improvement/modifications, which must be carried out to my satisfaction before I recommend the Thesis for acceptance.

Category IV: The Thesis is rejected. (Please provide reasons for the same)

(Signature of the Examiner)

Name : _____

Designation : _____

Address : _____

Motilal Nehru National Institute of Technology Allahabad
Report of Ph.D Thesis Oral Board

Name of Student:.....Reg No.:.....

Department:..... Date of First Registration:.....

Thesis Title (in capitals):.....

Date of Oral of Examination:

Thesis Supervisor(s):.....

Report of the Oral Board

Comments:.....

(Use separate sheet if required)

The Candidates has PASSED/FAILED

Oral Examination Committee

Sl. No.	Name of the Examiners	Department/Institute	Signature
1.			
2.			
3.			
4.			
5.			

Supervisor(s)

Convener DDPC

Head of the Department

.....

For office use:

Total Credits: (a) Attempted

(b) Earned Through Course Work

(c) Earned Through Others

Recommended by:

Chairman SDPC

Approved by:

(Chairman Senate)

Motilal Nehru National Institute of Technology Allahabad
FORM FOR REPORTING CASES REGARDING UNFAIR-MEANS

Note:

1. One form should be used for one case only.
2. Please send one question paper alongwith the case(s)

(A) To be filled in by the instructor/invigilators/members of observer committee:

Name of Examination :

Name of student :

Registration No. :

Programme/Branch :

Room No. :

Subject/ paper in which the student is suspected or reported to have used or attempted to use unfair-means or shown disorderly conduct.

Subject

Subject Code

Date & time of incident :

Type of Unfair Means Material.

Copying from the papers / materials which is in the possession of the student.

Copying from the answer book of neighboring student.

Misbehaved with invigilator.

Date.....

Signature and Full Name of the instructor/invigilators/members of observer committee
(IN BLOCK LETTERS)

(B) Student's Statement:

I have read the report of the instructor/invigilators/members of observer committee made against me as given in column No. A and submit the following statements.

I undertake that this statement has been given by me under no pressure or fear.

1.	Do you agree with the report of the instructor/invigilators/members of observer committee made against you?	Yes/ No <input type="checkbox"/>
2.	If you agree with the report, then: (a) Why did you bring the material referred to in the above report? (b) Did you make any use of it? (c) What explanation have you to offer for your misconduct / Disorderly conduct as mentioned in the report? (d) Have any other thing to say, by way of self-defense or clarification? (If necessary, an extra sheet may be used).	
3.	If you do not agree with the report then give your explanation, if any, in your defense against the report of the instructor/invigilators/members of observer committee.	

(Signature of Student)

N.B.:

- (i) The student shall be given extra time, before leaving the Examination Hall in order to compensate him/her for the loss of time spent during enquiry and filling this form.

(C) Statement of Witness if any:

Statement of the witness, if any, in case the student denies the allegations of the instructor/invigilators/members of observer committee or refuses to give his/her statement on the spot or runs away from the examination hall without giving his statement.

UNDERTAKING

I declare that the work presented in this thesis entitled "....." submitted to the Department of, Motilal Nehru National Institute of Technology Allahabad, (India) for the award of Doctor of Philosophy Degree in, is my original work. I neither have plagiarized any part of the thesis nor submitted the same work for the award of any other Degree anywhere. In case this undertaking is found incorrect, The Degree shall be withdrawn unconditionally.

Date :

(Signature of Candidate)

Place :

Motilal Nehru National Institute of Technology Allahabad
(Guidelines for Thesis submission)

- Two copies of the Thesis (Spiral bound) should be submitted for Thesis Evaluation.
- The Thesis should be in the specified format as given below:
 - The back and front cover of the Thesis copy should be in *Maroon Colour*.
 - The Thesis should be typed in double spacing using Times New Roman font with 12 font size.
 - Chapter heading: Bold/Caps 14 font size.
 - Main Heading (Section) : 12 font Bold
 - Subsection Heading 12 font, bold, italic
 - Thesis should be printed back to back (both sides) but new chapter should start from a new front page.
 - The sequence should be : Inner cover page, undertaking of the student, Certificate of the Supervisor(s), Acknowledgement, Abstract (not more than 4 pages), Table of contents, List of figures, list of tables, nomenclature followed by Chapters, References, Appendix and at last page brief Bio-data of the author.
- Requisite number of hard bound copies [1. Academic Office, 2. Institute Library, 3. Departmental Library, 4. Association of Indian Universities, 5. Supervisor (s)] incorporating all the corrections suggested by the Thesis Examiners is to be deposited in the respective offices/departments.
- CD: containing the final corrected copy of the Thesis in PDF format is to be submitted in the Dean (Academic) Office.