

Regulations for Doctor of Philosophy (PhD) Degree

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राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला
NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA

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1. INTRODUCTION

- 1.1 The Institute provides facilities for research leading to the Degree of Doctor of Philosophy (PhD) in Engineering, Science, Management, Planning and Architecture, Humanities and Social Sciences in various disciplines as mentioned in Appendix-I.
- 1.2 A PhD thesis shall be a report of the research work characterized by either discovery of new facts, a new interpretation of known facts and theories, an independent design or development, development of a new instrument or technology, an exhaustive and critical study and criticism of published work, or any applied research work that can be exploited for the creation of wealth and for well being of every one.

2. ELIGIBILITY

- 2.1 The minimum qualification required for admission to PhD programmes in Engineering, Science, Planning and Architecture, Management, and Humanities and Social Sciences is one of the followings:

- i) ME/MTech/MScEngg/MPharm/MArch/MPlan/**MURP/MCP**/MDes in relevant discipline with at least 6.5 CGPA or 60% marks or 1st class in both BE/BTech/BScEngg/MSc/BPharm/MCA/BArch/BDes or equivalent, and ME/MTech/MScEngg/MPharm/MArch/MPlan/**MURP/MCP**/MDes from a recognized Technical Institute or University. ([Senate-127\[2025\]-07](#))
- ii) BE/BTech/BScEngg/MSc/BPharm/MCA/BArch/BDes or equivalent in relevant discipline with CGPA of 7.0 or 65% marks.
- iii) MSc in Basic Sciences with CGPA 7.0 or 65% marks in relevant disciplines. For applicants with valid GATE/NET/GPAT or equivalent score, requirement may be relaxed by maximum 0.5 CGPA or 5% marks.
- iv) MBBS/BVSc with CGPA 6.5 or 60% marks or 1st class.
- v) MA/MCom/MBA/MSc in Humanities and Social Sciences or Management or BTech with 6.5 CGPA or 60% marks or 1st class for PhD in Management, and Humanities and Social Sciences only.

Note: Specific departments or sponsored projects may limit requirements to subsets of the qualifications listed above.

- 2.2. In addition to the above eligibility criteria (based on BTech, BArch, MSc, MBA, MA, MCom, MTech, MArch, MPlan, **MURP, MCP**, MDes and MPharm, etc. examinations), the following additional criteria will also be applicable:

- i) A candidate should score minimum 6.5 CGPA or 60% marks or 1st class throughout career to be eligible for admission to PhD programme. The Departmental Research Committee (DRC), however, may make exception (marks < 60% or CGPA < 6.5) at its discretion in only one among the results of 10th, +2, BA, BSc, BCom, Diploma etc. (except qualifying degree) if the candidate has qualified in GATE/NET/GPAT or other national level fellowship tests like DST-INSPIRE, etc. or joined as JRF/SRF in any research project.
- ii) For admission to Engineering and Science disciplines (except Life Science), a candidate should have passed Mathematics in +2 Science (**from any recognized**



board) or Diploma. (Senate-133[2026]-27)

- iii) Science students admitted to PhD programme in Engineering/Physics/Mathematics must have passed Mathematics at +3 level. Students without Mathematics at +3 level may be admitted under the condition that they will have to register for ~~14~~ 12 credits of 1000/2000/~~3000~~ level Mathematics and 1000/~~2000~~/~~3000~~ level Computer Science courses (Theory and Practical) in addition to their normal course requirement, and secure at least C grade in each course. (Senate-127[2025]-05 & Senate-128[2025]-02)
- iv) A student should have passed Life Science or Biological Science either at +2 or +3 level for admission to PhD in Life Science department.
- v) Students without having qualifying degree in the primary discipline will be required to take up additional course work of 6 credits to gain adequate knowledge on the subject so as to be considered to qualify along with students with specialization in a primary discipline, unless explicitly exempted by the Senate. List of primary disciplines for specializations under various departments is given in Appendix-II.
- vi) However, a higher shortlisting criteria (possibly different for different departments and for different categories of students) may be set by the Department during scrutiny of applications depending on departmental requirement, number and quality of applicants. Therefore, merely satisfying the minimum eligibility criteria does not guarantee a candidate to be called for interview and also mere attending an interview does not guarantee admission.

2.3 Students with degrees in one discipline of Engineering or Science can enroll for PhD in another discipline of Engineering, Architecture, Science, Humanities or Management, if such migration is considered relevant by the DRC. Different academic eligibility criteria in different departments have been made considering departmental requirements, availability of candidates in the respective departments and uniform growth of all departments in the Institute. The Senate will decide, from time to time, a list of relevant departments and specializations (secondary disciplines) for admission to PhD programmes in each primary discipline. In all other cases, the decision must be made by the Senate (or Chairman, Senate on its behalf) on case to case basis depending on the fields involved, proposed research programme and academic preparedness of the candidate. A list of relevant primary and secondary disciplines for various departments is given in Appendix-II. Onus of proving a Degree / Specialization/Discipline as equivalent with any of the above mentioned Degree / Specialization/Discipline shall be enforced upon the applicant claiming equivalency. However, decision of the Institute shall be final and binding in this matter.

2.4 Where regular mode of education is available for any Degree/Qualification, then Degree/Qualification obtained through any modes other than regular mode, i.e. Distance Learning, Correspondence Course, etc. will not be considered for the purpose of admission to PhD programme of the Institute.



- 2.5 For selection of research scholars in any engineering discipline, students with BTech degree will be given preference over students with MSc degree, even if the latter may have an MTech Degree.
- 2.6 Students with any other relevant background may be eligible, but only with approval of the Senate or Chairman, Senate on the recommendation of the DRC.
- 2.7 There is no relaxation in academic requirement for SC/ST/OBC/EWS/PwD students, because the minimum academic requirements have been set to meet the basic challenges of the academic programme. Also, the academic eligibility shall be the same across all studentship categories unless otherwise specified (Institute fellowship, External fellowship, Project fellowship, Sponsored, etc.). **However, there will be a relaxation of 0.5 CGPA or 5% mark in +2 level mark for SC/ST/PwD students only. (Senate-126[2024]-12)**
- 2.8 Students of one discipline may seek admission in a related department which will be considered on the basis of merit of the individual case(s).
- 2.9 Selection will be made on the basis of academic record, relevance of qualification, candidate's research interest, existing research programmes and facilities of the departments, and performance of the candidate in tests and/or interviews. Therefore, merely attending tests and/or an interview does not guarantee admission.
- 2.10 In exceptional cases, where the candidate has proven research experience, evidenced by published papers and/or unpublished documents, the Senate, or Chairman Senate on its behalf, can relax the mark requirement by 5% (or 0.5 in CGPA). Copies of the documents considered for the purpose must be presented to the Senate. A further concession of 5% in BTech/MSc marks or 0.5 in CGPA may be given by the Senate to candidates sponsored by Government departments or autonomous bodies under the Government who have put in at least 5 years of service in a relevant assignment. Such candidates will be required to complete at least 8 credits of undergraduate courses with minimum C grade in each, in addition to the normal course requirements.
- 2.11 Qualification in GATE or NET is not essential for admission to PhD programmes. Students applying for Institute or Government scholarships/fellowships, however, shall need an MTech degree or a valid NET (Lectureship or JRF) or GATE score, as required by the Government regulations.
- 2.12 The various categories of students (with or without financial support) mentioned below are eligible for admission to PhD programmes provided they satisfy the qualification requirements as given in Clause 2.1:
- i) Full time student with Institute Fellowship /Assistantship (Institute Scholar)
 - ii) Full time student with External Fellowship (UGC/CSIR NET, DST Inspire etc.)
 - iii) Full time student without Fellowship (self-financed/self-supported)
 - iv) Regular faculty of NIT Rourkela
 - v) Regular non-teaching employee of NIT Rourkela specifically permitted to enroll in PhD programme
 - vi) Project Scholar (JRF/SRF etc.) or project staff member
 - vii) Quality Improvement Programme (QIP) Scholar



- viii) Sponsored student (Institute/Research Organization/Industry)
 - ix) Sponsored student from Rourkela and vicinity (part-time)
 - x) Executive PhD scholar
- 2.13 Unlike other academic programmes, mere possession of required degrees and a superior academic record do not guarantee admission to a student to the PhD programme. Apart from academic record, the DRC will take into consideration the research aptitude, ability to work in a team, subject interest, availability of supervisors, facilities in the department and the department's research focus while selecting candidates to the PhD programme.
- 2.14 **For admission in Executive PhD programme, the candidate must be currently working as a regular employee and must have at least 02 years of post-qualifying degree work experience. (Senate-116[2022]-07)**

3. ADMISSION

- 3.1 All categories of candidates except the members of the Institute faculty, QIP scholars and scholars nominated by the Central Government have to be selected by Departmental Research Committee (DRC) on the basis of overall academic background, performance in written test and/or interview.
- 3.2 Candidates employed as SRFs/JRFs or as Full time Research engineers/officers in sponsored projects may be admitted to the PhD Programme under Category vi of Clause 2.12. They need to obtain permission of the Principal Investigator and Dean (SR) for admission. The project should have tenure of at least 18 months beyond the date of enrollment of the candidate to the PhD programme. They also have to satisfy the qualifying marks requirement and must undergo through selection procedure like other students. On termination of the project, their status will be full time student without scholarship (Category iii), unless offered another type of scholarship. For a project scholar/employee, the topic of PhD registration must be similar to her/his work assignment under the project. Project employees of lower designation or paid from contingencies at a rate much below the JRF fellowship will not be permitted to enroll in PhD programme.
- 3.3 Members of teaching staff desirous of enrollment in PhD programme can do so without any selection formality. No administrative permission is necessary. They will be guided by all other norms for PhD registration and thesis submission as per regulations. They will apply to the Institute for admission in the standard application and enrollment forms. If the faculty member applies for admission to her/his own department, selection is automatic. But if s/he applies for admission in another department, the DRC of the destination department will examine the proposal. No formal interview is necessary. Admission will be given if the DRC recommends.
- 3.4 Non-teaching staff of the Institute may be permitted to join the PhD programme under following terms and conditions:
- i) A member of non-teaching staff seeking permission to join the research programme must hold a regular post in the Institute and must have a standing of at least 3 years service in the Institute in the same cadre.
 - ii) The employee must be engaged in research or comparable intellectual work as



a part of her/his normal duty, so that her/his work output can qualify for the degree of PhD. Study towards PhD cannot be done on a part-time basis outside the working hours of the Institute.

- iii) The application for administrative permission to join a research programme by a non-teaching staff must be submitted to the Director through the Head of the Department/Centre or the section in-charge, as the case may be where the candidate is posted. While submitting the application s/he must give an undertaking to the effect that s/he will abide by all rules and regulations.
- iv) Administrative permission by the Director does not constitute academic approval of the Senate for admission.
- v) The application will be examined by the DRC of the department where the candidate wants to be enrolled. The committee will interview the candidate to ascertain her/his suitability in the programme and will send its recommendation to Dean (Academic).
- vi) Regular non-teaching staff of any level appointed in sponsored research projects for carrying out research work on full time basis for a minimum period of 3 years may be given leave without pay (lien) from the Institute to work in the project and pursue PhD programme at the same time. For a project scholar or employee, the topic of PhD registration must be identical to her/his work assigned under the project. In such cases, the project must pay the salary of the employee as well as the lien charges as per rules to the Institute. In deserving cases, Director, at her/his discretion, may approve payment of partial salary (up to 50%) and/or waive lien charges, against commensurate services (e.g. managing laboratories and UG/PG classes) rendered to the Institute.
- vii) Every application for admission under this category shall be examined by the Research Programme Evaluation Committee (RPEC) taking into account whether the proposal for joining the programme for which permission is sought arises out of genuine interest and ability, and whether the normal job assignment of the applicant sufficiently overlaps with the proposed research programme. Final permission will be accorded by the Senate.
- viii) The members of the non-teaching staff applying for PhD programme must satisfy the qualification requirements as mentioned in Clauses 2.1 and 2.2.

3.5 Candidates sponsored by major public and private sector employers are given concessions in admission and subsequent requirements. The norms for admission of sponsored candidate are given in Appendix-III.

3.6 Students enrolled in the MTech (Research) programme may shift to the PhD programme on recommendation of the Masters Scrutiny Committee and approval of the Senate. All such proposals will be examined by the RPEC before presentation to the Senate. In such a case, the Senate will appoint a Doctoral Scrutiny Committee (DSC) and work out course requirement, and the student can submit PhD thesis only after satisfying all requirements of the PhD programme.



- 3.7 Candidates desirous of pursuing PhD programme must apply in prescribed form (Form AC/301) to the Assistant/Deputy/Joint Registrar (Academic) either on their own or against an official advertisement. These applications will be scrutinized by the DRC of the concerned department. The recommendation of the DRC in Form AC/302 will be sent to Dean (Academic) for its approval. The recommended candidates, on approval of Dean (Academic), will be called for personal interview with the DRC. Interview of candidates for research studentship [PhD and MTech (Research)] will be open to all faculty members of the Department, who may, at their discretion, join the Selection Committee and assist in decision making, the final decision on selection resting with DRC members. In the case of disagreement, the matter will be referred to Dean (Academic) whose decision shall be binding. The Committee, through written or oral examination, or a combination of both components, shall ascertain the suitability of the candidates to join the PhD programme and shall give its recommendation to the Dean (Academic) for approval (Form AC/303).
- 3.8 While selecting a candidate for studentship with or without scholarship, DRC will consider not only the merit (career, depth and breadth of knowledge in chosen and allied fields) of the candidate, but also the research aptitude and ability to work in a team and motivation to complete the programme. The formal system, which should be worked out by the DRC in advance, may contain points for basic degrees in the department's own specialization, master's degree in the specialization, degrees in relevant departments, academic scores, reputation of institutes attended, work experience, written test and interview. While the point system shall serve as a good guideline for eliminating unsuitable candidates, the final selection should be done by collective decision of the selection committee.
- 3.9 The DRC shall also ascertain that at least one faculty member of the Department is available and willing to supervise the candidate if selected in her/his chosen field. If the candidate opts to work under him after joining, the faculty member who has earlier given such consent to DRC will not have the option to refuse in such case. A candidate should not be selected if the Department does not have physical resources and supervising faculty to do justice to the candidate's academic interest.
- 3.10 If a candidate recommended for admission has a close relative serving in the Institute as an Officer or a member of the faculty, the application should be identified and sent to Director for approval. The Director may, at her/his discretion, approve the recommendation or refer to a committee for evaluating possible conflict of interest.
- 3.11 The admission letter (Form AC/304) will be issued by the Assistant/Deputy/Joint Registrar (Academic) to a successful candidate on the basis of recommendation of the Department and approval of Dean (Academic)/Director.
- 3.12 The following procedure will be employed in admitting project personnel to PhD programme:
- i) Project personnel with designation of JRF/SRF, Research Associate, Research Engineer, Research Officer or equivalent with qualifications and compensation comparable to those of corresponding regular posts are eligible for admission to PhD programme in NIT Rourkela.



- ii) ~~The appointment should be for a minimum period of 2 years at one stretch or through annual extension. The sanctioned project duration remaining on the date of expected joining must be at least 18 months. To be eligible for institute fellowship after the completion of project, the project scholar must have received fellowship from the project for a period of at least 18 months. (Senate-130[2025]-09).~~ A project scholar can enroll for the PhD programme irrespective of the duration of the project. However, to be eligible for institute fellowship after the completion of project, the project scholar must have received fellowship from the project for a period of at least 18 months. (Senate-134[2026]-11)
- iii) Candidates may apply for PhD admission concurrently with application for project appointment or later after joining, the former mode being preferred.
- iv) The Selection Committee for the job will be constituted by Dean(SR) as per SRICCE regulations. However, in case of concurrent application to job plus admission, the full DRC will be included as a part of the Selection Committee.
- v) The recommendation of the selection committee will first go to SRICCE for examination and offer of appointment, and then to Dean (Academic) for offer of admission to PhD programme.

3.13 Admission when results of qualifying degree are awaited:

- i) For thesis based Postgraduate degrees [(MTech (Research), MS or equivalent], a student is permitted to submit the final result within one year from the date of thesis submission. However, one documentary evidence (proof of thesis submission) from the candidate's Institute/University is required to be submitted at the time of admission.
- ii) For all course based degrees [BTech, BArch, MSc, MA, MBA, MTech (Regular), MArch, MPlan, **MURP**, **MCP** etc.] results need to have been published before admission is granted. In exceptional cases when a university will not be in a position to publish result by the time of admission, submission of qualifying degree result may be permitted till 30th September for Autumn semester and 31st March for Spring semester admission but not beyond.
- iii) In case, results of successful completion of qualifying degree are not submitted by the specified date, the admission will automatically stand cancelled and no fellowship will be paid if selected under fellowship scheme.
- iv) In extra-ordinary and genuine cases, Senate Chairman may permit the extension of last date of submission of documents for admission.

3.14 After selection of the candidates by respective departments and approval of the Director, admission is done by Academic Section. Admission process basically involves Document Verification, Payment Verification (as per details given in Appendix-IV) and Hostel Allotment. After admission process is completed in the Academic Section, a Document Verification report is issued to the students.

3.15 Each student will be allotted to a Hall of Residence. Students desirous of staying outside Hall of Residence need to apply in Form AC/104, available in Chief Warden's Office, with full justification after the admission process is over. A student permitted



- to stay outside the halls shall be attached to a hall and will be required to pay appropriate hall fees.
- 3.16 It may be noted that admission of the candidates who do not submit all the required documents remains provisional till submission of all the pending documents. Their fellowship may not be initiated till that time.
- 3.17 Admission to the PhD programme may be given at any time of the year. The fees, however will be for a full semester. The Summer Vacation is included in the Spring semester. The round of admission held at the beginning of the academic year is considered as the main round and departments can fix the academic standards and shortlisting criteria at that time. Any admission given at other times, whether by advertisement or against isolated application must not use a lower standard of selection. To keep the number of candidates called for interview within manageable units, higher cut off marks, or GATE/NET score or narrower specialization range can be employed.
- 3.18 The Institute will normally invite applications from qualified students through periodic as well as standing advertisements published in its website and/or other open media. Such applications will be processed by the Academic Section with support of the departments.
- 3.19 At other times of year, candidates may contact HODs directly for admission. Such applications will be honoured by HODs only if (a) the applicant is desirous of pursuing research in an area where there is a paucity of research students in the department, and (ii) the applicant has an academic record or relevant work experience well above the average standard of the department. After following the proper selection process, if a candidate is found eligible, the HOD will forward her/his name to Dean (Academic) for approval and issue admission letter.
- 3.20 Full time scholars with external fellowship may be admitted at any time subjected to the recommendation by DRC after an interview of the candidate to certify her/his suitability to do PhD in the Institute.

4. SUPERVISOR

- 4.1 All candidates for PhD degree are required to carry out their research work under the direct guidance of one or two supervisors, to be appointed by the Senate, or Dean (Academic)/Director on its behalf, on recommendation of the Departmental Research Committee (DRC) and overall guidance of the Doctoral Scrutiny Committee (DSC). The DRC nominates one faculty member of the department as the Principal Supervisor considering the interested research area of the student (mostly based on the discussion during the interview) vis-à-vis the specialization of the faculty and vacancy under him/her. Normally, this is done through an open discussion with the faculty members of the department.
- 4.2 In case of inter-disciplinary research, a Co-Supervisor may be considered for a student by the DRC on recommendation of the Supervisor and the DSC. Co-Supervisor may be from the concerned department, from any other department or even from outside the Institute.
- 4.3 When there are two supervisors, one of them will be called the Principal Supervisor. Ordinarily, the Principal Supervisor will be a faculty member of the registering



department. However, in deserving cases the DRC may recommend a faculty member of another department of the Institute as Principal Supervisor. In case of Project Scholar, the PI (Principal Investigator) or co-PI shall ideally be the Principal Supervisor irrespective of the department in which the student takes admission. However, this facility is available to individual projects and not for any institutional/infrastructural projects e.g. MoE-FAST, IMPRINT, Programme Supports, Centres of Excellence etc. In case of ambiguity, decision of Chairman, Senate shall be final.

- 4.3.1 A supervisor of any category (e.g. sole, principal, co, external) must be a PhD degree holder.
- 4.3.2 A sponsored student desiring to work in her/his place of employment should have a supervisor from her/his organization. Such supervisor shall be called External Supervisor and s/he must have a PhD Degree or at least 10 years of relevant professional experience. In case of academic institutes, a PhD Degree is necessary to become an External Supervisor.
- 4.3.3 In special cases, where persons of adequate academic standing are not available in the sponsoring organization, and adequate communication facilities exists to ensure frequent contact between the student and her/his supervisor at NIT, Rourkela, the Senate may accept only one supervisor, who is a faculty member of NIT. The student will then be enrolled under Category ix of Clause 2.12 even if the place of work is geographically distant from the Institute. Such proposals should be specifically approved by the Senate.
- 4.3.4 In special cases, if it is felt to be beneficial to the student because of special expertise, the second supervisor proposed by the Principal Supervisor may be from another institute, industry or other organization unrelated to the student. Such cases shall be approved by the Senate on the recommendation of the DRC and RPEC.
- 4.4 Regular faculty members of the Institute enrolled in the PhD programme may be self-guided. Such cases should be examined by RPEC and put up to the Senate for approval.
- 4.5 A faculty with less than 3 to 6 years of service left before superannuation depending on the minimum years of earliest thesis submission applicable for the student, may not be recommended as sole or principal supervisor. After superannuation, a faculty will continue to be the sole/principal/co-supervisor if the thesis is submitted within one year after superannuation. If it takes more than one year, a substitute supervisor has to be appointed by DRC as per Clause 4.11. If no faculty member is willing to take up the assignment, the Senate Chairman will appoint the supervisor in consultation with the HOD. This selection will be binding on the student and the supervisor.
- 4.6 After superannuation from service if a faculty joins the Institute on re-employment or as Emeritus Scientist or on some scheme of UGC/AICTE, s/he will continue to be the sole/principal supervisor or joint supervisor as s/he was before superannuation.
- 4.7 Persons from outside the Institute joining as Chair/Emeritus/Visiting/Adjunct Professors can be appointed as supervisors for new scholars only jointly with a regular faculty, but not as sole/principal supervisors. An exception can be made if the Senate is satisfied that the concerned Professor would continue to serve the



- Institute for the next 3 to 6 years or longer depending on the minimum years of earliest thesis submission applicable for the scholar.
- 4.8 During the course of a PhD programme, if the supervisor, the DSC, the HOD or the DRC feels the necessity of a second supervisor, an appropriate proposal must be prepared and placed with full justification before the DSC. The recommendation of DSC will be further considered by the DRC. If agreed by the DRC, the proposal may be placed to the Senate for approval.
- 4.9 A student's preference of subject and supervisor must be taken into consideration by the HOD and DRC while assigning a supervisor to him. There should not be any undue restriction on faculty or students in choice of students or supervisors, particularly under categories not involving Institute fellowship. The DRC should record the reasons for not honouring the request of a student. The DRC may, however restrict the number of institute fellowships (including those from QIP and special projects) allocated to a supervisor or research group. In such cases, the reasons for restriction by DRC must be recorded.
- 4.10 It will be the responsibility of DRC to ensure that intending research students of acceptable merit are cordially accommodated in the department to pursue research compatible with their past degrees and academic interest. In case of any dispute, the decision of Dean (Academic) will be final.
- 4.11 A substitute supervisor can be appointed as per the guidelines mentioned in the following table if the principal supervisor leaves the Institute on long leave, retirement or resignation.

	Available and willing after resignation/retirement	Not available	On long leave (>15 months)
Before Registration	New principal supervisor	New principal supervisor	Co-supervisor / Caretaker supervisor nominated by DRC converted to principal supervisor if principal Supervisor does not return within 2 years (see Note 2)
Within 2 years of registration	Decision on case to case basis: If $t < \text{Registration} + 1 \text{ yr}$, then ordinarily new supervisor Else (i.e. $t \geq \text{Registration} + 1 \text{ yr}$) ordinarily old supervisor continues (see Note 3), where 't' is time since date of enrollment. HOD will take care of administrative affairs.		

Later than 2 years of	Old principal supervisor continues as principal supervisor. HOD will take care of administrative affairs.	Co-supervisor/Caretaker supervisor (No conversion to principal supervisor). DRC will appoint new caretaker supervisor, else HOD will act as caretaker supervisor by default.
Note 1:	The above table is only a guideline that takes into consideration general situations. But in all cases, the final decision will be arrived at by Director after taking into consideration progress of work and recommendation of DSC, HOD and Dean (Academic).	
Note 2:	These cases have to be decided on case to case basis by Director after taking into consideration progress of work (as noted on official project record book or other evidence), recommendation of DSC, HOD and Dean (Academic), quantum of the support received from the original supervisor and that received from caretaker supervisor. The Guidelines for use of Project Record Book is given in Appendix-V.	
Note 3:	These cases have to be decided on case to case basis by Director after taking into consideration progress of work (as noted on official project record book or other evidence), recommendation of DSC, HOD and Dean (Academic), the nature of the problem and all prevailing circumstances.	

4.12 Policy on Allocation of Research Scholars to Faculty Members

- 4.12.1 Both MTech (Research) and PhD scholars shall be considered together for the purpose of determining vacancy under a faculty member.
- 4.12.2 All categories of research scholars shall be classified into two groups:
 - i) Group-A: a) Full Time Scholar with Institute Fellowship and ~~b) Full Time Scholar without Institute Fellowship~~ ([Senate-133\[2026\]-02](#))
 - ii) Group-B: All other types of scholars
- 4.12.3 The limit for taking scholars under Group-A shall be 3 with 1 additional scholar if the faculty has an active project scholar doing PhD with fellowship from her/his sponsored project (except projects like IMPRINT, Network Security, SMDP, ISEA or similar type) as on date of consideration. In Group-A, the limit on number of Institute fellowship shall be fixed as per availability of grant in that year as decided by the Institute.
- 4.12.4 There will **be** no limit for taking scholars under Group-B. However, in case of Executive PhD, the limit shall be 6 per faculty.
- 4.12.5 A scholar receiving fellowship and/or financial support in any other form equal to or more than the fellowship amount from OH-31 head or other special grants/schemes like TEQIP etc. will be considered as scholar with Institute fellowship.
- 4.12.6 Each scholar shall be put in one of the two groups based on her/his category as on the date of admission and this group shall remain unaltered even if her/his category is changed subsequently for any reason except for readmission after discontinuation.
- 4.12.7 Scholars granted with temporary break and/or withdrawal will be counted under the quota of concerned faculty member. However, scholars will not be counted under a faculty member after the submission of her/his thesis. **If a scholar discontinues the Ph.D. programme without informing the Institute and does not return the fellowship amount received by him/her, and his/her**



name continues to appear on the Supervisor's portal, the concerned DRC may examine the matter on a case-to-case basis, and may permit the Supervisor to take a new scholar against the quota that would otherwise have been occupied by the scholar who has discontinued the programme unofficially, subject to the Supervisor's available quota. (Senate-121[2023]-31)

- 4.12.8 he continues to be counted under quota any leaves the institute without any information and is not returning he is being counted again and his name is not being
- 4.12.9 Vacancy under the faculty members will be determined as on the last date of advertisement in case of selection through open advertisement whereas it shall be as on date of admission in all other cases.
- 4.12.10 Decision of the Director shall be final in case of any ambiguity and/or interpretation and in any other cases not covered in the above guidelines.

5. DRC AND DSC

- 5.1 There shall be only one Departmental Research Committee (DRC) in each department. It shall be reconstituted by HOD with the approval of Director at the beginning of every academic year.
- 5.2 DRC consists of HOD as its ex-officio Chairman and six other faculty as its Members selected by HOD on rotation basis. Membership will be limited to regular faculty members with a PhD degree. The HOD shall ensure that all academic groups of a department are well represented. A faculty member who is enrolled for a degree at the Institute or outside cannot be a member of the DRC. The details of constitution of DRC are given in Appendix-VI.
- 5.3 The DRC will have functions related to research activities leading to PhD degree. The functions related to the PhD programme are given below:
 - i) To conduct the process of selection of the research scholars according to PhD regulations, and recommend candidates for admission.
 - ii) To recommend the deserving cases for Institute scholarship.
 - iii) To recommend allocation/ change of supervisor(s) for the PhD candidates.
 - iv) To constitute/modify Doctoral Scrutiny Committees.
 - v) To continuously monitor the progress of work of all enrolled PhD students and to recommend remedial measures for poor performance, if any. However, Annual Progress Seminars for a student are to be monitored by her/his concerned Doctoral Scrutiny Committee (DSC) .
 - vi) To decide on special issues, such as exemption of residence requirement, change of supervisor, allocation of supervisor on retirement or long leave of principal supervisor, in consultation with DSCs.
 - vii) Any other duty assigned by the Senate or the HOD related to the Institute's research programme.
- 5.4 Unlike a common DRC for all the PhD students of the department, a separate Doctoral Scrutiny Committee (DSC) shall be constituted by the Senate for each candidate admitted to the Research Programme leading to PhD degree on recommendation of the DRC of the Department.
- 5.5 DSC shall consist of the following members:
 - i) One of the senior faculty member nominated by DRC – Chairman



- ii) Principal supervisor – Convener
 - iii) Second supervisor (if applicable) – Member
 - iv) One faculty member from the department where the candidate is enrolled to be nominated by DRC – Member
 - v) One faculty member from the same or a related department nominated by DRC – Member
 - vi) One faculty member from another department nominated by Dean (Academic) – Member
- 5.6 No faculty who is enrolled for any MTech or PhD degree in the Institute or outside shall be a member of DSC or DRC till completion of her/his degree.
- 5.7 The composition of the DSC shall be proposed by the DRC (except for Dean's nominee) when a student joins the Department and the recommendation shall be sent to the Academic Section. The Academic Section shall obtain approval of Dean (Academic) and bring out an office order on Form AC/306 stating the constitution of the DSC. The Committee will hold its first meeting immediately on formation to process the formalities of "Provisional Registration". This process will be completed within a month of a student joining.
- 5.8 The Principal Supervisor, acting as the Convener of the DSC, will normally organize the meetings of the DSC after obtaining suitable dates from the Chairman and the members. Ordinarily, DSCs should meet within two working days of initiating the process. In case of difficulties in finding time convenient to all, or when a DSC is unable to reach a consensus, the Dean (Academic) may be approached by either the Chairman or the Convener to organize the meeting for making appropriate recommendations to the Senate. The Dean (Academic) may, at his discretion, nominate additional members with relevant expertise from the same or other departments to assist in the specific task.
- 5.9 Quorum for DSC meeting: At least two members must be present in addition to Chairman and supervisor(s).
- 5.10 The DSC shall always record its recommendations with appropriate reasoning and enclosures, and formal minutes should be drawn and signed during the meeting. There shall be no provision for delayed preparation of minutes nor for confirmation of minutes.
- 5.11 Decisions of DSC shall normally be arrived at by consensus among members. In case of serious disagreement among members, the Chairman of DSC shall record the different viewpoints and put up to Chairman, Senate through Dean (Academic) for a decision. The decision of Chairman, Senate shall be binding on all concerned.

6. ENROLLMENT AND PROVISIONAL REGISTRATION

- 6.1 Enrollment: Upon completion of admission process, the student is required to report at the concerned HOD to initiate the enrollment process that mainly comprises the allotment of supervisor(s) and recommendation of DSC constitution.
- 6.1.1 The student is advised to interact with faculty members and submit a list of supervisors of her/his interest under whose supervision, s/he would like to carry out research work.



- 6.1.2 Allotment of supervisor(s) is done through mutual interest of the student and faculty member(s).
 - 6.1.3 A DSC is constituted as per Clause 5.5.
 - 6.1.4 The entire enrollment process is done online through NITRIS.
 - 6.1.5 Dean (Academic) nominates her/his nominee and approves the enrollment online.
 - 6.1.6 A roll number is then assigned to the student by NITRIS. Roll Number is the unique identity of every individual student. The Roll No. is in the format of 5YYDDCNNN for all categories of students except Executive PhD where “5” is code for PhD Programme, “YY” is the academic year of admission, “DD” is the Department Code, “C” denotes category of the student and “NNN” is the Serial No. of the student. For example: A student admitted with Institute fellowship in CS department in Autumn/Spring 2019-20 will have Roll No. as 519CS1001. Similarly, a student admitted with external fellowship in School of Management in the Autumn/Spring 2020-21 will have Roll No. as 520SM2001. In case of Executive PhD, the Roll No. is in the format of 9YYDD5NNN.
 - 6.1.7 After the completion of above steps, the enrollment details become available in the portal of her/his Supervisor for Provisional Registration.
 - 6.1.8 Enrollment becomes effective only after completion of Provisional Registration and doing the First Semester Registration. Date of the First Semester Registration is the effective date of Enrollment although actual Enrollment may have occurred before that.
 - 6.1.9 Printout of the Enrollment Application Form taken only after online approval of Dean (Academic) and duly signed by all the DSC members need to be sent to the Academic Section for issue of Enrollment Order. This must be done within a week of the admission.
- 6.2 **Provisional Registration:** Upon completion of enrollment, the supervisor is to initiate the provisional registration in consultation with DSC. The provisional registration mainly includes allocation of course work (Theory and practical), broad area of proposed research, etc. This broad area of proposed research is only indicative in nature and may be changed at the time of Registration.
- 6.2.1 Minimum 24 credits of Course Work are to be recommended during the Provisional Registration out of which, at least 18 credits need to be completed by the student. It may be noted that the DSC may recommend more than 24 credits and/or insist on completion of more than 18 credits of course work for any student as may be felt appropriate by the Supervisor/DSC.
 - 6.2.2 Credit for any past research work may be considered by the DSC for proposing early submission of thesis at the time of provisional registration to fix the date of Registration Seminar accordingly.
 - 6.2.3 The DSC shall also record any previous research work (relevant to proposed topic) done and express it as equivalent research credits, not to exceed 48 credits of research, which is equivalent to 12 months of full time work. The evaluation will cover all written documents (e.g. published papers, original research records, unpublished in-house documents etc.), submitted by the student along with a summary of the work. Merely holding a position of



research will not qualify for these credits. The DSC will record and present all documents to RPEC / Senate. These credits will be used in calculation of earliest date of thesis submission.

- 6.2.4 The effective date of provisional registration shall normally be the date of ~~enrollment~~ **first semester registration**. The DSC may extend the date if a student does not initiate his course or research work immediately on enrollment. [\(Senate-130\[2025\]-9\)](#)
- 6.2.5 Chairman, DSC approves the Provisional Registration. Provisional Registration is further verified and recommended by the RPEC and finally approved by the Senate. Office Order is issued after approval by the Senate.
- 6.2.6 Printout of the Provisional Registration Form is to be taken only after the approval by the Chairman, DSC and should be duly signed by all the DSC members before sending to the Academic Section for issue of Provisional Registration Order. This must be done within a month of the admission.
- 6.3 It is advised that both the Enrollment Application Form [printout taken after online approval of Dean (Academic) and the Provisional Registration Form (printout taken after online approval by the Chairman, DSC] should be submitted together to Academic Section within a week of admission for faster processing.
- 6.4 Student benefits, such as fellowship (payable from date of enrollment), library facility, computing account etc. will normally start after a student is provisionally registered.
- 6.5 **NITRIS**: All information and activities relating to students of the Institute like Personal Information, Contact Details, Attendance, Leave, Course, Examination, Result, etc. are processed online in the software designed in-house by the Automation Cell called NIT Rourkela Information System (in short, NITRIS). The portal is accessible at <https://nitrisk.nitrkl.ac.in>. Every student is issued a log-in ID (Roll Number) and password for the same after their Enrollment is complete.
- 6.6 **Institute Email**: After the Enrollment is complete, every student is assigned one email ID in the Institute server which is the Roll No. of the students (e.g. ID of a student with Roll No. 519BM1001 will be 519bm1001@nitrkl.ac.in). Circulars, Notices, etc. meant for the students are sent to these email IDs either directly or using the Group-mail feature. All students are advised to check their mail inbox regularly for letters/circulars issued by the Institute from time to time for updating themselves for addition/modification to the regulations.
- 6.7 **Biometric Registration**: All PhD students are required to register their biometrics at the Computer Center for recording their daily biometric attendance. The fellowship is released by the Institute only after the biometric attendance is approved by the Supervisor. This is not required for Executive PhD students.
- 7. RESIDENTIAL REQUIREMENT**
- 7.1 Normally all candidates admitted to the PhD programme will be required to stay in the Institute till they complete all assigned work and submit thesis. However, for candidates sponsored from Central Government R&D organizations, ~~and major~~ industries with established R&D facilities **and educational institutions**, the DSC may recommend to reduce the minimum residential requirement to one semester or more (for completing the course work and formulating the research problem). ~~This~~



~~reduction in residential requirement is not available to candidates from educational institutions.~~ Students desirous of attending course work in other institutes (see Section 10.14) need to spend at least 6 months on campus of NIT Rourkela. ([Senate-130\[2025\]-09](#))

- 7.2 If a sponsored candidate intends to carry out a major part of his research work in his place of employment, s/he must convince the DRC at the time of selection that adequate research facilities and research tradition exist in his institution. While taking the decision DRC will examine all the documents presented to it regarding adequacy of the R&D facilities available in the sponsoring organization. These documents have to be furnished by the candidate during the time of interview. In general major Central Govt. (CSIR, DRDO, DAE, ISRO, CDRC etc.) labs, research organizations, industries (public or private) with established R&D facilities are taken as organizations with adequate facilities. Regarding recognition of other organizations the DRC has to make a recommendation on the basis of the material available to it, to the Director through Dean (Academic) for their approval. In every case, the Senate will decide the residential requirement and whether it can be split into segments.
- 7.3 Candidates employed in teaching or R&D Institutions within or in vicinity of the city of Rourkela (i.e. Locally Sponsored) and permitted by the employer to spend sufficient time on research at NIT may be exempted wholly or partially from the compulsory residential requirement. In special cases, the Senate may extend the same facilities to employees of industry engaged in R&D or related (e.g. management) activities. After completion of course work, along with their responsibility in the parent organization, s/he needs to come to NIT Rourkela for research work for at least 120 days or 500 hours per semester (July 01 – December 31, January 01 – June 30) including Saturdays, Sundays, other holidays and vacations, if s/he does not have a second Supervisor or no such facility is available in work place to conduct the research. If the Locally Sponsored Student has a second Supervisor in the work place, her/his research work is related to his work in the job place, and adequate research facility is available in the work place, students need to come to NIT Rourkela for research work for at least 25 days or 75 hours per semester (July 01 – December 31, January 01 – June 30) including Saturdays, Sundays, other holidays and vacations.

For both the above mentioned categories of locally sponsored students, the followings shall be applicable:

- i) The minimum duration of research shall be 4 years for students with MTech degree and 5 years for others.
- ii) While taking course work, biometric attendance once a day will be compulsory during class days in addition to the class attendance. In the absence of biometric attendance, the class attendance will be invalid.
- iii) Permission to work in his place of employment will be decided at the time of admission after verifying the research area and problem definition, eligibility of the co-supervisor and facilities existing in his place of employment.
- iv) The student's research topic must be directly related to his work assignment in his place of employment and his reporting officer or next higher officer shall be



the External Supervisor.

- v) He should not be transferred to other places in the job till the student is eligible for withdrawal, otherwise he may be allowed for conversion of his studentship to Executive PhD category by Senate on recommendation of DSC and DRC.

7.4 Minimum residential requirement is not applicable for Executive PhD Programme.

8. ATTENDANCE AND LEAVE

8.1 A research student, except when granted withdrawal by the Institute must attend to his work on a whole time basis. The Institute will maintain attendance record of the student, irrespective of whether the student is getting a scholarship or not. The DSC will examine the attendance record of students, and if it is found unsatisfactory, will recommend extension of minimum duration for submission of thesis, deregistration or termination of studentship, as it thinks fit.

8.2 The working hours of PhD students is generally permitted to be flexible, but not lower than that of a full time employee. It is the supervisor's legal and moral responsibility to ensure that proper work environment is made available to the student. The students are encouraged to discuss such issues with their supervisors, with HOD and higher authorities.

8.3 Every student must record his biometric attendance twice on all working days. This must be done between 07.30 h and 09.30 h in the forenoon and between 17.00 h and 20.00 h in the afternoon subject to maintain a minimum gap of 9 hours between both the recordings.

8.4 Besides, the students are required to attend the classes and maintain a minimum attendance to avoid reduction of Grade or conversion to UR status due to shortage of attendance.

8.5 The Institute follows a non-negotiable Academic Calendar approved by the Senate. The same is made available in the Institute website during 3rd week of July–1st week of August. Students are advised to follow the Academic Calendar strictly for all events.

8.6 In an Academic Year, leave of absence up to 15 days (non-cumulative) is available with fellowship. Further, **medical** leave of absence ~~without fellowship~~ **(with fellowship)** can be earned at the rate of 10 days per year and accumulated up to maximum 40 days in his entire PhD studentship tenure subject to its approval by competent authority for ~~any genuine reasons~~ **hospitalization cases only**. For availing leave without fellowship beyond ~~15 days~~ **the prescribed days, as above**, in an Academic Year, the student needs to apply in the prescribed form. Disciplinary action including termination of studentship may be taken for unauthorized absence of the students. ([Senate-133\[2026\]-11](#))

8.7 Effect of Leave on Fellowship

- i) Absence up to 15 days in an Academic year, there will be no deduction of scholarship.
- ii) Absence for 16–25 days, for each day of absence one day's scholarship will be deducted.



- iii) Absence beyond 25 days, for each day of absence two days' scholarship will be deducted.

8.8 Effect of Leave on Earliest Date of Thesis Submission

- i) No effect for leave of absence within the annual limit of 15 days and additional 40 days in whole career under any genuine reason.
- ii) It will be shifted by equal number of days for leave of absence beyond annual leave of 15 days and additional 40 days in whole career under medical reason.
- iii) It will be shifted by three times for each leave of absence (i.e. 3 days gross including holidays and weekends for each working day of absence) beyond above limit for any other reason.

Illustration:

(Assumption – The student submits thesis in 10th semester)

Case	Other Leave	Medical Leave	Total Leave	Effect on earliest date of thesis submission
I	40	30	70	No effect
II	75	40	115	No effect
III	100	00	100	No effect
IV	100	50	150	Postponed by 35 days (35×1)
V	130	20	150	Postponed by 65 days ($20 \times 1 + 15 \times 3$)
VI	150	00	150	Postponed by 105 days (35×3)

- 8.9 Forms NITR/AC/110 and AC/111 may be used by students while applying for leave of absence from course or research work on leave, academic or student activity.
- 8.10 A student may be granted mess rebate for authorized absence (on leave or travel on duty) of 5 days or more (continuously) provided the hall office/caterer is informed in advance.
- 8.11 There is no summer or winter vacation for research students.
- 8.12 In the matter of course work, leave rules applicable to MTech courses will also be applicable to PhD students.
- 8.13 Support for Conference, Workshop, Seminar, Winter/Summer School, Specialized Training, etc.: A PhD student may be allowed to attend a maximum of 4 national conferences of international repute and 1 international conference organized outside the country during the entire studentship tenure. Details are given in Appendix-VII.
- 8.14 Support for Data Collection, Conducting Experiments, etc.: Details are given in Appendix-VII.
- 8.15 Attendance for Executive PhD Student
- 8.15.1 None of the above clauses related to attendance, leave, and support for conference, workshop, data collection, conducting experiments etc. is applicable for Executive PhD programme.
- 8.15.2 Students of Executive PhD Programme need to attend a Contact Programme of 5 days (separately or in one go) per course during every semester (i.e. 30



days for all 6 courses).

- 8.15.3 This contact programme may be held on holidays and weekends as per the convenience of subject teacher concerned.
- 8.15.4 If any student wishes (or is required) to reappear in the examination of a course(s), s/he has to attend Contact Programme of 5 days (separately or in one go) per course.
- 8.15.5 After completion of Course Work, Contact Programme will be for 10 days (separately or in one go) during every subsequent semester for (Research Practice) RP and Seminar and Technical Writing (STW) till their Pre-Submission Seminar.
- 8.15.6 Accommodation in Hostel / Guest House may be provided subject to availability and on payment basis.

9. SEMESTER REGISTRATION

- 9.1 Semester Registration on the designated dates (first working day after Summer/Winter Vacation) is mandatory for all the students till submission of final thesis for examination. The students should register for the courses which they will take in that particular semester. In order to register for a subject, the same should be available in the Provisional Registration of the student and must be offered by the department in that semester.
- 9.2 Physical presence of the student is mandatory (though advisable, but physical presence of the student is not mandatory for Executive PhD programme) for Semester Registration which is relaxed once in an Academic Year for the students who have been permitted to take withdrawal. Delayed Semester Registration may be permitted by the Dean (Academic) with Late Fine as applicable.
- 9.3 Failing to do Semester Registration for two consecutive semesters will lead to termination of studentship.
- 9.4 Semester Registration is done for at least 26 credits in each semester till fulfilling minimum requirement of Seminar and Technical Writing (STW) and for at least 24 credits thereafter except for Executive PhD programme.
- 9.5 It shall be the responsibility of the student to bring any deviation in his status in matters of course of work, registration, withdrawal etc. to the attention of Dean (Academic) at the time of semester registration, if s/he has not done so earlier.
- 9.6 If a student has successfully presented synopsis, her/his tuition fee is waived off for the subsequent semesters. However, s/he is required to pay rest of the fee till final submission of thesis.
- 9.7 Fee Payment: Registered students need to pay the applicable Semester Fee every semester within the due date (Appendix-IV). However, delayed payment will be accepted with Late Fine as applicable. Fee Structure is announced in the Admission Notice itself. However, the Institute reserves the right to amend the fee structure from time to time, which will be implemented with immediate effect for all students irrespective of their date of admission.

10. COURSE WORK AND ACADEMIC CREDITS

- 10.1 Every full time student of PhD programme must register for 26 credits of academic load per semester. The credit load will contain some regular courses and a two-credit



- course on “Seminar and Technical Writing” (STW), the balance being research credits. A student must acquire at least 96 research credits with S grades (C grades or above for students admitted before AY 2020-21) after PhD registration (excluding the credits registered in the semester of registration as well as that of thesis submission) before qualifying for a PhD degree.
- 10.2 A part-time student may register for less credits, depending on his involvement in other activities. While students engaged in full time research in R&D institutions, wherein job assignments match exactly with his thesis work, may register for 24 credits of research per semester, others including industry personnel may take maximum 16 credits of research practice. The 2 credit course on STW in addition to research credits is compulsory in every semester till minimum requirement is completed.
 - 10.3 Course work is compulsory for all students enrolled for PhD of any discipline including those with MTech degree in the same discipline. Every student needs to complete at least (not maximum) 18 credits of Course Work (Theory and/or Practical) ~~including the compulsory course on “HS7100: English for Research Writing”~~ with minimum 7.00 (8.00 for admission batches before AY 2019-20) CGPA. A student who takes up more credits than minimum requirement may drop the excess credits on recommendation of the concerned DSC. ([Senate-130\[2025\]-09](#))
 - 10.4 The student has to obtain a CGPA of 7.00 in course work and individual grade not less than C in each subject. A course can be repeated to improve the grade if necessary. If the average course CGPA exceeds ~~8.50~~ 8.00, the DSC may accept one course with D or P grade. Research credits with U (lower than C from admission batch before AY 2020-21) grade will be ignored in calculation of credits completed. ([Senate-108\[2021\]-16](#))
 - 10.5 Out of minimum 18 credits assigned courses, up to 12 credits of Course Work may be exempted by the DSC while doing Provisional Registration (cannot be done later) provided the DSC is satisfied that similar or equivalent courses have been previously (within 8 years) completed by the student during MTech, MTech (Research) or MPhil degree with at least B grade as per NIT Rourkela Grade system and at least 6 credits of new courses are to be assigned by the DSC to the student.
 - 10.6 Science students admitted to PhD programme in Engineering/ Physics/ Mathematics need Mathematics in +2 and +3 levels. Students without Mathematics in +2 and +3 levels may be admitted under the condition that they will have to register for ~~14~~ 12 credits of 1000/2000/~~3000~~ level Mathematics and 1000/~~2000~~/3000 level Computer Science courses (Theory and Practical) in addition to their normal course requirement, and secure at least C grade in each course. ([Senate-127\[2025\]-05](#) & [Senate-128\[2025\]-02](#))
 - 10.7 Normally postgraduate (6000 or higher level) courses will count towards PhD course requirement. The DSC, at its discretion, may however recommend courses at lower levels, but not exceeding 8 credits in addition to the postgraduate or post-MSc courses. A student, at her/his discretion can opt to register in more courses to perform better in the comprehensive examination. Such courses may be added any time in her/his career.
 - 10.8 The course credits assigned to research students of science and humanities departments shall include at least 6 credits of designated post-MSc core courses.



- 10.9 The coursework may be chosen from the existing PG (MTech) programmes of the registering department or from those of other departments. Science, humanities and management departments will offer post-Masters courses specifically for PhD students. If a student joins the PhD programme in the middle of a semester, s/he must take courses in the following semester. Delay of maximum 10 working days can be condoned in joining a course. If a student needing course work does not get two full semesters to complete the courses, s/he may take one or more semesters to do so.
- 10.10 The specific subjects of study will be decided by the DSC on recommendation of the supervisor(s). When a student joins at the beginning of a semester, s/he may be advised by her/his supervisor (s) to attend classes of recommended courses even before the provisional registration process is officially complete. In case the courses approved by the Senate are different from the courses being taken by the student, the student may at her/his choice discontinue or complete the courses recommended by the supervisor(s).
- 10.11 If recommended courses are not offered by the departments, the DSC may recommend amendment of the list at the request of the supervisor(s) at least 2 weeks prior to the starting of a semester. Any such change needs approval of Dean (Academic) before a student can register for the course.
- 10.12 In addition to courses of the MTech programme, a Department may offer special courses for PhD students during the semesters or during summer vacation. If a course is offered in summer vacation, the total number of contact hours and the pattern of examination shall be the same as those in regular semesters.
- 10.13 No self-guided courses are ordinarily allowed for registration. However, in special circumstances if no appropriate course is offered under formal instruction, existing courses may be taken in “guided self-study” mode, where a student studies the course from approved text and reference books under the guidance of a faculty member, works on assignments and/or examinations. Formal classes will not be required in such courses. The system of evaluation and grade calculation will be same as that existing in MTech programmes. All the output of a guided self-study course must be made available to the Departmental Academic Committee (DAC) of the department and to the Academic Programme Oversight Committee (APOC) for examination. The composition of APOC is given in Appendix-VIII. Grades awarded will be accepted by the Academic Section after approval by Chairman APOC. In case of difficulty in award of grade, the contents should be submitted to Dean (Academic) whose decision shall be final. Ordinarily, a student should not be registered in more than two courses in self-study mode. It should be appreciated that the objective of course work is to enhance the breadth of knowledge. They should be relevant to the research area, but need not be repetition of the research subject. Courses under “guided self-study” mode will not be taught by a student’s supervisor.
- 10.14 It will be possible for a student to enroll in a course not offered by NIT, Rourkela, in another institute(NIT/IIT/IISc) or University of repute (not an affiliated college) for a course and transfer the credits to NIT Rourkela to satisfy the requirements of PhD degree. A proposal for such transfer must be submitted by the supervisor to the DSC along with all details (syllabus, duration of instruction, name and details of instructor). The DSC’s recommendation will be placed before the Senate through RPEC. In case of



- urgency, the Chairman, Senate may approve enrollment in the course in consultation with Dean (Academic). On completion of the course, the student shall submit to the Academic Section the grade certificate from the instructor countersigned by the Director/Vice Chancellor/Registrar/Joint or Deputy or Assistant Registrar (Academic) of the Institute or University. A photocopy may be submitted to the HOD for departmental record.
- 10.15 Institute employees including persons employed in sponsored projects may enroll in courses of their choice before enrollment in PhD programme under intimation to the Academic Section. When they join a PhD programme, the course and the credit earned may be counted towards course requirement at the discretion of the DSC.
- 10.16 Examination and Evaluation: PhD students registered in PG and UG courses are subject to the same regulations as applicable to other students in the courses with regard to attendance, discipline, assessment and grading.
- 10.16.1 However, in Executive PhD programme, there will be only End-Semester Examination with 80% weightage. There will be no mid-semester examination for them unlike students of other programmes. The final grade will be awarded as cumulative of End-Semester marks with 80% weightage and Teacher Assessment (TA) with 20% weightage.
- 10.16.2 There will not be any Alternative or Supplementary Examination for Executive PhD programme. If, for any reason, any student is not able to write End Semester Examination, s/he can register the course as a backlog in a later semester and needs to only appear at End Semester examination. S/he need not have to repeat fulfilling attendance requirement of 5 days per course. Her/his TA marks shall be carried forward from the previous semester. The registration of such course shall be allowed over and above the normal academic load in a semester as specified in Clause 10.20.
- 10.17 Up to 20% (60% for Executive PhD) of total courses can be registered from online MOOC courses available at SWAYAM/GIAN provided they are non-core courses and approved by the Senate Chairman on recommendation of DAC.
- 10.18 Seminar and Technical Writing
- 10.18.1 The 1 unit (2 credits) course on Seminar and Technical Writing (STW) in addition to research credits is compulsory for all students in every semester, where the students shall learn and practice essential writing and presentation skills, and attend seminars by reputed engineers and scientists organized by the Departments.
- 10.18.2 Students with MTech/MPharm/MArch/MPlan/**MURP/MCP** qualification need to register for 1 unit (2 credits) of STW in each semester till attaining 'S' (minimum 'C' for admission batches before AY 2020-21) grade in at least 6 semesters. Similarly, students with BTech/BPharm/BArch/MA/MSc/MCom/MBA qualification and Executive PhD students need to register for 1 unit (2 credits) of STW in each semester till attaining 'S' (minimum 'C' for admission batches before AY 2020-21) grade in at least 8 semesters. **However, Executive PhD students taking admission from AY 2025-26 onwards need to register for 1 unit (2 credits) of STW in each semester till attaining 'S' grade in at least 6 semesters.** After attaining the minimum



requirement, registration in STW becomes optional at the discretion of the Supervisor and STW Course Instructor. (Senate-129[2025]-09)

10.18.3 If a student does not accumulate the required credits with 'S' (minimum 'C' for admission batches before AY 2020-21) grade, s/he will not be permitted to submit her/his thesis. In special cases, if a student is ready with her/his thesis but has not cleared the required credits under STW, the Chairman, Senate may, at her/his discretion, permit the department to arrange assignments and evaluation equivalent to the normal assignments missed by the student. The student must devote about one month's full time work per course.

10.18.4 Effective from Autumn Semester of 2017-18 admission, following evaluation procedure for STW shall be followed:

- i) A student has to select a seminar topic/patent in consultation with her/his supervisor and Prof-in-Charge(PIC), Seminar and Technical writing (STW)
- ii) A technical paper written in some prescribed journal format is to be submitted to the PIC (STW) before presenting the seminar.
- iii) The student needs to present the seminar in front of a group of faculty decided by the department and PIC (STW).
- iv) The department if so desires may ask for a poster presentation in place of open seminar and will be evaluated by a group of faculty including PIC (STW).

10.19 Research Practice

10.19.1 After registering for Course Work and STW, the balance credits required for minimum Semester Registration (i.e. 26 or 24 credits), is done for Research Practice (RP). After attaining Course Work and STW requirements, only RP of 24 credits are registered in each semester till delivery of Pre-Submission Seminar as illustrated in the table given below. Thesis submission will be permitted only when the scholar obtains 'S' grade (minimum 'C' grade for admission batches before AY 2020-21) in 32 units i.e. 96 credits.

Case	Course Work Credits	STW Credits	RP Credits
I	12	2 (1 unit)	12 (4 units)
II	3	2 (1 unit)	21 (7 units)
III	-	2 (1 unit)	24 (8 units)
IV	-	-	24 (8 units)

10.19.2 If a research student spends more than 3 months in the semester after date of registration or submits thesis after spending more than 3 months in the last semester, the RP credits in the concerned semester will be considered for thesis submission.

10.19.3 Starting from AY 2020-21 Autumn Admission batch, the following will also be applicable for RP:

- i) Total registered research credit (usually 24) be divided into 8 units of 3 credits each and the student is awarded either satisfactory (S) or unsatisfactory (U) grade pertaining to each unit of research. Thus, a



scholar can have either 8S or 8U or any combination in between these two extreme grades.

- ii) Thesis submission will be permitted only when the scholar obtains minimum 'S' grade in 32 units i.e. total 96 'S' credits.
- iii) First warning for improvement will be issued if any scholar accumulates "U" grade in 4 units, i.e. 12 credits of RP, and second warning for improvement will be issued to a scholar on accumulation of "U" grade in 8 units, i.e. 24 credits of RP. There may be stoppage or reduction of fellowship after second warning.
- iv) A scholar is liable to be terminated with recovery of fellowship, on accumulation of "U" grade in 12 units, i.e. 36 credits of RP at the end of any semester.
- v) RP evaluation is to be done by a group of faculty of the department or by the DSC of the scholar as to be decided by respective departments.

10.20 Registration for various semesters in Executive PhD programme is to be done as per following table:

Year	Semester	Per Semester
1 st Year	I & II	3 Courses (9 Credits)
2 nd Year	III & IV	3 Units of RP (9 Credits), and 1 Unit of STW (2 Credits)
3 rd Year	V & VI	3 Units of RP (9 Credits), and 1 Unit of STW (2 Credits)
4 th Year	VII & VIII	3 Units of RP (9 Credits), and 1 Unit of STW (2 Credits)
5 th Year	IX & X	3 Units of RP (9 Credits), and 1 Unit of STW (2 Credits)
6 th Year	XI & XII	4 Units of RP (12 Credits)
Note: RP = Research Practice, STW = Seminar and Technical Writing		

But, registration for various semesters in Executive PhD programme for admission batch AY 2025-26 onwards is to be done as per following table:

Year	Semester	Per Semester
1 st Year	I & II	4 Courses (12 Credits)
2 nd Year	III & IV	4 Units of RP (12 Credits), and 1 Unit of STW (2 Credits)
3 rd Year	V & VI	4 Units of RP (12 Credits), and 1 Unit of STW (2 Credits)
4 th Year	VII & VIII	4 Units of RP (12 Credits), and 1 Unit of STW (2 Credits)
5 th Year	IX & X	4 Units of RP (12 Credits), and 1 Unit of STW (2 Credits)
Note: RP = Research Practice, STW = Seminar and Technical Writing		

(Senate-129[2025]-09)

10.21 If an Executive PhD student fails to complete the Course Work within 4 semesters, her/his studentship will be terminated at the end of 4th semester.



11. COMPREHENSIVE EXAMINATION AND REGISTRATION

- 11.1 Apart from completing the Course Work through regular examination done centrally, it is mandatory for every student to pass Comprehensive Examination conducted at the Department Level.
- 11.2 The objective of the Comprehensive Examination is to ascertain a student's academic preparedness to pursue a rigorous research programme, both during PhD registration and beyond. All departments have to float a minimum of six 6000 level courses and a PhD student has to choose any four out of them for comprehensive examination and the mode of this examination can be either in written or viva voce for all students of the Department as recommended by DRC under intimation to Dean (Academic). The qualifying grade in Comprehensive Examination shall be minimum 'C' Grade.
- 11.3 Comprehensive Examination will be held twice a year i.e. on 10th January and 10th August for Autumn and Spring semesters respectively. If either of these two dates falls on holiday or weekend, then it will be held on next working day.
- 11.4 Results of the comprehensive examination will be published after approval by Dean (Academic). The HODs will submit syllabus, question papers and answer sheets for review by Dean (Academic). If Dean (Academic) is not satisfied with the coverage, standard and clarity of questions or with the process followed, s/he will put up a proposal to Chairman, Senate for taking remedial measures. Chairman's decision shall be final and binding.
- 11.5 A student is eligible to appear at comprehensive examination only after the completion of minimum requirement of course work.
- 11.6 A student will get maximum 3 chances to clear the Comprehensive Examination. If s/he does not, s/he must leave the PhD programme or may switch over to MTech (Research).
- 11.7 Every student enrolled in the PhD programme is given provisional registration soon after her/his enrollment. The provisional registration defines: a) the broad area of research and b) the course work to be carried out by the student. The student continues to work for close to a year before her/his research plan is properly formulated.
- 11.8 A PhD student, provisionally registered, will be formally registered for the degree of PhD on completion of certain steps. The registration can be done only after (a) the candidate has successfully completed all assigned course work with at least 7.0 CGPA (8.0 CGPA for admission batches before AY 2019-20 Autumn) in the course work alone, (b) worked out a road map of the programme and submitted (including uploading on Institute website) a formal work plan to the DSC, (c) successfully cleared the comprehensive examination, and (d) delivered an open seminar to the satisfaction of the DSC.
- 11.9 In special cases, the Senate may permit registration with a commitment to complete up to 2 courses after Registration, if the minimum course requirement with the required CGPA is satisfied.
- 11.10 The written document and the seminar should outline the planned research work and identify the milestones. Both excessive vagueness, as well as exact description of the work to be done are discouraged at this stage to facilitate focused research work



without being unduly constrained. The broad objective stated in provisional registration order may be further focused at the time of registration.

- 11.11 For the students with MTech and MPharm degrees, normally this should be done after elapse of 9 months, but within 15 months (after elapse of 18 months, but within 24 months for other degrees) of the date of enrollment. When a student with MTech or MPharm degree fails to clear the Registration Seminar within 15 months (24 months for other degrees), or her/his proposed research plan is found unsatisfactory by the DSC, s/he may be re-evaluated after a lapse of 3 months or more. If a student with MTech or MPharm degree cannot clear the course work, comprehensive examination and Registration Seminar within 2 years (3 years for other degrees) from the date of enrollment, s/he will be required to leave the PhD programme. In special cases with mitigating circumstances, the Senate can grant extra time without scholarship.
- 11.12 Any credit of early submission approved at the time of provisional registration by virtue of past work is to be given while fixing the date of Registration Seminar. In such case, Registration Seminar can be advanced by the duration condoned for early submission. After registration there will be no time credit for submission of thesis. The date of Registration Seminar will be the effective date of registration.
- 11.13 HOD forwards the printout of duly signed application form for registration to Dean (Academic) along with a copy of Registration Seminar Report and recommendation of DSC. Registration is further verified and recommended by Research Programme Evaluation Committee (RPEC) and finally approved by the Senate. Office Order is issued confirming the registration after approval by Senate.
- 11.14 At the end of every semester, the Academic Section will issue an unsigned “grade card” on Form AC/325 listing all the courses and the grades obtained including research credits and Seminar and Technical Writing courses. At the end of the academic programme, a signed grade sheet will be issued by the Academic Section. A signed grade card may also be issued on a student’s request.
- 11.15 If a student with Institute fellowship fails to complete registration formalities within 24 months (18 months for students with MTech, MPharm etc. degrees), payment of fellowship will be suspended (with permanent loss) till registration formalities are over.
- 11.16 For all the students of Executive PhD programme irrespective of background qualification Registration Seminar should be arranged after elapse of 24 months, but within 36 months of the date of enrolment. When a student fails to clear the Registration Seminar within 36 months, or her/his proposed research plan is found unsatisfactory by the DSC, s/he may be re-evaluated after a lapse of 6 months or more. If a student cannot clear the Registration Seminar within 4 years from the date of Enrollment, her/his studentship will be terminated.

12. FELLOWSHIP

- 12.1 A doctoral student may be self-financed or can get a scholarship. In case of students awarded a scholarship by an external agency or from a research project operating in the Institute, the rules shall be governed by the provisions specified by the sponsor. Institute doctoral fellowships shall be governed by the rules of Central Govt.



- 12.2 Institute fellowships may not be awarded to candidates above 32 years of age (35 years for SC/ST candidates and women candidates ~~with at least one child~~) on the closing date of receipt of application. The restriction shall not apply to scholarships awarded by external agencies or sponsored projects. Project fellows who transfer to Institute fellowship on termination of the project need to be within the prescribed age bar at the time of their PhD enrollment. ([Senate-133\[2026\]-27](#))
- 12.3 Institute fellowship to the students admitted as “Full Time Student with Institute Fellowship” is paid every month depending on their attendance. Supervisors need to approve the biometric attendance in time for enabling generation of fellowship by the software. Failure to record a single biometric in the designated duration (normally from 1st day to the third/fourth Wednesday of the current month) and/or delay in approval by the Supervisor will result in non-generation of fellowship for the month. Similarly, delay in approval of the travels for conference, data collection, etc. will result in deduction of fellowship for the concerned days. Fellowship for all such periods will be generated in the next month, provided above criteria are fulfilled in the next month. It may be noted that arrears will not be generated if current month fellowship is not generated.
- 12.4 The payment of fellowship to a PhD student resumes from the date of enrollment or starting date of biometric attendance whichever is later although for academic purpose her/his studentship and earliest date of thesis submission continue to be counted from the effective date of enrollment i.e. the date of first semester registration.
- 12.5 Enhancement of Fellowship
- 12.5.1 Enhancement in rate of fellowship after two years of enrolment may be considered after successful assessment by the DSC and submission of a report towards satisfactory progress in the research activity. The student is also required to deliver an open seminar called Progress Seminar with members of DSC present.
- 12.5.2 Due date for enhancement of fellowship is 2 years after Enrollment. However, enhancement is granted from the due date only if the Progress Seminar is cleared within 3 months from the due date. Otherwise, enhancement is granted from the date of Progress Seminar.
- 12.5.3 Application for Progress Seminar-cum-Enhancement of Fellowship is to be submitted to Academic Section in prescribed format at NITRIS portal which is approved by the Chairman, Senate through Dean (Academic).
- 12.5.4 Students with external fellowship need to give Progress Seminar as per requirement of the external agencies.
- 12.5.5 It is desirable that students of all categories including Executive PhD should give Progress Seminar every year to the satisfaction of DSC during the period between Registration Seminar and Pre-submission Seminar.
- 12.6 Change of Category of Fellowship: Changing from one category of fellowship to another is permitted subject to eligibility for the new category. Eligible Project Scholars will be granted Institute fellowship at the minimum rate (i.e. rate for JRF) for a period as



applicable on the day of conversion (currently 18 months) if s/he satisfies the following conditions:

- i) s/he must have received at least 18 months of project fellowship at level of JRF/SRF or higher from a single project operating in the Institute,
- ii) her/his fellowship is terminated because of normal end of tenure of the project or the fellowship,
- iii) her/his doctoral problem was and will be fully related to the approved target of the project s/he served.
- iv) her/his registration formalities are complete,
- v) s/he has received no penalty from ISDC, nor has been involved in any examination malpractice,
- vi) s/he has a clean attendance record,
- vii) s/he was within the prescribed age bar at the time of selection, and
- viii) s/he satisfies academic requirements of Institute fellowship, e.g. a GATE/NET score where applicable.

12.7 In order to attract bright students as research scholars, the Institute has provision for award of “High Value Scholarships” with the following constraints:

- i) Such fellowships shall normally carry a value of 1.5 times the standard Institute fellowship for the category of student. If sponsors agree higher amounts of fellowship may also be given.
- ii) Such fellowships can only be given from externally funded research grants with consent of the sponsors. Faculty members may include high value fellowships in their proposals, or convert existing fellowships to high value with consent of the sponsors if not included in original proposal.
- iii) With consent of sponsors, Institute scholars, and scholars paid from other sources, may be given a top-up fellowship limited to 50% of the normal value from externally funded projects.
- iv) Neither high value fellowship nor top-up fellowship may be given from normal Institute account.
- v) All doctoral students, irrespective of the source of their fellowship may receive a periodic financial compensation for service rendered or reward for any special achievement without any money limit.

12.8 Recovery of Fellowship

12.8.1 If a doctoral student abandons her/his study prematurely s/he will be required to surrender the fellowship received, without interest.

12.8.2 In case of being terminated due to poor performance, normally there shall be no recovery. But if the DSC is convinced that the student consciously performed poorly only to avoid paying back the fellowship received, it can still recommend recovery of the fellowship paid.



- 12.8.3 In all cases, the Institute will normally not pursue the recovery, e.g. through a law court, but will deny certificates and other privileges if requested by the student.
- 12.8.4 Fellowships (JRF/SRF) paid from research projects will normally not be recovered unless explicitly mentioned at the time of award of the fellowship.
- 12.9 Total duration of fellowship from all sources shall not exceed 5 years. Beyond 15 days of absence with fellowship admissible to every PhD student per year, even if leave is approved by the competent authority for any genuine reason, fellowship shall not be paid in the corresponding year. But, after completion of 5 years from the date of commencement of fellowship payment, the period of payment of fellowship can be extended beyond 5 years by an equal number of days (maximum 40 days accumulated @10 days per year) for which leave was approved earlier. For this extension, the scholar needs to apply through proper channel. However, in no case the actual payment of fellowship to a PhD student shall exceed 60 months.
- 12.10 All students, whether with or without fellowship, will be required to assist faculty of the Department in teaching activity, the quantum of such contribution being decided by the administration from time to time.
- 12.11 Contingency Grant: No contingency grant is available for students from the Institute. However, External fellowships like UGC/CSIR/DBT etc. are often accompanied by a contingency grant to help a student carry out her/his project. Such students with external fellowship may claim reimbursement of Contingency Grant from their respective agencies. They have to submit claim to Academic Section with original vouchers for verification and recommendation of claim.
- 12.12 None of the above clauses related to fellowship is applicable for Executive PhD programme.
- 13. WITHDRAWAL**
- 13.1 A student, pursuing PhD by staying on campus, can become non-resident by taking withdrawal from the programme. Such withdrawal can be granted on one of the following grounds:
- When a sponsored student wishes to return to her/his place of work on completion of residence requirement, provided that such a scenario was mentioned in her/his application for admission and the student has a second supervisor from her/his place of employment.
 - When, on certification by the supervisors, the DSC is satisfied that almost all the experimental/computational work has been completed, and that the student can finish the rest of the project from outside. To avail withdrawal, a student needs to have completed at least **3** **2** years (~~2 years for students with MTech/MPharm degree~~) of study after Registration. ([Senate-114\[2022\]-04](#))
 - When a student, for personal or financial reasons, intends to take a temporary break and return to the Institute for completion of the work (The minimum period of work before submission of thesis is extended by the period of absence).
 - Any other circumstances, which in the opinion of the Senate, justifies



withdrawal.

13.2 The following rules shall govern the withdrawal process:

- i) The student shall do semester registration regularly, personally visiting the Institute at least once a year.
- ii) S/he shall pay all applicable fees every semester.
- iii) S/he completes the programme within the stipulated period (8 years) including the withdrawal period.
- iv) S/he will be entitled to a room in the Hall of Residence with all related facilities during her/his visits to the Institute, at approved rates of seat rent for short stay.
- v) After withdrawal, a student may register for a maximum 16 credits of Research Practice per semester plus two credits of Seminar and Technical Writing. When her/his job assignment matches exactly with her/his thesis work, the Chairman, Senate or Dean (Academic) may permit him to register for 24 RP and 2 STW credits as for the on-campus students.

13.3 The student shall submit a long report on the work done so far and plan of activities in future for scrutiny by the DSC. The Supervisor will state the status of the project and the DSC will examine the proposal. On the recommendation of DSC, a student must apply through HOD for withdrawal in prescribed form (Form AC/204) along with the long report. Withdrawal can be approved by Senate Chairman. The Assistant/Deputy/Joint Registrar (Academic) will issue a withdrawal order in Form AC/205.

13.4 ~~In case of students who secure a new job or otherwise wish to move outside the Institute before satisfying one of the above clauses they must end their doctoral programme prematurely and refund all scholarship received.~~ i) In case of students who secure a regular job, they may be allowed to convert to an Executive PhD if the coursework is complete. He will be governed by the rules and regulations of the Executive PhD program, with the date of enrollment remaining the same. ii) In case of student who want to discontinue the programme, they must refund all scholarships received. ([Senate-133\[2026\]-27](#))

13.5 Temporary Withdrawal: A student may be permitted break temporarily on a genuine reason.

13.5.1 Temporary Withdrawal may be permitted only after two years of Registration without any time penalty.

13.5.2 Within two years of registration, Temporary Withdrawal can be permitted only on recommendation of supervisor and DSC with the following time penalty:

“The student has to return to the Institute within three years from the date of temporary withdrawal to work full time till submission of thesis or till taking permanent withdrawal. In such case, the earliest date of thesis submission or the date of taking permanent withdrawal will be deferred by the duration of absence due to temporary withdrawal plus four months.”

13.6 In no case, Withdrawal or Temporary Withdrawal due to job will be permitted before registration. Any Withdrawal or Temporary Withdrawal is not a matter of right and all



cases need to be approved by Senate.

- 13.7 None of the above clauses related to withdrawal is applicable to Executive PhD programme.

14. SUBMISSION OF THESIS

14.1 Earliest Thesis Submission Date

- 14.1.1 ~~A student with MTech or MPharm degree registering in the same discipline (e.g. a student with MTech in CSE doing PhD in CSE) can submit the PhD thesis after elapse of at least 2 years from the date of registration or 3 years from the date of enrollment whichever is later. All other students can submit the PhD thesis after elapse of at least 2 years from the effective date of registration or 4 years from the date of enrollment whichever is later. For a student with MTech/MPharm/MArch/MPlan/MURP/MCP degree taking admission from AY 2025-26 onwards, can submit the PhD thesis after elapse of at least 2 years from the date of registration or 3 years from the date of enrollment whichever is later. (Senate-129[2025]-09)~~

A student with MTech/MPharm/MArch/MPlan/MURP/MCP degree registering in the same discipline (e.g. a student with MTech in CSE doing PhD in CSE) can submit the PhD thesis only after an elapse of 3 years from the date of enrollment. All other students can submit the PhD thesis only after 4 years from the date of enrollment. (Senate-133[2026]-27)

- 14.1.2 In exceptional cases, if a student completes her/his PhD work in a period less than that suggested above, the date of thesis submission of this student can be advanced if such a proposal originating from the supervisor of the student is forwarded by DSC and recommended by RPEC (its composition is shown in Appendix-IX) and finally approved by the Senate. While recommending a student for early submission, the DSC must clearly state the circumstances leading to early completion of the work. The reasons for early completion may be (i) work done by the candidate in the topic of interest prior to registration which has not been submitted to any other Institute or University for award of another degree or diploma, (ii) an exceptionally brilliant idea or experimental success, or (iii) any other reason not ordinarily expected from a full time research student. In case of reason (i), it is mandatory that this work is recorded by the DSC at the time of provisional and final registration, and the earliest date of thesis submission is notified in the Registration order. In case of reason (ii), the contents need to be accepted for publication in the most leading journals in the field with referee's comments indicating exceptional standard of the work. In exceptional cases, the relaxation can be given up to a maximum of 24 credits in minimum RP requirement for thesis submission for admission batches from AY 2025-26 onwards. (Senate-129[2025]-09)
- 14.1.3 Early submission of thesis than the due date on account of past research work, if any should be considered at the time of Provisional Registration and this cannot be done at a later stage.



14.1.4 Earliest Thesis Submission Date will be postponed on account of unauthorized leave, excess leave, maternity leave, etc. However, this cannot be advanced under any circumstances.

14.1.5 ~~An Executive PhD student, irrespective of background qualification, can submit the thesis after elapse of at least 4 years from the date of registration or 6 years from the date of enrolment, whichever is later. For admission batch 2025-26 onwards, an Executive PhD student irrespective of background qualification can submit the thesis after elapse of at least 3 years from the date of registration or 5 years from the date of enrolment, whichever is later. (Senate-129[2025]-09) 4 years from the date of enrollment. (Senate-133[2026]-27). An Executive PhD student with BTech/MSc/MA as qualifying degree can submit thesis after a lapse of at least 5 years from the date of enrollment. An Executive PhD student with a MTech/Dual degree can submit the thesis after a lapse of at least 4 years from the date of enrollment. In all cases, the minimum RP credit requirement of 96 credits will apply to the Executive PhD program. (Senate-134[2026]-03)~~

14.2 Pre-Submission Seminar

14.2.1 Pre-Submission Seminar (erstwhile, Synopsis Seminar) is required to ascertain the preparedness of the student for submission of her/his Thesis. This may be arranged any time within six months before Earliest Thesis Submission Date (original or revised) or when the Supervisor is satisfied about the readiness of the student, whichever is later. For example, Pre-Submission Seminar may be arranged on any day after 1 January, 2020 if Earliest Thesis Submission Date is 1 July, 2020.

14.2.2 Prior to submission, when the thesis is nearly ready and can comfortably be submitted within 6 months, the candidate will submit the synopsis of the thesis (typically, 10 pages including tables, graphs and references) along with thesis processing fee and present a seminar to an open audience, which will include members of DSC. Soft copies of draft thesis and draft synopsis report along with seminar notice shall be uploaded at NITRIS portal at least one week before the date of the seminar so that they are automatically emailed to all DSC members and Dean (Academic). Before allowing the student to present Pre-Submission Seminar, the DSC must check and confirm that all the following criteria have been fulfilled by him/her:

- i) Completion of Course Work (minimum 18 credits including exempted courses) with at least 7.0 CGPA (8.0 CGPA for admission batches before AY 2019-20),
- ii) Completion of STW (6 units i.e. 12 credits for MTech/MPharm/MArch/MPlan/ **MURP/MCP** and 8 units i.e. 16 credits for others) with Satisfactory (S) grade (minimum 'C' grade for admission batches before AY 2020-21),
- iii) At least 96 credits (32 Units) of RP with Satisfactory (S) grade (minimum C grade for admission batches before AY 2020-21),



- iv) Overall CGPA (course work + STW + RP) of minimum 8.0 (this clause is applicable only for admission batches before AY 2020-21), and
- v) Publication of at least one paper in any of the SCI/SCIE journals (equivalent journal for HS and SM) arising out of the work reported in thesis as first author for the student who gives Pre-Submission Seminar on or after 1st January, 2020. **Publication of at least two papers in any of the SCI/SCIE/SSCI/ABDC/A&HCI journals (or alternatively, one paper in any of the SCI/SCIE/SSCI/ABDC/A&HCI journals and one on Scopus with impact factor) effective from admission batch July, 2021 onwards. (Senate-113[2022]-06). This paper should not be a review article/ short communication/ letter to the editor. (Senate-121[2023]-21)**

14.2.3 The student shall respond to the suggestions of every DSC member. If and when the DSC is satisfied with the adequacy and originality of work done, record book keeping, quality of the thesis and satisfactory presentation of Pre-Submission Seminar, the candidate will be allowed to submit the thesis.

14.2.4 DSC should check that the thesis must contain the followings, besides the text and common matters like references, summary/conclusions, scope of future work:

- i) A certificate from the supervisor(s) that (i) the work has been carried out under her/his (their) supervision, (ii) the candidate has fulfilled all prescribed requirements and (iii) the thesis which is based on candidate's own work has not been submitted elsewhere for a degree or diploma.
- ii) An abstract of the thesis (about 500 words) with key words (maximum 20).
- iii) An introduction in which the candidates shall state whether the thesis is based on discovery of new facts or new interpretation of established facts, or based on exhaustive study and critical analysis of published work of others, or design, or development work undertaken or applied research work.
- iv) Bio-data of the candidate within one page (i.e. name, date of birth, educational qualification, research experience, professional experience, if any, and permanent home address).
- v) List of disseminations arising out of the thesis.

14.2.5 All theses should be written in compliance with guidelines for formatting dissertation as approved by senate irrespective of their departments. Students are expected to use only SI units in reporting of all experimental and computational data, and to maintain appropriate number of significant figures.



14.2.6 If the student fails to submit the thesis within six months from the date of presentation of Pre-Submission Seminar, s/he will be required to repeat Pre-Submission Seminar.

14.2.7 During Pre-Submission Seminar, the reports of supervisor and co-supervisor (if exists) are to be discussed by DSC.

14.2.8 After successful presentation of Pre-Submission Seminar, all suggestions of DSC members should be incorporated while revising synopsis report and draft thesis. PDF copies of these two revised files are to be uploaded on NITRIS portal along with the list of examiners (five each from within and outside the country) after they are approved by DSC. The computer printout of Certificate For Submission of Synopsis of PhD Thesis in AC/315 form generated from the portal of DSC Chairman shall be submitted to Academic Section for approval of Chairman, Senate enclosed with the following documents:

- i) One hard copy of synopsis of thesis
- ii) One hard copy of draft thesis
- iii) List of examiners in AC/316 form
- iv) Money receipt in support of payment of thesis processing fee as shown in Appendix-IV
- v) Copy of first page of each of minimum number (as applicable from time to time, currently it is one) of SCI/SCIE journal publication(s) with student as first author arising out of the work reported in thesis duly certified by supervisor and DSC Chairman
- vi) Similarity index report of draft thesis as checked by Senate approved software (currently, Turnitin software)
- vii) Annexure-I (Similarity Verification) of Institute's Anti-Plagiarism policy given in Appendix-XIII
- viii) Annexure-II (Self Declaration) of Institute's Anti-Plagiarism policy given in Appendix-XIII
- ix) Annexure-III (Self-Plagiarism Exclusion Certificate) of Institute's Anti-Plagiarism policy given in Appendix-XIII

14.3 Selection of Examiners by DSC

14.3.1 The foreign examiner should be selected from any institute whose QS world ranking is within ~~300~~ 500 and the Indian examiner should be from any institute with NIRF within 50 during last three years. The examiners may also be from reputed R&D laboratories like NASA, NREL, IMEC, Max Planck, ISRO, DRDO, CSIR, HRI, TIFR, BARC, DBT, ICAR, ICMR, IMSC etc). ([Senate-108\[2021\]-29\(1\)](#))

14.3.2 The person as co-author with the student in any of her/his publications at any time should not be recommended as examiner by her/his DSC.



- 14.3.3 DSC should avoid the names of relatives, classmates, past students or guides of supervisor(s) in the panel of examiners.
- 14.3.4 While suggesting the names of examiners, the following details of each examiner should be provided:
- i) Details of research area of examiner
 - ii) Link to the website of examiner
- 14.4 The scholar may be allowed to take withdrawal after delivering Pre-Submission Seminar. However, Semester Registration is to be done with “zero credit” till submission of Thesis.
- 14.5 ~~Tuition fee is waived off after the successful presentation of Pre-Submission Seminar.~~ **If any student presents Pre-Submission Seminar and the same is approved by the competent authority before the due date of semester registration, then the semester tuition fee for the upcoming semester(s) will be waived off.** However, payment of Semester Fee excluding Tuition Fee is mandatory till submission of Thesis. **If a student submits her/his final thesis within one month of the due date of semester registration, her/his semester registration fee will be waived off.** Balance Mess Fee, if applicable, will be refunded by Chief Warden Office, after all clearances from Hall of Residence are made by the scholar. **In both circumstances, the student has to register under zero credit registration. (Senate-121[2023]-19)**
- 14.6 Thesis Submission for Adjudication
- 14.6.1 Thesis for adjudication can be submitted on any date within six months from the date of Pre-Submission Seminar after the draft thesis and synopsis report are approved by Chairman of Senate.
- 14.6.2 PDF copy of thesis to be sent to examiners for adjudication shall be uploaded at NITRIS portal and the computer printout of thesis submission form (AC/318) generated from the portal of DSC Chairman shall be submitted at Academic Section along with the following enclosures:
- i) Two hard copies of the thesis neatly typed/printed and bound in a manner approved by the Senate.
 - ii) Examiner’s recommendation on thesis in AC/320 form by each supervisor
 - iii) A detailed report from each supervisor highlighting the strengths and weaknesses of the thesis, which will prove helpful in the event external examiners do not agree on the admissibility of the thesis for PhD degree.
- 14.6.3 The maximum period of submission of thesis is 8 years (10 years for Executive PhD) from the date of enrollment for all students. In all cases, DSC must be satisfied that adequate work has been done by the candidate. In case of uniquely special circumstances, the Senate may, by a formal resolution taken before the lapse of 8 years (10 years for Executive PhD), extend thesis submission date by maximum one year.



- 14.6.4 Studentship is completed from the date of thesis submission. Thus, effective period of *bonafide* studentship in the Institute is from the “Date of Enrollment” to the “Date of Thesis Submission”. However, access to NITRIS and Institute Email account shall continue to remain activated till defence seminar is completed.
- 14.6.5 “Thesis Acceptance Certificate” may be issued on submission of thesis along with duly signed submission form and clearances by the student in the prescribed format at the Academic Section.
- 14.7 Final Thesis Submission After Defence Viva
- 14.7.1 On completion of defence viva voce examination, two hard copies and soft copies in two CDs of corrected (if any changes are made) thesis may be submitted to Academic Section. One hard copy and one CD shall be archived in Institute’s Central Library, while another set shall be archived in the concerned Department’s library.
- 14.7.2 All available copies of the original version will be returned to the student. The copies available with the student and her/his supervisor(s) must also be corrected.
- 14.7.3 The following two documents may be enclosed while submitting final thesis:
- i) Declaration in Document Submission Form for Institutional Repositories (LB/IR/01 form) for putting initial embargo period as applicable on the day of submission (currently 2 years) on publishing full text of thesis for open access.
 - ii) Application for the Best PhD Thesis
- 14.7.4 Electronic copy of the thesis will be posted on Institute website (and any other sites at Institute’s discretion) for wide distribution or any manner that the Institute thinks fit.
- 14.8 The thesis must be written in compliance with Institute’s plagiarism policy for those students who are presenting Pre-Submission Seminar after 1st July, 2020. Any deliberate false statement or plagiarized text will lead to summary disqualification, in addition to other punitive measures commensurate with the offence. Degrees, even after being awarded, may be revoked if gross violation of academic ethics is established.
- 14.9 In extreme cases, if the DSC feels that the candidate cannot complete the thesis leading to PhD degree, it can recommend to the Senate for award of MTech (Research) degree subject to satisfying all requirements of the latter programme.
- 15. EVALUATION OF THESIS**
- 15.1 After successful completion of the Pre-Submission Seminar by the candidate, the DSC will suggest a list of 10 examiners (five from India and five from abroad) who are reputed academicians or professionals in the area of research. The DSC will make a conscious effort to identify active and reputed scientists in the field, preferably (but not limited to) from those whose works are referred in the thesis. The examiners’ list



along with a copy of the synopsis and copy of the draft thesis will be placed before the Chairman, Senate to select the External Examiners under both categories (Indian and Foreign). The Chairman, Senate may add any name to or delete any name from the list suggested by DSC or s/he may ask DSC for suggesting additional names.

- 15.2 The Academic Section will start processing, including contacting examiners, immediately after the serialization of examiners is completed by Chairman of Senate. The Dean (Academic) will send a formal email along with a soft copy of the synopsis requesting acceptance of Examinership. After receiving the consent, the soft copy of thesis will be emailed along with proforma of Examiner's report. In addition, the hard copy of thesis shall also be sent by post in case any examiner asks for it. In case of refusal, the second examiner in order as serialized by the Chairman, Senate will be contacted and so on. If in this process, the list is exhausted, the Dean (Academic) may ask the DSC to submit another list.
- 15.3 In the event of delay of more than 4 months in receiving the thesis evaluation report from a selected examiner, the Chairman, Senate may change the examiner to the next available choice in the approved panel if s/he is convinced that there is no hope of receiving the evaluation report from the chosen examiner.
- 15.4 The reports of the examiners shall be summarized by Dean (Academic) and placed before the Chairman, Senate. After obtaining her/his approval, the reports shall be forwarded to the DSC through HOD. There may be four possible situations arising out of the nature of the reports. The steps to be taken, appropriate to the circumstances, are laid down below:
- i) The examiners are unanimous in recommending the award of the degree without any modification of the thesis and/or asked for any clarifications. This is a clear case for going for the final requirement of defence viva voce.
 - ii) The external examiners are unanimous in recommending the award of the degree but at least one of the examiners has suggested modification and/or has asked for clarifications. The candidate in that case shall make modifications and provide the clarifications as suggested within a time to be fixed by the DSC. The thesis may be sent back to the examiners, if so desired by them, or otherwise felt appropriate by the Chairman, Senate.
 - iii) One of the external examiners does not recommend the award of the degree and rejects the thesis whereas the other external examiner recommends the award. The DSC in such a case may either ask the candidate to modify the thesis within a given time not less than four months and send the modified thesis to the same examiner again, or, recommend to the Chairman, Senate the appointment of another external examiner and send the thesis to him in its original form. The third examiner will be provided with copies of the evaluation reports of both examiners, with the names of the examiners deleted and supervisors' reports. The third examiner is expected to address explicitly to the observations of the original examiners. If the objections are adequately dealt with to the satisfaction of the third examiner, the DSC and the Chairman, Senate, the candidate will be declared successful, else s/he will be declared "failed".



- iv) Both the external examiners reject the thesis, and then the student is declared, “failed”. The candidate will not be permitted to resubmit the work.
- 15.5 After the recommendations of the DSC (either for acceptance of the thesis for the PhD degree or for its modification/rejection) have been accepted by the Senate (or its Chairman on its behalf) a copy of the reports of the examiners may be issued to the candidate at her/his request. However, the names of the examiners are not to be disclosed.
- 15.6 If the PhD thesis evaluation report submitted by any Examiner comes under Category iv and below repeatedly for second time for the same thesis, then a Warning Letter may be issued to the concerned Supervisor(s).
- 15.7 Defence Seminar
- 15.7.1 Once the reports of all the examiners have been accepted as satisfactory without any modifications/clarifications or the compliance/rebuttal to all the issues raised by examiners has been found satisfactory by Chairman of Senate on the recommendation of DSC, the candidate will have to defend the thesis before a viva voce board consisting of all DSC members and an ‘external’ examiner.
- 15.7.2 The defence will be through open type of viva voce where faculty members and students of the parent as well as other departments will be invited. The evaluation, however, will be done by the DSC along with the external examiner.
- 15.7.3 The ‘external’ examiner may either be one of the external examiners who have already adjudicated the thesis (normally by the Indian Examiner) or be another expert appointed for the purpose. The viva voce board may recommend changes in the thesis.
- 15.7.4 If the viva voce board is not satisfied, the candidate has to appear again before the board after elapse of three months. The DSC shall recommend to the Senate the award of the PhD degree if the viva voce is satisfactory and all other requirements have been fulfilled.
- 15.7.5 The defence seminar shall be in physical presence of DSC members and the External Examiner. However, if necessary, it may be conducted in online mode with the prior permission of Senate Chairman on genuine reasons.
- 15.8 Forms AC/318–320 and AC/322-325 shall be used by the departments for recording various recommendations of the committees and decisions of academic authorities.
- 16. AWARD OF DEGREE**
- 16.1 On the recommendation of the Doctoral Scrutiny Committee, the Senate or the Chairman of Senate (when the Senate is not sitting early) shall decide whether the candidate should be awarded the degree of Doctor of Philosophy. If the Chairman of Senate has approved the award of degree, the award needs to be confirmed by the Senate.
- 16.2 Normally, a student will be awarded PhD degree in the branch of study in which s/he is enrolled. But in exceptional cases, the DSC may recommend to the Senate to award



the degree in another branch depending on the contents of the thesis. This can be done at the time of provisional registration (preferred), registration or even after the thesis is submitted.

- 16.3 The student is issued with a provisional degree certificate on successful defence of the thesis and approval of Chairman, Senate. The date of approval of the results of the open defence viva voce examination by the Chairman, Senate shall be the effective date of award of degree and will be mentioned in the provisional certificate in addition to the date of defence.
- 16.4 The final degree certificate will be issued in the annual convocation which is normally held on the 3rd Saturday of every January or by any other mode approved by the Senate. Students completing their Defence Seminar (Open Viva) in a year (1 Jan to 31 Dec) are considered for the Convocation held in the next January. For example, students who had successfully completed their Defence Seminar (Open Viva) between Jan 1, 2018 to Dec 31, 2018 were awarded Degree in the XVI Convocation scheduled on 19 Jan 2019.

17. QUALITY IMPROVEMENT PROGRAMME

- 17.1 The Quality Improvement Programme (QIP) is a programme of the Government of India administered through the All India Council for Technical Education (AICTE). The programme covers education of engineering college faculty for MTech and PhD degrees. Similar programmes may also be introduced by other sponsors from time to time.
- 17.2 The studentship programme under the QIP will be administered as per the rules set by the AICTE.
- 17.3 The students admitted under QIP will be treated at par with the regular students of the Institute as far as their academic programme is concerned. It will be administered by the Academic Section of the Institute. The Academic Section will also look after their admission, stipend and release.
- 17.4 All research expenses of QIP students will be met from departmental operating grants. The full contingency grant paid by AICTE will be paid to students on submission of bills or transferred to the Departmental Operating grant or to Institute Endowment Fund for maintenance of equipment and computing facilities provided to QIP students, and for research consumables. The Institute will also meet all expenses towards travel for data collection and attending conferences etc. at par with other research students.
- 17.5 The travel and daily allowances of QIP students will be same as that of other sponsored students of the Institute.
- 17.6 Request for travel for data collection or attending conferences as well as TA bills of sponsored students shall need approval of HOD, like it is done for regular students.
- 17.7 QIP students will be entitled to leave at par with regular students of the Institute. Leave is not transferable to or from their parent institutions.
- 17.8 QIP students on the PhD contact Programme will not be considered as regular students. They will, however, be permitted to use Institute Library (without borrowing



facilities) and departmental facilities. Academic Section will issue a temporary Identity card to these students.

- 17.9 If a QIP student cannot complete her/his academic programme before the end of her/his period of deputation (from her/his parent institution), s/he is required to seek withdrawal from the Institute to join her/his parent institution, prior to the expiry of her/his deputation. Her/his request for withdrawal will be examined by her/his DRC and its recommendations will be forwarded to the Academic Section. The student should make arrangement for completion of her/his academic programme.
- 17.10 A QIP student will be given release order on completion of or taking withdrawal from the academic programme, surrendering accommodation, and clearing all dues to the Institute.
- 17.11 In addition to the forms used by other students, a QIP student shall use forms AC/351-360 for various activities related to QIP.

18. CONDUCT AND DISCIPLINE

- 18.1 Students shall conduct themselves within and outside the campus of the Institute in a manner befitting the students of an Institution of National standing.
- 18.2 Apart from Academic Regulations, the Institute has also well laid SAC Regulation, Hostel Regulation, Disciplinary Manual, etc. Students are advised to maintain strict discipline all the time particularly during examinations and behave cordially with everyone within and outside the Institute.
- 18.3 The rules regarding conduct and discipline are given in Appendix-X. The conduct rules for students staying in Halls of Residence are given in Appendix-XI.

19. PROGRESS OF RESEARCH PROGRAMME

- 19.1 The progress of the research programme of a student shall be continuously monitored by the DSC. In practice, the committee will depend on inputs from the supervisors, HOD and the student. It will be the responsibility of the student to ensure that her/his papers remain up to date in matters of registration, course work, extension of fellowship, withdrawal and other formalities. In case of any deficiency, s/he should draw attention of her/his supervisor(s) and HOD, and if unsuccessful, that of the Dean (Academic) and Chairman, Senate.
- 19.2 Although rare, sometimes there may be a breakdown of communication between a student and her/his supervisor due to physical distance or due to personal reasons. It shall be the responsibility of the student to bring such matters to the attention of HOD, Dean (Academic) and Director. The Institute shall do the needful to establish communication or to make alternative arrangement.

20. TERMINATION OF STUDENTSHIP

- 20.1 The studentship of a PhD student may be terminated by the Senate on exceptional grounds as listed below:
- i) Recommendation of Institute's Disciplinary Committee.
 - ii) Failure to do semester registration for two consecutive semesters.
 - iii) Failure to clear comprehensive exam in three chances.



- iv) Failure to complete registration within two years from the date of enrollment.
 - v) Poor progress as noted by the DSC and DRC. Such a decision may be implemented only after approval of the Senate.
 - vi) Prolonged absence (exceeding six months) from the Institute without sanctioned leave or withdrawal.
- 20.2 If a student likes to discontinue the programme on her/his own, this may be permitted by Chairman of Senate on the recommendation of Supervisor, HOD and Dean (Academic).

21. TRANSITION ISSUES

These revised regulations shall come into effect from AY 2021-22 Autumn Semester. Students enrolled prior to this date shall also be covered under these regulations, except when the implementation of these regulations leads to obvious anomalies and serious hardship to the students. The final decision on each specific issue will be taken by the Senate (or Chairman Senate on its behalf) on case-to-case basis.

22. DISSEMINATION OF INFORMATION

- 22.1 A copy of this document shall ordinarily be given in print or electronic form to every PhD student on admission to NIT Rourkela. It will also be made available on the Institute's website. Not possessing a copy, however, shall not exempt a student from complying with these regulations.
- 22.2 The Assistant/Deputy/Joint Registrar (Academic) is authorized by the Institute to issue formal certificates of studentship (Form AC/115) and Expenditure Certificate (Form AC/116). Dean (Academic) will sign all certificates of studentship on behalf of the Director when external agencies seek such certificates from Head of Institution.
- 22.3 On publication of final results a student will be issued a course completion certificate on Form AC/127 and an Institute leaving-cum-migration-cum-conduct certificate on Form AC/126. Both forms AC/127 and AC/126 will be signed by Assistant/Deputy/Joint Registrar (Academic) and Dean (Academic) on behalf of the Director. The final degree certificate will be signed by Registrar and Director.

23. EXCEPTIONS

- 23.1 Notwithstanding anything stated in the rules, the Senate can make special provisions and exceptions depending on the merit of a case. Such cases shall not be cited as precedence in future occasions of similar nature, because two situations appearing similar may not be identical.
- 23.2 In emergency situations, the Director in capacity of the Chairman of Senate, can exercise powers of the Senate and discharge the functions of the Senate. Such decisions must be reported to the Senate at its next meeting.

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List of Departments Offering PhD Programme**A. ENGINEERING**

1. BM : Biotechnology and Medical Engineering
2. CE : Civil Engineering
3. CH : Chemical Engineering
4. CR : Ceramic Engineering
5. CS : Computer Science and Engineering
6. EC : Electronics and Communication Engineering
7. EE : Electrical Engineering
8. FP : Food Process Engineering
9. ID : Industrial Design
10. ME : Mechanical Engineering
11. MM : Metallurgical and Materials Engineering
12. MN : Mining Engineering

B. SCIENCE, ARCHITECTURE, MANAGEMENT, HUMANITIES AND SOCIAL SCIENCES

1. CY : Chemistry
2. ER : Earth and Atmospheric Sciences
3. HS : Humanities and Social Sciences
(PhD in English, Psychology, Economics and Sociology only)
4. LS : Life Science
5. MA : Mathematics
6. PA : Planning and Architecture
7. PH : Physics and Astronomy
8. SM : School of Management



Qualifying Degrees for Admission to PhD Programme

Department	Academic Eligibility / Primary and Secondary Disciplines
Biotechnology and Medical Engineering (BM)	A Master's degree in Engineering (any branch) / Medicine / Dental / Pharmacy / Veterinary OR a bachelor's degree in Engineering (any branch) / Medicine / Dental / Pharmacy / Veterinary with valid GATE / NET / BET / GPAT score OR a MSc degree in Biotechnology / Life Sciences / Physics / Chemistry / Allied Sciences with 1 st class in UG and PG degree with a valid GATE / NET / BET / GPAT score or any National level eligibility test.
Civil Engineering (CE)	MTech in Civil/Mining/Mechanical/Agricultural/ Chemical Engineering OR BTech (with GATE) in the above disciplines. BTech in Civil Engineering (with GATE) or BTech in Civil Engineering with MTech in relevant specialization. (Senate-116[2022]-06)
Chemical Engineering (CH)	MTech (in Chemical/Petroleum and Petrochemical/ Energy/ Environmental /Metallurgical and Materials /Ceramic/ Mechanical /Biochemical/Biotechnology/ Nanotechnology and any other relevant branch of Engineering, and Technology OR BTech (with GATE) OR MSc (with GATE in Chemical Engg). BTech or equivalent/ MTech or equivalent in Chemical Engineering/ Chemical Technology/ Biotechnology/ Petrochemical Engineering/ Petroleum Technology/ Process Control and Instrumentation/ Polymer Technology/ Biochemical Engineering/ Energy Engineering/ Nanotechnology/ Environmental Engineering and allied branches; or MSc in Chemistry/ Physics/ Mathematics/ Environment/ Polymer/ Nanoscience and allied discipliner with Mathematics at +2 level. For fellowship category, valid GATE score is mandatory for BTech & MSc qualifications. (Senate-116[2022]-06)
Ceramic Engineering (CR)	BTech (with GATE) / MTech in Ceramic / Metallurgical and Materials / Chemical / Mechanical Engg. / Biomedical Engg / Nanotechnology / Biotechnology OR MSc (with GATE) in Physics / Chemistry / Materials Science / Nano Science.
Computer Science and Engineering (CS)	BTech (with GATE/Any National Level fellowship) / MTech in Computer Science and Engineering / Information Technology OR MCA OR MSc (with GATE/ Any National Level fellowship) in Computer Science / Information Technology.
Chemistry (CY)	MSc in Chemistry / Physics / Biochemistry / Biotechnology / Nanoscience and Nanotechnology / Bioinformatics / Industrial Chemistry / Applied Chemistry / Environmental Chemistry / Food Science and Technology / Nutrition OR MPharm OR BTech / MTech in Chemical / Ceramic / Metallurgical and Materials Engineering / Biotechnology.
Electronics and Communication Engineering (EC)	BTech (with GATE) / MTech in Electronics / Electrical / Electronics and Communication / Electronics and Telecommunication / Electronics and Instrumentation / Applied Electronics and Instrumentation / Electrical and Electronics Engineering/ Computer Science/ Computer Science and Engineering/Biomedical and allied; MCA/MSc(with GATE/any national level fellowship) in Electronics/ Computer Science/Information Technology/Physics/Mathematics/Biomedical and allied (Senate-124[2024]-



	17)
Electrical Engineering (EE)	BTech (with GATE/any national level fellowship); MTech/ME/M.S. in Electrical/ Electronics/ Communications/ Computer Science/ Instrumentation / Control Engineering/ Biomedical/Material Science/Engineering Physics or allied engineering branches; or equivalent or Microelectronics/Solid-state Technology/MEMS/Nano Science/Nano Technology/Material Science/Engineering Physics or equivalent, relevant to the area of research OR BTech/BE in Electrical/Electronics/Communications/ Computer Science/ Instrumentation / Control Engineering or equivalent or Microelectronics/Solid-state Technology/MEMS/Nano Science/Nano Technology/Material Science/Engineering Physics or equivalent, and having a CGPA/CPI score of 8.00 (out of 10.0) and above with valid GATE score can apply for admission to PhD programme; MCA or MSc (with GATE/any national level fellowship) in Physics/Electronics/Mathematics/Computer Science/IT/ Biomedical and allied (Senate-130[2025]-04)
Earth and Atmospheric Science (ER)	MSc / MTech in Geology / Applied Geology / Geophysics / Environmental Science / Remote Sensing / Chemistry / Physics / Atmospheric Science / Meteorology / Oceanography / Mathematics OR related disciplines in Science OR BTech / MTech in Civil / Mining / Electronics and Computer Science Engineering.
Food Process Engineering (FP)	B. Tech with MTech in Food Processing Engineering / Food Technology / Agricultural Process Engineering / Post Harvest Engineering / Agricultural Engineering or any other relevant branch of Engineering/Technology.
Humanities and Social Sciences (HS)	MSc / MA in relevant subjects OR BTech / MTech in any branch of Engineering OR MBA. Candidates with UGC NET/JRF qualification will be preferred.
Industrial Design (ID)	BDes/BE/BTech with M.Des/ME/MTech in any discipline. BDes (with CEED); BE/BTech (with GATE); MDes/ME/MTech/MArch in any discipline including Ocean Engg./Marine Engg./Naval Engg. etc.; MCA or MSc in any discipline with GATE/NET (Senate-129[2025]-07)
Life Sciences (LS)	MSc in Life Sciences / Botany / Zoology / Microbiology / Biotechnology / Biochemistry / Bioinformatics / MBBS / BVSc./ Bio-Physics / Food Science and Technology, BTech / Integrated MTech / MTech in Biotechnology or any branch of biological sciences, BPharm/MPharm, MS in any branch of biological sciences.
Mathematics (MA)	MSc in Mathematics / Statistics / Computer Science / Information Technology / MCA and First class Honours or equivalent in B.Sc. with Mathematics / Statistics as Honours subject. OR BTech / MTech in any branch of Engineering or equivalent.
Mechanical Engineering (ME)	BTech (with GATE)/MTech in Mechanical / Machine Design / Thermal / Cryogenic / Mechatronics / Robotics / Mechanical Vibrations / Automobile / Production / Manufacturing / Industrial Management / Aerospace/ Aeronautical Engineering / Composites / Tribology / Fluid Flow and Heat Transfer.



	BTech/BE (with GATE) in any branch; MTech/ME in any branch; MBA (with NET) in Operations Management specialisation; MSc (with GATE) in Physics, Chemistry, Mathematics, Life Science, Electronics, Computer Science, Data Science, Big Data, Artificial Intelligence, or Environmental Science. (Senate-129[2025]-08)
Metallurgical and Materials Engineering (MM)	BTech/MTech in Computer Science /Metallurgy / Metallurgical and Materials Engineering / Ceramic / Chemical / Mechanical / Production / Manufacturing Engineering OR MSc in Physics/ Chemistry /Materials Science. (Senate-128[2025]-15)
Mining Engineering (MN)	BTech/MTech in Mining / Civil / Environmental / Chemical / Electronics / Electrical / Instrumentation / Computer Science / IT / Mechanical / Metallurgical and Materials Engineering OR MSc in Geology / Geo-Physics / Environmental Science / Remote Sensing / Mathematics / Statistics / Chemistry / Physics.
Planning and Architecture (PA)	BArch (with GATE)/ BPlan (with GATE)/ MArch/ MPlan / MCP / MURP / MUP/ MOP / MTRP / MTech/ MBA (Urban Management) or equivalent (with GATE) -(Senate-117[2022]-08)
Physics and Astronomy (PH)	MSc in any branch of Science with Mathematics and Physics at B.Sc. level OR BTech in any branch of Engineering.
School of Management (SM)	Master degree in Technology, Business Administration, Arts, Science, Commerce, Pharmacy OR Bachelor degree in Technology in any discipline OR CA(FINAL) from ICAI OR LLM(LAW)

NOTE :

1. Science students admitted to PhD programme in Engineering need Mathematics in +3 level. Students without Mathematics in +3 level may be admitted under the condition that they will have to register for 16 credits of 1000 and 2000 level Mathematics and Computer Science courses (Theory and Practical) in addition to their normal course requirement, and secure at least C grade in each course.
2. If a candidate does not have minimum qualification score in GATE, s/he may be still eligible if s/he has qualified in any other national level equivalent fellowship examination.

APPENDIX-III

Norms for Admission of Sponsored Candidates

1. The Institute may admit persons who are employed in other organisations (institutes/ research organisations/industries) to PhD, MTech and MTech (Research) programmes of any discipline.
2. Such candidate should have eligibility requirement as specified in Clauses 2.1 and 2.2
3. These candidates must have a total of minimum 2 years full time experience in the sponsoring organisation. The candidates must produce evidence of their work experience in the form of appointment letter, salary slips, identity cards etc. for the satisfaction of Departmental Research Committee (DRC). A simple letter from the employer will not suffice. It is the responsibility of the candidate to convince the DRC that s/he has served continuously for two years in the sponsoring organization and that it is a reputed institution or industry.
4. The requirements of 2 years experience may be relaxed for personnel with permanent



job (including probation) in the Central or State Govt. or an organization fully owned by the Government on request of the concerned organisation.

5. Research students holding designation of JRF, SRF or similar fellowship and sponsored by Govt. organizations (e.g. CSIR Lab.) are exempted from 2 years experience requirement. They must be selected through national competition and must qualify in GATE/NET or similar tests.
6. Intending sponsored candidates must submit their applications in prescribed form for admission through their employers with suitable endorsement.
7. The sponsored students normally are required to stay in the Institute till completion of assigned work and submission of the thesis. However, in special cases, their residential requirement can be reduced by Chairman Senate on recommendation of the DSC/MSc to six months, provided they do not have to complete any course work during normal semesters. Continuous periods of stay less than 2 months in duration will not be counted.

In case of candidates from Central Government R&D Institutions, if the Department can arrange summer courses or guided self-study courses, or a candidate can attend equivalent courses in an Institute/University (not affiliated college) of repute near her/his place of work, the residential requirement of 6 months may be satisfied in a split mode.

8. Sponsored candidates who intend to do a part of their work in the place of employment will be assigned a joint supervisor from their place of work, the details of which are given in the regulations.

The DRC will ensure that sufficient number of qualified and experienced scientists/engineers are employed in the parent organization, so that one of them will serve as the second supervisor. The employer may enclose a copy of the biodata of the proposed second supervisor, which will be examined by the DRC.

9. It is the responsibility of the candidates to furnish all necessary documents to convince the DRC on the credentials of their employer-organisation that the work (or a major part of the work) can be successfully carried out in their organisation. Annual reports of the institutes, faculty list and qualifications, publication lists and any other material that the candidate considers to be relevant may be presented.
10. On completion of a course, a sponsored student is required to join back in the sponsoring organization and serve for a minimum period equal to the number of years of study i.e. 2 years after MTech (Research) and 3 years after PhD, unless specifically released by the sponsor for a justified reason. The Institute, at its discretion, may refuse placement or admission in another programme to a student not intending to return to her/his parent institute, particularly when there is indication that the student or the sponsor has not acted in good faith. Such decisions shall be made by the Senate, or Chairman Senate on its behalf.
11. Detection of any breach of trust, submission of misleading document or concealment of information shall lead to termination of studentship at any stage of a student's tenure. In



such a case fees already paid shall not be refunded.



Fee Structure

Sl No.	Fee Head	Amount in Rs	
		PhD/ MTech (Research)	Executive PhD
1.	Admission fee including Hall of Residence admission (one time fee)	2500	2500
2.	Tuition fee (per annum)	15000	50000
3.	Other fees (Exam., Library, Electricity etc.) (per annum)	6000	6000
4.	Institute Emergency Fund (One time fee – to be directly deposited into corpus fund at the time of admission)	Nil	10000
5.	Student Activity fee (per annum)	4000	Nil
6.	Medical fee (per annum)	4000	Nil
7(a)	Hostel seat rent (per annum)	10000	Nil
7(b)	Family Accommodation rent (per annum)		
	SSB Hall (Single room)	12000	Nil
	SSB Hall (Double room)	15000	Nil
	VK Hall	24000	Nil
7(c)	Permitted to stay outside	Lower fees appropriate to the hall to which attached	Not Applicable
7(d)	Hostel establishment fee (per annum) in VK Hall	20000	Nil
	Hostel establishment fee (per annum) in all Halls except VK Hall	10000	Nil
8.	Souvenir fee in pre-final semester	Nil	Nil
9	Caution Money (one time fee, refundable)	10000	5000



Miscellaneous Fees

Sl No.	Fee Head	Amount in Rs	
		PhD/ MTech (Research)	Executive PhD
1	Grade Cards and Certificates (Original)	NIL	NIL
2	Grade Cards and Certificates except degree certificate (Duplicate)	1000	1000
3	Duplicate Certificate to correct errors	NIL	NIL
4	Degree Certificate (Duplicate) with Police FIR and Affidavit	5000	5000
5	Duplicate Identity Card	1000	1000
6	Duplicate Health Card	NA	NA
7	Delayed Registration	500	500
8	Delayed Payment	1000	1000
9	Official transcripts for students (one time payment)	-	-
10	Official transcripts for student per institution (Subject to a minimum fee of Rs. 500)	200	200
11	Official transcripts for Alumni per institution (Subject to a minimum fee of Rs. 1000)	500	500
12	Summer course fee (per course)	3000	3000
13	Alternative Mid-sem or supplementary exam (per course), if permitted	750	750
14	Mid-term TC fee	1500	1500
15	Thesis processing fee (for PhD and MTech (Research) students)	5000	20000
16	Degree verification fee	500	500
17	Convocation fee	2500	5000
18	Miscellaneous services (each service)	1000	1000

Note:

- 1) Tuition fee and all other fees except the one time fees will be collected in two equal installments during semester registration. In case of mid-semester admission full semester fees are payable.
- 2) SC/ST students taking admission in all postgraduate and research programmes except



MBA are exempted from paying tuition fee.

- 3) The semester fees shall normally be payable at the time of admission for 1st semester and on or before semester registration for every subsequent semester unless otherwise permitted by the competent authority. Delayed payment and/or registration will attract a late fee, which cannot be waived.
- 4) Late registration fee is distinct from late fee charged for delay in fee payment.
- 5) Mess fees and fines will be collected along with the Institute fees.
- 6) There shall be no system of partial payment. The Institute will raise demand note for full amount.
- 7) Students provided with family accommodation in Institute quarters (if any) will be attached to a hall for married students. They will pay seat rent at higher rates of S.S. Bhattanagar (SSB) and V. Kurien (VK) Halls of Residence as applicable
- 8) Married students given accommodation in the SSB/VK Hall will pay seat rent appropriate to their room type plus establishment fee. In case of married research students, where both spouses are students of this Institute, one of them (against whom room is allotted) will pay seat rent applicable to SSB/VK Hall, while the other will pay at a rate applicable to single room of other Hall. The later student will be exempted from paying establishment fee.
- 9) Hostel seat rent (except that for family accommodation) includes electricity charges up to 50 units per student per month, average. Excess consumption will be billed extra, uniformly for all the students of the hall.
- 10) Tuition fee, Development fee and all other fees can be borne by research projects on recommendation of P.I. for students of all categories, if the student's research activity has a bearing on the project.
- 11) Medical fee will entitle the student to free treatment and medicines at the Institute Health Centre, plus limited insurance cover against hospitalization if such a scheme is adopted by the Institute.
- 12) Students are required to pay fees during all the semesters (or part thereof). They are in the roll of the Institute, from admission till graduation/thesis submission (for research students).
- 13) Institute employees enrolled in MTech (Research) or PhD programme are exempted from all fees except Admission fee and Thesis Processing fee.
- 14) Foreign students coming under different schemes will pay tuition fee at a rate fixed under the scheme, instead of the rate given above.
- 15) PhD, MTech (Research) and MTech students who are granted withdrawal are exempted from paying fee under Medical fee and hall establishment fee.
- 16) Locally Sponsored research students are exempted from paying Hall establishment fee. However, they are required to pay seat rent.



- 17) Students permitted to stay outside the halls at their own request shall pay full seat rent and establishment fee for the hall s/he is attached to.
- 18) The seat rent chargeable to students who have taken withdrawal during short term visit to the Institute shall be 10% of annual rent for each month (30 days) or part thereof.
- 19) When persons other than students are given hall accommodation, they will pay seat rent at the same rate as for students, but on 6 monthly basis, payable at entry, in January and in July, irrespective of their date of entry. Every payment amount shall be 50% of annual seat rent.
- 20) Students applying for DSc degree will pay thesis evaluation fee equal to that for PhD students.
- 21) If a student fails to submit final thesis within one month of acceptance of synopsis and draft thesis by the Academic Office, the thesis processing fee needs to be paid again.
- 22) There is no provision of waiver/condoning of any of the fees, including late fees even if the student had genuine reason to be late. However, under truly exceptional circumstances, where delays take place due to lapses by the Institute (e.g. failure of computer system), the senate can approve refund of the late fees collected.
- 23) The fee structure stated above is for AY 2020-21. It may be revised from time to time which shall be applicable.



Guidelines for Use of Project Record Book

1. The Project Record Book constitutes the bona fide record of project work carried out by undergraduate, postgraduate and research students of NIT Rourkela.
2. The book contains day to day record of all conceptual, analytical, laboratory and computational activities carried out by a student as a part of her/his project.
3. It is a permanent record of academic activity and contains intellectual property created by the student and her/his supervisor.
4. The book should be treated with respect and maintained with care. Pages must not be torn or used for rough work.
5. The student should record all her/his thoughts, observations, flow charts, computational steps etc., directly on this notebook. Use of second rough book and final copying to this record book is discouraged.
6. All information recorded here must start with a date on the left margin. The work of the day must be organized into sections such as objective, experimental or computational methods, observations, programme flow charts, pseudo-codes, conclusion, discussion etc., as relevant to the problem at hand. Short computer prints, photographs, charts and graphs may be pasted neatly wherever necessary.
7. The supervisor should examine the progress of the student and record her/his observations, comments and suggestions in a regular manner, typically once every week.
8. The student must produce this record book before all Examination Boards for evaluation and grading of her/his day to day performance, and for award of medals and prizes (see Appendix-XII). The first evaluation of the project will be made based on the record book only.
9. On completion of the project, the student must surrender this book to her/his supervisor for archiving. If the same problem is continued by students of the following batch, the supervisor may choose to give it to those students for the sake of continuity. Projects with supervisor intellectual material may be sent to Departmental Library for permanent archival.
10. The students who do work worth publishing and/or patenting are advised to proceed with those activities. The IPR Cell of the Institute will organize the patenting process.
11. All research students shall be provided with Project Record books as per need with no limit on the number of books used. Blank books shall be provided by the Department Office or by the Academic Section.



Composition of Departmental Research Committee (DRC)

The following are the members of the Committee:

- | | | | |
|-----|--|---|----------|
| i) | Head of the Department (Ex-officio) | - | Chairman |
| ii) | Six faculty members selected by the HOD on rotation basis. | - | Members |

Membership will be limited to regular faculty members with a PhD degree. The HOD shall ensure that all academic groups of a department are well represented.

A faculty who is enrolled for a degree at the Institute or outside cannot be a member of the DRC.

The Committee shall be reconstituted at the beginning of every academic session.

The composition of the DRC shall need approval of the Director.

The functions of the Committee are as follows:

This Committee will have two different functions: one related to Postgraduate studies and the other related to Research Activities leading to PhD degree. The functions related to the PhD programme are given below.

1. To conduct the process of selection of the research scholars according to PhD regulations, and recommend candidates for admission.
2. To recommend the deserving cases for Institute scholarship.
3. To recommend supervisors for the PhD candidates.
4. To constitute Doctoral Scrutiny Committees.
5. To continuously monitor the progress of work of all enrolled PhD students and to recommend remedial measures for poor performance, if any, except Annual Progress Seminars which are to be monitored by respective DSCs.
6. To decide on special issues, such as exemption of residence requirement, allocation of supervisor on retirement or long leave of Principal supervisor etc., in consultation with Doctoral Scrutiny Committees.
7. Any other duty assigned by the Senate or the HOD related to the Institute's research programme.



Guidelines for Travel Application for Academic Activities**TRAVELS COVERED**

These guidelines cover all types of travel of academic nature, which are processed through Academic Section. For example, travel to attend (including presentation of paper) conferences, workshops, seminars, summer/winter schools, specialized trainings, etc. as well as travel for collection of data, conducting experiments, etc.

In other words, these guidelines are not applicable for SAC Leave and T&P Leave, which are approved by Dean (SW) and HOD (TP), respectively. Scholars may inquire details in SAC and T&P Office for same.

NUMBER OF TRAVELS PERMITTED

Nature of Travel	Number of Occasions
Travel outside India for Conference with Institute funding	1
Travel outside India for Conference with external funding or no financial implication on Institute	As may be permitted by respective departments
Travel within India for Conference with Institute funding	4 (no annual restriction)
Travel within India for Conference with external funding or no financial implication on Institute	As may be recommended by respective departments
Travel outside India for workshops, seminars, summer/winter schools, specialized trainings, etc. with Institute funding	Nil
Travel within India for workshops, seminars, summer/winter schools, specialized trainings, etc. with Institute funding	As may be recommended by respective departments at their discretion
Travel within India for collection of data, conducting experiments, etc. with Institute funding	
Travel within India for workshops, seminars, summer/winter schools, specialized trainings, etc. with external funding or no financial implication on Institute	As may be recommended by respective departments
Travel within India for collection of data, conducting experiments, etc. with external funding or no financial implication on Institute	

DOCUMENTS REQUIRED

Nature of Travel	Documents Required
Conference (Paper Presentation)	Conference Brochure Participation Confirmation Letter/Email First page of submitted paper as such NOC from Supervisor that this paper has not been presented before by any body else
Conference (Participation only)	Conference Brochure Selection Confirmation Letter/Email
Workshops, Seminars, Summer/Winter Schools, Specialized Trainings, etc.	Programme Brochure Selection Confirmation Letter/Email One page write-up of benefits expected
Collection of Data / Conducting of Survey	Correspondence with external agencies wherever applicable Daily Tour Plan for entire duration
VISA Related	Office Order for travel outside India Intimation from VISA Office / VISA Appointment Confirmation Slip

Conducting Experiments	Correspondence with external agencies A clear mention of the fact that the proposed experimental facility is not available in the Institute and reason for choosing the particular organization in the Supervisor's Comment in NITRIS application
Others/Misc.	Correspondence with external agencies wherever applicable Clear recommendation of Supervisor with proper justification in the Supervisor's Comment in NITRIS application

NOTE – All the above documents (as applicable in each case) need to be in separate pages and then merged into a single .pdf file and uploaded in the NITRIS.

APPLICATION PROCEDURE

Submit application in NITRIS (Attendance and Leave) attaching all the documents as stipulated above.

Processing will be done online without any other requirement by the scholars in case of travel within India. After approval of Dean (Academic), system generated Office Order will be issued.

However, in case of travel outside India, the scholars are required to take a printout of the NITRIS application after recommendation of the Supervisor as well as HOD, attach prints/photocopies of all the required documents which has been uploaded by them in NITRIS and send through their department office by FTS. These applications will first be processed offline for taking approval of the Director before issue of typed Office Order. NITRIS approval will be done only after issue of the Office Order.



APPLICATION FOR VISA INTERVIEW

Though tentative dates are mentioned in the main application for travel outside India, separate application in NITRIS is to be submitted for travel related to VISA. This application can be made only after receiving Office Order for travel outside India. Mention/Choose “VISA related” in the purpose of travel.

NOTE - TA Bill for travel related to VISA is to be submitted along with TA bill for travel outside India after return. Copy of both Office Orders are to be attached.

COLLECTION/ISSUE OF OFFICE ORDER

Scholars are required to collect their original Office Orders for travel within India from Academic Section as the same is issued only against receipt of the scholars in a Register maintained for this purpose. In extreme cases, collection of Office Orders by another Scholar may be permitted depending upon the case. These are not sent by FTS.

Scholars are advised to check approval status by Dean (Academic) before coming to Academic Section. Only after approval, they may meet the concerned staff who will arrange issue of the Office Order within 5-10 minutes. Timing for collection of Office Orders for travel is strictly 12:00 h – 12:45 h and 17:00 h – 17:45 h.

Office Orders for travel outside India will be sent to the department through FTS.

PROCESSING TIME and FOLLOW-UP

Processing of NITRIS applications for travel within India normally takes up to 3 working days after approval by the HOD and processing of hard copy applications for travel outside India normally takes up to 7 working days after receipt of the hard copy through FTS in Academic Section.

Scholars may visit Academic Section strictly between 12:00 h – 12:45 h and 17:00 h – 17:45 h to inquire status of their application if the same has not been approved/rejected/returned only after expiry of above period.

No queries in this regard will be entertained before above time period and except during above timing.

REJECTION OF TRAVEL APPLICATION

Sometimes, the NITRIS applications are rejected while processing. Reasons for rejection and/or suggestion for compliance is given while doing so which becomes visible in the scholar's login. In such cases, the concerned scholar need to apply again for the travel after complying the requirements and further process is repeated {i.e. Supervisor → HOD → AR/DR/JR (AC) → Dean (Academic)}.

Compliance required, if any for travel applications for outside India are intimated to the department by returning the original travel application by FTS. The same application need to be returned after compliance.



REIMBURSEMENT LIMITS

Senate-121[2023]-20

Expenditure	Limit for Institute Fund	Limit for SRICCE Fund
Travel with Institute fund	III AC / AC Bus	II AC / AC Bus
Food (Rs/day)	200 600	200
Accommodation (Rs/day)		1500
Local Travel at Duty Station (Rs/day)	Nil 100	100
Registration Fee (Rs)	5000 7000	As per PI approval and/or provision of the Sponsor
Travel outside India (VISA Expenses + Travel + Hotel + Per Diem + Registration + Others in Rs)	50% of total expenditure subject to maximum of 1.00 lakh	

- For air travel outside India, scholars may travel by Air India both ways and get 50% of the total round-trip fare or may travel only one side by Air India and get 100% of that side air fare. Other side travel may be by any other airline for which no reimbursement will be made.
- Air travel within India may be by any airlines but claim will be limited to train fare.
- Tickets to be made from Air India / IRCTC website only. Purchase from private travel agents not allowed.

SUBMISSION OF TA BILLS

TA Bills are to be prepared in Form-ES/05 available in Institute website attaching the following documents and forwarded by the HOD to Finance & Accounts Section by FTS. These are not to be submitted to Academic Section.

Link for Form - ES/05 :

<https://nitrkl.ac.in/docs/Regulation Form/Form/20092018181606738.pdf>

- Original Office Order(s) issued by Academic Section (One may keep photocopy for her/his use)
- Special approvals taken if any relating to travel by taxi, private airlines, etc.
- Tickets, Hotel Vouchers, Boarding Pass (original)
- Copy of Attendance/Participation Certificate
- Copy of Conference Return Seminar Notice downloaded from Institute website in case of conferences, workshops, seminars, summer/winter schools, specialized trainings, etc.
- Copy of Tour Report with observation/remark/certification of Supervisor in case of experiment, survey, data collection, etc.

Note – Above list is not exhaustive. Finance & Accounts and/or Internal audit Office may insist for submission of any other document/approval as per their need and the same must be complied with.



Composition of Academic Programme Oversight Committee (APOC)

The Senate shall have 4 major Committees to assist it in administration of the Academic programmes:

UGPEC:	Undergraduate Programme Evaluation Committee
PGPEC:	Postgraduate Programme Evaluation Committee
RPEC:	Research Programme Evaluation Committee
APOC:	Academic Programme Oversight Committee

Composition of Academic Programme Oversight Committee

1. One Senior member of the Senate : Chairman
2. 4 members of faculty nominated by Senate : Member

Functions

- To monitor holding of classes (theory, laboratories and design) regularly in all courses across the Institute and ensuing compliance.
- To ensure that lost classes are compensated.
- To ensure that teaching assistants assist the faculty in preparation of assignment and collection and evaluation of answers.
- To examine question papers for proper academic standard, coverage of syllabi, time required to answer, format or printing and proper units, after examinations are over.
- To ensure proper implementation of Seminar and Technical Writing course
- To ensure that such students as well as UG/PG students in project semester use project record books effectively and that marks awarded relate to the record books.
- The APOC will be assisted by Departmental Academic Programme Oversight Committee (DAPOC) who will normally report their observations to respective HODs, but will be guided by the APOC in implementation of their departmental responsibilities.

Composition of DAPOC (Departmental Academic Programme Oversight Committee)

1. Senior member of the faculty nominated by HOD : Chairman
2. Two other senior members of faculty nominated by HOD : Members

The composition of the DAPOC shall need approval of the Director.



Functions

- To monitor holding of classes (theory, laboratories and design) regularly in all courses across the Institute and ensuing compliance.
- To ensure that lost classes are compensated.
- To ensure that teaching assistants assist the faculty in preparation of assignment and collection and evaluation of answers.
- To examine question papers for proper academic standard, coverage of syllabi, time required to answer, format or printing and proper units, before and after examinations are over.
- To ensure proper implementation of Seminar and Technical Writing course.
- To ensure that such students as well as UG/PG students in project semester use project record books effectively and that marks awarded relate to the record books.



Composition of Research Programme Evaluation Committee (RPEC)

- | | | | |
|----|---|---|------------------|
| 1. | Dean (Academic) | - | Chairman |
| 2. | Dean (Student Welfare) | - | Member |
| 3. | Four Senate Members to be nominated by the Senate, for a period of two years by rotation. Two members will be inducted during alternate years | - | Members |
| 4. | Heads of the Depts. concerned to be co-opted, whenever necessary | - | Member |
| 5. | Assistant/Deputy/Joint Registrar (Academic) | - | Member Secretary |

Functions

- (i) To suggest the norms of admission of scholars to various research programmes leading to DSc, PhD, MTech (Research) degrees of the Institute.
- (ii) To scrutinize and recommend on the proposals of the Departmental Committees for Postgraduates Studies and Research, in respect of offering research scholarships, fellowships and associateships.
- (iii) To recommend draft regulations pertaining to academic and residential requirements for research programmes leading to DSc, PhD, MTech (Research) degrees.
- (iv) To scrutinize and recommend on the proposals of Doctoral and Masters Scrutiny Committees in respect of registration, progress and continuance of research programmes for individual scholars, and award of degrees on the basis of adjudication of thesis and viva voce.
- (v) To ensure that all norms of academic and residential requirements for each research scholar/fellow are strictly followed.
- (vi) To advise the Doctoral and Masters Scrutiny Committees on any matter relating to the research programmes of the students.
- (vii) To examine any proposal for a student of MTech (Research) programme to be shifted to PhD Programme and vice versa.
- (viii) To examine and recommend cases of advancement of thesis submission proposed by DSC.
- (ix) To recommend to the Senate the award of the doctoral degree on the basis of academic norms and regulations laid down for the purpose.
- (x) To have the frequency of its meeting before every senate meeting
- (xi) To do any other function assigned by the Senate or by the Director on behalf of the Senate.



Rules Regarding Conduct and Discipline

Following rules shall be in force to govern the conduct and discipline of all students:

1. Students shall show due respect to the faculty of the Institute, the Wardens of the Halls of Residence, the Sports Officers and the Officers of the National Cadet Crops; proper courtesy and consideration should also be extended to the employees of the Institute and of the Halls of Residence. They shall also pay due attention and courtesy to visitors.
2. Students are required to develop a friendly relationship with fellow students. In particular, they are expected to show kindness and consideration to the new students admitted to the Institute every year. Law bans ragging in any form to any body. Any act of physical or mental pressurization of junior students, individually or in group, will be considered as an act of ragging. Ragging also includes forcing junior students to meet seniors outside Institute premises, or in places where a student has no valid reason to be present, asking irrelevant questions or using abusive language. Ragging will be considered as gross indiscipline and will be severely dealt with, which may include expulsion from the Institute.

If a junior student yields to any form of ragging by senior students and does not inform the Institute or hall authorities, or willfully withholds the information in an enquiry of ragging incident, the matter will be treated as indiscipline on the part of the junior student and invite punishment comparable to those against ragging itself. Willful withholding of complaint by a junior student does not automatically exempt a senior from punishment.

3. The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:
 - Furnishing false statement of any kind in the form of application for admission or for award of scholarship or prizes etc.
 - Furnishing false statement to the Disciplinary Committee, or willfully withholding information relevant to an enquiry.
 - Organizing or participating in any activity that has potential for driving fellow students along lines of religion, caste, home state, batch of admission, Hall of Residence or any other unhealthy criterion.
 - Physical or mental harassment of first year students through physical contact or oral abuse.
 - Getting involved in a brawl or fight with persons outside the Institute, either alone or in a group, irrespective of who initiated the conflict.
 - Willfully damaging or stealthily removing any property belongings of the Institute, Hall or fellow students.
 - Adoption of unfair means in the examinations.
 - Possession, consumption or distribution of alcoholic drinks or any kind of



hallucinogenic drugs.

- Organizing or participating in any group activity except purely academic and scientific programmes in company with others in or outside the campus without prior permission of the Dean of Students Welfare.
- Mutilation or unauthorized possession of library books.
- Displaying lack of courtesy and decorum, resorting to indecent behavior any where within or outside the campus.
- Resorting to noisy and unseemly behaviour, disturbing studies of fellow students.
- Not intimating her/his absence to the Warden of the hall before leaving campus.

4. Commensurate with the gravity of the offence, the punishment may be

- (i) Reprimand,
- (ii) Additional work in the Institute,
- (iii) Debarment from student activities and elections and captaincy of sports teams,
- (iv) Debarment from medals and prizes,
- (v) Partial (one month or one semester) or complete debarment from campus placement,
- (vi) Reduction in grade in one or more courses,
- (vii) Expulsion from the Hall of Residence,
- (viii) Rustication for a specified period, or
- (ix) Outright expulsion from the Institute.

Punishments under items (v) to (ix) will constitute “Major Punishments” and will debar a student from all academic medals and prizes, as well as important non-academic awards.

In addition, for economic offences (either misappropriation of money or damage to Institute property), the cost to the Institute will be recovered along with a penalty which may be up to ten times of the cost recovered.

5. For an offence committed (a) in a Hall of Residence, (b) in the Department or a class room and (c) elsewhere, the Warden, the Head of the Department and the Dean of Students Welfare, respectively, shall have the authority to reprimand or impose fine or take any other suitable measure. All cases involving punishment other than reprimand shall be reported to the Chairman of the Standing Disciplinary Committee.
6. (a) All major acts of indiscipline, which may have serious repercussion on the students in general and/or which may warrant a uniform and more formalized nature of investigation, shall be handled by the Standing Institute Disciplinary Committee appointed by Senate. The standing Disciplinary Committee consists of the following ex-



officio and other members:

1. Dean of Students Welfare - Chairman
2. Chief Warden of Halls of Residence - Member
3. Wardens of the Halls of Residence of the concerned students- Member
4. Two members of faculty nominated by the Senate, for a period of two years - Member
5. Two senior students nominated by the Director for a period of one year - Member
6. Assistant/Deputy/Joint Registrar (Academic) - Member Secretary

(b) The standing Disciplinary Committee shall investigate complaints, examine available evidence and award punishment.

(c) Recommendation of the committee, which will include the suggested punishment in cases of guilt proven, will be forwarded to the Chairman, Senate for necessary action.

(d) Proof of guilt need not necessarily be at the same level as necessary in a court of law. The committee, in order to protect the academic rights of a greater body of students, may award disciplinary measures if it is reasonably satisfied that such measures are in the greater interest of the students.

(e) The Director, at her/his discretion may take additional measures keeping in mind long term issues and impact on other aspects of Institute management. The Director in capacity of Chairman, Senate may make minor changes in the nature of punishment awarded or reduce the level (as per item 4 above) and/or quantum of punishment if s/he feels appropriate. But, s/he shall not increase the quantum of punishment awarded.

(f) On approval of Director, the Assistant/Deputy/Joint Registrar (Academic) will bring out appropriate orders with copies to the parents / guardians of the student.

(g) If the Director feels that the nature and/or quantum of punishment is not commensurate with the offence and may create long term problems, s/he may refer the matter to the full Senate. The Senate's decision in the matter will be final.

7. Acts which may be classed as 'crimes' rather than acts of indiscipline will be reported to the state authorities; they include such acts as causing serious injury to fellow students or others, causing major damage to Institute property, being involved in activities prejudicial to national security or to that maintaining communal harmony etc.
8. Cases of adoption of unfair means in an examination shall be dealt with by the Examination Disciplinary Committee consisting of the following members:
 - (1) A Senior Professor, nominated by the Senate - Chairman
 - (2) The concerned examiner(s) and the faculty reporting the incident - Members
 - (3 & 4) Two members of faculty nominated by the



- | | | |
|--|---|-----------|
| Senate for a term of two years | - | Members |
| (5) Professor-in-Charge (Examinations) | - | Secretary |

If adoption of unfair means is proved, the punishment may be, depending on the quantum of the offence and prior record, reduction of grade, de-registration of a course, expulsion for one or more semesters or outright expulsion from the Institute.

The Committee shall recommend appropriate measures in each case to the Chairman of the Senate for awarding the punishment.

9. Any act of indiscipline in a hall will be investigated by a Hall Disciplinary Committee which will recommend the action to the Superintendent, Halls of Residence, who will decide the course of action to be taken and implement it. However, in case the matter is in serious nature, the Superintendent will forward it to the Dean(SW) through Warden, Hall. The Dean(SW) who is the Chairman of the standing Institute Disciplinary Committee may take necessary action. The Hall Disciplinary Committee consists of the following members:

(i) Assistant Warden	-	Chairman
(ii) General Secretary	-	Member
(iii) One boarder of the hall to be nominated by the Chief Warden of Halls in consultation with the Warden	-	Member
10. Any act of the indiscipline and steps taken by the Director will be reported to the Senate in its next meeting. If opportunity still exists, the Senate may deliberate and alter the nature and/or quantum of punishment awarded.
11. A punishment, once awarded and notified cannot be changed by the Director, the Standing Disciplinary Committee, or any administrative authority. However, when new facts come to light, the Senate can amend the punishment and take any other corrective measures that it feels appropriate.
12. Ordinarily minor disciplinary offences and punishments will not be reflected in a students' Conduct Certificate. But in serious cases, Disciplinary Committee, the Director or the Senate may decide to record an appropriate entry in the students' Conduct Certificate.



Conduct Rules for Residents of Halls of Residence

Following are the conduct rules governing residence requirements of students:

1. NIT, Rourkela is a totally residential institution and all students are required to stay in one of the Halls of Residence.
2. Under special circumstances, the Director or Dean (Academic) may permit a student to reside with her/his Parent/Guardian in the Institute Campus or within a reasonable distance from the Institute. Such a student shall, however, be attached to a Hall of Residence and will be required to pay full seat rent and other dues as decided by the Warden of the Hall. However, this permission may be withdrawn at the discretion of the Institute, at any time considered appropriate without assigning any reason. If the Institute does not have enough accommodation for all students, the Director may waive payment of full seat rent.
3. The mess of each Hall of Residence shall function as a single integrated unit and shall not, under any circumstances be sub-divided into any kind of groups or sub-groups.
4. The allotment of rooms in a Hall should be directed towards integration of students of different courses, batches, residential districts and communities. Wardens may reshuffle allotment in the middle of a year if this objective is not met adequately.
5. Married student accommodation may be available only to married students of PhD and MTech (Research) programmes, if the spouse of the student lives continuously with the student. It will, ordinarily, not be provided whose spouses live elsewhere and visit the student intermittently. Other dependents such as parents, sibling or relatives are not permitted to stay in married student accommodation provided by the Institute.
6. No student shall come into or give up the assigned accommodation in any Hall of Residence without prior permission of Dean (Academic).
7. A student shall reside in a room allotted to him/her and may shift to any other room only under the direction/permission of the respective Warden of the Hall. Mutual interchange of room without consent of the Warden is forbidden.
8. Students shall be required to make their rooms available whenever required for inspection, repairs, maintenance or disinfecting and shall vacate the rooms when leaving for vacations/holidays.
9. Students shall be responsible for proper care of the doors, windows, furniture, fan, and other fittings in the rooms allotted to them and shall generally assist the Warden in ensuring proper use, care and security of those provided in the Halls of common use of all students.
10. Students will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a student due to theft, fire or any other cause the Institute shall accept no responsibility and shall not be liable for payment of any compensation.



11. Engaging personal attendants, keeping pets and use of appliances like electric heater, refrigerator etc. by a student in the Hall of Residence are prohibited.
12. Consumption of tobacco, alcoholic drinks and hallucinogenic substances is strictly forbidden.
13. Students must honour the timing of the Halls of Residence in matters of moving in or out of halls and meal times.
14. The Halls have an autonomous management system based on student participation. Every student must make an effort to participate in hall management and other welfare activity within the hall.
15. Use of motorcycles, mopeds or automobiles is not permitted anywhere in the campus.



Rules Regarding Endowment Medals and Prizes

The Institute awards medals and cash prizes to the eligible continuing and graduating students for excellence in academic or extra academic activities. Some of the medals are funded by the Institute, while some are given by donors such as parents of deceased students, Government, Organisations and individuals. These medals and prizes are awarded to graduating students in the Annual Convocation and to continuing students on Institute day. It is decided that the medals and cash awards will be given according to the following rules : -

1. Gold Medals

A Gold Medal awarded by the Institute will be of 10 g standard weight at current rate, will cost around Rs. 10,000. Minimum capital to be given by the donor as principal will be of Rs. 2.00 lakhs. Existing donations of lower capital will be converted to cash prizes. The minimum value of cash prize shall be Rs. 5000, except for those awards which are given in memory of deceased students.

2. Memory of Past students

Some awards are given by parents or friends in memory of deceased students of the Institute. The criteria for giving such endowments is as follows : -

a) **Gold Medal** : as per Clause 1.

b) **Cash Award** : 5% of endowment or Rs. 1000 whichever is higher.

These awards will be continued even if the interest from the principal falls below the cost. In case of deficiency, donors will be requested to increase the amount of endowment but if they either do not exist or one not in a position to contribute more funds, the Institute will bear the difference in expenditure in memory of its old students.

3. Government/Institution of Engineers/Organisation donors/Individual donors

a) **Gold Medal** : as per Clause 1.

b) **Cash Award:**

5% of endowment or Rs. 5000 whichever is higher. In case of deficiency of capital, the donors will be contacted for increasing the amount of endowment. If they are not in a position to contribute the funds required, these endowments will be discontinued after funds are exhausted. In the closing year, if Rs. 5,000 is not available, the amount will be absorbed by the endowment fund and used for covering deficiencies in the endowment given in the memory of deceased students.

4. In all the above cases, the figures will be reviewed in July of every 5th year i.e. in July of year 2010, 2015, 2020 etc.

5. For awarding the above prizes, an Institute Committee appointed by the Senate will decide winners a month before the Convocation or the Institute day whichever is earlier. The composition of the Committee shall be as follows :



- | | | |
|---|---|----------|
| Dean(Students Welfare) | - | Chairman |
| Two faculty members nominated by the Senate | - | Member |
| Assistant/Deputy/Joint Registrar (Academic) | - | Member |
6. For prizes based on attributes other than academic performance or SAC activity, a special committee may be constituted by Director in consultation with Donors who choose to pay annually are required to pay minimum Rs. 5000 towards the endowment. They must send the cheque before September 30 of each year to sustain the endowment. If payment is not received in time, the award will be dropped for the year. Late payment will go to next year.
 7. List of prizes, method of selection and names of winners will be posted on the Institute website.



Anti-Plagiarism Policy and Regulations**Preamble**

In pursuance of 'University Grants Commission's Academic Integrity and prevention of Plagiarism Regulation-2018 vide D. O. No F.1-18/2010 (CPP-II) dated 23 July 2018, a student / researcher / faculty / staff is required to have ethical and moral values in his academic pursuit. The student/researcher/faculty/staff is expected to produce and submit the original and genuine work. In the present era, huge information is available on the internet and other sources. In this context, plagiarism has become a serious problem. **Thus, in compliance with the UGC's Regulations, National Institute of Technology Rourkela (NITR) has framed the following Regulations.** The Institute and its various departments, through the mechanism prescribed in this policy document, shall promote academic integrity and prevent academic misconduct, including plagiarism.

- i) These regulations will be called the NITR Promotion of Academic Integrity and Prevention of Plagiarism (PAIPP) Regulations, 2020.
- ii) These regulations will be applied to the students, faculty, researchers and staff of NIT Rourkela
- iii) These regulations shall come into force from the date of approval in the Senate and will be implemented prospectively only.

1. Definitions

In these regulations, the following terms have been defined, in line with UGC Regulation 2018, below.

- i) "Academic Integrity" is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;
- ii) "Author" includes a student or a faculty or a researcher or staff of NITR who claims to be the creator of the work under consideration;
- iii) "Common Knowledge" means a well-known fact, quote, figure or information that is known to most of the people;
- iv) "Degree" means any such degree specified by the National Institute of Technology Rourkela;
- v) "Departmental Academic Integrity Committee (DAIC)" shall mean the body constituted at the departmental level to investigate allegations of plagiarism;
- vi) "Faculty" refers to a person who is teaching and supervising students enrolled in NIT Rourkela;
- vii) "Information" includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;
- viii) "Institutional Academic Integrity Committee (IAIC)" shall mean the body constituted at Institutional level to consider recommendations of the Departmental Research Committee (DRC) and take appropriate decisions in respect of allegations of plagiarism and decide on action to be taken, except exceptional cases;
- ix) "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own. In other words, "Plagiarism" is the unacknowledged use of another person's work as one's own work. Plagiarism involves copying of phrases,



- clauses, sentences, paragraphs, or longer extracts from published or unpublished work including these from the internet without acknowledgment of the source.
- x) “Programme” means a programme of study leading to the award of undergraduate, masters and research level degree;
 - xi) “Researcher” refers to any person conducting academic / scientific research in NIT Rourkela;
 - xii) “Document” includes research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment / opinion leading to the award of undergraduate, master and research level degrees or publication in print or electronic media by students or faculty or researcher or staff of NIT Rourkela; however, this shall exclude assignments / term papers / coursework related materials like class notes, hand-outs, slides and lab manuals, essays and answer scripts/notices/circulars, etc.;
 - xiii) “Source” means the published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public figures and practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or text; information being given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000 and reproduced here in Regulation;
 - xiv) “Staff” refers to all non-teaching staff working in NIT Rourkela in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;
 - xv) “Student” means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time).

2. Objectives

- i) To create awareness among students, faculty, researchers and staff about ethical issues of academic writing such as thesis/dissertation, technical report etc. with full responsibility.
- ii) To promote academic integrity and prevention of misconduct including plagiarism in academic writing.
- iii) To establish institutional mechanisms through education and training to facilitate responsible conduct of research.
- iv) To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and take action against students, faculty, researchers or staff of NIT Rourkela committing the act of plagiarism.

3. Awareness Programs and Trainings

- i) BPCL, NIT Rourkela shall conduct seminars/ awareness programs every semester on responsible conduct of research, thesis/dissertation, promotion of academic integrity and ethics in education for students, faculty, researchers and staff.
- ii) BPCL will train student, faculty, researchers and staff for using similarity detection tool i.e. Turnitin and reference management tools such as Mendeley, Zotero etc.



4. Preventing Plagiarism

- i) NIT Rourkela will implement the technology based mechanism using appropriate software i.e. Turnitin (only approved software at present) so as to ensure that documents such as thesis/ dissertation or any other such documents are within the acceptable limit of similarity at the time of their submission.
- ii) The mechanism as defined above will be made accessible to all the students, staff, faculty, research scholars and project staffs engaged in research works.
- iii) The undertaking (Annexure – I) will include the fact that the document has been duly checked through similarity detection tool i.e. Turnitin (or any other tool approved by NIT Rourkela from time to time). Each student/supervisor will submit this certificate indicating that the work has been done by the researcher under him/her and the document comes within the acceptable limit of similarity.
- iv) Each student submitting a thesis/dissertation, or any other such documents shall submit an undertaking (Annexure - II) indicating that the document has been prepared by him or her and that the document is his/her original work that comes within the acceptable limit of similarity (as mentioned in Table 1.0).
- v) NIT Rourkela will publish the approved policy on the homepage of the Institute's website.

5. Types of Plagiarism

- i) Quoting directly another person's language, data, illustration, tables, etc. and/or copying/paragraphing a section of book/article/report/monograph/dissertation/thesis as one's own work without giving proper reference/citation.
- ii) Buying or borrowing experiments/results without giving proper citations.
- iii) **Self-Plagiarism:** Copying/reproducing, in part or whole one's own published work without giving proper reference to that work.

“Regarding self-plagiarism or cases where published work of the student is shown Plagiarism in the check, a certificate (Self-Plagiarism Exclusion Certificate-Annexure-III) has to be submitted specifying and attaching the articles that have been published from the thesis work. Only these articles should be excluded from the check.

- iv) And any other means which have not been listed here.

6. Conditions for exclusion from Plagiarism

- i) Due credit given to the original author (s) with proper citation and references.
- ii) All quoted work reproduced with all necessary permission and/or attribution.
- iii) All references, bibliography, table of content, literature review (in first as well as other chapters), preface, keywords, acknowledgments and phrases, names of Institutions and Departments including Annexures I to III subject to 14 consecutive words (as per UGC guidelines).
- iv) All generic terms, laws, standard symbols and standard equations.
- v) A common knowledge or coincidental terms, up to fourteen (14) consecutive words (as per UGC guidelines).



7. Levels of Plagiarism

Plagiarism would be quantified into the levels in ascending order as per UGC Norms (which may be amended by UGC from time to time). This is presented in Table 1.0.

Table – 1.0

UGC Guidelines
Level 0: Similarities up to 10% - Minor similarities, no penalty
Level 1: Similarities above 10% to 40% - Such students shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
Level 2: Similarities above 40% to 60% - Such students shall be debarred from submitting a revised script for a period of one year.
Level 3: Similarities above 60% - Such student's registration for that programme shall be cancelled.

NOTE: Senate reserves the right to impose the penalty to student/faculty based on the severity of plagiarism on recommendations of IAIC.

8. Detection/Reporting/Handling of Plagiarism

There will be two committees viz. Departmental Academic Integrity Committee (DAIC) and Institutional Academic Integrity Committee (IAIC). Upon receipt of a complaint or allegation, the DAIC will investigate the matter and submit its recommendations to IAIC for further action.

The authorities of NIT Rourkela can also take *suo motu* (on its own motion) notice of an act of plagiarism and initiate proceedings under these regulations.

Similarly, proceedings can also be initiated by the Institute on the basis of findings of an examiner. All such cases will be investigated by the IAIC.

9. Departmental Academic Integrity Committee (DAIC)

The composition of **Departmental Academic Integrity Committee (DAIC)** will be as below:

1. Chairman - Head of the Department Ex Officio
2. Member – Two senior academicians from the concerned department to be nominated by the Head of the Department (HOD).
3. Member – One faculty member from the concerned academic group nominated by Group Head / HOD
4. Member – One faculty member from a sister / allied department similar to the research group to be nominated by the Head of the Department.

NOTE:

1. Standing Members: HOD and two senior members (S.No. 2) are the standing members.
2. HOD is advised to nominate the members (S.No. 2, 3 and 4) with the consent of faculty members of the department. Further, constitution of the DAIC will be subject to the approval of the Chairman, Senate, NIT Rourkela.



3. The concerned person(s) will be given chance to appear before DAIC for upholding the natural justice.
4. If there is any complaint of plagiarism against the Chairman of DAIC, then any other Professor / Senior Faculty member of the department nominated by the competent authority (Chairman, Senate) will be the Chairman of DAIC. Further, if a complaint is against any permanent member(s) of DAIC, then those member(s) will be replaced by new members duly nominated by the competent authority.
5. The tenure of the members (S.No. 2) shall be for two years. The quorum for the meetings shall be 3 out of 5 members (including Chairman).
6. The DAIC after investigation will submit its report with its findings (including the statements of concerned person(s)) and recommendations to the IAIC within a period of **90 days** from the date of receipt of complaint.
7. However, DAIC, with its 3 standing members, reserves the right to dissolve a complaint, which is not of serious nature and submit its recommendations to IAIC Chairman for further decision within a short span of time without forming the full DAIC. On the contrary, if the complaint is found to be genuine in nature, then the standing committee members will refer the matter to HOD with a request to form the full DAIC, i.e. to take necessary steps to nominate other members.

10. Institute Academic Integrity Committee (IAIC)

Composition of the Institute Academic Integrity Committee will be as follows:

1. Chairman – Dean (Academic Affairs) Ex Officio
2. Member – Two Professors nominated by Senate, NIT Rourkela
3. Member – One faculty from the same research group of the concerned department to be nominated by the Director.
4. Member – One faculty from a sister / allied department similar to the research group to be nominated by the Director.
5. Secretary – Deputy/Assistant Registrar (Research) Ex Officio
 - ☐ The tenure of the standing members (Only S. No. 2) shall be two years. The quorum for the meetings shall be 3 out of 5 members (excluding Secretary). Members mentioned in 3 and 4 will depend upon the particular case.
 - ☐ The IAIC will send the report of its findings and recommendations to the Chairman, Senate, NIT Rourkela within a period of 60 days from the date of receipt of the report from DAIC.

NOTE:

1. Standing Members: Dean (AA) and two senior members (S.No. 2) are the standing members.
2. However, IAIC, with 3 standing members, reserves the right to dissolve a complaint (as per recommendations received from the standing members of DAIC) which is not of serious nature and submit its recommendations to Chairman, Senate within a short span of time without forming the full IAIC.



3. On receiving recommendation from DAIC against a genuine complaint, Chairman, IAIC will take necessary steps to form full IAIC.
4. Final decision will be taken by the Chairman, Senate, NIT Rourkela.
5. If there is any complaint of plagiarism against the Chairman of IAIC, then any other Dean nominated by the competent authority will be the Chairman of IAIC. Further, if a complaint is against any permanent member(s) of IAIC, then those member(s) will be replaced by new members duly nominated by the competent authority.
6. If there is any complaint of plagiarism against the Director of the Institute, then the Senate / Board of Governors (BOG) will look into the matter.

11. Special Notes

1. The committee feels that NITR-PAIPP regulations need not be implemented for BTech/MSc project reports. If the authority feels that BTech/MSc project reports should also comply with these regulations, then proper regulations regarding the volume, contents and formats of such reports shall be made separately by the Institute. Further, the committee feels that NITR-PAIPP regulations may be implemented for BTech/MSc project reports from academic year 2020-21 provided such new regulations for BTech/MSc project reports are made available.
2. The committee feels that NITR-PAIPP regulations may be implemented for MTech Dissertations from academic year 2020-21. Proper regulations regarding the volume, contents and formats of MTech Dissertations shall be made separately by the Institute for such implementations to be made possible.
3. However, the NITR-PAIPP regulations may be implemented for PhD theses in this academic year after the Institute authority apprises the Ph.D. scholars of these regulations and trains them on the plagiarism check and its tool.

12. DISPUTE

In case of a dispute of any nature related to plagiarism, final decision will be taken by the Senate, NIT Rourkela.

Important:

- a. At the time of submission of theses, all the annexure are to be enclosed.
- b. The NITR-PAIPP regulations are subject to modifications from time to time to comply with new regulations / circulars of GOI/MHRD/UGC/Other regulating bodies.
- c. Irrespective of the magnitude of similarity, however small it might be, if a researcher copies a work, in whole, of another researcher, then it will be assumed to be an academic dishonesty of high order and will be dealt with severely.

Reference: UGC Regulation 2018 https://www.ugc.ac.in/pdfnews/7771545_academic-integrity-Regulation2018.pdf



SIMILARITY VERIFICATION

1. Name of the Researcher:

2. Title of the Thesis/Work:

.....

.....

3. Name of Supervisor (s):

4. Official Designation & Address:

.....

The above thesis/ dissertation has been scanned for similarity detection. The report is as follows:

Software used

Date.....

Similarity Index:

Total word count.....

Signature of Student/ Researcher/ First Author

a. The similarity report of the above thesis/ dissertation has been reviewed by the undersigned. The similarity index is within acceptable limit.

b. The similarity index is above the accepted limit, because of the following reasons:

.....

.....

Signed by:

Student/ Researcher/ First Author

Counter Signed by:

Supervisor(s)



SELF DECLARATION

I,.....bearing Roll No.

do hereby take oath and state (Points not applicable may be struck off):

1. That, I am registered for the academic programme on the topic titled
..... in the Department of National Institute of Technology Rourkela.
2. That, the contents of my thesis/ dissertation/work submitted to the National Institute of Technology Rourkela, for the award of degree are original and my own work, and is within the acceptable limit of similarity. I have checked the thesis/dissertation through a similarity detection tool approved by the Institute.
3. That, if, after checking, my thesis for similarity by the Institute approved similarity checking software is found copied or comes under plagiarism, I will be solely responsible for it and Institute may have the sole right to take suitable action.
4. That, the work has not been submitted by me for the award of other degree in any other University/Institute.
5. That, I shall be responsible for any legal dispute/case(s) for violation of any provisions relating to my thesis/work.

Date:

Place:

Signature of the candidate



SELF-PLAGIARISM EXCLUSION CERTIFICATE

The content of the chapter no.(s)..... has/have been published/
accepted/ communicated/ to be communicated in

1.
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2.
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3.
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4.
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5.
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This/these published work has/have been included in the thesis/work and has not been
submitted for any degree to any other University/Institute.

Signed by:

Countersigned by:

Signature of the Student

Signature of Supervisor(s)

