

ORDINANCES AND REGULATIONS

for

Ph.D.

(Applicable for 2020 admission onwards)



National Institute of Technology Manipur
Imphal – 795004

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ORDINANCES

0.1	The National Institute of Technology Manipur awards the degree of Doctor of Philosophy (PhD) in Engineering/Sciences/Humanities and Social Sciences (HSS) to a candidate who has successfully completed the stipulated Programme of Research.
0.2	The Programme of Research with the governing rules and regulations are formulated by the Senate of the Institute. The Senate can modify or change the structure, governing rules and regulations from time to time.
0.3	A candidate to be awarded the PhD degree has to submit a thesis embodying the finding of his/her research carried out under the programme. The thesis should make an original contribution of high quality to the advancement of knowledge as judged by the experts in the relevant area.
0.4	A candidate becomes eligible for the award of the PhD degree after fulfilling all the academic requirements prescribed by the Senate of the Institute.
0.5	The award shall be made upon the recommendation of the Senate of the Institute after ratification by the Board of Governors (BOG) of the Institute.
0.6	The PhD degree shall be awarded in the discipline of the Department, which registers the student for the PhD programme.

Regulations

CATEGORIES OF PHD STUDENTS

The Institute admits PhD students under the following categories:

1.1	<u>REGULAR</u> A student in this category works for his/her PhD degree. He/she receives assistantship from the Institute or fellowship from CSIR/UGC or any other recognized funding agency or may be self financed.
1.2	<u>SPONSORED (FULL TIME)</u> A candidate in this category is sponsored by a recognized R&D organization, national institute, Govt organization or industry for doing research in the institute on a full time basis. He/she should have at least two years of working experience in the respective field. He/she will not receive any financial support from the Institute. Sponsorship letter should be attached with the application.
1.3	<u>PART-TIME</u> This category refers to the candidates (including NIT Manipur staff) who are professionally employed personnel, who can attend classes at the Institute. These candidates should be able to attend regular classes as per the schedule of the Institute.
1.4	<u>PROJECT STAFF</u> This category refers to the candidates who are working on sponsored projects in the Institute and admitted to the PhD programme to work on a full-time or part-

Manoj Kumar

time basis. The remaining duration of the project at the time of admission should be at least one year. If the project gets completed before the student completes his/her PhD programme, he/she will continue his/her PhD without assistantship, if no other source for funding is available.

1.5

EXTERNAL

This category refers to a student employed in an R&D organization/academic institution/industry having adequate research facilities. The research work leading to the PhD degree may be carried out largely in the parent organization of the candidate under a Local Supervisor from the organization, but with the overall guidance provided by a faculty member (Institute Supervisor) of the Department, in which he/she is registered. The institute does not provide any assistantship/fellowship to such a student.

CHANGE OF CATEGORY

2.1

The Chairman, Institute Postgraduate Programme Committee (IPPC) on recommendation of the Department Postgraduate Programme Committee (DPPC) approves change from one category to another (except to regular category) (See Appendix II). Only the Chairman, Senate approves change to the regular category from any other category.

ADMISSION TO PHD PROGRAMME

3.1

Eligibility Criteria

The detail of the eligibility criteria for admission to various PhD programmes are given below.

3.1.1

Engineering

- I. Master Degree in Engineering/Technology or equivalent in an appropriate area with a minimum CPI of 6.5 or equivalent (60% of marks).
- II. Bachelor Degree in Engineering/Technology with an excellent academic record and with a CPI of at least 7.5 or equivalent (70% of marks).

3.1.2

Science

- I. Master Degree in Science in an appropriate area with a minimum CPI of 6.5 or equivalent (60% of marks).

3.1.3

Humanities & Social Sciences (HSS)

- I. Master Degree in Humanities & Social Science in an appropriate area with a minimum CPI of 6.0 or equivalent (55% of marks).

3.1.4

The maximum age limit for the regular candidates is 35 years, and 50 years for candidates in services in educational institutions/government organizations/industries/research organizations.

3.2

ADMISSION PROCEDURE

3.2.1

Admission to the PhD programme of the institute normally takes place in January and July every year. Advertisements are issued in September/October for the even semester, and February/March for the odd semester.

3.2.2	Admission to all categories of students is granted on the basis of interview/admission test held every semester.
3.2.3	<p>The following documents are to be furnished along with the application by candidates falling under Sponsored, Part-time and External categories (See Appendix I):</p> <p>Form I: Sponsorship letter for Sponsored category</p> <p>Form II: No objection certificate from Dean (R&D), NIT Manipur for Project Staff category.</p> <p>Form III: No objection certificate from the employer for Part-time category.</p> <p>Form IV: Sponsorship certificate for External category.</p>

FINANCIAL ASSISTANCE

4.1	Institute assistantships will be available as per prevailing norms.
4.2	Assistantships from external funding organizations will be available as per terms and conditions of the concerned funding organizations.
4.3	Students receiving assistantships from the Institute or fellowships from any other funding agencies, are required to perform academic duties as per prevailing norms.
4.4	The continuation of the assistantship/fellowship is subject to satisfactory performance of the assigned duties and satisfactory progress of the student in the PhD Programme.
4.5	After the submission of Thesis, no scholarship will be provided to the student

LEAVE RULES

5.1 Ordinary Leave

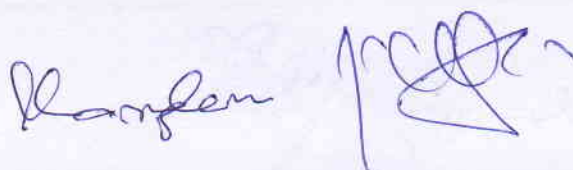
A full-time PhD student is eligible to 30 days leave for every year. Saturdays, Sundays or holidays during the leave period are counted towards leave, except for prefixed or suffixed holidays.

Of the 30 days leave, a maximum of 15 days of leave is permitted in a semester. However, a maximum of 5 days of such leave is allowed to avail at a stretch if student having any teaching assignment.

However, a student can accumulate leave, and avail a maximum of 30 days leave at a time in a year. The maximum number of carried-over leave from one completed year to another is 15 days.

Head of the Department sanctions leave on recommendation of the Supervisor.

Maternity/Paternity Leave



5.2	<p>A student is eligible for 4 month maternity leave or 15 days of paternity leave as applicable only once during the PhD programme.</p> <p>The Head of the Department sanctions maternity/paternity leave on recommendation of the Supervisor and submission of a certificate from Senior Medical Officer/Medical Officer of the Institute.</p>				
5.3	<p><u>Academic Leave</u></p> <p>Academic leave is permitted on the following grounds.</p> <table border="1" data-bbox="295 548 1428 1590"> <tr> <td data-bbox="311 548 391 952">5.3.1</td> <td data-bbox="406 548 1428 952"> <p>To attend conferences/seminars/workshops/training/short-term courses, a maximum of 15 days of leave is permissible in an academic year.</p> <p>A maximum of 30 days of leave in a calendar year is permissible to field trips such as data collection, survey work etc.</p> <p>Academic leave exceeding 30 days, but upto to a maximum of 60 days in a calendar year is approved by the Chairman, IPPC on the recommendation of the Supervisor and the Head of the Departments.</p> </td> </tr> <tr> <td data-bbox="311 952 391 1590">5.3.2</td> <td data-bbox="406 952 1428 1590"> <p>Academic leave of more than 60 days, but upto a maximum of 12 months is also permissible to carry out part of the research in another institute/R&D lab/industry in India or abroad. For sanction of such a leave, a letter of consent from the host institute is required. This leave is permissible only after the student has passed the comprehensive examination and has done part of the research work at NIT Manipur. On recommendation of the Supervisor, the doctoral committee (DC), the DPPC and Chairman, IPPC, the Chairman, Senate approves such an academic leave. Such cases are also to be reported to the Senate.</p> <p>A student granted academic leave for one or more semesters pays prescribed fees in every semester.</p> <p>If a registration date fails during the period of academic leave, a student completes the registration procedures at the expiry of his/her academic leave.</p> </td> </tr> </table>	5.3.1	<p>To attend conferences/seminars/workshops/training/short-term courses, a maximum of 15 days of leave is permissible in an academic year.</p> <p>A maximum of 30 days of leave in a calendar year is permissible to field trips such as data collection, survey work etc.</p> <p>Academic leave exceeding 30 days, but upto to a maximum of 60 days in a calendar year is approved by the Chairman, IPPC on the recommendation of the Supervisor and the Head of the Departments.</p>	5.3.2	<p>Academic leave of more than 60 days, but upto a maximum of 12 months is also permissible to carry out part of the research in another institute/R&D lab/industry in India or abroad. For sanction of such a leave, a letter of consent from the host institute is required. This leave is permissible only after the student has passed the comprehensive examination and has done part of the research work at NIT Manipur. On recommendation of the Supervisor, the doctoral committee (DC), the DPPC and Chairman, IPPC, the Chairman, Senate approves such an academic leave. Such cases are also to be reported to the Senate.</p> <p>A student granted academic leave for one or more semesters pays prescribed fees in every semester.</p> <p>If a registration date fails during the period of academic leave, a student completes the registration procedures at the expiry of his/her academic leave.</p>
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SUPERVISOR(S)

6.1	<p>All faculty members of the Institute holding doctorate degree and having a minimum of 2 recent papers in refereed international journals in last three years can be recommended to the Chairman, Senate by the Department Post-Graduate Programme Committee for approval as research supervisors to guide PhD students.</p>
6.2	<p>Every student admitted to the PhD programme undertakes research under the guidance of a faculty member of the Department in which he is admitted. The faculty member is called his/her Supervisor. In the case of an external category</p>



	there is also a Supervisor in the parent organization (Local Supervisor).
6.3	<p>The following categories of persons who fulfill Clause 6.1 above can act as one of the Supervisors.</p> <p>I. If a faculty member is to retire within 3 years, and if he/she is allowed to guide any scholar, another faculty member from same Department, who is not likely to retire within 3 years will be nominated as a Co-supervisor of the scholar at the time of registration itself. The retired faculty member will be informed of the DC meeting, and will be invited to attend the meeting without any financial commitment to the Institute. However, the retired faculty members who continue to be supervisors will be paid TA/DA, limited to II Class AC train fare within India to attend the Viva-voce examination.</p> <p>II. A faculty on contract (including a Visiting Faculty) with less than 3 years of service left at the time of appointment may be recommended to the Chairman, Senate by the DPPC for approval as a Supervisor with a permanent faculty with more than 3 years to retire from the same department as a Co-supervisor.</p>
6.4	For induction of an individual from another institute as a Co-supervisor of the PhD students at NIT Manipur, any of the above condition should be satisfied in his/her respective institute. Further, the Chairman, Senate approves such individual in case-to-case basis.

APPOINTMENT OF SUPERVISOR(S)

7.1	The DPPC appoints Supervisor(s) to a student after obtaining mutual consent of both the student and the Supervisor(s).
7.2	The Supervisor(s) is identified and appointed at the earliest and within six months from the date of admission.
7.3	A student under external category has one Supervisor from the Department in which he/she is admitted and another from the parent organization (Local Supervisor). On recommendation of the DPPC, the Chairman, IPPC approves the appointment of the Local Supervisor.

CHANGE/ADDITION OF SUPERVISOR(S)

8.1	If a student has only one Supervisor and the Supervisor goes on leave for more than 15 (fifteen) months, another Supervisor is appointed by the DPPC. Mutual consent of both the student and Supervisor(s) is taken for such cases.
8.2	If the Supervisor of a student under external category proceeds on a leave for more than 15 (fifteen) months, the Chairman, DPPC or the Head of Department looks after the routine administrative issues. Otherwise, the DPPC may appoint a new Supervisor. Mutual consent of both the student and Supervisor(s) is taken for such cases.
8.3	The Chairman, Senate may permit a student to change his/her Supervisor(s) for valid reasons. Mutual consent of the student and Supervisor(s) and recommendation of the DPPC and IPPC are required. Such cases are reported to the Senate.

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DOCTORAL COMMITTEE

9.1	To monitor the progress of research of a student, there will be a Doctoral Committee with the following composition.		
	I	A faculty member other than the Supervisor(s) to be nominated by the DPPC.	Chairman
	II	Supervisor(s)	Member(s)
	III	Two other faculty members of which one should be from another department.	Members
9.2	The DC is constituted by the DPPC in consultation with the Supervisor(s) within one month from the date of appointment of the Supervisor(s). The list is sent to the Chairman, IPPC for approval.		
9.3	Until the DC is consulted, the DPPC performs the duties of the DC.		

COURSE WORK

10.1	The DC of a student prescribes the courses a student has to register for every semester. However, the DPPC prescribes courses if the DC is not yet constituted.
10.2	<p>A student of Engineering/Technology with an entry level qualification of two-year Master degree (after completion of 4-year Bachelor degree) or three-year Master degree (after completion of 3-year Bachelor degree) registers for a minimum of 4 courses with at least 24 credits and has to obtain a CPI of at least 6.5.</p> <p>A student of Science with an entry level qualification of Master degree registers for a minimum of 4 courses with at least 24 credits and has to obtain a CPI of at least 6.5.</p> <p>A student of HSS with an entry level qualification of Master degree registers for a minimum of 4 courses with at least 24 credits and has to obtain a CPI of at least 6.5.</p>
10.3	A student with entry level qualification other than those under Clause 10.2 above registers for a minimum of 6 courses with at least 36 credits and has to obtain a CPI of at least 6.5.
10.4	Two of the registered courses may be taken as seminar courses. In a seminar course, a student delivers 2-4 seminars. A brief report is submitted at least one week before the due date of every seminar. The DC members act as examiners for such seminars. One of the DC members coordinates the seminar course. Before registration, the DC and the DPPC decides the number (one or two) and the type of the course taken as a seminar course.
10.5	Under normal circumstances, a student is required to complete all course work within two semesters, and registering for at least two courses in the first semester. In each semester, the CPI should not be less than 6.0.
10.6	If at the end of any semester, a student maintains a SPI of 6.0, but fails in a course, he/she is allowed to repeat/substitute in the following semester(s).

10.7 A repeat/substitute course may be registered during the Make-up Examination.

COMPREHENSIVE EXAMINATION

11.1	To test the overall competence and academic preparation of a student in the PhD programme, a Comprehensive Examination is held within 18 months for students with master degree and within 24 months for the students only with bachelor degree from the date of admission.
11.2	Comprehensive Examination is held only after successful completion of course work.
11.3	The mode of Comprehensive Examination (oral or written or both) as well as the modus operandi (common to all students in a Department) is decided by the DPPC and is intimated to the students (other than the rigorous written comprehensive examination).
11.4	The date of the Comprehensive Examination is informed to the student at least one month prior to the date of examination. The DPPC conducts the Comprehensive Examinations for all PhD students.
11.5	A student failing in the Comprehensive Examination in the first attempt is given a second attempt not before one month and within six months from the date of the first attempt. If the student fails in the second attempt, he/she is not allowed to continue PhD programme.
11.6	All cases of failure in the Comprehensive Examination are reported to the Senate.

STATE-OF-THE-ART-SEMINAR

12.1	Within 6 months of the successful completion of the Comprehensive Examination, a student present a State-of-the-Art Seminar (SOAS). The presentation is open to all. In this, he/she presents literature survey and broad area of research.
12.2	A student submits a write-up to the DC members at least one week before the date of the SOAS.
12.3	A report on the successful completion of the SOAS is submitted by the DC to the Secretary DPPC who communicates the same to the Chairman, IPPC.
12.4	Within a month, a student delivers another SOAS if the first SOAS is not satisfactory.

PROGRESS REVIEW

13.1	After the SOAS, a student submits at least one progress report for every year to the DC. The DC schedules a meeting where the student presents his/her progress report. All such presentations are open to all. However, the DC may schedule more such meeting depending on the progress of the student.
13.2	The DC reviews the progress and submits a report to the Chairman, IPPC through Secretary, DPPC after every such review.
13.3	Based on needs, the DC may fix a minimum number of working days (upto fifteen) twice a year for a student in part-time and external category to be present

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in NIT Manipur for his/her research work.

ENROLMENT

14.1	Students of all categories will have to enrol in person every semester on the stipulated date till the submission of their theses.
14.2	They are required to pay the prescribed fees till the submission of their theses within stipulated dates.
14.3	A student may be exempted from the prescribed fees for the last semester if he/she submits thesis within 30 days from the beginning of the semester.
14.4	Semester drop: Upto two semesters may be dropped in the entire duration of the PhD programme, on bonafide grounds. Except on medical grounds, semester drop is not permissible before successful completion of the Comprehensive Examination by a student. On recommendation of the Supervisor, Chairman, IPPC, the Chairman, Senate approves a semester drop. Cases of semester drop are reported to the Senate. No assistantship is provided during the period of a semester drop. The period of semester drop is not counted in the prescribed time limit for completion of the PhD programme.

CONDUCT AND DISCIPLINE

15.1	Regulations for Conduct and Discipline, which are governed by NIT Manipur disciplinary ordinance & regulations are common for all students of NIT Manipur.
15.2	In addition, unauthorized absence for more than one month leads to disciplinary action, in the form of reduction of assistantship or even termination of studentship. (See ORDINANCE ON CODE AND CONDUCT of NITMN for details)

CANCELLATION OF STUDENTSHIP

16.1	The PhD studentship is liable to be cancelled for any of the following reasons: I. Giving false information at the time of application/admission. II. Not conforming to the regulations of the programme. III. Failure in course work requirement. IV. Failure in the Comprehensive Examination. V. Consistent lack of progress in research. VI. Violation of discipline and conduct rules of the Institute. VII. Not submitting a thesis within the stipulated period. VIII. Not enrolling for a semester within stipulated dates. IX. Regular, sponsored (Full-time) students, remaining absent for more than 6 (six) weeks in a semester, without sanctioned leave.
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DURATION OF THE PHD PROGRAMME

17.1	The duration of the PhD programmes is follows: I. The minimum duration of the PhD programme (excluding dropped semester(s)/maternity leave) is four semesters.
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II. The maximum duration of the PhD programme is 6 years from the date of admission for a full-time student and 7 years for a part-time student.

SYNOPSIS OF THESIS

18.1	Prior to the submission of the synopsis and the thesis, one of the following requirements has to be met by the student: <ul style="list-style-type: none">• At least two papers published/accepted for publication in refereed journals of repute.• At least one paper published/accepted for publication in a refereed journal of repute and at least one paper published/accepted for publication in the proceeding of an International Conference of repute.
18.2	Prior to the submission of the thesis, a student submits the synopsis of thesis to the DC. The synopsis contains outline of the research contained in the thesis.
18.3	The student makes a presentation of his/her thesis work before the DC in an open seminar (named as Synopsis Seminar). The synopsis is submitted one week before the Synopsis Seminar date.
18.4	If the DC approves the synopsis, the student is allowed to submit the synopsis of the thesis. The Coordinating Supervisor sends report of the Synopsis Seminar and the Synopsis to the Chairman, IPPC through the Chairman, DPPC.
18.5	If a student fails to submit the thesis within 3 months from the date of the Synopsis Seminar, he/she shall present another Synopsis Seminar. His/her synopsis has to be approved by the DC and sent to the Chairman, IPPC.

PANELS OF EXAMINERS

19.1	At least fifteen days prior to the submission of the thesis, the DC submits to the Chairman, DPPC a panel of four examiners. The Chairman, DPPC will forward it to the Chairman, IPPC. The Chairman, IPPC will recommend the same to the Chairman, Senate for approval.
19.2	From the panel of approved examiners, the Chairman, IPPC will send the synopsis of the thesis to two examiners in order of priority as per Clause 19.1.
19.3	A new list of panels of the approved examiners will be provided, once the list is exhausted.

SUBMISSION OF THESIS

20.1	Within three months of the acceptance of the synopsis by the DC, the student submits number of thesis as required by the Institute of his/her thesis in prescribed format to the Academic Section.
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THESIS REPORTS

21.1	Examiners are expected to send reports on the thesis within two months from the date of receipt of the thesis.
21.2	If an examiner does not send his/her report within two months, reminders are sent.

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	If the report is not received in spite of reminders, the Chairman, IPPC replaces the examiner(s).				
21.3	As and when two examiners recommend the thesis for award of the PhD degree, the Chairman, IPPC approves for the conduct of Viva-Voce. Corrections in the thesis, responses to comments of examiners are ratified by the DC.				
21.4	If more than one examiners suggest re-submission of the thesis, the student is allowed to resubmit the thesis after due revision within the time stipulated by the DC.				
21.5	If only one examiner recommends the thesis, and the other one rejects, the report of the first examiner is sent to the other examiner(s) and vice-versa. The examiners are requested to review their recommendations. If after this, there is only one acceptance and one rejection(s), the matter is placed before the Senate for possible replacement of the examiner(s) who has/have rejected.				
21.6	If one (if the second examiner does not respond) or two examiners do not recommend the thesis for the award, the reports are sent to the DC, which can decide on one of the following based on their assessment.				
	<table border="1"> <tr> <td>21.6.1</td> <td>If the DC is satisfied with the work already done and the contents of the thesis already submitted, it may request the Chairman, Senate that the thesis may be sent to another set of approved examiners. Such a request has to be recommended by the DPPC and Chairman, IPPC.</td> </tr> <tr> <td>21.6.2</td> <td>The DC may advise the student to augment the research and submit the synopsis again. If two (if the third examiner does not respond) or all examiners do not recommend the thesis for the award for second time, the student is not awarded the degree and the registration is cancelled.</td> </tr> </table>	21.6.1	If the DC is satisfied with the work already done and the contents of the thesis already submitted, it may request the Chairman, Senate that the thesis may be sent to another set of approved examiners. Such a request has to be recommended by the DPPC and Chairman, IPPC.	21.6.2	The DC may advise the student to augment the research and submit the synopsis again. If two (if the third examiner does not respond) or all examiners do not recommend the thesis for the award for second time, the student is not awarded the degree and the registration is cancelled.
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21.6.2	The DC may advise the student to augment the research and submit the synopsis again. If two (if the third examiner does not respond) or all examiners do not recommend the thesis for the award for second time, the student is not awarded the degree and the registration is cancelled.				

THESIS DEFENCE

22.1	In a thesis defence, a student makes an oral presentation on his/her thesis. The presentation is open to all.			
22.2	The following is the composition of the Thesis Defence Board (TDB). <table border="1"> <tr> <td>DC Members</td> </tr> <tr> <td>Supervisor(s)</td> </tr> <tr> <td>External Examiner who corrected the thesis.</td> </tr> </table>	DC Members	Supervisor(s)	External Examiner who corrected the thesis.
DC Members				
Supervisor(s)				
External Examiner who corrected the thesis.				
22.3	The TDB conducts the defence of the thesis by the candidate ensuring that he/she answers all the queries of the thesis examiners satisfactorily.			
22.4	If the TDB finds the performance of the student unsatisfactory, the student will be asked to reappear for another oral examination at a later date (not earlier than a month and not later than six months from the date of the first oral examination).			
22.5	If the TDB finds the performance of the student unsatisfactory on the second occasion also, then the matter will be referred to the Senate for a decision.			
22.6	The TDB may also recommend revision to be made in the final version of the thesis after taking into consideration the suggestion of the examiners who evaluated the thesis and the discussion at the Thesis Defence. The Chairman of the TDB shall forward the report to the Chairman, IPPC, certifying that the			

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	recommended revisions by the TDB, if any, have been incorporated in all copies of the thesis, for award of the degree.
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AWARD OF PHD DEGREE

23.1	If the TDB recommends award of the degree, a student will be awarded the PhD degree on the recommendation of the Senate.
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LEGAL AND OTHER MATTERS

24.1	All other cases, not covered by the above shall be referred to the Senate.
24.2	Any legal matter relating to Rules and Regulation under A1 – A24 shall be subject to jurisdictions of Court(s) in Imphal.

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FORM I – SPONSORSHIP LETTER

(This should be typed on the letter head of the sponsoring organization)

Reference No.

Date:

To

The Director

National Institute of Technology Manipur

Subject: Sponsoring an Employee for PhD Programme

Sir,

We hereby sponsor the candidature of Mr/Ms who is an employee in our organization, for joining PhD Programme in at your Institute as a full time student.

It is certified that he/she has completed years of service in our organization as a regular employee.

We shall relieve him/her of his/her duties in the organization during the first two years of PhD programme.

Signature and Seal of the Sponsoring Authority

FORM II- NO OBJECTION CERTIFICATE FOR NIT MANIPUR PROJECT STAFF

(This should be typed on the letterhead of R&D Section of NIT Manipur)

Reference No.

Date:

To

The Director

National Institute of Technology Manipur

Subject: No Objection certificate for NIT Manipur Project Staff

Sir,

The R&D Section of NIT Manipur has no objection if Mr/Ms a project employee in the project underdepartment, is admitted in the PhD programme in

Principal Investigator of the concerned project has agreed to allow him/her to attend classes/research work during the PhD programme.

Signature and seal of Dean (R&D)



FORM III – NO OBJECTION CERTIFICATE FOR PART TIME STUDENTS

(This should be typed on the letter head of the sponsoring organization)

Reference No.

Date:

To

The Director,
National Institute of Technology Manipur

Subject: No Objection Certificate

Sir,

We have no objection if Mr/Ms an employee in our organization, is admitted to the PhD programme inat your Institute as a Part Time student.

It is certified that he/she has completed --- years of service in our organization/institute as a regular employee.

We shall grant him/her leave of absence to attend classes/ research works at NIT Manipur during PhD programme.

Signature and Seal of the Sponsoring Authority

FORM IV SPONSORSHIP CERTIFICATE OF EXTERNAL REGISTRATION

(This should be typed on the letterhead of the sponsoring organization)

Reference No.

Date:

To

The Director,
National Institute of Technology Manipur

Subject: Sponsoring an employee for PhD programme for external registration

1. Name of the sponsoring organization
Address
2. Designation of the applicant
3. Present status of the applicant
4. List of division/section where research work is proposed to be done
5. List of available local supervisor(s)

(Bio-data of local supervisor(s) to be enclosed giving details of designation, qualification, research experience with area of research etc along with their consent for research guidance)

6. Details of relevant facilities which will be made available to the candidate:



It is certified that he/she has completed years of service in our organization/institute as a regular employee.

If Mr/Ms is admitted to the PhD programme, we agree to relive him/her to enable him/her to be available at NIT Manipur to attend classes for completion of his/her course work relating to the PhD programme.

Mr/Ms will be permitted to carry out research leading to the PhD degree at our organization under the guidance of selected local supervisor. The necessary facilities will be provided for the purpose.

Signature and Seal of the Sponsoring Authority

Handwritten signature and a blue square stamp.

DEPARTMENTAL POST GRADUATE PROGRAMME COMMITTEE (DPPC)		
COMPOSITION:		
I	Head of the Department (ex-officio)	Chairman
II	Six faculty members to be selected by the HOD of which one will be selected by HOD as Member Secretary.	Members
III	One faculty member from another department. The department will be chosen by the committee. The faculty member from the chosen department will be nominated by the HOD of that department.	Member
IV	For a department, one student with CPI not less than 7.5 to be selected by the MTech and MSc students and one student to be elected by the PhD students of second year and higher.	Members
TENURE		
Two years for the faculty and one year for the student.		
FUNCTIONS		
I	To oversee the conduct of all post-graduate programme in the department.	
II	To ensure the academic standard and excellence of the courses offered by the department.	
III	To discuss and recommend the syllabi of all post-graduate courses offered by the department from time to time before sending the same to the Institute Post Graduate Programme Committee.	
IV	To consider any matter related to the post-graduate programme of the department.	
INSTITUTE POSTGRADUATE PROGRAMME (IPPC)		
COMPOSITION:		
I	Dean of Academic Affairs (ex-officio)	Chairman
II	DPPC Secretaries of all departments	Members
II	Deputy Registrar (Academic) or Assistant Registrar (Academic)	Non-Member Secretary
TENURE:		
Two years.		
FUNCTIONS		
I	To oversee the conduct of all post-graduate programme in the Institute.	
II	To consider the proposals from the departments and make recommendations to the Senate for consideration and approval.	
III	To issue guidelines to various departments on evaluation pattern of the courses/projects/thesis to maintain uniformity.	
IV	To consider and recommend the assessment procedure to be adopted by various departments.	
V	To consider and recommend any other matter concerning the postgraduate programme of the Institute.	

