

ORDINANCES AND REGULATIONS

(Revised up to 15th Meetings of the Senate)

for

Doctor of Philosophy (Ph D)

(Applicable upto 2017 batch admission)



National Institute of Technology Arunachal Pradesh
Arunachal Pradesh - 791112

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ORDINANCES

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ORDINANCES

0.1	The National Institute of Technology Arunachal Pradesh 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 approval of 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>SELF-FINANCED</u> A student in this category works full-time or part-time towards the PhD Programme. The Institute does not provide any assistantship/fellowship to such a student.
1.4	<u>PART-TIME</u> This category refers to the candidates (including NIT Arunachal Pradesh 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.
1.5	<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-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.

1.6	<u>EXTERNAL</u> 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.
1.7	<u>Quality Improvement Programme</u> This category refers to a student selected under the Quality Improvement Programme (QIP) of the AICTE. The student works full-time in the PhD Programme as per the rules and regulations of QIP.
CHANGE OF CATEGORY	
2.1	The Chairman on recommendation of the Research Advisory Committee(RAC) 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	<u>Eligibility Criteria</u> The detail of the eligibility criteria for admission to various PhD programmes are given below. The Senate reviews the same for admission to the PhD programme from time to time. Relaxation in academic qualification for reserved categories of students is as per Government of India guidelines.
3.1.1	<u>Engineering</u> I. Master Degree in Engineering/Technology or equivalent in an appropriate area with a minimum 60% marks (or CGPA of 6.5 in 10 point scale or equivalent). II. Bachelor Degree in Engineering/Technology with an excellent academic record and with a minimum 70% marks (or CGPA of at least 7.5 in 10 point scale or equivalent).
3.1.2	<u>Science</u> I. Master Degree in Science in an appropriate area with a minimum 60% marks (or CGPA of 6.5 in 10 point scale or equivalent)..
3.1.3	<u>Humanities & Social Sciences (HSS)</u> I. Master Degree in Humanities & Social Science in an appropriate area with a minimum 55% of marks (or CGPA of 6.0 in 10 point scale or equivalent).
3.1.4	The maximum age limit for the regular candidates is 30 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 Arunachal Pradesh 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>
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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.

LEAVE RULES

5.1	Ordinary Leave
5.1.1	A full-time PhD student is eligible for 15 days of ordinary leave for every completed semester amounting to 30 days in a year.
5.1.2	Ordinary leave not availed from one completed semester can be carried over to next semester up to a maximum of 15 days.
5.1.3	A student can accumulate ordinary leave, and avail a maximum of 30 days leave at a time in a year when the semester is not in progress.
5.1.4	When the semester is in progress, a maximum of 5 days of ordinary leave is allowed to avail at stretch if student is doing course work and a maximum of 15 -10 days (including prefix and suffix) of ordinary leave is allowed to avail at stretch if student has completed the course work. However, these limitations will not be enforced when the semester is not in progress. Under special circumstances, based on the recommendations of faculty advisor/supervisor and/or the course instructor associated with teaching/research assistantship duty of the student, the Chairman, RAC may relax this maximum cap on a case by case basis
5.1.5	When availing ordinary leave during the semester, if a student has any assigned duty of teaching/ research assistantship, then he/she has to normally arrange a substitute person to perform the assigned duty.
5.1.6	The Head of the Department/Centre sanctions ordinary leave on recommendation of the Supervisor.
5.1.7	There will be no loss of financial assistantship for a regular category Ph.D. student going on ordinary leave, if the maximum normal period of scholarship/assistantship for him/her is not over.
5.2	Medical Leave
5.2.1	A student is eligible for 15 days of medical leave in a year (A year is calculated in terms of two consecutive semesters, from the time of his/her joining the programme).
5.2.2	The medical leave is to be duly supported by a medical certificate. If a student falls ill while on the NITAP campus, the medical certificate must be obtained from Govt. medical officers. If he/she falls ill outside the campus while on sanctioned leave, the medical certificate must be obtained from a registered medical practitioner.

	5.2.3	Medical leave can be combined with ordinary leave. However, at stretch the total leave period shall not exceed 30 days during the semester period and 40 days when the semester is not in progress.
	5.2.4	Unutilized medical leave is NOT carried over from one completed year to another year.
	5.2.5	The Head of the Department/Centre sanctions medical leave on recommendation of the Supervisor.
	5.2.6	There will be no loss of financial assistantship for a regular category Ph.D. student going on medical leave, if the maximum normal period of scholarship/assistantship for him/her is not over.
	5.2.7	If a registration date falls during the period of medical leave, a student completes the registration procedures on the day of rejoining the institute immediately after the expiry of sanctioned leave.
5.3	Maternity/Paternity Leave	
	5.3.1	A student is eligible for 135 days of maternity leave or 15 days of paternity leave as applicable only once during the PhD Programme.
	5.3.2	The Head of the Department/Centre sanctions maternity/paternity leave on recommendation of the Supervisor and submission of a certificate from Chief Medical Officer /Medical Officer of the institute.
	5.3.3	There will be no loss of financial assistantship for a regular category Ph.D. student going on maternity/paternity leave, if the maximum normal period of scholarship/assistantship for him/her is not over.
	5.3.4	If a registration date falls during the period of maternity/paternity leave, a student can complete the registration procedures on the day of rejoining the institute immediately after the expiry of sanctioned leave.
5.4	Academic Leave	
	5.4.1	Academic leave of shorter duration: <ul style="list-style-type: none"> a. A maximum of 15 days of academic leave per calendar year is permitted to attend conferences/ workshops/ trainings/ short-term courses. b. After passing the comprehensive examination, a maximum of 30 days of academic leave per calendar year is permitted for field trips such as data collection, survey work, research work, etc. c. The Head of the Department/Centre sanctions academic leave for the above mentioned cases on recommendation of the Supervisor.
	5.4.2	Academic leave of longer duration: <ul style="list-style-type: none"> a. In the entire duration of Ph.D. programme, an academic leave of exceeding 30 days but up to a maximum of 12 months is permissible to carry out field work/part of research work in another institute/ R&D Lab / Industry in India or abroad. b. This leave can be availed in split for a maximum of two such occasions. c. For sanction of such leave, a letter of consent from the host institute and recommendations of the Research Advisory Committee(RAC) is required.

		<p>d. This leave is permissible only after passing the comprehensive examination.</p> <p>e. The Chairman, RAC sanctions an academic leave exceeding 30 days but up to a maximum 60 days.</p> <p>f. Based on the recommendations of the Chairpersons of RAC, the Chairman, Senate sanctions an academic leave of more than 60 days but up to a maximum of 12 months and it is also to be reported in the Senate.</p> <p>g. A student granted academic leave for one or more semesters, pays prescribed fees in every semester</p>
	5.4.3	There will be no loss of financial assistantship for a regular category Ph.D. student going on such academic leave, if the maximum normal period of scholarship/assistantship for him/her is not over. If he/she is going to get any financial assistantship from the host institute/ organization, then proportionately less financial assistantship will be given.
	5.4.4	If a registration date falls during the period of academic leave, a student can complete the registration procedures on the day of rejoining the institute immediately after the expiry of sanctioned leave.
	5.4.5	Academic leave can be combined with ordinary leave.
5.5	For any kind of leave, Saturdays, Sundays or holidays during the leave period are counted towards leave, except for prefixed or suffixed holidays/ Saturdays/ Sundays.	
5.6	For a regular category Ph.D. student, absence without sanctioned leave will entail loss of financial assistantship for the period of absence, and may result in cancellation of studentship as per provisions therein 16.1.	

SUPERVISOR(S)

6.1	All faculty members of the Institute holding doctorate degree and having a minimum of 2 papers in refereed journals can be recommended to the Chairman, Senate by the Research Advisory Committee(RAC) for approval as research supervisors to guide PhD students.
6.2	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 there is also a Supervisor in the parent organization (Local Supervisor).
6.3	<p>The following categories of persons who fulfil Clause 6.1 above can act as Co-supervisor.</p> <p>I. If a faculty member is to retire within 3 years may be recommended to the Chairman, Senate by the RAC for approval as a Co-supervisor with a permanent faculty with more than 3 years to retire from the same department as a Supervisor. After retirement, the retired faculty member will be informed to the RAC 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 may be paid TA/DA, (within India) as per norms 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 RAC for approval as a Co-supervisor with a permanent faculty with more than 3 years to retire from the same department as a Supervisor.</p> <p>III. Professionals from industry for students other than external category. On recommendation of the RAC, the Chairman Senate approves appointment of such a Co-supervisor.</p>

6.4	For induction of an individual from another institute as a Co-supervisor of the PhD students at NIT Arunachal Pradesh, 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.
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APPOINTMENT OF SUPERVISOR(S)

7.1	The RAC 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 RAC, the Chairman 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 RAC. 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, RAC or the Head of Department looks after the routine administrative issues. Otherwise, the RAC 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 RAC is required. Such cases are reported to the Senate.

RESEARCH ADVISORY COMMITTEE (RAC)

9	The RAC shall be constituted within one month of the registration of the Ph. D Scholar. The Head of the Department shall prepare the case and will submit the same in the office of Dean Academic.
7.1	<p>Composition of Research Advisory Committee:</p> <ol style="list-style-type: none"> I. Dean (Academic) (Ex-officio) (Chairman) II. Head of the concerned Department (Member cum Convener). III. All approved Ph D supervisors of the PS (Member(s)). IV. Subject expert (s) outside the institute to be nominated by the Chairman, Senate. The concerned supervisor (s) shall provide a list of three Subject Experts with their addresses, telephone numbers and e-mail IDs (through Head of Department) to Dean (Academic) well in advance. The Chairman Senate is authorized to nominate subject expert (s) outside the list. <p>Designation/Affiliation of external expert for RAC</p> <ul style="list-style-type: none"> • Minimum designation must be Professor/ Chief Engineer/ General Manager. • Expert from State/Central Government Institute/Industry. • Retired Person (Professor/Chief Engineer/General Manager) from State/Central Government Institute/Industry.
7.2	<p>Responsibilities of Research Advisory Committee:</p> <ol style="list-style-type: none"> I. Confirmation of supervisor to the PS. II. To monitor the performance of the PS. III. To recommend the Courses of studies for the concerned PS. IV. To hold the comprehensive presentation of PS. V. To hold the pre-submission seminar (Synopsis) of PS.
7.1	The recommend the extension to PS after completion of 36 month from date of

	registration
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COURSE WORK

10.1	The RAC of a student prescribes the courses a student has to register for every semester.
10.2	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 12 credits and has to obtain a CGPA of at least 6.5.
	A student of Science with an entry level qualification of Master degree registers for a minimum of 4 courses with at least 12 credits and has to obtain a CGPA of at least 6.5. A student of HSS with an entry level qualification of Master degree registers for a minimum of 4 courses with at least 12 credits and has to obtain a CGPA of at least 6.5.
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 18 credits and has to obtain a CGPA 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 RAC members act as examiners for such seminars. One of the RAC members coordinates the seminar course. Before registration, the RAC 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 CGPA 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 summer term.

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 RAC and is intimated to the students.
11.4	The date of the Comprehensive Examination is informed to the student at least one month prior to the date of examination. The RAC 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 presents 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 RAC 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 Chairman, RAC.
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 evaluation to the RAC. The RAC schedules a meeting where the student presents his/her work progress. All such presentations are open to all. However, the RAC may schedule more such meeting depending on the progress of the student.
13.2	The RAC reviews the progress.
13.3	Based on needs, the RAC 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 in NIT Arunachal Pradesh for his/her research work.

ENROLMENT

14.1	Students of all categories will have enrolled 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, RAC, 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 Arunachal Pradesh disciplinary ordinance & regulations are common for all students of NIT Arunachal Pradesh. (See ORDINANCE ON CODE AND CONDUCT of NITAP for details)
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.

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 conduct and discipline 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. 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.
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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 RAC. 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 RAC in an open seminar (named as Synopsis Seminar). The synopsis is submitted one week before the Synopsis Seminar date.
18.4	If the RAC approves the synopsis, the student is allowed to submit the synopsis of the thesis. The Supervisor sends report of the Synopsis Seminar and the Synopsis to the Chairman, RAC.
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 RAC.

PANELS OF EXAMINERS

19.1	At least fifteen days prior to the submission of the thesis, the RAC submits a panel of eight examiners with at least two experts from reputed Institutions outside the country. The Chairman, RAC will recommend the same to the Chairman, Senate for approval.
19.2	From the panel of approved examiners, the Chairman, RAC will send the synopsis of the thesis to three examiners in order of priority.
19.3	A new list of panels of the examiners to be approved, once the present list gets exhausted.

SUBMISSION OF THESIS

20.1	Within three months of the acceptance of the synopsis by the RAC, the student submits eight (or nine, if there are two supervisors) copies of his/her thesis 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, remainders are sent. If the report is not received in spite of remainders, the Chairman, RAC replaces the examiner(s).						
21.3	As and when two examiners recommend the thesis for award of the PhD degree, the Chairman, RAC approves the conduct of a Viva-Voce. Corrections (if any) in the thesis, responses to comments of examiners have to be ratified by the RAC.						
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 stipulated time prescribed by the RAC.						
21.5	If only one examiner recommends the thesis, and the other one or two 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/two rejection(s), the matter is placed before the Senate for possible replacement of the examiner(s) who has/have rejected.						
21.6	If two (if the third examiner does not respond) or three examiners do not recommend the thesis for the award, the reports are sent to the RAC, which can decide on one of the following based on their assessment.						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">21.6.1</td> <td>If the RAC 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 Chairman RAC.</td> </tr> <tr> <td>21.6.2</td> <td>The RAC may advise the student to augment the research and submit the synopsis again.</td> </tr> <tr> <td>21.6.3</td> <td>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 RAC 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 Chairman RAC.	21.6.2	The RAC may advise the student to augment the research and submit the synopsis again.	21.6.3	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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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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">The following is the composition of the Thesis Defence Board (TDB). The TDB to be approved by the Chairman RAC.</td> </tr> <tr> <td style="width: 70%;">Chairman of the RAC</td> <td>Chairman</td> </tr> <tr> <td>Supervisor(s)</td> <td>Member(s)</td> </tr> <tr> <td>One examiner of the thesis within the country, or a specialist in the subject nominated by the Chairman, RAC.</td> <td>Member</td> </tr> <tr> <td>A faculty member of another department to be nominated by the RAC.</td> <td>Member</td> </tr> <tr> <td>One faculty member of the Department with knowledge of the subject of the thesis.</td> <td>Member</td> </tr> <tr> <td colspan="2">The other members of the RAC of the student will be invitees to the Oral Examination.</td> </tr> </table>	The following is the composition of the Thesis Defence Board (TDB). The TDB to be approved by the Chairman RAC.		Chairman of the RAC	Chairman	Supervisor(s)	Member(s)	One examiner of the thesis within the country, or a specialist in the subject nominated by the Chairman, RAC.	Member	A faculty member of another department to be nominated by the RAC.	Member	One faculty member of the Department with knowledge of the subject of the thesis.	Member	The other members of the RAC of the student will be invitees to the Oral Examination.	
The following is the composition of the Thesis Defence Board (TDB). The TDB to be approved by the Chairman RAC.															
Chairman of the RAC	Chairman														
Supervisor(s)	Member(s)														
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One faculty member of the Department with knowledge of the subject of the thesis.	Member														
The other members of the RAC of the student will be invitees to the Oral Examination.															
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, RAC, certifying that the recommended revisions by the TDB, if any, have been incorporated in all copies of the thesis, for award of the degree.

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 with the approval of the Board of Governors (BOG) of the Institute.
------	---

LEGAL 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 Regulation shall be subject to jurisdictions of Court(s) in Arunachal Pradesh.

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 Arunachal Pradesh

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 ARUNACHAL PRADESH PROJECT STAFF

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

Reference No.

Date:

To

The Director

National Institute of Technology Arunachal Pradesh

Subject: No Objection certificate for NIT Arunachal Pradesh Project Staff

Sir,

The R&D Section of NIT Arunachal Pradesh 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)

FORMM 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 Arunachal Pradesh

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 Arunachal Pradesh 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 Arunachal Pradesh

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 Arunachal Pradesh 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

Appendix II

Research Advisory Committee (RAC)		
COMPOSITION:		
I	Dean (Academic) (Ex-officio)	Chairman
II	Head of the concerned Department	Members cum Convenor
III	All approved Ph D supervisors of the PS	Member
IV	Subject expert (s) outside the institute to be nominated by the Chairman, Senate. The concerned supervisor (s) shall provide a list of three Subject Experts with their addresses, telephone numbers and e-mail IDs (through Head of Department) to Dean (Academic) well in advance. The Chairman Senate is authorized to nominate subject expert (s) outside the list.	Members
Responsibilities		
I	Confirmation of supervisor to the PS.	
II	To monitor the performance of the PS.	
III	To recommend the Courses of studies for the concerned PS.	
IV	To hold the comprehensive presentation of PS.	
V	To hold the pre-submission seminar (Synopsis) of PS.	
VI	The recommend the extension to PS after completion of 36 month from date of registration	

Form I

Sponsorship letter

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

To,
The Director
National Institute of Technology Arunachal Pradesh

Reference No.
Date:

Sub: Sponsoring an Employee for PhD Programme

Dear Sir,

We hereby sponsor the candidature of Mr./Ms./Mrs. _____ 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 **1(One) year** of service in our organization/institute as a regular employee. We shall relieve him/her from his/her duties in the organization during the first three years of the PhD programme.

**Signature
and Seal of
the
Sponsoring
Authority**

FORM II

NO OBJECTION CERTIFICATE FOR NIT ARUNACHAL PRADESH PROJECT STAFF

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

Reference No.

Date:

To

The Director

National Institute of Technology Arunachal Pradesh

Subject: No Objection certificate for NIT Arunachal Pradesh Project Staff

Sir,

The R&D Section of NIT Arunachal Pradesh 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.

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 Arunachal Pradesh

Sub: No-Objection Certificate

Dear Sir,

We have no objection if Mr./Ms./Mrs. _____ an employee in our organization, is admitted to the **PhD programme** in _____ at your institute as a PART-TIME student.

It is certified that he/she has completed **1(one) year** 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 Arunachal Pradesh during the 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 Arunachal Pradesh

Sub: Sponsoring an Employee for PhD Programme for External registration

1. Name of the sponsoring organization:
2. Address:
3. Designation of the applicant:
4. Present status of the applicant:
5. List of Division/Section where research work is proposed to be done:
6. 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)
7. Details of relevant facilities which will be made available to the candidate:

It is certified that he/she has completed **1(One)** year of service in our organization/institute as a regular employee.

If Mr./Ms./Mrs. _____ is admitted to the PhD programme, we agree to relieve him/her to enable him/her to be available at NIT Arunachal Pradesh to attend classes for completion of his/her course works relating to the PhD programme.

Mr./Ms./Mrs. _____ 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



National Institute of Technology Arunachal Pradesh

FORM: 7 COMPREHENSIVE EXAMINATION COMMITTEE

DEPARTMENT OF

Name of the Student	Roll No.	Date of Registration

Thesis Supervisor(s)	Date of Examination
1.	
2.	

EXAMINATION COMMITTEE

Sl. No.	Name	Department	Signature
1			
2			
3			
4			
5			
6			
7			

Chairman, RAC



National Institute of Technology Arunachal Pradesh

FORM: 8 COMPREHENSIVE EXAMINATION REPORT OF A PhD STUDENT

DEPARTMENT OF

Name of the Student	Roll No.	Date of Registration	Semester	CPI	Credits

Thesis Supervisor(s)	Date of Examination(s)	Mode of Examination (put a tick)		
		Written	Oral	Both
1.	1st attempt			
2.	2nd attempt			

BRIEF COMMENTS ON PERFORMANCE OF THE STUDENT

CANDIDATE'S PERFORMANCE IN THE EXAMINATION (put a tick below the appropriate box)

Passed	Failed

COMMITTEE MEMBERS

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

Chairman, RAC

Note: After signature of the Chairman, RAC, the original copy to be kept in the personal file of the student and photocopies to be sent to the Thesis Supervisor, department.



National Institute of Technology Arunachal Pradesh

FORM: 9

REPORT ON STATE OF ART SEMINAR

DEPARTMENT OF

Name of the Student	Roll No.	Date of Registration

Category of Studentship (Regular / Sponsored / Project Staff / Part-Time / External Registration)	Nature of Assistant / Fellowship (Institute / CSIR / UGC)

Date of Assessment	Assessment for the Period (mm/yy – mm/yy)

Date of State of Art Seminar	Course Work CPI

Literature review (Satisfactory / Not Satisfactory)	
Problem formulated (Yes / No)	
The overall progress of the student (Satisfactory / Not Satisfactory*)	

*If the state of Art Seminar is not satisfactory, student has to appear again within a month.

Signatures of the members of the RAC

Chairman, RAC

Member

Member

Supervisor

Supervisor

Note: After signature of the Chairman, RAC, original to be kept in the personal file of the student and a photocopy copy will go to the Supervisor, department.



National Institute of Technology

Arunachal Pradesh

FORM: 10 ASSESSMENT OF ACADEMIC PROGRESS OF A PhD STUDENT

DEPARTMENT OF

Name of the Student	Roll No.	Date of Registration

Category of Studentship (Regular / Sponsored / Project Staff / Part-Time / External Registration)	Nature of Assistant / Fellowship (Institute / CSIR / UGC)

Date of Assessment	Assessment for the Period (mm/yy – mm/yy)

Date of Comprehensive Examination	Course Work CPI

Problem formulated (Yes / No)	The overall progress of the student (Satisfactory / Not Satisfactory)

Remarks on actual work carried out and results obtained (on page 2)

Seminars/Conferences/Workshops Attended (attach supporting documents)	Publications, if any, from the research work undertaken (attach supporting documents)

Recommendations:

The studentship may be continued.

The assistantship/fellowship may be continued (applicable for regular, full time students).

The assistantship/fellowship may be enhanced (applicable only at the end of two years for regular, full time Students).

Signatures of the members of the Doctoral Committee

Member

Member

Supervisor

Supervisor

Chairman, RAC

Note: After signature of the Chairman, RAC, original to be kept in the personal file of the student and a photocopy copy will go to the Supervisor, department.

REMARKS



National Institute of Technology Arunachal Pradesh

FORM: 11

CHANGE / ADDITION / DELETION OF A SUPERVISOR

DEPARTMENT OF

Name of the Student	Roll No.	Date of Registration

Sl. No.	Existing Supervisor(s)	Department
1		
2		

The following faculty is recommended to be included as joint supervisor of the student
(attach consent of the student, the existing supervisor and the proposed one)

Sl. No.	Name	Designation	Department	Reason for Change

[In case of Joint Supervisor]

The following faculty has opted out to be the supervisor of the student (attach consent of the supervisor opting out)

Sl. No.	Name	Designation	Department

[In case of a Single Supervisor]

The following faculty is recommended as supervisor of the student in place of the current supervisor (attach consent of the old and the new supervisors)

Sl. No.	Name	Designation	Department

Member

Member

Supervisor

Supervisor

Chairman, RAC

Chairman. Senate

Note: After signature of the Chairman, Senate, original to be kept in the personal file of the student and a photocopy copy will go to the Supervisor, department.



National Institute of Technology

Arunachal Pradesh

FORM: 12

CHANGE OF CATEGORY

DEPARTMENT OF :

Name of the Student	Roll No.	Date of Registration

Current Enrolment as

Category (Regular / Sponsored / Project Staff / Part-Time / External Registration)

I want to change my registration to the following category

Category (Regular / Sponsored / Project Staff / Part-Time / External Registration)	Reason for Changing (attach supporting documents)

I want to change to Part Time Scholar and would leave (Hostel.....Room No.....) on/by.....

Signature of the Student

Supervisor

Supervisor

Chairman, RAC

Chairman, Senate

(only in case, change from any category to regular category)

Note: After signature of the Chairman, RAC/ Chairman, Senate, original to be kept in the personal file of the student and a photocopy copy will go to the Supervisor, department.



National Institute of Technology Arunachal Pradesh

FORM: 13 OPEN SEMINAR REPORT OF A PhD STUDENT

TITLE OF THE THESIS: [Attach Synopsis / Abstract of Research Work]

Name of the Student	Roll No.	Date of Registration	Semester	CPI	Credits

Thesis Supervisor(s)	Date of Open Seminar	Department of
1.		
2.		

BRIEF COMMENTS ON RESEARCH PERFORMANCE (On a separate sheet – page 2)

RESEARCH WORK CARRIED OUT BY THE STUDENT (tick one)

Satisfactory:		Unsatisfactory:
---------------	--	-----------------

PERMISSION TO SUBMIT THE SYNOPSIS/ THESIS (Tick one)

▪ Yes:		▪ No:	
--------	--	-------	--

COMMITTEE MEMBERS

Sl. No.	Name	Department	Role in Doctoral Committee	Signature
1			Chairman	
2			Member	
3			Member	
4			Supervisor	
5			Supervisor	

Chairman, RAC

BRIEF COMMENTS ON RESEARCH PERFORMANCE



National Institute of Technology Arunachal Pradesh

FORM: 14

SUBMISSION OF PhD THESIS THROUGH DOCTORAL COMMITTEE

TITLE OF THE THESIS: [Attach Synopsis]

Name of the Student	Roll No.	Date of Registration	Semester

Thesis Supervisor(s)	Date of Open Seminar	Department of
1.		
2.		

PERMISSION TO SUBMIT THE THESIS (*Tick one*)

<input type="checkbox"/> Yes:		<input type="checkbox"/> No:	
--------------------------------------	--	-------------------------------------	--

COMMITTEE MEMBERS

Sl. No.	Name	Department	Role in Doctoral Committee	Signature
1			Chairman	
2			Member	
3			Member	
4			Supervisor	
5			Supervisor	

Chairman, RAC

Note: After signature of the Chairman, RAC, original to be kept in the personal file of the student and a photocopy copy will go to the Supervisor, department.



National Institute of Technology Arunachal Pradesh

FORM: 15

SUBMISSION OF THESIS FOR A PhD STUDENT

- APPOINTMENT OF EXAMINERS
- SUBMISSION OF SYNOPSIS OF THE THESIS

TITLE OF THE THESIS:

Name of the Student	Roll No.	Department of

Thesis Supervisor(s)		Date of open seminar
1.		
2.		

CERTIFICATE

I/we certify that the persons proposed as examiners are actively engaged in research in the field of work of the thesis and are eligible as per the PhD Ordinance of the Institute. That the work carried out by the student is original and satisfactory. We further certify that none of the persons have been our supervisors in our PhDs and none of them are co-authors with any of us in any published paper.

Name & Signature of the (first) Supervisor with date

Name & Signature of the second Supervisor with date (if there is a second supervisor)

Enclosures:

1. Proposed panel of examiners
2. Copies of synopsis – one hardcopy and pdf file in a CD

- Forwarded by the Chairman, RAC to the Chairman, RAC

Date:

Signature of the Chairman, RAC

Chairman Senate may appoint the examiners for Mr./Ms.

Date:

Signature of the Chairman, RAC

The following are the PhD thesis examiners (India and Abroad)

Sr. No.	Name of Examiners	In order of Priority *	Sr. No.	Name of Examiners	In order of Priority *
1.			1.		
2.			2.		
3.			3.		
4.			4.		

* The order of priority to be assigned by the Chairman Senate

Date:

Signature of the Chairman, Senate

List of Examiners Recommended by the RAC

1.

Name:			
Designation:			
Department:			
Institute:			
Address:			
Telephone:		Fax:	
Email:		Url:	http://www.
Research profile and justification for recommendation (below in brief):			

2.

Name:			
Designation:			
Department:			
Institute:			
Address:			
Telephone:		Fax:	
Email:		Url:	http://www.
Research profile and justification for recommendation (below in brief):			

3.

Name:			
Designation:			
Department:			
Institute:			

Address:			
Telephone:		Fax:	
Email:		Url:	http://www.

Research profile and justification for recommendation (below in brief):

--	--	--	--

4.

Name:			
Designation:			
Department:			
Institute:			
Address:			
Telephone:		Fax:	
Email:		Url:	http://www.

Research profile and justification for recommendation (below in brief):

--	--	--	--

5.

Name:			
Designation:			
Department:			
Institute:			

Address:			
Telephone:		Fax:	
Email:		Url:	http://www.

Research profile and justification for recommendation (below in brief):

--	--	--	--

6.

Name:			
Designation:			
Department:			
Institute:			
Address:			
Telephone:		Fax:	
Email:		Url:	http://www.

Research profile and justification for recommendation (below in brief):

--	--	--	--

7.

Name:			
Designation:			
Department:			
Institute:			

Address:			
Telephone:		Fax:	
Email:		Url:	http://www.
Research profile and justification for recommendation (below in brief):			

8.

Name:			
Designation:			
Department:			
Institute:			
Address:			
Telephone:		Fax:	
Email:		Url:	http://www.
Research profile and justification for recommendation (below in brief):			

NAME AND SIGNATURES OF THE RAC MEMBERS

Sl.No.	Name	Doctoral Committee	Signature
1.		Chairman	
2.		Member	
3.		Member	
4.		Member (Thesis Supervisor 1)	
5.		Member (Thesis Supervisor 2)	



National Institute of Technology

Arunachal Pradesh

FORM: 16

CONSTITUTION OF THESIS DEFENCE BOARD

DEPARTMENT OF :

Name of the Student	Roll No.	Date of Defence

The following are the members of the Thesis Defence Board.

Thesis Defence Board

Sl. No.	Name	Designation	Department	Signature
1.		Chairman (Chairman of DC)		
2.		Member (External Examiner)		
3.		Member		
4.		Member		
5.		Member (Thesis Supervisor 1)		
6.		Member (Thesis Supervisor 2)		

Chairman, RAC

Note: After signature of the Chairman, RAC, original to be kept in the personal file of the student and a photocopy copy will go to the Supervisor, department.



National Institute of Technology

Arunachal Pradesh

FORM: 17

CHANGE IN CONSTITUTION OF
THESIS DEFENCE BOARD

DEPARTMENT OF :

Name of the Student	Roll No.	Date of Defence

EXISTING THESIS DEFENCE BOARD

Sl. No.	Name	Designation	Department
7.		Chairman (Chairman of DC)	
8.		Member (External Examiner)	
9.		Member	
10.		Member	
11.		Member (Thesis Supervisor 1)	
12.		Member (Thesis Supervisor 2)	

The following changes are made in the New Thesis Defence Board from the Existing Thesis Defence Board.

The following member(s) is/are replaced

Sl. No.	Name	Designation	Reason for change (attach supporting document)
1.			
2.			

By

Sl. No.	Name	Designation	Department
1.			
2.			

Chairman, RAC

Note: After signature of the Chairman, RAC, original to be kept in the personal file of the student and a photocopy copy will go to the Supervisor, department.



National Institute of Technology

Arunachal Pradesh

FORM: 18

THESIS DEFENCE REPORT OF A PhD STUDENT

TITLE OF THE THESIS:

Name of the Student	Roll No.	Date of Defence	Department

RECOMMENDATIONS

The Thesis Defence Board evaluated the PhD thesis of the candidate taking into account the queries/doubts raised by the external examiners and recommend that (tick one):

- The thesis in its present form is commended for the award of the PhD degree
- The thesis is commended for the award of the PhD degree. However, suggestions for improving the thesis based on the discussions during the oral examination and detailed in a separate sheet be incorporated in the thesis.
- The thesis is not acceptable for the award of the PhD degree

THESIS DEFENCE BOARD

Sl. No.	Name	Designation	Department	Signature
1.		Chairman (Chairman of DC)		
2.		Member (External Examiner)		
3.		Member		
4.		Member		
5.		Member (Thesis Supervisor 1)		
6.		Member (Thesis Supervisor 2)		

FOR OFFICIAL USE ONLY BY ACADEMIC SECTION

Chairman, RAC

DR/AR (Acad)

Dealing Assistant

NB: Chairman of the OEB, please send this to the Chairman, RAC.



National Institute of Technology Arunachal Pradesh

FORM: 19

REMUNERATION BILL FOR INDIAN EXAMINER

- PhD THESIS DEFENCE EXAMINATION
- EVALUTAITON OF PhD THESIS

TITLE OF THE THESIS:

Name of the Student	Roll No.	DEPARTMENT OF

Thesis Supervisor(s)	Date of Defence	Name and address of the examiner

Details of Honorarium

Sl. No.	Description	Amount (Rs.)
1.	Evaluation and Reporting	
2.	Oral Examination	
3.	For both 1 & 2	
Contingencies (if any e.g. Postage)		
Total:		

Mode of payment (tick one)

Cash

Cheque

Date:

Signature of the External Examiner

Approved by Dean of Academic Affairs

THIS IS FOR THE USE OF ACCOUNTS SECTION

The above information is found to be correct and passed for amount stated below:

Amount (Rs.)	
In words	[Rupees

Dealing Assistant

Accountant

National Institute of Technology Arunachal Pradesh



FORM: 20

ADVANCE TOWARDS TA, DA AND HONORARIUM FOR INDIAN EXAMINER COMING FOR PhD THESIS DEFENCE EXAMINATION

TITLE OF THE THESIS:

AR/DR (F&A)

Name of the Student	Roll No.	DEPARTMENT OF

Thesis Supervisor(s)	Date of Defence	Name and address of the examiner

Details of advance (please attach copy of the letter of the DOAA instructing conduct of Defence after approval of the RAC):

Item	Estimated (Amount)	Payment from A/C Code
Travel Allowance: a) Tickets booked through DTA (from _____ to ARUNACHAL PRADESH and back) b) Additional Advance (if required) [N.B. Transport for airport pickup and dropping only]		
Advance towards payment of honorarium for thesis evaluation		
Advance towards payment of honorarium for participation in Thesis Defence Examination		
Total:		

Checked by Dealing Assistant in the Academic Section Approved by Dean of Academic Affairs

Date:

Name and Signature of the Thesis Supervisor

Note: After signature of the DOAA, original to be sent to AR (F&A/C) and a photocopy copy will go to the Supervisor, department.



National Institute of Technology Arunachal Pradesh
Academic Affairs Office

FORM 21

Thesis Receipt and Delivery Record

ReceivedCopies of hard bound thesis (after/before correction)

entitled.....
.....
.....

.....from Mr/Ms. Roll No

..... Department of

* Also received copies the same thesis in compact disc in MS Word/PDF/..... format in working condition.
(* strike out if not applicable)

Date:.....

(Receiver's Signature)

Name:

Designation:
n:

NATIONAL INSTITUTE OF TECHNOLOGY ARUNACHAL PRADESH

FORM 22 : UNDERTAKING TO BE EXECUTED BY THE Ph.D. SCHOLARS FOR AWARD OF INSTITUTE SCHOLARSHIP

I _____, son/daughter/wife of Shri _____
residing at _____ admitted to the PhD programme on _____ in the
department _____ during the academic session _____. I am thankful to the
institute for awarding me the Institute scholarship of Rs. _____ per month for PhD in Engineering/Technology/Science for the academic year
_____ and I hereby undertake that -

- I am not selected for any regular appointment/service and I am registering for the Ph.D. programmes of the Institute with the intention of completing the same. I have been granted EOL by my employer from _____ to _____.
- I am not and will not be in receipt of any salary or other financial benefits from any sources, except the Institute Scholarship during the period of my study at the Institute from _____ to _____.
- I will obtain prior permission of the Institute for appearing in any examination conducted by other Institutions/Universities/Public bodies.
- I will not apply for or accept any job without obtaining prior permission of the Institute.
- I will undertake to do 8 hours of work per week related to teaching activities of the department such as laboratory demonstration work, tutorials, evaluation of test papers, seminars, symposia, etc. and in the academic research projects of the faculty members of the department as assigned to me by the Head of the department.
- I understand that the continuation of the Award of assistantship for each semester is contingent on :
 - (1) my satisfactory performance during the preceding semester(s) in the discharge of my responsibilities in teaching and research assignments.
 - (2) my satisfactory academic performance and progress during the preceding semester in my registered degree programme as assessed by the doctoral committee, according to the procedure as laid down by the Senate.
- I also understand that the Award will be terminated at any time if my performance in the duties or the progress in my research work is judged to be unsatisfactory.
- I am eligible for regular leave for 30 days for each of my academic year and the assistantship will not be paid for the period of leave availed in excess of 30 days in any of my academic years. Absence without obtaining prior sanction of leave will be considered as an of indiscipline and shall entail reduction of scholarship on a pro rata basis, besides any other action that may be decided by the Institute.
- I also agree to undertake to abide and be bound by all and each of the terms of the existing rules and conditions governing the award of the Institute Scholarship subject to the modifications, alterations, amendments and additions as may be made to them from time to time.
- I am fully aware of the rules & regulations governing the Ph.D. programme at NITAP. I also agree to undertake that I shall follow the rules and regulations as prescribed and as amended from time to time by the Senate with respect to the Ph.D. programme of the Institute.
- I hereby agree and undertake that I will not apply for or obtain or cause or permit any other person to apply for or obtain a patent for an invention based on the research work except with the written permission of the Director of National Institute of Technology, Arunachal Pradesh.
- I have already deposited the first instalment of fees of Rs. _____ vide receipt No. _____ dated _____ and commenced attending programmes from _____ F.N.

Signature of the student

Deptt. :
Date. :
Bank A/C No
Roll No
.....

Signed in my presence.

Head of the Department

To,

The Dean of Academic Affairs

NATIONAL INSTITUTE OF TECHNOLOGY ARUNACHAL PRADESH

FORM 23

GUEST HOUSE ACCOMMODATION FOR INDIAN EXPERT COMING FOR PHD THESIS DEFENCE BOARD

Name(s) of the Expert coming for PhD Defence			
Designation(s) of the Expert for PhD Defence			
Purpose of visit (Please attach copy of the letter of the DOAA instructing conduct of Defence)	PhD Defence of Mr/Ms.		
Date & Time of Arrival			
Date & Time of Departure			
Type of occupancy preferred (Please note that all rooms are double bedded)	Single / Double (please tick)	No. of rooms required	
If the source of payment of bill is from Project, please state the Project No.			
Remarks, if any: <div style="text-align: center;"> _____ Countersignature of the concerned HOD /HOC (in case the purpose of visit is official) </div>	<div style="text-align: right;"> _____ Signature of the Indentor (thesis supervisor) with date Name: _____ Designation: _____ Department/Section/Centre: _____ Contact Phone No. / e-mail ID, if any: _____ </div>		

For official use

Room(s) allotted	Room No(s).
Period	From to
Category recommended	Official / Semi-official / Semi-private / Private / Licence-fee-payee / Institute Guest

Office Note:

Approval of the Director / Dy. Director / Registrar

Signature of i/c Guest House

Date: _____

FORM 24 - LEAVE
NATIONAL INSTITUTE OF TECHNOLOGY ARUNACHAL PRADESH
ARUNACHAL PRADESH 791 112

Leave application form

Name of the applicant (in **BLOCK** letters):

Roll No:

Programme (Tick): PhD / M.Tech

Academic Year:.....

Batch (tick): December / July

1. Nature & Period of Leave (For Academic Leave, Maternity Leave, Paternity Leave etc. please attach supporting papers)	Nature		From	To	No. of Days
2. Holidays, Prefixing / Suffixing	Prefix	From:	To:	No. of Days:	
	Suffix	From:	To:	No. of Days:	
3. Reasons for leave					
4. Address while on leave					
	Contact Phone No. (if any):			Email:	

Date

Signature of the applicant

Recommended / Not recommended

Supervisor / Faculty Advisor

Name: _____

For Office use only

		Ordinary Leave	Maternity / Paternity Leave	Academic Leave (conferences/ seminars/ workshops/ short-term courses)	Academic Leave (data collection/ survey works)
A	Leave available before this application				
B	Leave applied for				
C	Balance Leave				
D	No. of days without scholarship [if (C) is negative]				

Approved / Not approved / Forwarded to DOAA

Date:

Signature of the HOD/HOC