

# **RULES, REGULATIONS AND CODE OF CONDUCT DOCTOR OF PHILOSOPHY (PhD) PROGRAMME**

(Hereafter called as PHD RR 25 applicable to all PhD Scholars)



## **PREFACE**

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**NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH  
Tadepalligudem, Andhra Pradesh**

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## 1. INTRODUCTION

1.1 Provision of these regulations shall come into force with immediate effect for all PhD scholars in the Institute.

1.1.1 PhD Programme is offered in the following departments/schools/division.

No.	Department
1.1.1.1	Biotechnology
1.1.1.2	Chemical Engineering
1.1.1.3	Civil Engineering
1.1.1.4	Computer Science and Engineering
1.1.1.5	Electrical Engineering
1.1.1.6	Electronics and Communication Engineering
1.1.1.7	Mechanical Engineering
1.1.1.8	Metallurgical and Materials Engineering
1.1.1.9	School of Sciences: Mathematics Division
1.1.1.10	School of Sciences: Physics Division
1.1.1.11	School of Sciences: Chemistry Division
1.1.1.12	School of Humanities and Management: English Division
1.1.1.13	School of Humanities and Management: Management Division

1.1.2 The provisions of these regulations shall be applicable to any new discipline that may be introduced from time to time.

## 2. ADMISSION

2.1 The institute offers the following categories of admissions to PhD Programme

No.	Category	Terms & Conditions
2.1.1	Full time – Institute Assistantship Category	Financial Assistance is offered through Institute Assistantship from NIT ANP up to maximum 05 years from the date of initial registration
2.1.2	Full Time – Project Category	Financial Assistance is offered by externally sponsored projects executed at NIT ANP up to closure of such project or fund availability whichever is earlier.
2.1.3	Full Time – Sponsored Category	Financial Assistance should be offered by an Externally sponsored Agency obtained by candidate prior to seeking admission at NIT ANP. Up to maximum tenure specified by such sponsoring agency or fund availability whichever is earlier.
2.1.4	Part-time – Sponsored Category	No Financial Assistance is offered by institute. Moreover, the candidate seeking admission should be an employee sponsored by current serving private/semi-government/government institute/organization/industry. In case of private entity, a mutual agreement between the candidate and serving entity is essential for their Bonafide services at least for a period of 02 years at the time of registration, if selected.

2.2 Minimum Eligibility Criteria and Minimum and Maximum tenure of the Ph.D.

No.	Category	Minimum eligibility criteria for calling for selection process	Minimum & Maximum Tenure of Ph.D. duration from date of initial registration
2.2.1	Full time – Institute Assistantship Category (FT-HTTA)	Any Master's degree in Engineering/ Technology/ Science/ Management/ Humanities/ Computer Applications/ Pharmacy <b>OR</b> Candidates having Bachelor's Degree in Engineering & Technology from any central or state government fully funded institutions / universities having CGPA of at least 8.0 on 10-point scale or 75% of aggregate or equivalent. (Under direct PhD programme as approved at BoG item no. 33.3.5)	THREE & EIGHT years  FOUR & EIGHT years
2.2.2	Full Time - Project Category (FT-HTPA)	Any Master's degree in Engineering/ Technology/ Science/ Management/ Humanities/ Computer Applications <b>AND</b> Candidates who are already working as JRF/SRF in the externally sponsored projects executed at NIT ANP	THREE & EIGHT years
2.2.3	Full Time – Sponsored Category (FT-HTSA)	Any Master's degree in Engineering/ Technology/ Science/ Management/ Humanities/ Computer Applications <b>AND</b> Possessing the sanction/ award order granting financial Assistance by any externally sponsored Agency at least for a period of 2 years.	THREE & EIGHT years
2.2.4	Part-time – Sponsored Category (PT-SA)	Any Master's degree in Engineering/ Technology/ Science/ Management/ Humanities/ Computer Applications <b>AND</b> Should be an employee sponsored by current serving private/ semi-government/ government institute/ organization/ industry.	FOUR & EIGHT years

2.3 The candidates should possess the CGPA, or percentage acquired in preceding degree should be at least 60% or 6.5CGPA on 10-point scale. In case of SC/ST/PWD candidates a relaxation 5% or 0.5 CGPA is granted on such minimum limit.

2.4 Departmental Specific eligibility criteria:

Satisfying to the above the candidate should satisfy the below for shortlisting against respective department/school/division.

<b>No.</b>	<b>Department</b>	<b>Eligibility criteria for calling for selection process</b>
2.4.1	Biotechnology	Master's in science and/or Engineering and/or Technology and/or Pharmacy in relevant discipline
2.4.2	Civil Engineering	Master's in Engineering and/or Technology in relevant discipline
2.4.3	Chemical Engineering	Master's in Science and/or Engineering and/or Technology in relevant discipline
2.4.4	Computer Science & Engineering	Master's in Engineering and/or Technology and/or Computer Applications in relevant discipline
2.4.5	Electrical Engineering	Master's in Engineering and/or Technology and/or Computer Applications in relevant discipline
2.4.6	Electronics & Communication Engineering	Master's in Engineering and/or Technology and/or Computer Applications in relevant discipline
2.4.7	Mechanical Engineering	Master's in Engineering and/or Technology and/or Management (Production) in relevant discipline
2.4.8	Metallurgy and Materials Engineering	Master's in Science and/or Engineering and/or Technology in relevant discipline
2.4.9	School of Sciences (Mathematics Division)	Master's in Science and/or Technology in relevant discipline
2.4.10	School of Sciences (Physics Division)	Master's in Science and/or Technology in relevant discipline
2.4.11	School of Sciences (Chemistry Division)	Master's in Science and/or Technology and/or Pharmacy in relevant discipline
2.4.12	School of Humanities & Management (English Division)	Master's in English Language and/or Literature discipline
2.4.13	School of Humanities & Management (Management Division)	Master's in Management

2.5 Candidates seeking admission under Full time – Institute Assistantship Category with bachelor's degree in engineering & technology from any central government funded institutions should be in relevant discipline.

2.6 In addition to above, the institute reserves the right to restrict the number of candidates for written test and/or interview to a reasonable limit on the basis of below parameters higher than those prescribed.

- 2.6.1 Qualification in National level examination conducted by Central Government Agencies
- 2.6.2 Academic Qualification/Degree achieved with respect to department applied
- 2.6.3 Proceeding Academic merit
- 2.6.4 Slots available under faculty in each department
- 2.6.5 Requirement of specialization to each department/ ongoing R&D project
- 2.6.6 Having good quality and/or number of publications
- 2.7 The following selection procedure is adopted at the institute.
  - 2.7.1 Upon shortlisting candidate(s) having minimum eligibility and satisfying clause (2.6), he/she will be allowed for interview and/or written test, if and only if he/she qualified any relevant national level examination like GATE/NET/etc.
  - 2.7.2 The candidates who do not have qualified GATE/NET/National level examination must appear for written examination conducted by institute before attending the interview. The qualifying mark for the examination shall be 60% of the maximum marks in the paper (or) 40% of the total marks of the examination whichever is higher. In case of SC/ST/PwD candidate the qualifying mark shall be 55% of the maximum marks (or) 35% of the total marks of the examination whichever is higher. Only the qualified candidates in this examination will be allowed for interview along with the shortlisted candidates who possess the qualified GATE/NET/etc.
  - 2.7.3 The modalities/syllabus of the examination will be intimated prior separately time to time. Based on the number of applications received from candidate(s) possessing like GATE/NET etc. qualification and available PhD seats, the departments/sections/divisions will set their individual criteria whether to conduct the national level examination or not.
- 2.8 Every PhD scholar of the Institute shall be associated with Supervisor, DSC, and the parent department throughout his/her study period.
- 2.9 After confirmation of admission and while reporting to the respective department the scholar must submit **PHD Form 01** to confirm his/her reporting to the Institute.

### **3. CATEGORIES IN FULL-TIME MODE OF STUDY**

#### **3.1 Types of Categories in Full-Time Mode:**

- 3.2 A scholar will be admitted against Full-Time mode under Half Time Teaching Assistantship category (FT-HTTA scholar) based on the availability of seats in the Institute wherein the financial assistance is provided by Institute. The HTTA regulations will be as per rules governed by Board of Governors of the Institute. Such HTTA is offered through Institute Assistantship from NIT ANP up to maximum 05 years from the date of admission. Such scholars shall discharge the duties assigned by the

institute authority for Half-time Teaching Assistance (HTA) and it will be obligatory to undertake 8 to 10 hours (per week) of work related to teaching and research activities as assigned to him /her by the Institute. This shall include tutorials, laboratory classes, development and maintenance of laboratories, assistance in research and development activities undertaken by faculty members, maintenance and operation of Computers and other central facilities, assistance in library.

3.2.1 A scholar will be admitted against Full-Time mode under Half Time Project Assistantship category (FT-HTPA scholar) based on the availability of seats in the projects wherein the financial assistance is provided from the ongoing externally sponsored project grant. The HTPA regulations will be as per rules governed by Board of Governors of the Institute and/or the agency sponsoring that project. Such HTPA is offered from the grant received from the sponsoring agency subject to availability of funds under the project. Such scholars shall discharge the duties assigned by the institute authority for Half-time Teaching Assistance (HTA) and it will be obligatory to undertake 4 to 5 hours (per week) of work related to teaching and research activities as assigned to him /her by the Institute. This shall include tutorials, laboratory classes, development and maintenance of laboratories, assistance in research and development activities undertaken by faculty members, maintenance and operation of Computers and other central facilities, assistance in library.

3.2.2 A scholar will be admitted against Full-Time mode under Half Time Sponsored Assistantship category (FT-HTSA scholar) based on the availability of seats in the scheme wherein the financial assistance is borne by the agency sponsoring the candidate under that scheme. The HTSA regulations will be as per rules governed by Board of Governors of the Institute and/or the agency sponsoring the candidate under that scheme. Such scholars shall discharge the duties assigned by the institute authority for Half-time Teaching Assistance (HTA) and it will be obligatory to undertake 8 to 10 hours (per week) of work related to teaching and research activities as assigned to him /her by the Institute. This shall include tutorials, laboratory classes, development and maintenance of laboratories, assistance in research and development activities undertaken by faculty members, maintenance and operation of Computers and other central facilities, assistance in library.

3.3 The following are the regulations for Conversion of Category of Teaching Assistantship/ Financial Assistance.

### 3.3.1 Conversion of HTPA to HTTA:

#### 3.3.1.1 Eligibility criteria

- i) Successful completion of comprehensive examination
- ii) Should have worked at least for TWO years as JRF/SRF in the project executed in the institute
- iii) Must not have completed FIVE years from the date of admission to PhD
- iv) Must have vacant FT slot under the respective supervisor and co-supervisor. If there is no vacancy, the scholar must wait until the slot is vacant.
- v) Must have vacancy against the respective department and Institute under the reservation category of HTTA.

3.3.1.2 Conversion request shall be placed through the DSC, Dean R&C, Dean P&D to the Dean (Academic Affairs).

### 3.3.2 Conversion of HTSA to HTTA:

#### 3.3.2.1 Eligibility criteria

- i) Successful completion of comprehensive examination
- ii) The tenure of the scheme under which the scholar is pursuing the PhD must exhaust.
- iii) Must not have completed FIVE years from the date of admission to PhD
- iv) Must have vacant FT slot under the respective supervisor and co-supervisor. If there is no vacancy, the scholar must wait until the slot is vacant.
- v) Must have vacancy against the respective department and Institute under the reservation category of HTTA.

3.3.2.2 Conversion request shall be placed through the DSC, Nodal office of the scheme to the Dean (Academic Affairs).

### 3.3.3 Conversion of HTTA to HTPA:

#### 3.3.3.1 Eligibility criteria

- i) Successful complete at least SIX months from the date of admission to PhD
- ii) Must obtain NOC from Dean (Academic Affairs) while appearing for the interview to the position of JRF/SRF in the project.
- iii) Remaining tenure of the project should be at least TWO years with the sanction of JRF/SRF
- iv) The existing FT slot under the respective supervisor and co-supervisor shall not be treated as vacant until such scholar submits the thesis.

3.3.3.2 Conversion request shall be placed through the DSC, Dean (Academic Affairs) to the Dean R&C.

#### **4. DEGREE REQUIREMENTS**

Every scholar admitted for PhD Programme must successfully fulfil various stages within specified time limit but in chronological order. They are enumerated as under.

- 4.1 Should complete a course work satisfying a minimum credit requirement.
- 4.2 Should successfully complete Semester Progress Reviews (SPR) time-to-time.
- 4.3 Should successfully complete comprehensive examination with specific research proposal in a stipulated time.
- 4.4 Should publish at least TWO articles in SCI/Scopus indexed journals.
- 4.5 Should successfully complete synopsis in stipulated time from the date of admission.
- 4.6 Should submit a thesis in stipulated time.
- 4.7 The thesis should be accepted by the examiners for the award of PhD degree. Else, the thesis needs to be revised or resubmit.
- 4.8 The above events/stages must be completed within the stipulated period starting from the initial date of registration to the programme.
- 4.9 Successfully defending the thesis in viva-voce examination before the viva-voce board.
- 4.10 The institute shall award degree to eligible scholar physically during the convocation and in absentia later.

The details of each stage is further elaborated subsequently.

#### **5. ACADEMIC CALENDAR**

- 5.1 The academic year is divided into two semesters.
- 5.2 The Institute shall schedule all academic activities for each academic year.
- 5.3 The academic calendar declared in the beginning of each academic year shall also fix Institute festival dates during which the co-curricular and extra-curricular programs are to be organized.

#### **6. RESIDENTIAL FEASIBILITY**

- 6.1 In case a scholar is eligible to receive HRA through any means, the Institute is essentially residential and unless otherwise exempted/permitted, such scholar shall be required to reside in and be a boarder of one of the Halls of Residence and mess to which he/she is assigned. The rules relating to the residential requirements are given in Appendix.
- 6.2 Other than the above, a scholar may reside in and be a boarder of one of the Halls of Residence and mess to which he/she is assigned. The rules relating to the residential requirements shall apply.

## **7. ATTENDANCE**

- 7.1 The attendance rules of M.Tech shall apply when the scholar is attending for registered course work (classwork) except in case of self-study course
- 7.2 The scholar should mark the attendance in the register kept under the control of respective Head of Department.
- 7.3 Also, the scholar should ensure attendance in biometric mode monitored by Dean, Academic Affairs.
- 7.4 Until unless specifically exempted, the scholar is treated to be present only if he/she marks the attendance in both mode as specified in clause (7.2) and (7.3).

## **8. INSTITUTE FEE**

- 8.1 Every scholar must pay the prescribed fee components for each semester as applicable.
- 8.2 Wherever specific component of fee is waived off for beneficiary scholars, they need not pay such fee component only.
- 8.3 Wherever fee is remitted for specific category of scholars, they must pay the fee as applicable. Out of which the fee component shall be remitted back to the scholar, if found eligible to the conditions of fee remittance at later stage.
- 8.4 Wherever the scholar is eligible for any scholarship offered by any agency must pay the fee as applicable. Out of which the fee component shall be remitted back to the scholar, up to the amount if credited by the agency to the Institute treasury.
- 8.5 There may be a provision of waiver and/or remission of fee applicable to various categories of students.
- 8.6 The following is clarified if a student seeks exemption of fee in any manner:
  - 8.6.1 Students who are eligible for “waiver” must register every semester in stipulated time but they need not pay the tuition fee.
  - 8.6.2 Students who are eligible for “remission” must register every semester in stipulated time but they must pay the tuition fee for odd semester.
- 8.7 In case clause (8.6.2) above, the institute shall issue a notification to submit the “Fee Remission Application (FRA)” along with income certificate issued on/after 01st April of each Academic Year (AY). All the students who are interested to avail provision of fee remission shall submit the application in stipulated time.
- 8.8 The Fee Remission Scrutiny Committee (FRSC) will scrutinize the applications and verify respective family income certificate of all such applicants. The list of students who are eligible for fee remission is recommended by FRSC and the paid fee shall be remitted back to all such eligible students. This remission process will be completed before commencement of the even semester in the same academic year.

- 8.9 Once a student is made eligible for fee remission, it shall be applicable for that academic year only. So, the student who is found eligible for fee remission need not pay tuition fee in the subsequent even semester. Whereas in the subsequent AYs student will avail the provision of fee remission afresh and the above procedure shall apply.
- 8.10 It is mandatory that every student except who are eligible for “fee waiver” must pay the tuition fee during the registration as per norms and no exemption can be granted.
- 8.11 Any mode of fee reimbursement and/or remission defined above, is applicable, if and only if there is any source of sponsorship or policy in place. Accordingly, such facility can be availed if institute (SASS) invite applications for the purpose.

## **9. SEMESTER CUM RESEARCH AND COURSE REGISTRATION**

- 9.1 Every scholar is required to be present and register for the semester and research at the commencement of each semester on the day(s) fixed for and notified in the Academic Calendar. **(PHD Form A)**
- 9.2 Every registered scholar for the semester should submit the course registration form after commencement of the classes (for course work). The form must consist of the following details: **(PHD Form B)**
- 9.2.1 Courses offered at Institute
- 9.2.2 MOOCs from NPTEL
- 9.2.3 Self-study courses
- 9.3 Every scholar must meet the following eligibility criterion for registration in each semester cum research work:
- 9.3.1 Cleared all the Institute and Hostel dues of the previous semesters,
- 9.3.2 Paid all required fees for the current semester, and
- 9.3.3 Not been debarred or expelled from the institute as on the day of last chance of registration.
- 9.4 Scholars should fill in the registration form and submit it to the designated location and/or office/official through prescribed mode as intimated prior to the registration process.
- 9.5 If a scholar fails to register in a semester before the last chance for registration, he/she will be treated as an unregistered candidate for that respective semester.
- 9.6 The registration may be organized at the respective Department under the supervision of the Head of the Department / supervisor.
- 9.7 After registration in each semester, each scholar should collect a registration sheet, which indicates the courses registered by him/her in that semester.

- 9.8 The chairperson, Senate, on the recommendations of Dean (Academics), and his/her discretion may allow the default scholar to register to a maximum of 28 days from the last chance of registration.

## **10. UNREGISTRATION / WITHDRAWAL**

- 10.1 **Before the date of last chance of registration:** in rare occasion, a scholar may have compelling reasons of inability to carryout/progress in research and/or physical presence in upcoming semester. Such scholar shall submit the form (**PHD Form F**) requesting for temporary withdrawal for the semester before the last chance of registration. Any other mode of request will not be considered. Upon verifying the genuineness and necessity of the case, the Institute shall issue a written orders accepting/rejecting the request for temporary withdrawal from the semester within a week from the date of last chance of registration. Any such request submitted / under examination at the institute after the said date shall not be treated as deemed acceptance. If accepted, it will treated as temporary withdrawal for that semester. Whereas the total duration for submission of the thesis for the award of PhD degree shall be EIGHT years from the date of initial registration to his/her I year I semester in the Institute irrespective to duration of withdrawal period. But, the minimum duration for appearing the synopsis seminar evaluation (SSE) as specified in Clause (14.4.2) shall automatically be extended to such unregistered period.
- 10.2 **After completion of registration:** In rare occasion, a scholar may have compelling reasons of inability to carryout/progress in research and/or physical presence in ongoing semester. Such scholar shall submit the form (Annexure) requesting for temporary withdrawal from that registered semester. Any other mode of request will not be considered. Upon verifying the genuineness and necessity of the case, the Institute shall issue a written orders accepting/rejecting the request for temporary withdrawal from the semester within two or three weeks from the date of request. Any such request submitted / under examination at institute after the said date shall not be treated as deemed acceptance. Whereas the total duration for submission of the thesis for the award of PhD degree shall be EIGHT years from the date of initial registration to his/her I year I semester in the Institute irrespective to duration of withdrawal period. But the minimum duration for appearing the synopsis seminar evaluation (SSE) as specified in Clause (14.4.2) shall automatically be extended to such unregistered period. However, any fee paid shall not be refunded under any circumstances.
- 10.3 **Unregistered Candidates with No Prior Permission:** If a student fails to register in a semester before the last chance for registration without prior permission from the

Institute, he/she will be treated as absconded from the Institute. In such case, the Institute will issue a abscond notice as on the next day of last chance of registration to the registered address/official email/other possible means of communication to the student/family. If no response is received against the notice period of 14 days, the matter shall be reported to the concerned Chairperson, DSC to make a note during the SPR. This will lead to cancellation of admission, and the scholar shall be treated to be expelled from the Institute and no further communication / request shall be entertained thereafter. No claim can be made to revoke the admission or gain an academic benefit or qualification.

- 10.4 If institute grant a provision for a partial study of course in another institution under a policy, the tenure spent outside the institute will be treated as tenure at NIT Andhra Pradesh. All the registration and academic affairs shall be abide with the terms and conditions of the MoU signed among the Institutions. In this occasion, the supervisor shall take the responsibility in completing the registration process either physically or virtually as applicable.

## **11. DURATION OF THE PROGRAMME AND TERMINATION CRITERION**

### **11.1 Duration of the programme:**

11.1.1 Minimum duration to submit the thesis for a full-time PhD programme admitted with master's degree is THREE years and for part-time it is FOUR years.

11.1.2 Minimum duration to submit the thesis for a full-time PhD programme admitted with bachelor's degree is FOUR years.

11.1.3 Maximum duration to submit the thesis for all scholars admitted in PhD programme is EIGHT years.

### **11.2 Termination Criteria:**

11.2.1 A scholar who could not complete the course work in the stipulated time as specified in clause (14.1.1), is liable for cancellation of admission.

11.2.2 A scholar who could not complete the comprehensive examination in the stipulated time as specified in clause (14.3.5) is liable for cancellation of admission.

11.2.3 A scholar who failed in the second attempt of comprehensive examination as referred in clause (14.3.4) is liable for cancellation of admission.

11.2.4 TWO successive unsatisfactory or FOUR times unsatisfactory at various intervals in SPR defined in clause (14.2.5) from the date of admission will lead to cancellation of admission.

11.2.5 If a scholar could not submit the thesis before completion of 96 months from the date of joining the Institute for the programme.

## **12. ASSIGNING OF RESEARCH SUPERVISOR**

### **12.1 RESEARCH SUPERVISOR**

- 12.1.1 A regular faculty member of the concerned department shall be recognized as supervisor
- 12.1.2 The candidate selected for PhD program in a department must report to the Head of the Department. Further, the candidate will be given an opportunity to discuss with the faculty members on proposed research areas and indicate their choice in the order of preference (**PHD Form 02**). Head of the Department with the consent of DAC - PG&R will allot one of the faculty members of the Department as supervisor subject to available slots as applicable (**PHD Form 03**).
- 12.1.3 The Head of the Department in consultation with the supervisor will constitute the Doctoral Scrutiny Committee (DSC).
- 12.1.4 At any point of time, a faculty member can supervise a maximum of SIX full-time scholars (called as Six FT slots) with Half-Time Teaching Assistantship (HTTA) sponsored by MoE, Gol and TWO part-time scholars (called as Two PT slots) as a sole supervisor. It means when a faculty is assigned as sole superior to one scholar it is treated that one slot is filled.
- 12.1.5 On some occasions, a scholar may be assigned with two supervisors called as main supervisor and co-supervisor due to any reason (**PHD Form 05**). Such dual supervision role may be opted based on the expertise required for scholar's research work with the consent of DAC – PG & R. Once a DSC is constituted for a scholar, a co-supervisor can be appointed only with the approval of Dean, Academic Affairs (**PHD Form 06**).
- 12.1.6 The FT/PT slots (based on mode of PhD) shall be ONE for the primary supervisor and HALF for the co-supervisor. While assigning supervisor or co-supervisor at any point of time, the DAC – PG & R shall take responsibility for verifying the availability of FT and PT slots of each faculty.
- 12.1.7 A scholar may be assigned with another one faculty/scientist of any centrally funded Institute or centrally funded research laboratories as a co-supervisor based on the need. Such matters shall be forwarded by supervisor recommended by DAC – PG & R and approved by Dean, Academic Affairs.
- 12.1.8 In case if any faculty of the institute is proposed and if he/she is willing to be a co-supervisor of a scholar registered for PhD in another entity, then the faculty must seek no objection from the Dean (Academic Affairs) through concerned HoD. Whereas such supervision will not be counted against the FT/PT slot available in the institute to the faculty.

- 12.1.9 The practice of change of Supervisor should be discouraged under the normal circumstances. Change of supervisor or withdrawal of co-supervisor may be permitted (**PHD Form 03**) under the following circumstances:
- 12.1.9.1 If a supervisor leaves the institute either to join as an employee elsewhere or for any other reason before completion of comprehensive examination for the scholar, a new supervisor from the same department will be appointed by the Head of the Department with consent of DAC - PG&R with the approval of the Dean (Academic Affairs).
  - 12.1.9.2 If a supervisor leaves the institute to join as an employee elsewhere after completion of comprehensive examination of the scholar, he/she shall act as co-supervisor upon his/her willingness. However, a supervisor from the same department will be appointed by the Head of the Department with the consent of DAC - PG&R with the approval of the Dean (Academic Affairs).
  - 12.1.9.3 If a co-supervisor leaves the institute either join as an employee elsewhere or for any other reason, he/she can continue to be a co-supervisor with the willingness of supervisor.
  - 12.1.9.4 If a supervisor is on leave for more than 90 days which includes extended period if any, the Head of the Department with consent of DAC - PG&R is authorized to initiate the proceedings to appoint a co-supervisor from the same department with the approval of the Dean (Academic Affairs). This appointment shall not be reverted upon reporting of supervisor at later stage.
  - 12.1.9.5 If a supervisor leaves the institute either to join as an employee elsewhere or for any other reason, he/she can continue as supervisor if the scholar has successfully completed his/her Synopsis seminar and evaluation before the date of leaving the institute by such supervisor. Further, the Chairperson, DSC shall take the responsibilities of such scholar by himself or assign such responsibility to a faculty member from the same department until the scholar successfully fulfils the requirements for the PhD Programme.
  - 12.1.9.6 While assigning or modifying the supervisor or co-supervisor at any point of time from the day of admission of a scholar until his/her submission of thesis should be recommended by DAC – PG&R, subject to the condition that the number of FT/PT slots of any faculty does not exceed the maximum limit.
  - 12.1.9.7 With the mutual consent from both the scholar and supervisor, the change of supervision can be made by the Head of the Department with consent of DAC - PG&R with the approval of the Dean (Academic Affairs).
  - 12.1.9.8 Any application from the scholar or the supervisor for a change of supervision

may be approved by Director with recommendations of Dean (Academic Affairs) and/or respective HoD as deemed fit on case-to-case basis (**PHD Form 04**).

### 13. DOCTORAL SCRUTINY COMMITTEE (DSC)

13.1.1 The Head of the Department in consultation with the supervisor shall constitute a Doctoral Scrutiny Committee for each scholar admitted to the Ph.D. Programme (**PHD Form 07**). This composition is mandatory for all scholars admitted on/after 01<sup>st</sup> January 2024.

Clause	Composition	Role in the Committee
13.1.1.1	Respective Head of the Department	Chairperson
13.1.1.2	Supervisor	Member and Convenor
13.1.1.3	Co-supervisor, if any	Member
13.1.1.4	One Faculty from same department – 1	Member
13.1.1.5	One Faculty from same department – 2	Member
13.1.1.6	One Faculty from allied department	Member

13.1.2 No proceedings shall be conducted without the consent and/or presence of member (13.1.1.6). In case of any issue arising out of it, the matter shall be reported to the Dean (Academic Affairs) by Chairperson, DSC to nominate another member as deemed appropriate on case-to-case basis (**PHD Form 08**). The member, if any, differ with the opinion of the decision/recommendation of DSC decision, may record his/her comments on a separate sheet. Such comments shall be attached along with the form for perusal of matter at appropriate level, if necessary.

13.1.3 In compliance to clause (13.1.1) and (13.1.2) above, the minimum quorum of DSC to conduct/recommend the proceedings shall be FOUR excluding co-supervisors, if any.

13.1.4 If a faculty being a supervisor of a scholar is appointed as Head of the department, during the tenure the member at (13.1.1.4) shall be the Chairperson of the DSC for that scholar.

13.1.5 If a supervisor of a scholar is holding the temporary charge as Head of the department at the time of conducting the DSC proceedings, then the member at (13.1.1.4) shall be the Chairperson of the DSC.

13.1.6 The DSC is responsible for monitoring the progress and evaluating the performance of the respective scholar time-to-time as specified at clause (4). Typically, the responsibilities are as under:

- 13.1.6.1 DSC formulates the course work for the scholar
- 13.1.6.2 DSC reviews the progress of the scholar once in each semester and the recommendations will be sent to Dean (Academic Affairs) time-to-time.
- 13.1.6.3 DSC assesses and approves the research proposal of the scholar during comprehensive examination.
- 13.1.6.4 DSC recommends the conversion of Junior Research Fellowship to Senior Research Fellowship for a scholar upon successful completion of comprehensive examination or completion of two years whichever is later.
- 13.1.6.5 DSC reviews and recommends continuation of scholarship for each semester after completion of four years of study by the scholar.
- 13.1.6.6 DSC reviews the eligibility and assesses the adequacy of the work for the thesis in pre-synopsis seminar and recommend further.

#### **14. ASSESSMENT OF ACADEMIC/RESEARCH PERFORMANCE**

##### **14.1 Course work:**

14.1.1 The minimum course credit requirement and maximum duration to complete the course work for candidates getting admitted with different qualifications is as follows.

<b>Clause</b>	<b>Admitted with qualification (for both full-time and part-time category)</b>	<b>Minimum credit requirement</b>	<b>Must fulfil the course work requirement from the date of initial registration to PhD programme</b>
14.1.1.1	M.Tech converted to Integrated PhD	06	12 months
14.1.1.2	M.Tech/M.E./M.S. /M.Phil/M.Pharm.	12	18 months
14.1.1.3	M.Sc /MBA/M.Sc. (Tech)/M.A./MCA	16	18 months
14.1.1.4	B.E./B.Tech	24	24 months

14.1.2 DSC may recommend additional courses, if required

14.1.3 A scholar is recommended by DSC to select a course from the PG curriculum or self-study course [approved by BoS/Dean (Academic Affairs)] or NPTEL under MOOCs to fulfil the course credit requirement.

14.1.4 A scholar must obtain 'C' or better grade in registered courses offered by Institute to consider the credit fulfilment during the course work. If the scholar could not obtain 'C' or better grade, he/she shall register for any other course with the consent of DSC complying to clause (14.1.1) in the subsequent semester.

14.1.5 For self-study course, a course coordinator will be appointed by HoD, other than supervisor of the scholar. The course coordinator will assess the performance of the scholar in that course as per standard evaluation practice.

14.1.6 As a part of course work, scholar is not allowed to register for the credits not exceeding the below towards self-study courses.

<b>Clause</b>	<b>Admitted with qualification (for both full-time and part-time mode of study)</b>	<b>credit limit for self-study</b>
14.1.6.1	M.Tech converted to Integrated PhD	03
14.1.6.2	M.Tech/M.E./M.S. /M.Phil/ M.Pharm.	06
14.1.6.3	M.Sc /MBA/M.Sc. (Tech)/M.A./MCA	08
14.1.6.4	B.E./B.Tech	08

## 14.2 Semester Progress Review (SPR)

14.2.1 At the end of each semester, as per Academic calendar, a review for evaluating the progress of research/course work of the scholar shall be carried out by DSC.

14.2.2 Each scholar must submit a semester progress review report (SPR report) to the DSC on the day of SPR.

14.2.3 All scholars (including part-time PhD scholars) must physically attend the SPR.

14.2.4 The DSC recommend the SPR report (**PHD FORM D**) as deemed fit with the decision either satisfactory or unsatisfactory to the Dean (Academic Affairs) to enable subsequent semester registration.

14.2.5 The progress report shall be treated as unsatisfactory by DSC under any of the following circumstances:

14.2.5.1 Fails to register for that semester.

14.2.5.2 Absent for SPR

14.2.5.3 Lacking progress in PhD work

## 14.3 Comprehensive Examination

14.3.1 A scholar is eligible to appear for comprehensive examination if only if he/she successfully completed the credit requirement of the course work. The request for the same shall be submitted (**PHD Form 09**). Further, permission shall be granted by competent authority (**PHD Form 10**) and a notice (**PHD Form 11**) will be issued.

14.3.2 A scholar should present his/her research proposal to the DSC committee. The comprehensive examination should typically bring out the following aspects to the notice of DSC

14.3.2.1 Literature survey of the proposed research work

14.3.2.2 Research gaps

14.3.2.3 Problem statement

14.3.2.4 Research proposal

14.3.2.5 Broad approach and objectives

14.3.2.6 Expected timelines for completion of the research work.

14.3.3 DSC will examine the proposal with concurrence and recommend the performance of the scholar (**PHD Form 12**) to Dean, Academic Affairs to confirm the admission of the scholar (**PHD Form 13**) for PhD programme at Institute.

14.3.4 If a scholar could not successfully complete comprehensive examination in the first attempt, he/she will be given a chance to appear for second attempt after three months or before closure of maximum duration to fulfil clause (14.3.5) whichever is prior. No further attempts shall be allowed under any circumstances.

14.3.5 The maximum duration to complete comprehensive examination for a scholar is as follows:

<b>Clause</b>	<b>Admitted with qualification and category</b>	<b>Must fulfil the comprehensive examination (in months) from the date of initial registration to PhD programme</b>
14.3.5.1	M.Tech converted to Integrated PhD	24
14.3.5.2	M.Tech/ M.E./ M.S./ M.Phil./ M.Pharm.	24
14.3.5.3	M.Sc/ MBA/ M.A./MCA	24
14.3.5.4	B.E./ B.Tech.	36
14.3.5.5	For all part-time scholars	36

14.3.6 Mere fulfilment of clause (14.3.1) shall not be a reason to comply with clause (14.3.5).

That is, it is the responsibility of every scholar by himself/herself to target for successful completion of course work and/or comprehensive examination within a stipulated time. Else, the admission is liable to cancel.

#### 14.4 **Synopsis Seminar and Evaluation (SSE)**

14.4.1 A scholar is eligible for Synopsis Seminar and Evaluation (SSE) if he/she satisfies the conditions (14.4.2) and (14.4.3). The request for the same shall be submitted (**PHD Form 16**). Further, permission shall be granted by competent authority (**PHD Form 17**) and a notice (**PHD Form 18**) will be issued.

14.4.2 Must complete at least 12 months from the date of successful completion of comprehensive examination satisfying clause (11.1.1).

14.4.3 Satisfying at least one of the clauses among (i), (ii) & (iii) below, wherein the scholar must be first author or second author. But, if the scholar is second author, the first author must be respective supervisor as on the date of accepting/granting the paper/patent.

- i. Minimum two research publications in Science Citation Index (SCI/SCIE) or Scopus Index journal including E-SCI journals from his/her research are required for submission of Ph.D. thesis. The 'final accepted for publication' research paper is also be considered.
- ii. Minimum two research publications in Social Sciences Citation Index (SSCI) and Arts & Humanities Citation Index (AHCI) from his/her research can also be considered for Architecture and Humanities departments. The 'final accepted for publication' research paper in journal is also be considered.
- iii. Minimum one granted patent from his/her research work.

14.4.4 A scholar should present his/her research work to the DSC committee. The presentation of SSE should typically bring out the following aspects for critical evaluation by DSC.

14.4.4.1 Literature survey of the research work

14.4.4.2 Research gaps identified

14.4.4.3 Problem statement and objectives proposed

14.4.4.4 Research outcomes

14.4.4.5 Detailed methodology of approach and fulfilling objectives

14.4.4.6 Credentials and achievements from the research carried out

14.4.5 If the DSC is not satisfied with the performance of the scholar in SSE, the scholar should appear for subsequent attempt of SSE, but only after 60 days from the date of failed attempt as decided by DSC.

**Scholar Proceedings after successful completion of SSE:**

14.4.6 A candidate is required to submit synopsis report to Chairperson, DSC at the time of SSE along with **PHD Form 21**.

14.4.7 If DSC recommends any modifications in the report, the same shall be incorporated and finalize the report.

14.4.8 A hard copy of finalized SSE report should be submitted to Chairperson, DSC. Also, a soft copy of the same should be sent to supervisor.

**Official Proceedings after successful completion of SSE:**

14.4.9 The recommendations of SSE (**PHD Form 19**) along with the hard copy of the SSE report must reach in confidential mode to the Dean (Academic Affairs) within 7 days from date of SSE through the Chairperson, DSC, and Head of the Department/School. The result of the SSE shall be declared by SACD (**PHD Form 20**).

14.4.10 The supervisor will initiate empanelling the examiners for thesis adjudication of respective scholar. The following steps are to be followed:

- 14.4.10.1 Supervisor will invite examiners and seek consent for thesis adjudication by communicating the final SSE report.
- 14.4.10.2 The final list of examiners submitted by supervisor must satisfy the following conditions:
- i. A total number of examiners empanelled must be at least SIX.
  - ii. All examiners in the panel must have given their consent for adjudication of thesis.
  - iii. A minimum of THREE examiners must be at least at the level of Associate Professor (Level 13) from IISc/IITs /IISERs/IIMs.
  - iv. A maximum of THREE examiners can be at least at the level of Associate Professor (Level 13) from NITs.
  - v. A maximum of TWO examiners can be at least at the level of Professors (Level 14) from other centrally funded institutions other than from IISc/IITs /IISERs/IIMs/NITs.
  - vi. A maximum of ONE examiner can be at least at the level of Associate Professor (Level 13) or equivalent cadre from laboratories funded by Central Government.
  - vii. No examiner in the panel must not be a member of a viva-voce board to any scholar in the institute in the past 06 months from the date on which the list is being submitted by Chairperson, DSC.
- 14.4.11 After finalizing the list of examiners satisfying the above clause (14.4.10.2), the same shall be submitted to Chairperson, DSC along with the proof of consent.
- 14.4.12 The Chairperson, DSC after due verification, the same list of examiners should send in confidential mode through Chairperson, BoS to reach Dean (Academic Affairs) before 45 days from the date of SSE.
- 14.4.13 In case of any discrepancy in the list submitted by the supervisor, the clauses (14.4.10) and (14.4.11) shall be reiterated.
- 14.4.14 If the final list of examiners is not received by Dean (Academic Affairs) within stipulated time (say up within 45 days from the day of SSE) or found any lapse in the empanelment of examiners, the Dean (Academic Affairs) is authorized to empanel and replace the examiners before placing to Chairperson, Senate.
- 14.5 Submission of Thesis:**
- 14.5.1 A scholar shall submit a thesis only after complying to both the conditions below
- 14.5.1.1 Minimum duration as specified at clause (11.1)
  - 14.5.1.2 On or after 30 days after successful completion of Synopsis Seminar and Evaluation (SSE)

**Scholar proceedings for thesis submission:**

- 14.5.2 The thesis should comply with format and template defined by the Academic section of the Institute.
- 14.5.3 A scholar must submit a thesis on the research work he/she has carried out during the tenure complying to the suggestions provided during SSE with the consent of supervisor and Chairperson, DSC.
- 14.5.4 A scholar should submit a thesis after a minimum gap of 30 days but within 90 days from the day of SSE. If he/she could not submit the thesis within stipulated time, the scholar must repeat the SSE with procedure specified at clause (14.4).
- 14.5.5 The scholar must submit thesis at Academic section, SACD in stipulated time along with the following reports to receive thesis submission certificate.
- 14.5.5.1 Plagiarism report (PHD Form 22) issued by central library ensuring the similarity index of the thesis content not more than 20 percent.
- 14.5.5.2 PHD Form 23
- 14.5.5.3 Thesis should be uploaded in Sodh Sindh portal and certified by central library.
- 14.5.6 The tenure of the scholarship/HTTA to a scholar will terminate with effect from the day following the date of submission of thesis. However, a scholar may be allowed to draw scholarship/HTTA for a further period of three months after the date of submission in view to complete any pending assignment allocated by the department / supervisor. Whereas this is not a right of a scholar and purely depends on the prerogative on the basis of recommendation of the respective supervisor only and subsequent approval from competent authority. The acknowledgement of thesis submission shall be made by competent authority (**PHD Form 24**).

**Official proceedings after thesis submission:**

- 14.5.7 The Dean (Academic Affairs) after scrutinizing the empanelled examiners (nominated by Chairperson, DSC in confidential mode) will place for appointing TWO examiners for thesis adjudication by Chairperson, Senate or his/her nominee.
- 14.5.8 The thesis will be sent for evaluation to the appointed examiners to submit their evaluation report preferably within 45 days from the date of dispatch of thesis (may be through email).
- 14.5.9 If the evaluation report is not received within 60 days from the date of dispatch of thesis, an alternate examiner may be appointed in place of earlier. After this occasion, the two reports received early may be considered for necessary proceedings.
- 14.5.10 Scholar shall be provided a copy of detailed reports of both examiners.
- 14.5.11 The following shall be the decision making for conducting viva-voce for defending

the thesis before the viva-voce board

- 14.5.11.1 The examiners assessing the thesis will have the option to choose from four possible decisions:
- i) Accept the thesis
  - ii) Accept the thesis with modifications
  - iii) Revise and resubmit the thesis
  - iv) Reject the thesis
- 14.5.11.2 If both the examiners decision is 14.5.11.1(i), then the scholar is eligible for defending the thesis in viva-voce examination before the duly constituted viva-voce board.
- 14.5.11.3 If both the examiners decision is 14.5.11.1(i) and/or 14.5.11.1(ii), then the scholar is eligible for defending the thesis before the duly constituted viva-voce board. But, the scholar must modify the thesis by incorporating the suggestions of the examiner(s) before he/she appears for viva-voce examination. The external examiner in the viva-voce board shall scrutinize whether the suggestions have been incorporated.
- 14.5.11.4 If one of the examiners decisions is either 14.5.11.1(i) or 14.5.11.1(ii), and the other is 14.5.11.1(iii), then the thesis must be revised and resubmitted by incorporating the changes within SIX months but not before THREE months from the date receiving the communication by the scholar. Further, the revised thesis will be sent the same examiner for re-evaluation.
- 14.5.11.5 If both the examiners decision is 14.5.11.1(iii), then the thesis must be revised and resubmitted by incorporating the changes within SIX months but not before THREE months from the date receiving the communication by the scholar. Further, the revised thesis will be sent the same examiners for re-evaluation.
- 14.5.11.6 If one of the examiners decisions is 14.5.11.1(iv), then the thesis must be revised and resubmitted by incorporating the changes within TWELVE months but not before SIX months from the date receiving the communication by the scholar. Further, the revised thesis will be sent for re-evaluation.
- 14.5.11.7 If both the examiners decision is 14.5.11.1(iv), then the thesis must be revised and resubmitted by incorporating the changes within TWELVE months but not before SIX months from the date receiving the communication by the scholar. Further, the revised thesis will be sent for re-evaluation to the earlier examiners (if agreed) and also to a third examiner. Out of the three examiners, if at least one decision is 14.5.11.1(i) or 14.5.11.1(ii) or 14.5.11.1(iii), the previous clauses shall apply.

- 14.5.11.8 Subsequent consequence to clause (14.5.11.7), if all the three examiners decision is 14.5.11.1(iv) of the thesis so resubmitted will disqualify the scholar from further consideration for the award of the Ph.D. degree, in the topic of research chosen by him / her.
- 14.5.11.9 Upon receiving the thesis adjudication reports, the scholar shall submit the compliance report to the suggestions/modifications recommended by the reviewers, answer to all queries raised by reviewers and revised thesis to conduct viva-voce examination.
- 14.6 The following procedure shall be adopted to conduct Viva-voce examination
- 14.6.1 The thesis should be revised by the scholar as per the comments received from the reviewers/examiners and supervisor(s). The compliance report to the comments and answers to the queries of examiners should be prepared and submitted to present during the viva-voce examination. Accordingly, the scholar should submit the revised thesis and compliance report to the supervisor along with **PHD Form 25**
- 14.6.2 Upon receiving **PHD Form 26** and subsequent **PHD Form 27**, the scholar shall be required to defend his / her Ph.D. thesis before the Board of viva-voce consisting of following.
- 14.6.2.1 Dean, Academic Affairs or his/her nominee as Chairperson
  - 14.6.2.2 Chairperson, DSC of respective scholar as Convenor
  - 14.6.2.3 One of the Examiners of the Ph.D. thesis as External member
  - 14.6.2.4 Supervisor(s) of Ph.D. thesis as Member
  - 14.6.2.5 Co-supervisor(s) of Ph.D. thesis, if any, as Special Invitee
- 14.6.3 As a practice, the examiner (among the appointed examiners for thesis adjudication) who provides the thesis evaluation report to reach early will be appointed as an external examiner for the viva-voce board.
- 14.6.4 If both examiners are unable to accept the nomination as external member for viva-voce board for any reason, the Chairperson, Senate or his/her nominee is empowered to appoint one expert in the relevant research area.
- 14.6.5 Upon satisfactory report by the viva-voce board **PHD Form 28**, the candidate shall be recommended for award of Doctor of Philosophy (Ph.D).

## **15. EVALUATION - GRADING SYSTEM FOR THE COURSES REGISTERED DURING COURSE WORK**

### **15.1 Relative Grading**

#### **15.1.1 Pass Criteria**

- 15.1.1.1 A student will be treated as pass in a course (awarded P or better grade) if and only if the following criteria is satisfied

- a) Must appear for ESE / MUE.
- b) Should secure CAM of at least 35% of highest marks obtained in the course. (in case of fraction, rounded off to nearest integer. If the fraction is 0.5, rounded off to lowest integer)
- c) The student must secure a minimum threshold in ESE in one of the following whichever is minimum
  - i. 35% of the highest marks obtained in ESE in the course (in case of fraction, rounded off to nearest integer. If the fraction is 0.5, rounded off to lowest integer)
  - ii. 50% of the class average marks in ESE by considering all the marks obtained by the students whoever appeared for the examination. (in case of fraction, rounded off to nearest integer. If the fraction is 0.5, rounded off to lowest integer)

15.1.2 A student not satisfying the above criteria 15.1.1 shall be treated as failed in the respective course and F grade shall be awarded.

15.1.3 Mechanism for award of grades for passed students

15.1.3.1 If the number of students appeared for examination in a course is more than 10, relative grading is followed. Up on fulfilling the pass criteria as above, all such students shall be considered as single pool for relative grading. Further, this relative grading shall be followed to award the grades based on the CAM in the respective course.

15.1.3.2 As a measure of student's performance, a 7-scale grading system using the following letter grades and corresponding grade points per credit shall be followed. Grading will be done based on the total marks obtained by the student in that subject.

Letter Grade	Grade Points	Reason under clause (15.7.3)	Allowed Conversion	Remarks
Ex	10	Passed in course work	Not Allowed for Conversion	Scholars appearing for ESE
A	9			
B	8			
C	7			
D	6	Failed in course work	Ex, A, B, C, D	Allowed to appear for ESE, if re-registered in same course as a part of coursework
P	5			
F	0	Failed in course work or Absent in ESE		
R	0	Insufficient Attendance		
X	0	Proven malpractice		

## 15.2 Absolute Grading:

### 15.2.1 Mechanism for award of grades for passed students

15.2.1.1 If the number of students appeared for examination in a course is less than or equal to 10, absolute grading is followed. The thresholds on CAM for award of grades are as follows

Letter Grade	Grade Points	Marks secured in CAM	Allowed Conversion	Remarks/ Reason under clause (15.7.3)
Ex	10	>= 90	Not Allowed for Conversion	Passed in course work
A	9	80-89		
B	8	70-79		
C	7	60-69		
D	6	50-59	Ex, A, B, C, D	Failed in course work. Allowed to appear for ESE, if re-registered in same course as a part of coursework
P	5	35-50		
F	0	Failed in course work or Absent in ESE		Allowed to appear for ESE, if re-registered in same course as a part of coursework
R	0	Insufficient Attendance		
X	0	Proven malpractice		

15.3 If the class average of CAM is more than 75 or less than 50 in a theory course, the course instructor should present the reasons for the same before the competent authority. Whereas, the grading shall not be stalled.

15.4 In general for theory courses, the standard deviation component shall be taken as reference to decide the range / distribution of grades as appropriate.

15.5 Further, there shall be four transitional grading symbols, which can be used by the examiners to indicate the special position of a student in the subject.

R: for 'Insufficient attendance' in the course

X: for "Debarred" on grounds of indiscipline/ malpractices in examinations

15.6 A Semester Grade Point Average (SGPA) will be computed for each semester. The SGPA will be calculated as follows:

$$SGPA = \frac{\sum_1^n C_i GP_i}{\sum_1^n C_i}$$

where  $C_i$  is Credits for the course,  $GP_i$  is the grade point obtained for the course and  $n$  is Number of subjects registered in the Semester.

15.7 Starting from I Year II Semester a Cumulative Grade Point Average (CGPA) will be computed for every student at the end of every semester. The CGPA would give the Cumulative performance of the student and calculated as follows.

$$CGPA = \frac{\sum_1^n S_i C_i}{\sum_1^n C_i}$$

where n is the total number of semesters under consideration, C<sub>i</sub> is the total number of credits registered during i<sup>th</sup> semester and S<sub>i</sub> is the SGPA of the i<sup>th</sup> Semester.

15.8 The CGPA, SGPA and the grades obtained in all the subjects in a semester will be communicated to every student at the end of every semester excepting IV-year II semester. In its place a consolidated grade sheet (with 150 credits) is issued. This consolidated grade sheet shall be treated as the final grades memo at the time of receiving the degree.

15.9 Both SGPA and CGPA will be rounded off to the second place of decimal and recorded as such. Whenever these grade point averages are to be used for the purpose of determining the inter-se merit ranking of a group of students, only the rounded off values will be used.

15.10 Transitional Grades:

15.10.1 About grades D, P, R and X: When a scholar gets any of these transitional grades in any subject(s) during a semester, he/she shall re-register to same or an another course to fulfil course work requirement.

15.10.2 About Grade F: When a scholar gets F grade in any subject(s) during a semester, he/she shall re-register to same or another course to fulfil course work requirement.

## **16. PROVISION FOR CONVERSION OF MODE OF STUDY**

16.1 A scholar may opt for conversion of his/her mode of study from full-time to part-time subject to any one of the following conditions:

16.1.1 If received a regular employment in any state/central government/semi-government sector:

16.1.1.1 Not before three years from the date of admission if admitted with master's degree

16.1.1.2 Not before four years from the date of admission if admitted with bachelor's degree

16.1.2 After completion of FIVE years from the date of admission.

16.2 The existing FT slot of the respective supervisor/co-supervisor shall remain same even after change of mode of study until submission of thesis by the scholar.

16.3 Once a scholar is admitted in part-time mode, the again the conversion from part-time to full-time is not allowed at any point of time under any circumstances.

## 17. CONDUCT AND DISCIPLINE

Scholars shall conduct themselves within and outside the precincts of the institute in a manner befitting the students at an Institute of National importance. Detailed rules regarding conduct and discipline are given in Annexure.

## 18. MALPRACTICES AND PLAGARISM

18.1 Scholars are not allowed to leave the Examination Hall without submitting the answer script.

18.2 They will not be permitted to enter the examination hall after 30 minutes of commencement of the examination and to leave the examination hall before 30 minutes of the closure of examination.

18.3 The Malpractice and Disciplinary Action Committee (Academic) shall conduct an inquiry and recommend appropriate punishment to the guilty.

18.4 The nature of Malpractice during any examinations and the prescribed quantum of punishments are given in below table.

S. No.	Nature of Malpractice	Quantum of Punishment
1.	Possession of any means of copying material (paper, electronic gadgets, body surface and etc.) in any examination of a course	1) Scholar will get "X" grade in the concerned course for that semester. 2) All the financial support/stipend/scholarship will be terminated for immediate six months
2.	Possessions of another scholar's answer book.	1) Both the scholars will get "X" grade in the concerned course for that semester. 2) All the financial support/stipend/scholarship will be terminated for immediate six months
3.	Mass Copying.	1) All guilty scholars will get "X" grade in the concerned course for that semester. 2) All the financial support/stipend/scholarship will be terminated for immediate six months
4.	Smuggling of answer booklet pre or post or during examination by his/her/their acts in any form or manner	1) Involved scholar(s) will get "X" grade in the concerned course in that examination. 2) Such scholar(s) will not be allowed for admission/registrations for subsequent two academic semesters. 3) All the financial support/ stipend/ scholarship will be terminated for immediate six months
5.	Tampering and/or replicating and/or unauthorised usage and/or forging of any one of official	Expelled from the Institution permanently with no claim on qualification.

	seals, signatures, stamps, answer scripts, question paper etc., in any manner on examination-related material	
6.	Influencing/bribing/threatening of examination / evaluating officers / staff for any examination /evaluation process in any manner	Expelled from the Institution permanently with no claim on qualification.
7.	Any other malpractices/unfair means not covered above.	To be referred to a proper committee for deciding the quantum of punishment.

18.5 The University Grants Commission (UGC) in India has established guidelines and penalties for plagiarism in academic work. Generally, a similarity index of up to 10% is considered acceptable for research articles. Also, a similarity index of up to 20% is considered acceptable for thesis.

18.6 Plagiarism, or the act of using someone else's work without proper attribution, is categorized into levels based on similarity percentages, with increasing penalties for higher levels of plagiarism. Hence, all such revised guidelines and penalties imposed by UGC shall apply.

18.7 Under certain circumstances, the institute may take a severe action and cancel the admission of the scholar and permanently debar his candidature for registering the PhD programme elsewhere, if found guilty.

## **19. CERTIFICATE RETENTION FEE**

Scholars will be charged with certificate retention fees as per the details shown below: All scholars –

19.1 Who have passed in current and previous academic year - No charge.

19.2 Who have passed in the last 2 to 5 academic years - Rs. 10,000

19.3 Who have passed more than 5 academic years back - Rs. 40,000

## **20. SCHOLAR APPRAISAL**

It is mandatory for every scholar to submit the feedback on each and every course, he/she has undergone, at the end of every semester.

## **21. IMPLEMENTATION AND AMMENDMENTS OF RULES AND REGULATIONS**

21.1 The Dean (Academic Affairs) shall ensure, apply and permit the students/scholars under the provisions specified in these rules and regulations.

21.2 Notwithstanding all that has been stated above, the Senate has the right to modify any of the above rules and regulations from time to time. All such modifications shall be documented and numbered sequentially and shall be made available in the Institute website.

21.3 The Chairperson, Senate may take an action in emergent cases and to inform the Senate of such action for confirmation and ratification.

## 22. JRF TO SRF CONVERSION APPLICABLE TO FULL-TIME SCHOLARS

22.1 A scholar admitted under FT mode is eligible for conversion from JRF to SRF upon fulfilling the following criteria

- i) Must have completed TWO years from the date of admission to PhD
- ii) The conversion of a scholar from JRF to SRF position will be delayed for a period of SIX months for each unsatisfactory report in SPR.
- iii) The DSC must recommend the conversion considering the performance of research and HTA of the scholar.

22.2 Scholar must submit **PHD Form 14** for conversion. However, with the approval of competent authority the request may be accepted (**PHD Form 15**).

## 23. ATTENDANCE, LEAVES AND SCHOLASHIP REGULATIONS

23.1 In compliance to Clause (7), every scholar must report to the department regularly and pursue their research work and the duties assigned by the Department / Institute. Accordingly, the monthly assistantship will be released upon submission of Monthly Progress Report (**PHD Form C**) by the scholar and duly recommended by concerned authority. Every scholar is expected to have 100% attendance in each course in which he/she has registered during the course work.

23.2 A scholar representing the Institute in approved extracurricular activities such as Sports, Games, Cultural meets, Seminar, Workshop, Conference and Interview arranged through Training & Placement cell, NCC/ NSS Camps shall be considered as on- duty subject to a maximum of five working days in a semester. Prior permission from approving authority is required for availing on-duty permission with **PHD Form F**.

Event	Forwarding Authority	Recommending Authority	Approving Authority
<b>Sports, Games, NSS, NCC</b>	Respective HoD through supervisor	AD SW (PESA)	Dean (SW)
<b>Technical, and Cultural festival</b>	Respective HoD through supervisor	AD SW (SDCA)	Dean (SW)

<b>Seminar, Workshop, Conference and</b>	DSC through Supervisor	Respective HoD	Dean (Academic Affairs) / Director
<b>Interview arranged through Training &amp; Placement cell</b>	Respective HoD through supervisor	AD SCAIR (CLTP)	Dean (SCAIR)

- 23.3 The on-duty leave of the scholars for each semester shall be maintained at the respective HoD office before forwarding to approving authority.
- 23.4 In case any scholar receives any financial assistance from any other organization during the tenure of course, with due permission of the Dean (Academic Affairs), the scholar will not be entitled for HTTA for the duration in which he/ she is availing such financial assistance and it shall be resumed on discontinuance of such external financial assistance. Further the period for which the scholar has received external financial assistance shall be deducted from the maximum duration of the scholarship.
- 23.5 HTTA is limited to passed out scholars taking 2nd time admission who have already availed the scholarship from any centrally/ state funded institution/ organization/ department.
- 23.6 The Scholarship may be discontinued at any time for any kind of misconduct by the scholar, like involving in the act of ragging, misbehaviour etc. on the recommendations of the Head of Institution (HOI).
- 23.7 The institute may impose any other conditions as deemed necessary from time to time and the decision of the Director shall be final and binding upon the recipients.
- 23.8 In case any scholar/scholar avails the break during the scholarship period on medical ground with due permission of the university/institute, the scholarship will be discontinued from the month of such break and shall be resumed on rejoining the program for the remaining period of scholarship.
- 23.9 Any absence over and above the prescribed type of admissible leave shall entail deduction from the scholarship, beside other action as may be decided by the Institute.

Upon prior leave application Scholars are eligible for following leaves:

<b>S. No</b>	<b>Leave</b>	<b>Maximum Number of days</b>	<b>Sanctioning authority</b>
1.	Casual Leave Block 1: 01-Jan to 30-June, Block 2: 01-July to 31-Dec	8 days per block subjected to the condition that such leave will not be allowed for more than 5 days at a time. Casual leave cannot be combined with medical leave.	Head of the Department (HOD) <b><i>(One week prior approval is mandatory).</i></b>
2.	Medical Leave Block: 01-Jan to 31-Dec	16 days per block	Head of the Department (HOD) <b><i>(Valid Medical Certificate from the Institute Medical Officer)</i></b>

23.10 The following are the conditions for availing the entitled leaves for a scholar

23.10.1 Any leaves not availed in a block shall be lapsed and does not carry to future.

23.10.2 Leave is not a right of a scholar to avail it prior to approval of sanctioning authority.

23.10.3 In case a scholar joins the institute in between a block period he/she entitled leaves shall be rationally calculated.

23.10.4 The leaves shall be applied using **PHD FORM E**

23.11 Married Research scholars admitted to the research program of the institute shall, in addition to casual leave and medical leave, they are entitled to maternity leave as per rules of the Government of India, if the request for the leave is supported by a medical certificate from a registered medical practitioner.

## **24. MOOC COURSES**

24.1 A scholar is allowed to register for MOOC courses during Semester I under open elective category. In such case he/she shall abide to the following regulations.

24.2 A scholar should register for a MOOC course which are under the category of UG/PG or PG in NPTEL only. The scholars must use institute email id for registration of MOOC courses. Courses registered with email id other than institute email id shall not be considered for MOOC credits.

24.3 A scholar has a provision for registering a course in MOOC with an aim to equip the scholars with skill-oriented courses specifically available in NPTEL. Hence, it is the sole responsibility of the scholar to opt to the course of minimum of 12 weeks tenure to meet the equivalent requirement of three credits at the institute. Even at a later stage, if the scholar falls short of minimum essential credits, the institute does not bear any responsibility for not being eligible to award the degree.

24.4 The scholar should decide MOOC course satisfying clause (24.3) before completion of registration in upcoming semester. The subject code should be entered in the course registration form.

24.5 Grading structure for MOOC courses:

24.5.1 Depending on the percentage of marks achieved by the scholar in the registered MOOC course the following equivalent grading system is followed to award grade at the institute

<b>Status and Percentage of Marks</b>	<b>Grade</b>
Cleared & $\geq 90$	EX
Cleared & $\geq 80$	A
Cleared & $\geq 70$	B
Cleared	C

Else	F
------	---

24.5.2 A scholar will be treated as fail in a registered MOOC course (awarded F grade) under any one of the following conditions

- a) not appearing for the final examination of the MOOC course
- b) does not secure a minimum of 40% of marks
- c) does not produce a mark sheet from NPTEL (for any reason) before finalization of grades of respective semester

24.6 If a scholar gets F grade in a MOOC course, he/she has the following options:

- a) Repeat the course whenever offered in the same platform
- b) Can register for an open elective course in same semester in the next academic year
- c) Can replace and register for another MOOC course in any of the subsequent semesters

In case of (b) and (c) above, if the scholar pass the course, both the course details and grade shall be updated in a separate grade sheet.

24.7 In rare occasions, the result of MOOC course may not be released before finalization of grades in the registered semester or before the last date of registration for subsequent semester whichever is later. Upon verifying the genuinity at the level of academic section, the result of such MOOC course may be reported in the grade sheet of subsequent semester or may be updated in a separate grade sheet as suitable and finalized by the Dean Academic Affairs.

## **25. MODALITIES FOR SEMESTER EXCHANGE PROGRAMME OR INTERNSHIP PROGRAMME OR COLLABORATIVE RESEARCH**

25.1 The scholars of the Institute may be allowed to pursue some of the semesters/months under semester exchange programme or internship programme or collaborative research in another institute of repute/ research centre/organization under any specific circumstances.

25.2 The need of research, if any, shall be defined case to case during the MoU among the NIT ANP and another party. Else, in default, the regulations at the host institute shall be followed by the scholar during such period.

## **26. RULES RELATING TO RESIDENTIAL REQUIREMENT**

26.1 All the scholars are normally expected to stay in the hostels and be a boarder of one of the messes.

26.2 Under special circumstances, the Dean (Academics) may permit a scholar to reside with his parent(s) within a reasonable distance from the institute. However, this

permission may be withdrawn at the discretion of the Institute at any time considered appropriate without assigning any reason.

- 26.3 Married accommodation shall not be provided to any scholar of the postgraduate courses.
- 26.4 No scholar shall come into or give up the assigned accommodation in any Hall of residence without prior permission of the Dean (Scholar Welfare).
- 26.5 A scholar shall reside in a room allotted to him/her and may shift to any other only under the direction/permission of the Chief Warden.
- 26.6 Scholars shall be required to make their rooms available whenever required for inspection, repairs, maintenance or disinfecting and shall vacate the rooms when leaving for the vacation/ holidays.
- 26.7 Scholars shall be responsible for the proper care of the furniture; fan and other fittings in the rooms allotted to them and shall generally assist the Warden in ensuring proper use, care and security of those provided in the Halls for common use of all scholars.
- 26.8 Scholars will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a scholar due to theft, fire or any other cause the Institute shall accept no responsibility and shall not be liable for payment of any compensation.
- 26.9 Engaging personal attendants, keeping pets and use of appliances like electric heater, refrigerator, etc. by a scholar in Halls of Residence are prohibited.
- 26.10 A resident scholar must take prior permission from the corresponding warden before proceeding on leave. Failing to do so will be construed as breach of discipline and will be dealt with as per provisions.
- 26.11 All scholars must abide by the rules and regulations of the Halls of Residence as may be framed from time to time.
- 26.12 It is mandatory for all scholars who are not citizen of India to stay in the Hostels.

## **27. SCHOLARS' CODE OF CONDUCT AND DISCIPLINE**

It is the responsibility and duty of each and every student of the Institute to become acquainted with "Students Conduct and Disciplinary Code". It is presumed that every student from the date of his/her admission to the Institute has knowledge of this code. The manual for student's code of conduct, discipline and rule framed by Office of Dean (SW) and approved by Senate vide item no. S23.6.3 shall be part of this section (Annexure).

## 28. ACADEMIC COMMITTEES: FUNCTIONS AND RESPONSIBILITIES

S No	Name of the Committee	Constitution guidelines	Functions
1	Departmental Academic Committee – Post Graduate (DAC-PG&R)	<p><b>Chairperson:</b> Head of the Department</p> <p><b>Member(s):</b></p> <ol style="list-style-type: none"> <li>1. 05 Professors</li> <li>2. 03 Associate professors</li> <li>3. 02 Assistant Professors on rotation basis</li> </ol> <p>If sufficient faculty is not on rolls to constitute up to 10 number, all existing faculty shall be coopted to DAC-PG&amp;R.</p>	<ol style="list-style-type: none"> <li>a) To monitor the conduct of all post-graduate courses offered by the Department and course work of post-graduate program.</li> <li>b) To ensure academic standards and excellence of the courses offered by the department.</li> <li>c) Review and recommend the grades to senate for approval.</li> <li>d) To consider any matter related to the post-graduate program(s) of the Department.</li> <li>e) To take up any responsibility or function assigned by the Senate or the Chairperson of the Senate or Chairperson of DAC-PG&amp;R time-to-time.</li> </ol>
2	Departmental Academic Appeals Committee (DAAC)	<p><b>Chairperson:</b> Head of the Department</p> <p><b>Member(s):</b></p> <ol style="list-style-type: none"> <li>1. 05 Professors</li> <li>2. 03 Associate professors</li> <li>3. 02 Assistant Professors on rotation basis</li> </ol> <p>If sufficient faculty is not on rolls to constitute up to 10 number, all existing faculty shall be coopted to DAC-PG&amp;R.</p> <p>Nominee: One faculty from outside the Department nominated by Dean-Academic</p>	<ol style="list-style-type: none"> <li>a) To receive grievance /complaints in writing from the students regarding anomaly in award of grades due to bias, victimization, erratic evaluation, etc. and redress the complaints.</li> <li>b) The decision of the DAAC will be based on simple majority</li> <li>c) The recommendations of the DAAC shall be communicated to the Dean-Academic for further appropriate action as required.</li> </ol>

3	Malpractice And Disciplinary Action Committee	Chairperson: Dean, Academic Affairs Members: Dean (Student Welfare), Dean (SCAIR) Concerned Head of the Department, Invigilator(s), All Associate Deans under academic affairs Secretary and Convenor: Associate Dean (AA) dealing with Examinations.	Shall conduct an inquiry and recommend appropriate punishment to the guilty in all examination affairs
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NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

PHD RR 25  
Form 01

No. NITANP/

Date:

**SCHOLAR JOINING/ REPORTING FORM**

1.	<b>Name of the Scholar</b> (as per 10 <sup>th</sup> Marksheet)	:	
2.	<b>Roll Number</b>	:	
3.	<b>Home Department</b> (in which scholar admitted and joining)	:	
4.	<b>Order reference number</b>	:	
5.	<b>Mode of study</b>	:	Full-Time/ Part-Time
6.	<b>Financial Assistance Category as per clause (2.2) of PHD RR 25</b> (Tick the relevant and Strike the invalid)	:	Full time – Institute Assistantship Category (FT-HTTA) Full Time – Project Category (FT-HTPA) Full Time – Sponsored Category (FT-HTSA) Part-time – Sponsored Category (PT-SA)
7.	<b>Date of Joining</b>	:	
8.	<b>Gender &amp; Admitted Category</b>	:	
9.	<b>Category</b>	:	
10.	<b>Preceding Degree</b>	:	
11.	<b>Declaration by scholar:</b>		
	It is to declare that: i. I have reported to the Head of Department/School as detailed above consequent of my admission offered at NIT Andhra Pradesh. ii. I abide to all rules and regulations of the PhD programme/institute. iii. I am aware that I must abide to all such rules and regulations which are in force as on date and also to the amendments, if any, made until I achieve the degree to which I am admitted.		
			<b>Scholar Signature with Date</b>

12.	<b>Action at SASS</b>	:	Details of above scholar is verified & the original certificates are verified at SASS.
Remarks:			
<b>Superintendent, SASS</b>		<b>Associate Dean, AA, SASS</b>	

13.	Recommendation of respective Head of Department/School	:	Reported on ..... (FN/AN)
14.	Remarks, if any		
Respective Divisional Head/ Coordinator			Head of Department/ School

15.	Action at SACD	:	Details of above scholar is verified & personal file created at SACD.
Superintendent, SACD			Associate Dean, AA, SACD

**Consolidated list shall be communicated by SACD to SASS and respective departments after the due date of joining the programme**  
**Open a new file on the name of respective scholar at SACD**



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NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

PHD RR 25  
Form 02

No. NITANP/

Date:

**SUPERVISOR PREFERENCE & CONSENT FORM**

1.	Name of the Scholar	:	
2.	Roll Number	:	
3.	Department (in which scholar admitted)	:	
4.	Mode of study	:	Full-Time/ Part-Time
5.	Date of Joining	:	
6.	Preceding Degree	:	
7.	<b>Declaration by scholar:</b>		
	It is to declare that assessing my need of expertise to carry out expected research work, I hereby personally requesting the following faculty to provide their kind consent for possible allotment as supervisor for my PhD work. I am aware that under specific circumstances/ administrative constraints, the competent authority may even assign any other faculty as supervisor other than the below faculty from whom I received the consent.		
			<b>Scholar Signature with Date</b>

8.	<b>Consent from faculty for supervisor:</b>		
	<b>Name, Designation &amp; Department</b>	<b>I hereby consent</b>	<b>Signature of consent</b>
i.		: As supervisor	
ii.		: As supervisor	
iii.		: As supervisor	
iv.		: As supervisor	
v.		: As supervisor	

9.	<b>Recommendation of respective Head of Department/School</b>	:	It is certified that the above consented faculty have the vacant slots as per clause (12.1.4) of PHD RR 25. The matter shall be placed in DAC-PG&R and final allotment of supervisor shall be made to the scholar as per PHD RR 25.
10.	<b>Remarks, if any</b>	:	
	<b>Respective Divisional Head/ Coordinator</b>		<b>Head of Department/ School</b>



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NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

PHD RR 25  
Form 03

No. NITANP/

Date:

**SUPERVISOR ALLOTMENT FORM**

1.	Name of the Scholar	:	
2.	Roll Number	:	
3.	Mode of study	:	Full-Time/ Part-Time
4.	Gender & Admitted Category	:	
5.	Department (in which scholar admitted and joining)	:	
6.	Preceding Degree	:	
7.	Nature of allotment	:	First allotment / Change of supervisor
8.	Reason (in a phrase), if it is a change of supervisor (else not applicable)	:	
9.	Reference respective Form 02 (Latest)	:	
10.	Reference minutes of DAC-PG&R for this allotment of supervisor (Attach the minutes separately)	:	
11.	Supervisor allotted & Designation	:	
12.	Recommendation of respective Head of Department/School	:	It is certified that the above supervisor was allotted to the scholar with the consent of DAC-PG&R.
13.	Remarks, if any	:	
Respective Divisional Head/ PhD Coordinator		Head of Department/ School	

14.	Action at SACD	:	Details of above scholar is verified. The slot of the proposed supervisor is vacant / not vacant and the proposal may / may not be approved
Superintendent, SACD		Associate Dean, AA, SACD	

15.	Action at ODAA	:	The proposal is as per the clause (12.1.4) of PHD RR 25.
Recommendations/ Remarks, if any:			
			Dean, Academic Affairs

**Form retained at SACD in respective scholar file**

**CC of this form to respective department for constitution of DSC**



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NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

PHD RR 25  
Form 04

No. NITANP/SACD/20xx-xx/

Date:

**ORDER**

**Ref:** NITANP/xxxx/20xx-xx/xxx dated dd.mm.yyyy

**Subject:** Assigning the supervisor for the scholars joined in AY ..... of ..... Semester – Reg.

Vide cited reference above, the following supervisor allotment is made for the scholars admitted in AY ..... in ..... semester in the Department of .....

Roll Number	Name of the Scholar(s)	Mode of study	Supervisor & Dept.

This is issued with the approval of competent authority.

(Name of Official)  
**Associate Dean, AA, SACD**

To:

Name of research scholar, Roll No, Research Scholar, Dept.

Name of supervisor, Dept.

Name of co-supervisor, Dept. (if any)

File copy of respective scholar at SACD

Copy to:

1. Head of respective department for necessary action
2. Dean, AA for kind information.
3. File of respective scholar at department.



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NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

PHD RR 25  
Form 05

No. NITANP/

Date:

**REQUEST FOR ASSIGNING CO-SUPERVISOR**

1.	Name of the Scholar	:	
2.	Roll Number	:	
3.	Mode of study	:	Full-Time/ Part-Time
4.	Gender & Admitted Category	:	
5.	Department	:	
6.	Date of Joining	:	
7.	Preceding Degree	:	
8.	Name & Dept. of Supervisor	:	
It is to declare that assessing my need of expertise to carry out expected research work, with the consent of my supervisor, I hereby personally request the following faculty/officer/scientist to provide their kind consent for possible allotment as co-supervisor for my PhD work. I am aware that under specific circumstances/ administrative constraints, the competent authority may not consider my request.			
			<b>Scholar Signature with Date</b>
9.	Remarks, if any, by supervisor	:	
			<b>Supervisor of above scholar</b>

10.	<b>Consent from faculty for co-supervisor:</b>		
	<b>Name, Designation &amp; Department</b>	<b>As co-supervisor</b>	<b>Signature of consent</b>
	:		

11.	<b>Reference minutes of DAC-PG&amp;R for this allotment of co-supervisor</b> <i>(Attach the minutes separately)</i>	:	
12.	<b>Recommendation of respective Head of Department/School</b>	:	It is certified that the above consented faculty (if from NIT ANP) have the vacant slots as per clause (12.1.4) of PHD RR 25. The matter shall be placed in DAC-PG&R and final allotment of supervisor shall be made to the scholar as per PHD RR 25.
			<b>Head of Department/ School</b>

<b>13.</b>	<b>Action at SACD</b>	:	Details of above scholar is verified. The slot of the proposed co-supervisor is vacant and the proposal may be approved
<b>Superintendent, SACD</b>		<b>Associate Dean, AA, SACD</b>	

<b>14.</b>	<b>Action at ODAA</b>	:	The proposal is as per the clause (12.1.4) of PHD RR 25.
Recommendations/ Remarks, if any:			
		<b>Dean, Academic Affairs</b>	

**Form retained at SACD in respective scholar file**  
**CC of this form to respective department for re-constitution of DSC**



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NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

PHD RR 25  
Form 06

No. NITANP/SACD/20xx-xx/

Date:

**ORDER**

**Ref:** NITANP/xxxx/20xx-xx/xxx dated dd.mm.yyyy

**Subject:** Assigning the co-supervisor for the scholar(s) joined in AY ..... of ..... Semester – Reg.

Vide cited reference above, the following co-supervisor allotment is made for the scholars admitted in AY ..... in ..... semester in the Department of .....

	Roll Number	Name of the Scholar(s)	Name of Supervisor, Dept.	Name of Co-Supervisor, Dept.

This is issued with the approval of competent authority.

(Name of Official)  
**Associate Dean, AA, SACD**

To:

Name of research scholar, Roll No, Research Scholar, Dept.

Name of supervisor, Dept.

Name of co-supervisor, Dept. (if any)

File copy of respective scholar at SACD

Copy to:

1. Head of respective department for necessary action
2. Dean, AA for kind information.
3. File of respective scholar at department.



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NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

PHD RR 25  
Form 07

No. NITANP/

Date:

**CONSTITUTION OF DOCTORAL SCRUTINY COMMITTEE**

1.	Name of the Scholar	:	
2.	Roll Number	:	
3.	Mode of study	:	Full-Time/ Part-Time
4.	Gender & Admitted Category	:	
5.	Department	:	
6.	Date of Joining	:	
7.	Preceding Degree	:	
8.	Name & Dept. of Supervisor	:	

9.	Proposed constitution of Doctoral Scrutiny Committee (DSC) for above scholar:					
S. No.	As per PHD RR 25 under clause	Name, Designation, Department & Affiliation		Composition	Role in DSC	Signature of consent from respective
i.	13.1.1.1	Incumbent / Other satisfying clause (13.1.4)	:	Respective Head of the Department	Chairperson	NA
ii.	13.1.1.2		:	Supervisor	Member and Convenor	
iii.	13.1.1.3		:	Co-supervisor, if any	Member	NA
iv.	13.1.1.4		:	One Faculty from same department – 1	Member	
v.	13.1.1.5		:	One Faculty from same department – 2	Member	
vi.	13.1.1.6		:	One Faculty from allied department	Member	

10.	<b>Recommendation of respective Head of Department/School</b>	:	It is certified that the above members at S. No. (iv) to (vi) have consented to be the part of DSC in their proposed role for the scholar as per clause (13.1.1) of PHD RR 25. The above constitution of DSC may please be approved.
11.	<b>Remarks, if any</b>	:	
<b>Supervisor</b>		<b>Head of Department/ School</b>	

12.	<b>Action at SACD</b>	:	Details of above scholar is verified and the proposal of constitution is as per norms The proposed DSC to the above scholar may be approved.
<b>Superintendent, SACD</b>		<b>Associate Dean, AA, SACD</b>	

13.	<b>Action at ODAA</b>	:	The proposal is as per the clause (13.1.1) of PHD RR 25.
<b>Recommendations/ Remarks, if any:</b>			
		<b>Dean, Academic Affairs</b>	

**Form retained at SACD in respective scholar file**

**The SACD shall release the order of constitution of DSC.**



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NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

PHD RR 25  
Form 08

No. NITANP/SACD/20xx-xx/

Date:

**ORDER**

**Ref:** NITANP/xxxx/20xx-xx/xxx dated dd.mm.yyyy

**Subject:** Constitution of Doctoral Scrutiny Committee (DSC) – AY 2025-26 – Even Semester – Reg.

Vide cited reference above, the Doctoral Scrutiny Committee (DSC) of the scholar detailed below is constituted as under:

1.	Name of the Scholar	:	
2.	Roll Number	:	
3.	Mode of study	:	Full-Time/ Part-Time
4.	Department	:	
5.	Date of Joining	:	
6.	Preceding Degree	:	

S. No.	Under clause	Name, Designation, Department & Affiliation	Role in DSC
i.	13.1.1.1	Head of the Department or Other satisfying clause (13.1.4)	Chairperson
ii.	13.1.1.2		Member and Convenor
iii.	13.1.1.3		Member
iv.	13.1.1.4		Member
v.	13.1.1.5		Member
vi.	13.1.1.6		Member

This is issued with the approval of competent authority.

(Name of Official)  
**Associate Dean, AA, SACD**

To:  
Name of research scholar, Roll No, Research Scholar, Dept.  
Name of supervisor, Dept.  
Name of co-supervisor, Dept. (if any)  
File copy of respective scholar at SACD

Copy to:  
4. Dean, AA for kind information.  
5. File of respective scholar at department.



राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश  
NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

PHD RR 25  
Form 09

No. NITANP/

Date:

**REQUEST BY SCHOLAR AND APPROVAL FOR COMPREHENSIVE EXAMINATION**

1.	Name of the Scholar	:	
2.	Roll Number	:	
3.	Mode of study	:	Full-Time/ Part-Time
4.	Department	:	
5.	Name & Dept. of Supervisor	:	
a.	Details of previous failed registration, if any	:	AY(s): Semester(s):
b.	Performance of scholar in the previous semester as per the result provided by SACD	:	Satisfactory / Unsatisfactory
c.	Current Semester	:	Odd / Even
d.	Current Academic Year	:	

**6. Status of Course Work:**

a.	Preceding Degree before admission to PhD programme		
b.	Credits to be earned as a part of course work under clause (14.1.1)	(A)	
c.	Valid Credits earned as a part of course work till date	(B)	
d.	Whether credits at (c) are equal or more than (b) above?		Yes / No
e.	Whether scholar satisfied the clause (14.3.1) of PHD RR 25?		Yes / No

**7. List of courses successfully completed as a part of course work:**

S. No	Course Code	Name of the Course	Regular/ Self Study/ MOOCS	Grade
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

**8. Declaration by scholar:**

I hereby request the competent authority to conduct my comprehensive examination upon verification of my eligibility as per clause (14.3.1).		
		<b>Scholar Signature with Date</b>

<b>9.</b>	<b>Recommendation of respective DSC:</b>	
The scholar is eligible for appearing comprehensive examination under clauses (14.3.1), (14.3.5) and (14.3.6) of PHD RR 25.		
(Name:.....)	(Name:.....)	(Name:.....)
<b>Member and Convenor</b>	<b>Member</b>	<b>Internal Member – 1</b>
Supervisor	Co-Supervisor	Dept:
(Name:.....)	(Name:.....)	(Name:.....)
<b>Internal Member – 2</b>	<b>External Member</b>	<b>Chairperson, Respective DSC</b>
Dept:	Dept:	Dept:

<b>10.</b>	<b>Action at SACD</b>	<b>:</b>	The comprehensive examination of the above scholar may be conducted as recommended by respective DSC under clauses (14.3.1), (14.3.5) and (14.3.6) of PHD RR 25.
<b>Recommendations/ Remarks, if any:</b>			
<b>Superintendent, SACD</b>		<b>Associate Dean, AA, SACD</b>	

<b>11.</b>	<b>Action at ODAA</b>	<b>:</b>	The proposal is as per clauses (14.3.1), (14.3.5) and (14.3.6) of PHD RR 25.
<b>Recommendations/ Remarks, if any:</b>			
			<b>Dean, Academic Affairs</b>

**Form retained at SACD in respective scholar file**

**An order to conduct comprehensive examination shall be issued by SACD**



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NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

PHD RR 25  
Form 10

No. NITANP/SACD/20xx-xx/

Date:

**ORDER**

**Ref:** NITANP/xxxx/20xx-xx/xxx dated dd.mm.yyyy

**Subject:** Approval for Conducting Comprehensive Examination – Scholar Name – Roll Number – Dept. Code – Reg.

Vide cited reference above, the approval of the competent authority is hereby conveyed to conduct the comprehensive examination to the scholar detailed below as per Clauses (14.3.2) – (14.3.4) of PHD RR 25.

1.	Name of the Scholar	:	
2.	Roll Number	:	
3.	Mode of study	:	Full-Time/ Part-Time
4.	Department	:	

This is issued with the approval of competent authority.

(Name of Official)  
**Associate Dean, AA, SACD**

To:

Name of research scholar, Roll No, Research Scholar, Dept.

Name of chairperson, DSC of the scholar.

Name of supervisor, Dept.

Name of co-supervisor, Dept. (if any)

File copy of respective scholar at SACD

Copy to:

1. Dean, AA for kind information.
2. File of respective scholar at department.



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NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

PHD RR 25  
Form 11

No. NITANP/Dept. Code/20xx-xx/

Date:

**NOTICE**

**Ref:** NITANP/SACD/20xx-xx/xxx dated dd.mm.yyyy

Vide cited reference above, the comprehensive examination of the **#scholar name#** is scheduled as below

1.	Name of the Scholar	:	
2.	Roll Number	:	
3.	Mode of study	:	Full-Time/ Part-Time
4.	Department	:	
5.	Date and time of Comprehensive Examination	:	
6.	Venue	:	

All the interested students, scholars, and faculty may attend the presentation.

(Name of Official)  
**Chairperson, DSC**

To:  
Name of research scholar, Roll No, Research Scholar, Dept.

Copy to:

1. Name of supervisor, Dept.
2. Name of co-supervisor, Dept. (if any)
3. All other members of the respective DSC of the scholar.
4. File copy of respective scholar at SACD
5. Dean, AA for kind information.
6. File of respective scholar at department.



**राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश**  
**NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH**

**PHD RR 25**  
**Form 12**

No. NITANP/

Date:

**RECOMMENDATIONS OF COMPREHENSIVE EXAMINATION**

1.	Name of the Scholar	:	
2.	Roll Number	:	
3.	Department	:	
4.	Mode of study	:	Full-Time/ Part-Time
5.	Comprehensive Examination approval order reference number	:	
6.	Date of Comprehensive Examination/ Seminar held	:	
<b>RECOMMENDATIONS OF DOCTORAL SCRUTINY COMMITTEE (DSC)</b>			
7.	Attempt of Examination	:	First / Second
8.	Result of Comprehensive Examination/ Seminar	:	<b>PASS / FAIL</b>
9.	In case of FAIL in first attempt, next date of Examination/ Seminar as per clause (14.3.4) of PHD RR 2025	:	
10.	If the result is FAIL in second attempt, the candidature is liable to terminate under clause (11.2.3) of PHD RR 2025	:	Recommended / NA
Remarks, if any:			
			(Name:.....)
<b>Member and Convenor</b>		<b>Member</b>	
Supervisor		Co-Supervisor	
			(Name:.....)
<b>Internal Member – 2</b>		<b>External Member</b>	
Dept:		Dept:	
			(Name:.....)
<b>Chairperson, Respective DSC</b>			Dept:
Forwarded by:			
<b>Respective Divisional Head/ PhD Coordinator</b>		<b>Head of Department/ School</b>	

<b>11.</b>	<b>Action at SACD</b>	:	<p>The result of the above scholar is recommended by DSC under provision granted under clause (14.3) of PHD RR 25. Accordingly, the scholar may now be:</p> <ol style="list-style-type: none"> <li>a. Declared as research scholar of the institute from the effective date of examination as per clause (14.3.3) of PHD RR 2025.</li> <li>b. Granted final chance to re-appear for the comprehensive examination as per clause (14.3.4) of PHD RR 2025.</li> <li>c. Terminated from the PhD programme and the admission is treated to be cancelled from the effective date of examination as per clauses (14.3.4) and (11.2.3) of PHD RR 2025.</li> </ol>
<b>Additional Remarks, if any:</b>			
<b>Superintendent, SACD</b>		<b>Associate Dean, AA, SACD</b>	

<b>12.</b>	<b>Action at ODAA</b>	:	<p>The above proposal is as approved under provision granted under clause (14.3) of PHD RR 25.</p>
<b>Recommendations/ Remarks, if any:</b>			
		<b>Dean, Academic Affairs</b>	

**Form retained at SACD in respective scholar file.**

**An order to declare the result of comprehensive examination and the decision shall be issued by SACD.**



राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश  
NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

PHD RR 25  
Form 13

No. NITANP/

Date:

**RESULT OF COMPREHENSIVE EXAMINATION**

**Ref:** NITANP/xxxx/20xx-xx/xxx dated dd.mm.yyyy

**Subject:** AY ..... in ..... Semester - Result of comprehensive examination – Reg.

The comprehensive examination result of respective scholar is detailed below:

1.	<b>Name of the Scholar</b>	:	
2.	<b>Roll Number</b>	:	
3.	<b>Mode of study</b>	:	Full-Time/ Part-Time
4.	<b>Department</b>	:	
5.	<b>Date of Joining</b>	:	
6.	<b>Preceding Degree</b>	:	
7.	<b>Date of examination</b>	:	
8.	<b>RESULT</b>	:	<b>PASS / FAIL / REPEAT</b>
9.	<b>Next date in case of REPEAT</b>	:	

**(If passed)**

Accordingly, the candidature of above scholar admitted for PhD programme is confirmed as he/she shall be declared to be research scholar of the institute. He shall be bounded with regulations of PHD RR 25.

**(If fail)**

Accordingly, the candidature of above scholar admitted for PhD programme is rejected as he/she shall be declared to be terminated as scholar of the institute with effect from date of examination i.e., .....

**(If repeat)**

Accordingly, the candidature of above scholar admitted for PhD programme is under abeyance. He/she must appear for comprehensive examination before DSC on .....

This is issued with the approval of competent authority.

(Name of Official)  
**Associate Dean, AA, SACD**

To:

Name of research scholar, Roll No, Research Scholar, Dept.

Name of supervisor, Dept.

Name of co-supervisor, Dept. (if any)

File copy of respective scholar at SACD

Copy to:

1. Chairperson, DSC of the research scholar.
2. Head of respective department for kind information.
3. Dean, AA for kind information.
4. File of respective scholar at department.



# राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश

## NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

PHD RR 25  
Form 14

No. NITANP/

Date:

### REQUEST BY SCHOLAR AND APPROVAL FOR CONVERSION FROM JRF TO SRF

1.	Name of the Scholar	:	
2.	Roll Number	:	
3.	Date of joining the PhD programme	:	
4.	Mode of study at the time of joining	:	Full-Time
5.	Department	:	
6.	Name & Dept. of Supervisor	:	
7.	Details of Co-supervisor, if applicable	:	
8.	Number of credits earned in the course work	:	
9.	Current Academic Year	:	
10.	Broad area of research	:	

### 11. Status of previous record and Comprehensive examination:

a.	Preceding Degree before admission to PhD programme	
b.	Date of successful completion of comprehensive examination/ seminar	
c.	Semesters completed (till date) for the scholar counting from the date of joining	
d.	Semesters completed (till date) for the scholar excluding unregistered semesters, if any, counting from the date of joining	

### 12. Progress of Research, if any:

a.	Number of months completed from the date of joining the PhD Programme excluding the months if any fall under unregistered	
b.	Number of research publications in Science Citation Index (SCI/SCIE) or Scopus Index journal including E-SCI journals from his/her research are required for submission of Ph.D. thesis.	
c.	Number of research publications in Social Sciences Citation Index (SSCI) and Arts & Humanities Citation Index (AHCI) from his/her research can also be considered for Architecture and Humanities departments.	
d.	Number of filed/granted patent from his/her research work.	
e.	Number of conference papers published or accepted	

### 13. Declaration by scholar:

I hereby request the competent authority to convert my HTTA status from JRF to SRF upon verification of my eligibility to meet the minimum requirement. Accordingly I request to revise my emoluments as per Institute rules under clause (22) of PHD RR 25.	
	<b>Scholar Signature with Date</b>

<b>14.</b>	<b>Recommendation of respective DSC:</b>	
The scholar is eligible for conversion from JRF to SRF under clause (22) of PHD RR 25.		
(Name:.....)	(Name:.....)	(Name:.....)
<b>Member and Convenor</b>	<b>Member</b>	<b>Internal Member – 1</b>
Supervisor	Co-Supervisor	Dept:
(Name:.....)	(Name:.....)	(Name:.....)
<b>Internal Member – 2</b>	<b>External Member</b>	<b>Chairperson, Respective DSC</b>
Dept:	Dept:	Dept:

<b>15.</b>	<b>Action at SACD</b>	:	The request of the above scholar may be accepted as recommended by respective DSC as per Clause (22) of PHD RR 25.
<b>Recommendations/ Remarks, if any:</b>			
<b>Superintendent, SACD</b>		<b>Associate Dean, AA, SACD</b>	

<b>16.</b>	<b>Action at ODAA</b>	:	The proposal is as per the Clause (22) of PHD RR 25.
<b>Recommendations/ Remarks, if any:</b>			
			<b>Dean, Academic Affairs</b>

**Form retained at SACD in respective scholar file**

**An order to conduct synopsis seminar shall be issued by SACD**



राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश  
NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

PHD RR 25  
Form 15

No. NITANP/SACD/20xx-xx/

Date:

**ORDER**

**Ref:** NITANP/xxxx/20xx-xx/xxx dated dd.mm.yyyy

**Subject:** Approval for Conversion from JRF to SRF – Scholar Name – Roll Number – Dept. Code – Reg.

Vide cited reference above, the approval of the competent authority is hereby conveyed that the scholar detailed below is converted from JRF to SRF as per Clause (22) of PHD RR 25.

1.	<b>Name of the Scholar</b>	:	
2.	<b>Roll Number</b>	:	
3.	<b>Mode of study</b>	:	Full-Time/ Part-Time
4.	<b>Department</b>	:	
5.	<b>Effective Date of Conversion</b>	:	

This is issued with the approval of competent authority.

(Name of Official)  
**Associate Dean, AA, SACD**

To:

Name of research scholar, Roll No, Research Scholar, Dept.

Name of chairperson, DSC of the scholar.

Name of supervisor, Dept.

Name of co-supervisor, Dept. (if any)

File copy of respective scholar at SACD

Copy to:

1. Dean, AA for kind information.
2. File of respective scholar at department.



# राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश

## NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

No. NITANP/

Date:

PHD RR 25  
Form 16

### REQUEST BY SCHOLAR FOR SYNOPSIS SEMINAR AND EVALUATION (SSE)

1.	Name of the Scholar	:	
2.	Roll Number	:	
3.	Date of joining the PhD programme	:	
4.	Mode of study at the time of joining	:	Full-Time/ Part-Time
5.	Mode of study	:	Full-Time/ Part-Time
6.	Date of conversion in mode of study, if applicable	:	
7.	Department	:	
8.	Name & Dept. of Supervisor	:	
9.	Details of Co-supervisor, if applicable	:	
10.	Number of credits earned in the course work	:	
11.	Current Academic Year	:	
12.	Title of thesis (tentative)	:	

### 13. Status of previous record and Comprehensive examination:

a.	Preceding Degree before admission to PhD programme		
b.	Date of successful completion of comprehensive examination/ seminar	(A)	
c.	Semesters completed (till date) for the scholar counting from the date of joining	(B)	
d.	Semesters completed (till date) for the scholar excluding unregistered semesters, if any, counting from the date of joining		Yes / No

### 14. Status of essential eligibility for conducting synopsis seminar:

a.	Must complete at least 12 months from the date of successful completion of comprehensive examination in accordance with clause (11.1)		
b.	Satisfying at least one of the clauses among (i), (ii) & (iii) below, wherein the scholar must be first author or second author. But, if the scholar is second author, the first author must be respective supervisor as on the date of accepting/granting the paper/patent.		Yes / No
i.	Minimum two research publications in Science Citation Index (SCI/SCIE) or Scopus Index journal including E-SCI journals from his/her research are required for submission of Ph.D. thesis. The 'final accepted for publication' research paper is also be considered.		Yes / No
ii	Minimum two research publications in Social Sciences Citation Index (SSCI) and Arts & Humanities Citation Index (AHCI) from his/her research can also be considered for Architecture and Humanities departments. The 'final accepted for publication' research paper in journal is also be considered.		Yes / No

iii.	Minimum one granted patent from his/her research work.		Yes / No
c.	Whether scholar satisfied the clause (14.4.2) of PHD RR 25?		Yes / No

**15. Details of claimed publications for eligibility of synopsis seminar as above:**

a.	List of essential publications/journals to meet the eligibility for SSE <i>(in standard format)</i>	Satisfy which of the parameter under clause (14.4.3)?
1.		(i) / (ii) / (iii)
2.		(i) / (ii) / (iii)
3.		(i) / (ii) / (iii)
b.	List of patents (in standard format)	
1.		(iii)
2.		(iii)

*Note: Attach the first page of publications and /or relevant proof of acceptance*

**16. Declaration by scholar:**

I hereby request the competent authority to conduct my synopsis seminar upon verification of my eligibility to meet the minimum requirement. The draft synopsis report is here by submitted along with this form with consent of my supervisor(s).

	<b>Scholar Signature with Date</b>
--	------------------------------------

**17. Recommendation of respective DSC:**

The scholar is eligible for appearing Seminar Examination and Evaluation (SSE) under clause (14.4.2) of PHD RR 25.

(Name:.....)	(Name:.....)	(Name:.....)
<b>Member and Convenor</b>	<b>Member</b>	<b>Internal Member – 1</b>
Supervisor	Co-Supervisor	Dept:
(Name:.....)	(Name:.....)	(Name:.....)
<b>Internal Member – 2</b>	<b>External Member</b>	<b>Chairperson, Respective DSC</b>
Dept:	Dept:	Dept:

<b>18. Action at SACD</b>	:	The request of the above scholar may be accepted as recommended by respective DSC as per clause (14.4.2) of PHD RR 25.
<b>Recommendations/ Remarks, if any:</b>		
<b>Superintendent, SACD</b>	<b>Associate Dean, AA, SACD</b>	

19.	<b>Action at ODAA</b>	:	The proposal is as per the clause (14.4) of PHD RR 25.
<b>Recommendations/ Remarks, if any:</b>			
			<b>Dean, Academic Affairs</b>

**Form retained at SACD in respective scholar file**

**An order to conduct synopsis seminar shall be issued by SACD**



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NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

PHD RR 25  
Form 17

No. NITANP/SACD/20xx-xx/

Date:

**ORDER**

**Ref:** NITANP/xxxx/20xx-xx/xxx dated dd.mm.yyyy

**Subject:** Approval for Conducting Synopsis Seminar Evaluation (SSE) – Scholar Name – Roll Number – Dept. Code – Reg.

Vide cited reference above, the approval of the competent authority is hereby conveyed to conduct the SSE to the scholar detailed below as per Clauses (14.4.3) – (14.4.13) of PHD RR 25.

1.	<b>Name of the Scholar</b>	:	
2.	<b>Roll Number</b>	:	
3.	<b>Mode of study</b>	:	Full-Time/ Part-Time
4.	<b>Department</b>	:	
5.	<b>Title of thesis (tentative)</b>	:	

This is issued with the approval of competent authority.

(Name of Official)  
**Associate Dean, AA, SACD**

To:

Name of research scholar, Roll No, Research Scholar, Dept.

Name of chairperson, DSC of the scholar.

Name of supervisor, Dept.

Name of co-supervisor, Dept. (if any)

File copy of respective scholar at SACD

Copy to:

3. Dean, AA for kind information.
4. File of respective scholar at department.



राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश  
NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

PHD RR 25  
Form 18

No. NITANP/Dept. Code/20xx-xx/

Date:

**NOTICE**

**Ref:** NITANP/SACD/20xx-xx/xxx dated dd.mm.yyyy

Vide cited reference above, the synopsis seminar and evaluation of the #scholar name# is scheduled as below

1.	Name of the Scholar	:	
2.	Roll Number	:	
3.	Mode of study	:	Full-Time/ Part-Time
4.	Department	:	
5.	Title of the thesis (tentative)	:	
6.	Date and time of Synopsis Seminar Evaluation	:	
7.	Venue	:	

All the interested students, scholars, and faculty may attend the presentation.

(Name of Official)  
**Chairperson, DSC**

To:

Name of research scholar, Roll No, Research Scholar, Dept.

Copy to:

1. Name of supervisor, Dept.
2. Name of co-supervisor, Dept. (if any)
3. All other members of the respective DSC of the scholar.
4. File copy of respective scholar at SACD
5. Dean, AA for kind information.
6. File of respective scholar at department.



**राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश**  
**NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH**

PHD RR 25  
Form 19

No. NITANP/

Date:

**RECOMMENDATIONS OF SYNOPSIS SEMINAR EXAMINATION AND EVALUATION (SSE)**

1.	Name of the Scholar	:	
2.	Roll Number	:	
3.	Department	:	
4.	Mode of study	:	Full-Time/ Part-Time
5.	Synopsis seminar approval order reference number	:	
6.	Date of Synopsis Seminar held	:	

**RECOMMENDATIONS OF DOCTORAL SCRUTINY COMMITTEE (DSC)**

7.	Attempt of Synopsis Seminar	:	First / Second / Third
8.	Result of Seminar Examination and Evaluation (SSE)	:	SATISFACTORY / NOT SATISFACTORY
9.	In case of NOT SATISFACTORY, next date of SSE after 60 days as per clause (14.4.5)	:	

Remarks, if any:

(Name:.....)	(Name:.....)	(Name:.....)
<b>Member and Convenor</b>	<b>Member</b>	<b>Internal Member – 1</b>
Supervisor	Co-Supervisor	Dept:
(Name:.....)	(Name:.....)	(Name:.....)
<b>Internal Member – 2</b>	<b>External Member</b>	<b>Chairperson, Respective DSC</b>
Dept:	Dept:	Dept:

Forwarded by:

<b>Respective Divisional Head/ Coordinator</b>	<b>Head of Department/ School</b>
--	-----------------------------------

10.	<b>Action at SACD</b>	:	<p>The result of the above scholar is recommended by DSC under provision granted under clause (14.4) of PHD RR 25. Accordingly, the scholar may now be:</p> <ul style="list-style-type: none"> <li>a. Enabled to submit thesis as per clause (14.5.1) of PHD RR 2025.</li> <li>b. Granted subsequent chance to re-appear for the synopsis seminar as per clause (14.4.5) of PHD RR 2025.</li> </ul>
<b>Additional Remarks, if any:</b>			
<b>Superintendent, SACD</b>		<b>Associate Dean, AA, SACD</b>	

11.	<b>Action at ODAA</b>	:	<p>The above proposal is as approved under provision granted as per clause (14.4) of PHD RR 25.</p>
<b>Recommendations/ Remarks, if any:</b>			
		<b>Dean, Academic Affairs</b>	

**Form retained at SACD in respective scholar file.**  
**An order to declare the result of SSE and the decision shall be issued by SACD.**



राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश  
NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

PHD RR 25  
Form 20

No. NITANP/SACD/20xx-xx/

Date:

**RESULT OF SYNOPSIS SEMINAR EXAMINATION AND EVALUATION (SSE)**

**Ref:** NITANP/xxxx/20xx-xx/xxx dated dd.mm.yyyy

**Subject:** AY ..... in ..... Semester - Result of Seminar Examination and Evaluation (SSE)– Reg.

The Seminar Examination and Evaluation (SSE) of respective scholar is detailed below:

1.	<b>Name of the Research Scholar</b>	:	
2.	<b>Roll Number</b>	:	
3.	<b>Mode of study</b>	:	Full-Time/ Part-Time
4.	<b>Department</b>	:	
5.	<b>Date of Joining</b>	:	
6.	<b>Preceding Degree</b>	:	
7.	<b>Attempt of SSE</b>	:	<b>First / Second / Third</b>
8.	<b>Date of examination</b>	:	
9.	<b>RESULT</b>	:	<b>SATISFACTORY / NOT SATISFACTORY</b>
10.	<b>Date of next attempt in case of NOT SATISFACTORY</b>	:	

**(If satisfactory)**

Accordingly, the above research scholar admitted for PhD programme is enabled to submit his/her thesis complying to clause (14.5.1) of PHD RR 25

**(If not satisfactory)**

Accordingly, the above research scholar admitted for PhD programme must re-appear for SSE complying to clause (14.4.5) of PHD RR 25

This is issued with the approval of competent authority.

(Name of Official)  
**Associate Dean, AA, SACD**

To:

Name of research scholar, Roll No, Research Scholar, Dept.

Name of supervisor, Dept.

Name of co-supervisor, Dept. (if any)

File copy of respective scholar at SACD

Copy to:

1. Chairperson, DSC of the research scholar.
2. Head of respective department for kind information.
3. Dean, AA for kind information.
4. File of respective scholar at department.



**राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश**  
**NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH**

**PHD RR 25**  
**Form 21**

No. NITANP/

Date:

**SUBMISSION OF SYNOPSIS REPORT BY SCHOLAR**

<b>1.</b>	<b>Name of the Scholar</b>	:	
<b>2.</b>	<b>Roll Number</b>	:	
<b>3.</b>	<b>Department</b>	:	
<b>4.</b>	<b>Mode of study</b>	:	<b>Full-Time / Part-Time</b>
<b>5.</b>	<b>Date of Synopsis Seminar held</b>	:	
<b>6.</b>	<b>Reference order declaring the result of SSE</b>	:	
<b>7.</b>	<b>Date of submission of final SSE report by scholar</b>	:	
<b>8.</b>	<b>Thesis Title</b>	:	

**9. Declaration by scholar:**

I hereby request the competent authority to consider my final SSE report submitted along with this form. This is a Bonafide work done by me under the supervision of \_\_\_\_\_ and was not submitted elsewhere for the award of any degree. I have incorporated all necessary suggestions made by my supervisor(s) and also by DSC during the SSE.

		<b>Scholar Signature with Date</b>
--	--	------------------------------------

**10. Recommendations:** The synopsis report of the above scholar is accepted in the form he/she submitted which is finalized as suggested by DSC.

(Name:.....)	(Name:.....)	(Name:.....)
<b>Member and Convenor</b>	<b>Member</b>	<b>Chairperson, Respective DSC</b>
Supervisor	Co-Supervisor	Dept:

Forwarded by:

<b>Respective Divisional Head/ PhD Coordinator</b>	<b>Head of Department/ School</b>

11.	<b>Action at SACD</b>	:	The synopsis report is submitted by scholar as per clause (14.4.8) of PHD RR 25
<b>Additional Remarks, if any:</b>			
<b>Superintendent, SACD</b>		<b>Associate Dean, AA, SACD</b>	

**Form retained at SACD in respective scholar file.**



**राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश**  
**NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH**

PHD RR 25  
Form 22

NITANP/

Date:

**APPLICATION FORM FOR PLAGIARISM CHECK REPORT**

1.	Name of the Scholar	:	
2.	Roll Number	:	
3.	Department	:	
4.	Mode of study	:	Full-Time / Part-Time
5.	Date of SSE held	:	
6.	Reference order declaring the result of SSE	:	
7.	Date of submission of final SSE report by scholar	:	
8.	Thesis title ( <i>softbound hardcopy to be attached</i> )	:	
9.	Whether softcopy of thesis was sent to supervisor(s) to forward to the concerned authority to check plagiarism?	:	Yes / No
10.	Date mailed to supervisor against the statement at S. No. 09 above	:	

**11. Declaration and Request by scholar:**

I am submitting a softcopy of my Ph.D. thesis through supervisor to the concerned officer authorized to check the plagiarism at NIT Andhra Pradesh. I hereby request the competent authority to check plagiarism & issue me a report to that effect. I declare that, I am aware of anti-plagiarism policy of NIT Andhra Pradesh under clauses (18.5) to (18.7) of PHD RR 25. I further declare that the soft copy being submitted for plagiarism check is the same as print copy of Dissertation/thesis/Research Article. I hereby declare that, the above-mentioned research work is original & it doesn't contain any plagiarized contents. If any plagiarism found in this manuscript I / we shall be solely responsible for it and the institute shall have sole right to initiate appropriate legal action. I shall be responsible for any legal dispute / case (s) for violation of any provisions of the Anti-plagiarism Policy / Copyright Act / Piracy / Cyber / IPR etc.

		<b>Scholar Signature with Date</b>
--	--	------------------------------------

**12. Forwarded by:**

The declaration of the scholar as above is noted. Further, the request to verify the plagiarism of the above said thesis may be checked by the concerned authorized official of the institute. Accordingly, the soft copy of the thesis received from the scholar is forwarded to CLRB authorized mail ID on dated ..... to check the plagiarism of the same.

(Name:.....)	(Name:.....)	(Name:.....)
<b>Member and Convenor</b>	<b>Member</b>	<b>Chairperson, Respective DSC</b>
Supervisor	Co-Supervisor	Dept:

13.	<b>Action at CLRB</b>	:	Received the copy of thesis as forwarded from respective supervisor. The plagiarism of the above said thesis was checked.
14.	<b>Similarity Content (%)</b>	:	..... (up to 20% acceptable)
15.	<b>Date of plagiarism check</b>	:	
<b>Remarks:</b> The scholar's publications/reports are excluded and the report is generated. <b>Additional Remarks, if any:</b>			
<b>Authorized official, CLRB/ Librarian</b>		<b>Chairperson, CLRB / Dean, SCAIR</b>	

**Copy retained at CRLB for record**

**Original form sent to research scholar through concerned supervisor from CLRB.**



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PHD RR 25  
Form 23

NITANP/

Date:

**REPORT FOR THESIS SUBMISSION**

1.	Name of the Scholar	:	
2.	Roll Number	:	
3.	Date of joining the PhD programme	:	
4.	Mode of study at the time of joining	:	Full-Time/ Part-Time
5.	Mode of study	:	Full-Time/ Part-Time
6.	Date of conversion in mode of study, if applicable	:	
7.	Department	:	
8.	Name & Dept. of Supervisor	:	
9.	Details of Co-supervisor, if applicable	:	
10.	Date of SSE held	:	
11.	Reference order declaring the result of SSE	:	
12.	Date of submission of final SSE report by scholar	:	
13.	Whether the day of thesis submission is on or after 30 days after successful completion of SSE?	:	Yes / No
14.	Thesis title ( <i>soft bounded hardcopy to be attached</i> )	:	
15.	Percentage of valid plagiarism report on the thesis as per clause (14.5.5.1) ( <i>attach original copy Form 22 received from CRLB</i> )	:	
16.	Whether the Percentage of plagiarism report on the thesis is in the limit specified at clause (14.5.5.1) of PHD RR 25?	:	Yes / No
17.	Whether softbound hardcopy of thesis is attached? ( <i>attach copy</i> )	:	Yes / No

**18. Fill the below if the scholar requests for the extension of Half Time Teaching Assistantship (HTTA) for three more months from the day of submission of thesis.**

a.	Whether scholar completed 60 months from the date of joining the PhD programme?	:	Yes / No / NA
b.	In case of No above, how many months does the scholar require the extended HTTA?	:	One / Two / Three Months / NA
c.	Reasons and justification for extended HTTA?		

**19. Declaration by scholar:**

I hereby request the competent authority to consider my final thesis (softbound) submitted along with this form. The work presented in the thesis is a bonafide work done by me and was not submitted elsewhere for the award of any degree. I have incorporated all necessary suggestions made by supervisor(s).

			<b>Scholar Signature with Date</b>
--	--	--	------------------------------------

**20. Recommendations of supervisor(s):**

The plagiarism report of the above thesis was verified by me and it is in specified limit. Further, the draft thesis entitled as above is recommended in the form it is submitted. It is finalized as per the suggestions.

Any additional information:			
	(Name:.....)		(Name:.....)
	<b>Member and Convenor</b>		<b>Member</b>
	Supervisor		Co-Supervisor

**21. Forwarded by:**

The submission of thesis by the above scholar fulfills the clauses (14.5.1) to (14.5.5) of PHD RR 2025

	(Name:.....)		(Name:.....)
	<b>Chairperson, Respective DSC</b>		<b>Head of Department/ School</b>
Dept:		Dept:	

<b>22. Action at SACD</b>	:	The submission of thesis by the above scholar fulfills the clauses (14.5.1) to (14.5.5) of PHD RR 2025.
<b>Additional Remarks, if any:</b>		
<b>Superintendent, SACD</b>		<b>Associate Dean, AA, SACD</b>

**Form retained at SACD in respective scholar file.**

**Complete file of scholar along with thesis is sent to ODAA for processing**



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PHD RR 25  
Form 24

No. NITANP/ODAA/2025-26/

Date:

**THESIS SUBMISSION CERTIFICATE**

Reference: NITANP/Dept. code./ dated ...

The details of scholar who submitted thesis in fulfillment of award of PhD degree is detailed below:

1. **Name of the Research Scholar** :
2. **Roll Number** :
3. **Mode of study** :
4. **Department** :
5. **Date of Joining for PhD programme** :
6. **Date of successful Synopsis Seminar and Evaluation** :
7. **Date of submission of thesis** :
8. **Title of Thesis:**

Received three number of soft-bound copies of thesis which shall further lead to thesis adjudication.

**#conditional#** Upon the request from scholar and subsequent recommendations, the above research scholar is hereby granted with Half Time Teaching Assistantship (HTTA) under clause (14.5.6) of PHD RR 25 for additional three months i.e., from dd.mm.yyyy to dd.mm.yyyy.

(N. Jayaram)  
**Dean, Academic Affairs**

To

1. Mr. Balaram Kumar, Research Scholar, Roll No. PF052102, DEEN.
2. Office copy in personal file of respective scholar at ODAA.

Copy to

1. Dr. ...., Dept., Supervisor of the scholar.
2. Dr. ...., Dept., Co-Supervisor, if any, of the scholar.
3. Associate Dean, AA, SASS for information.
4. The Chairperson, DSC of the research scholar.
5. Head of respective department for kind information.
6. File of respective scholar at department.



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**PHD RR 25**  
**Form 25**

No. NITANP/

Date:

**REQUEST BY SCHOLAR FOR CONDUCTING FINAL VIVA-VOCE EXAMINATION**

1.	Name of the Scholar	:	
2.	Roll Number	:	
3.	Date of joining the PhD programme	:	
4.	Mode of study at the time of joining	:	Full-Time/ Part-Time
5.	Mode of study	:	Full-Time/ Part-Time
6.	Date of conversion in mode of study, if applicable	:	
7.	Department	:	
8.	Name & Dept. of Supervisor	:	
9.	Details of Co-supervisor, if applicable	:	
10.	Date of SSE	:	
11.	Date of submission of thesis	:	

**12 Declaration by scholar:**

<p>I hereby request the competent authority to conduct my final viva-voce examination upon verification of my eligibility of meeting the minimum requirement under clause (14.5.11.9) of PHD RR 25. The earlier draft thesis submitted by me for adjudication is revised as per the comments received from the reviewers/examiners and supervisor(s). The compliance report to the comments and answers to the queries of examiners are also prepared and submitted to present during the viva-voce examination. Accordingly, I am submitting the revised thesis and compliance report to the supervisor along with this form.</p>		
		<p><b>Scholar Signature with Date</b></p>

<b>13.</b>	<b>Recommendations:</b>	
<p>The comments of the reviewer(s) were incorporated and the thesis is modified by the scholar as essential. Further, answers to the queries of examiners is also prepared and submitted by the scholar. Hence, the scholar is eligible for appearing final viva-voce examination under clause (14.5.11.9) of PHD RR 25.</p>		
(Name:.....)	(Name:.....)	(Name:.....)
<b>Member and Convenor</b>	<b>Member</b>	<b>Chairperson, Respective DSC</b>
Supervisor	Co-Supervisor	Dept:

14.	<b>Action at ODAA</b>	: The proposal is as per the clause (14.5.11) of PHD RR 25.
<b>Recommendations/ Remarks, if any:</b> The Dean, Academic Affairs by self or nominated ..... as Chairperson for the viva-voce board under Clause (14.6.2.1) of PHD RR 25.		
<b>Office Assistant, ODAA</b>		<b>Dean, Academic Affairs</b>

**Form retained in respective scholar file at ODAA.**

**An order to conduct Final Viva-Voce Examination shall be issued by ODAA.**

**File of scholar sent to SACD along with Form 26**



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PHD RR 25  
Form 26

No. NITANP/ODAA/20xx-xx/

Date:

**ORDER**

**Ref:** NITANP/xxxx/20xx-xx/xxx dated dd.mm.yyyy

**Subject:** Approval for Conducting Viva-voce Examination – Scholar Name – Roll Number – Dept. Code – Reg.

Vide cited reference above, the approval of the competent authority is hereby conveyed to conduct the viva-voce examination to the scholar detailed below as per Clause (14.6) of PHD RR 25.

1.	<b>Name of the Scholar</b>	:	
2.	<b>Roll Number</b>	:	
3.	<b>Mode of study</b>	:	Full-Time/ Part-Time
4.	<b>Department</b>	:	
5.	<b>External Examiner</b>	:	

This is issued with the approval of competent authority.

(Name of Official)  
**Dean, Academic Affairs**

To:

Name of research scholar, Roll No, Research Scholar, Dept.

Name of chairperson, DSC of the scholar.

Name of supervisor, Dept.

Name of co-supervisor, Dept. (if any)

Copy to:

1. Associate Dean, AA, PG/PhD Affairs for kind information.
2. File of respective scholar at department.
3. File of respective scholar at ODAA.



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NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

PHD RR 25  
Form 27

No. NITANP/Dept. Code/20xx-xx/

Date:

**NOTICE**

**Ref:** NITANP/SACD/20xx-xx/xxx dated dd.mm.yyyy

Vide cited reference above, the viva-voce examination of the **#scholar name#** is scheduled as below:

1.	<b>Name of the Scholar</b>	:	
2.	<b>Roll Number</b>	:	
3.	<b>Mode of study</b>	:	Full-Time/ Part-Time
4.	<b>Department</b>	:	
5.	<b>Title of the thesis</b>	:	
6.	<b>Date and time of Viva-voce Examination</b>	:	
7.	<b>Venue</b>	:	

All the interested students, scholars, and faculty may attend the presentation.

(Name of Official)  
**Chairperson, DSC**

To:

Name of research scholar, Roll No, Research Scholar, Dept.

Name of supervisor, Dept.

External Examiner (sent in confidential mode)

Copy to:

1. Name of co-supervisor, Dept. (if any).
2. File copy along with the personal file of respective scholar to SACD.
3. Dean, AA for kind information.
4. PS to Director for kind information to the Director.
5. File of respective scholar at department.



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PHD RR 25  
Form 28

No. NITANP/

Date:

**RECOMMENDATIONS OF FINAL VIVA-VOCE BOARD**

1.	Name of the Scholar	:	
2.	Roll Number	:	
3.	Department	:	
4.	Mode of study	:	Full-Time/ Part-Time
5.	Final viva-voce approval order reference number	:	
6.	Date of viva-voce examination held	:	
<b>RECOMMENDATIONS OF VIVA-VOCE BOARD</b>			
7.	Title of Thesis	:	
8.	Performance of scholar in viva-voce examination	:	SATISFACTORY / NOT SATISFACTORY
9.	In case of NOT SATISFACTORY, next date of conducting the viva-voce	:	
Remarks, if any:			
			(Name:.....)
Supervisor		Co-Supervisor	
<b>Member and Convenor</b>		<b>Special Invitee</b>	
			Chairperson, respective DSC
			<b>Member</b>
			Affiliation:
			(Name:.....)
<b>Member</b>		<b>Chairperson</b>	
External Examiner		Viva-voce board	
Forwarded by:			
			<b>Head of Department/ School</b>

The result of the above scholar is recommended by viva-voce board under provision granted under clause (14.6) of PHD RR 25. Accordingly, the scholar may now be:

10. Action at SACD :
- a. Declared as eligible for the award of PhD degree with effect from the date of successful viva-voce examination.
  - b. Granted another chance to re-appear for the viva-voce examination.

Additional Remarks, if any:

Superintendent, SACD

Associate Dean, AA, SACD

*(Forwarded this form along with respective scholar file & placed to ODAA/Chairperson, Senate)*

11. Action at ODAA :
- Upon fulfillment of essential requirements, the scholar ..... bearing Roll No. .... from Department / School of ..... may be declared eligible for award of Doctor of Philosophy by Chairperson, Senate under provision granted under clause (14.6.4) of PHD RR 25.

Recommendations/ Remarks, if any:

Dean, Academic Affairs

12. Action at ODIR :
- Upon the above submission and proposal, in exercise to powers vested by me as Chairperson, Senate, the recommendations of the viva-voce board are approved and I hereby declare that the above research scholar is eligible for award of Doctor of Philosophy under provision granted under PHD RR 25 of the institute. The Provisional Degree Certificate (PDC) be issued.

Recommendations/ Remarks, if any:

Chairperson, Senate & Director  
NIT Andhra Pradesh

13. Action at ODAA :
- Upon the approval of Chairperson, Senate the Provisional Certificate be prepared for issue.

Remarks, if any:

Dean, Academic Affairs

Form retained in respective scholar file  
Personal File sent to SACD from ODAA  
Provisional Degree Certificate shall be prepared by SACD for issue



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PHD RR 25  
Form A

No. NITANP/

Date:

**SEMESTER REGISTRATION FORM**

1.	Name of the Scholar	:	
2.	Roll Number	:	
3.	Mode of study	:	Full-Time/ Part-Time
4.	Gender & Admitted Category	:	
5.	Department	:	
6.	Date of Joining ( <i>details with reference to Form 1</i> )	:	
7.	Name & Dept. of Supervisor	:	
8.	<b><u>Registration Details</u></b>		
a.	Number of semesters lapsed ( <i>till date</i> ) since joining	:	
b.	Whether scholar failed to register for any semester prior to this registration?	:	Yes / No
c.	Details of such failed registration, if any	:	AY(s): Semester(s):
d.	Performance of scholar in the previous semester as per the result provided by SACD	:	Satisfactory / Unsatisfactory
e.	Current Semester	:	Odd / Even
f.	Current Academic Year	:	
g.	Amount of Fee paid	:	
h.	Fee Transaction Number	:	
i.	Date of Fee Transaction	:	
9.	<b>Declaration by scholar:</b>		
	I declare that: i. I am registering for the semester in current academic year as mentioned above at S. No. 8(e) & 8(f). ii. I have reported to the supervisor and to my DSC during this semester registration at NIT Andhra Pradesh. iii. I am aware that I must abide by all Ph.D rules & regulations (PHD RR 25) which are in force as on date and also to the amendments, if any, made until I achieve the degree to which I am admitted.		
			<b>Scholar Signature with Date</b>

<b>10.</b>	<b>Recommendation of supervisor</b>	:	It is certified that the semester registration of the above scholar may be allowed as per clause (9.1) of PHD RR 25 and he/she is eligible for registration as per clause (9.3) of PHD RR 25. He/she reported to me on .....
<b>Remarks, if any:</b>			
<b>Co-supervisor</b>		<b>Name &amp; Dept.:</b> .....	
		<b>Supervisor</b>	

<b>11.</b>	<b>Recommendation of respective Chairperson, DSC</b>	:	It is certified that the semester registration of the above scholar may be allowed as per as per clause (9.1) of PHD RR 25 and he/she is eligible for registration as per clause (9.3) of PHD RR 25.
<b>Remarks, if any:</b>			
<b>Chairperson, DSC</b>		<b>Head of Department/ School</b>	

<b>12.</b>	<b>Action at SASS</b>	:	Details of above scholar is verified, and he/she is allowed for registration considering the list of eligible scholars provided by SACD. Hence, the registration may be accepted.
<b>Recommendations/ Remarks, if any:</b>			
<b>Superintendent, SASS</b>		<b>Associate Dean, AA, SASS</b>	

<b>13.</b>	<b>Action at SACD</b>	:	The semester registration of the above scholar may be accepted
<b>Recommendations/ Remarks, if any:</b>			
<b>Superintendent, SACD</b>		<b>Associate Dean, AA, SACD</b>	

<b>14.</b>	<b>Action at ODAA</b>	:	The proposal is as per the clause (9) of PHD RR 25.
<b>Recommendations/ Remarks, if any:</b>			
		<b>Dean, Academic Affairs</b>	

**Form retained at SACD in respective scholar file**

**Consolidated list of all scholars registered for the semester will be sent after closing the date of registration**



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PHD RR 25  
Form B

No. NITANP/

Date:

**COURSE REGISTRATION FORM**  
(Only for scholars opting for course work)

1.	Name of the Scholar	:	
2.	Roll Number	:	
3.	Mode of study	:	Full-Time/ Part-Time
4.	Department	:	
5.	Name & Dept. of Supervisor	:	
6.	Semester Registration Details		
a.	Date of semester registration	:	
b.	Fee paid	:	Yes / No
c.	Details of such failed registration, if any	:	AY(s): Semester(s):
d.	Performance of scholar in the previous semester as per the result provided by SACD	:	Satisfactory / Unsatisfactory
e.	Current Semester	:	Odd / Even
f.	Current Academic Year	:	

**7. Status of Course Work:**

Preceding Degree before admission to PhD programme		
Credits to be earned as a part of course work under clause (14.1.1) satisfying clause (14.1.6)	(A)	
Valid Credits earned as a part of course work till date	(B)	
Credits in balance to fulfill the essential course work	C=A-B	
Credits registering in current semester	D	

**8 Declaration by scholar:**

I declare that: i. I am registering for the semester in current academic year as mentioned above at S. No. 8(e) & 8(f). ii. I am aware that I must abide to all Ph.D rules and regulations which are in force as on date and also to the amendments, if any, made until I achieve the degree to which I am admitted.		
		<b>Scholar Signature with Date</b>

**9. List of courses registering In Current Semester:**

S. No	Course Code	Name of the Course	Regular/ Self Study/ MOOCS	Credits

**10. Recommendation of respective DSC**

(Name:.....)	(Name:.....)	(Name:.....)
<b>Member and Convenor</b>	<b>Member</b>	<b>Internal Member – 1</b>
Supervisor	Co-Supervisor	Dept:
(Name:.....)	(Name:.....)	(Name:.....)
<b>Internal Member – 2</b>	<b>External Member</b>	<b>Chairperson, Respective DSC</b>
Dept:	Dept:	Dept:

<b>11.</b>	<b>Action at SACD</b>	:	The course registration of the above scholar may be accepted as recommended by respective DSC as per clause (14.1) of PHD RR 25.
<b>Recommendations/ Remarks, if any:</b>			
<b>Superintendent, SACD</b>		<b>Associate Dean, AA, SACD</b>	

<b>12.</b>	<b>Action at ODAA</b>	:	The proposal is as per the clause (14.1) of PHD RR 25.
<b>Recommendations/ Remarks, if any:</b>			
		<b>Dean, Academic Affairs</b>	

**Form retained at SACD in respective scholar file**

**Consolidated list of all respective scholars registered for the courses will be sent after closing the date of course registration to those departments to conduct evaluation**



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**PHD RR 25**  
**Form C**

No. NITANP/

Date:

**MONTHLY PROGRESS REPORT FOR THE RELEASE OF FT-HTTA / HTPA / HTSA**

I hereby submit the following details with a request to release by monthly scholarship.

<b>1.</b>	<b>Name of the Scholar</b>	:	
<b>2.</b>	<b>Roll Number</b>	:	
<b>3.</b>	<b>Funding Agency</b>	:	NIT Andhra Pradesh / Project / Other
<b>4.</b>	<b>Category and Status of fellowship</b>	:	FT-HTTA / HTPA / HTSA and JRF / SRF
<b>5.</b>	<b>Department</b>	:	
<b>6.</b>	<b>Ongoing semester for the scholar</b>	:	I / II / III / IV / V / VI / VII / VIII / IX / X / Extended
<b>7.</b>	<b>Claiming month &amp; Year</b>	:	..... & .....
<b>8.</b>	<b>No. of leaves availed during this claiming month</b>	:	CL: ..... and/or ML: .....

**Signature of scholar with date**

**9. Report of supervisor (Tick the relevant):**

<input type="checkbox"/>	<b>I</b>	Satisfactory
<input type="checkbox"/>	<b>II</b>	Unsatisfactory and warned the scholar as first notice in the current semester.
<input type="checkbox"/>	<b>III</b>	Unsatisfactory in two consequent months and warned the scholar as second notice in the current semester.
<input type="checkbox"/>	<b>IV</b>	The monthly performance is unsatisfactory in three consequent months, and a non-recoverable half of the scholarship is only recommended until subsequent semester registration.
<b>Supervisor of above scholar</b>		

*In case of III & IV above, a meeting of DSC shall be conducted and recommend with signature of consent on overleaf.*

**10. Remarks, if any:**

The duties assigned by the department and institute are discharged by the scholar. The Claimed attendance is matching with the record.	
<b>Head of Division</b> <i>(in case of DSOS/DSHM)</i>	<b>Head of Department/ School</b>

**Form sent at SASS**

**Form retained at SASS and consolidated statement of all scholars shall be prepared and placed to SADC**

\_\_\_\_\_



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**NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH**

**PHD RR 25**  
**Form D**

No. NITANP/

Date:

**SEMESTER PROGRESS REPORT (SPR)**

I hereby submit that I have attended the SPR as scheduled by the department/school and presented my progress of research work carried in the semester as follows.

<b>1.</b>	<b>Name of the Scholar</b>	:	
<b>2.</b>	<b>Roll Number</b>	:	
<b>3.</b>	<b>Funding Agency</b>	:	NIT Andhra Pradesh / Project / Other
<b>4.</b>	<b>Category and Status of fellowship</b>	:	FT-HTTA / HTPA / HTSA and JRF / SRF
<b>5.</b>	<b>Department</b>	:	
<b>6.</b>	<b>Ongoing semester for the scholar</b>	:	I / II / III / IV / V / VI / VII / VIII / IX / X / Extended
<b>7.</b>	<b>SPR of Academic Year</b>	:	
<b>8.</b>	<b>SPR of Semester</b>	:	Even / Odd
<b>9.</b>	<b>Date of SPR</b>	:	
<b>10.</b>	<b>Is there any unsatisfactory report obtained in any of the earlier semester(s)</b>	:	Yes / No
<b>11.</b>	<b>If Yes at S. No. 08, details</b>	:	

**Signature of scholar with date**

<b>RECOMMENDATIONS OF DOCTORAL SCRUTINY COMMITTEE (DSC)</b>		
<b>12.</b>	<b>Result of SPR</b>	<b>SATISFACTORY / NOT SATISFACTORY</b>
Remarks, if any & Reasons in brief, if report is Not Satisfactory		
(Name:.....)	(Name:.....)	(Name:.....)
<b>Member and Convenor</b>	<b>Member</b>	<b>Internal Member – 1</b>
Supervisor	Co-Supervisor	Dept:
(Name:.....)	(Name:.....)	(Name:.....)
<b>Internal Member – 2</b>	<b>External Member</b>	<b>Chairperson, Respective DSC</b>
Dept:	Dept:	Dept:

Forwarded by:	
<b>Respective Divisional Head/ Coordinator</b>	<b>Head of Department/ School</b>

<b>13.</b>	<b>Action at SACD</b>	:	<p>The result of the above scholar is recommended by DSC under provision granted under PHD RR 25. Accordingly, the scholar may now be:</p> <ul style="list-style-type: none"> <li>a. May be allowed to register for subsequent semester</li> <li>b. May be terminated upon TWO successive unsatisfactory under clause (11.2.4)</li> <li>c. May be terminated FOUR times unsatisfactory under clause (11.2.4)</li> </ul>
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**Additional Remarks, if any:**

<b>Superintendent, SACD</b>	<b>Associate Dean, AA, SACD</b>
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Form retained at SACD in respective scholar file.  
A consolidated order to declare the result of SPR shall be issued by SACD.  
Consolidated result order of SPR sent from SACD to SASS to enable subsequent semester registrations.  
Consolidated list of students proposed for termination is placed by SACD to ODAA.



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NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

PHD RR 25  
Form E

No. NITANP/

Date:

APPLICATION FOR CASUAL LEAVE (CL)/ MEDICAL LEAVE (ML)

Name of the Applicant & EC No.				
Designation & Department				
Nature of Leave Required: (In case of ML, attach relevant valid medical certificates for sanction)	CL/ ML	दिनों की संख्या/ No of days:		
	से/ From:	तक/ To:		
Sunday and Holiday, if any, proposed to be prefixed/suffixed to leave	छुट्टी से पहले/ Prefix	से/ From:	तक/ To:	दिनों की संख्या/ No.of days:
	छुट्टी के बाद/ Suffix	से/ From:	तक/ To:	दिनों की संख्या/ No.of days:
Purpose				
Alternative arrangement details				
Address during the leave	संपर्क नं/Phone No			

Signature of the Applicant with date

**संबंधित विभाग/कार्यालय के उपयोग हेतु/ For use by the Respective Department/ Office**

Note:

- In each block: 8 Casual Leave (**Block 1:** 01-Jan to 30-June, **Block 2:** 01-July to 31-Dec), 16 Medical Leave per calendar year. Casual leave will not be allowed for more than 5 days at a time.
- Any leaves not availed in a block shall be lapsed and does not carry to future.
- In case a scholar joins the institute in between a block period he/she entitled leaves shall be rational.

पहले ही उपयोग किए गए दिनों की संख्या/ No. of days already availed	दिनांक के अनुसार शेष/ Balance as on date	आवेदन किया गया दिनों की संख्या/ No. of days Applied for	शेष राशि/ Remaining Balance

संबंधित सहायक/ Respective Dealing Assistant

अनुमोदित/ अनुमोदित नहीं: Approved/ Not Approved

Signature of the Supervisor

Signature of the HoD



## राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश

### NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

No. NITANP/

Date:

PHD RR 25  
Form F

#### REQUEST BY STUDENT FOR PRESUMED ATTENDANCE

1.	Name of the Student/ Scholar	:	
2.	Roll Number	:	
3.	Month & Year of Admission	:	
4.	Year of Study	:	I / II / III / IV
5.	Semester	:	Even / Odd
6.	Programme	:	B.Tech. / M. Tech. / Ph.D
7.	Branch of Study	:	
8.	Department	:	
9.	Purpose of request for presumed attendance	:	
10.	Place of visit	:	
11.	Proposed period of presumed attendance	:	

#### 12. Status of academic record:

a.	What is the CGPA as on date	
b.	Whether all the courses are passed till date	Yes / No
c.	In case of No above, number of backlogs including 'R' Grade	

#### 13. Status of current semester attendance and examination record:

a.	Have you been granted provision of presumed attendance in the current semester	Yes / No
b.	If Yes, Number of days granted for presumed attendance	
c.	Balance available to grant presumed attendance	
d.	Whether any scheduled examinations / evaluations / class tests are falling in the proposed requisite period of presumed attendance?	Yes / No
e.	Do you ensure that the minimum attendance requirement is satisfied / fulfilled for all the courses in the current semester	Yes / No

#### 14. Declaration by scholar:

I hereby request the competent authority to sanction the presumed attendance for the requisite days for the purpose laid above. It is my sole responsibility that I maintain my attendance to the fulfil for appearing the examinations for all courses registered in the current semester. The above information is correct and true.	
	<b>Scholar Signature with Date</b>

<b>15.</b>	<b>Recommendation of Forwarding Authority:</b>		
The student may be allowed for granting presumed attendance for all the requisite days			
	(Name)	(Name)	(Name)
	<b>Class coordinator</b>	<b>Programme Coordinator</b>	<b>Head of Department</b>
	Respective Dept.	Respective Dept.	Respective Dept.

<b>16.</b>	<b>Comments of Recommending Authority:</b>		
The student was selected for the purpose of participation and presumed attendance may be granted.			
	(Name)	(Name)	(Name)
	<b>Associate Dean, SW, CPES</b>	<b>Associate Dean, SW, SDCA</b>	<b>Associate Dean, SW, CLTP</b>
	<b>Associate Dean, AA, SACD</b>		
	Purpose: Sports, Games, NSS, NCC	Purpose: Technical, and Cultural festival	Purpose: Interview arranged through Training & Placement cell
			Purpose: To attend/ participate in Seminar, Workshop, Conference etc.

<b>17.</b>	<b>Action at SACD</b>	:	There are no mid / end semester examinations during the requisite period of presumed attendance. Whereas any other evaluations / class tests at the level of department is sole responsibility of the student.
<b>Recommendations/ Remarks, if any:</b>			
<b>Office Assistant</b>		<b>Associate Dean, AA, SACD</b>	

<b>18.</b>	<b>Action at ODAA/ ODSW / ODSR</b>	:	The request for sanction of presumed attendance for the period of ..... to ..... for ..... no. of days is <b>Approved/ Not Approved</b>
<b>Recommendations/ Remarks, if any:</b>			
<b>Office Assistant</b>		<b>Dean, Academic Affairs / Student Welfare / SCAIR</b>	

**Form sent to respective department to communicate the matter with all relevant course instructors to grant presumed attendance**

**CC sent to SACD incase a re-examination/ reschedule of examination is essential**

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**NATIONAL INSTITUTE OF TECHNOLOGY  
ANDHRA PRADESH**

(An Autonomous Institute Under the Aegis of Ministry of Education, Government of India)  
Near National Highway No. 16, Kondrupolu, Tadepalligudem- 534101,  
West Godavari Dist., Andhra Pradesh, India.



# Students Code of Conduct, Discipline and Rule

**Dean - Students Welfare**

# राष्ट्रीयप्रौद्योगिकीसंस्थान- आंध्रप्रदेश

**NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH**

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## Students Disciplinary Action Committee (SDAC)

Sl No.	Committee Members	Designation
1	Associate Dean SW - Student Discipline, Clubs & Activities	Chairperson
2	Associate Dean SW - Physical Education & Sports Activities	Member
3	Chief Warden	Member
4	Concerned Warden of the respective hall of residence	Member
5	Head of respective Department	Member
6	Medical Officer / Counsellor	Member
7	Officer-in-Charge, Security Department	Member
8	Women Representative	Member
9	SC/ST Representative	Member
10	Class Coordinator / Faculty Advisor of Concern Student	Special Invitee

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## Students Code of Conduct, Discipline Rule

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## National Institute of Technology – Andhra Pradesh

### Students Code of Conduct, Discipline and Rule

A healthy campus in which everyone feels secure, participated, encouraged, challenged, and respected is responsible for accomplishing the vision and mission of the National Institute of Technology (NIT) Andhra Pradesh. Every member of the NIT Andhra Pradesh community actively strives to uphold campus philosophy, which encourages an atmosphere of learning, appreciation, and understanding, and calls us to behave with integrity and care, accept responsibility to address challenging issues and finding solutions, and exude values of compassion, respect, and sincerity.

Many individuals live together in the NIT-Andhra Pradesh community. Therefore, each member must respect the rights of others. Concerns relating to violations of the conduct regulations are handled by the Dean of Student Welfare and his team. The objective of the institute's disciplinary policies is to maintain a joyful and peaceful atmosphere for everyone who resides in and works at the NIT Andhra Pradesh.

#### I. INSTITUTE CODE OF CONDUCT

- a. The Institute aims to provide a learning and living environment where the students may achieve their personal and professional objectives. The Institute has the responsibility to ensure that students have a clear knowledge of the Institute's ethical standards.
- b. By enrolling in the Institute, a student assumes responsibility for adhering to its rules and regulations and agrees to uphold established authority, respect others' rights, and safeguard both private and public property.
- c. Every student is entitled to enjoy the benefits, honours, and prestige that come with being a student at this Institute.

#### II. STUDENT WELFARE ADMINISTRATION

- i. All student activities at the institution will be supervised and coordinated by the Dean of Student Welfare (SW), who reports to the Director.
- ii. Any legal complaints made on behalf of the institute following student code of conduct violation must be filed by the responsible administrators (faculty or staff) or students at the institute Dean-SW.
- iii. The Dean-SW or his designated representative will be in-charge of enforcing disciplinary action.
- iv. The Student Disciplinary Action Committee (SDAC), which is formed along with the Director's guidance and approval, shall oversee disciplinary proceedings.

#### III. ETHICS AND CONDUCT

This code shall apply to all kinds of conduct of students that occur on the institute premises including in institute-sponsored activities, functions posted by other



Students Code of Conduct, Discipline Rule recognised student organisations and any off-campus conduct that has or may have consequences or adverse impact on the institute's interest reputation.

- A. Culture Statement
- B. General Code of Conduct
- C. Standards of Conduct

#### A. Culture Statement

NIT Andhra Pradesh is committed to the following objectives:

- The promotion of excellence in both personal and professional life
- To encourage ethical and learned leadership
- To promote a life of trust
- The establishment of a community that is committed to helping others

##### 1. Respect towards Others

Students are encouraged to be open to learning, especially about and appreciating people from cultures that are different from their own. As a result, the Institute expects students to treat each other with reverence, understanding, sensitivity, tolerance, and a keen interest in the well-being of others. The Institute places a high priority on requiring its members to treat everyone with respect, regardless of ethnicity, gender, caste, creed, nationality, sexual orientation, or race, and to refrain from any offensive or harassing behaviours. This is crucial in communities like hostels, mess halls, sports arenas and other places where a sense of belonging is ideal.

##### 2. Respect towards Institute Property

The ethical use of all property, including physical items like structures, books in libraries, lab equipment, and outdoor space, is essential to achieving the objective we all share. Respect for property also entails working to preserve an atmosphere that fosters feelings of safety, serenity, and achievement. According to this concept, students must respect both institutional and private property, inside and outside of the Institute.

##### 3. Respect towards the Institute Authority

The authenticity of the Institute is provided by the authority's commitment to serving the interests of the public. The leaders of the Institute serve as role models and set an example for the standards that the Institute expects from each of its members. The students offer a calm setting that allows everyone to grow, and structure to maintain community members' freedom, and well-being.

##### 4. Dress code

The students are required to follow a certain dress code, which states that they must be properly dressed in academic areas, to uphold decorum and handle discipline (No shorts, Sleeveless T-shirts etc.). When entering the labs, the student must be wearing



Students Code of Conduct, Discipline Rule  
an apron with shoes. Food and beverages are not permitted in the labs and classrooms.  
The use of cell phones is strictly prohibited in academic spaces.

#### 5. Conduct in the Institute Campus

The student should be aware that the institute's administrators will be holding him or her accountable for both his or her behaviour within and outside of the campus. Endangering the safety of other members is a very serious offence.

#### B. General Code of Conduct

- The behaviour of the students must always be by the institution's reputation and credibility.
- The student must arrive at their normal academic space on time and attend the lecture according to the schedule provided by their section or department.
- The student should contribute to keeping the campus and facilities of the institute clean and orderly and preserving the general atmosphere.
- Only the designated space should be used by students to park their bicycles or vehicles.
- There should be no political or anti-social activity among students. Such students shall face severe disciplinary action.
- Students are expected to follow the hierarchy when reporting complaints for any problems or concerns.
- When Students to the institute administration they should use the official email ID (institute email ID ex: 123456@student.nitandhra.ac.in)
- The student is required to read the notifications posted on the institution's notice board/email, and website regularly.
- The institution disclaims all liability for any loss or harm the student may incur because of neglecting to read periodic notices.
- Any changes in the residential address of the student/parents/guardian in case of dependents must be immediately communicated to the administration office and hostel office.
- While in the institute, students must carry their Identity Cards with them at all times.
- Playing games in the hostels and academic premises of the institute is prohibited.
- The Dean-SW, with the approval of the institution administration, may frame time to time post specific sets of rules governing certain sections of the institute. These rules must be followed.

#### Library

- The books are methodically organised by subjects and titles. During reference work, the students are required to adhere to the same standards. Food and



Students Code of Conduct, Discipline Rule  
beverages are not permitted in the library. The use of mobile phones is prohibited.  
Activities causing inconvenience in the library are strictly prohibited.

Students are required to follow the general code of conduct established by the institute from time to time.

### C. Standards of Conduct

Students who opt to enrol at NIT Andhra Pradesh agree to uphold the academic and social community's rights and obligations. Students are expected to support the Institute's ideals by acting with integrity as members of the Institution. The students, instructors or faculty, and staff (Community Members) are expected to criticise & oppose unacceptable student behaviour when it deviates from the institute's expectations.

All students must adhere to the conduct code. The institute has created regulations that explain the expectations of behaviour for its residents and may include steps for handling infractions of those expectations. A student may be bound by both those rules and regulations and the ones outlined in the institute's code of conduct.

The student conduct measures or procedures will be used only to handle the violation if it justifies a process or consequence beyond those specified in these regulations. In these situations, the relevant personnel may take the first action(s) about a complaint as specified by a specific policy; nonetheless, the final resolution may take place through the student conduct processes.

Students who are involved in the following behaviours may face disciplinary action:

1. Violating the Institute's policy or rule on alcohol. This covers a variety of behaviours, including but not restricted to possessing or ingesting alcohol, as well as any student who is intoxicated on or off campus. The effects of alcohol do not excuse people from their responsibility to others or themselves. (Refer Alcohol Policy)
2. Breaking the Institute's drug prohibition. This includes but is not limited to, the actions of students who illegally possess, use, distribute, and/or sell drugs, drug kits, other illegal drugs, or any controlled substance. (Refer Drug Policy)
3. Practising behaviours that put somebody in danger.
4. Threatening or abusing somebody physically, verbally, or both.
5. Disrupting the health and safety of a member of the Institute.
6. Engaging in harassing or interfering behaviour.
7. Harassment against someone due to their language, age, faith, culture, ethnicity, race, gender, social class, disability, or sexual orientation. (Refer to Harassment Policy).
8. Taking part in hazing, which is defined as any deliberate, enjoyable, or consented behaviour that causes or may cause emotional, mental, or physical distress, ridicule, embarrassment, or endangerment.
9. Any sexual activity with another person, with or without his or her consent is considered as misconduct in the institute.
10. Being cruel, intimidating, exploitative, or harassing others is considered misconduct.



## Students Code of Conduct, Discipline Rule

11. Each student should ensure that their guests/visitors are aware of the Institute's code of conduct. The corresponding student/s could be held accountable for the behaviour of their guests/visitors.
12. Students' Involvement in unauthorised use, or occupancy of Institute properties, hall of students' residence spaces, or faculty residence is considered as misconduct.
13. Taking part in abuse, theft, damage or destruction of institute/private property.
14. Participating in unlawful gambling.
15. Being dishonest in any way, including lying, cheating, plagiarism, fraud, or aiding others be dishonest.
16. Knowingly providing the institute with misleading information.
17. Lying to an institute official while they are performing their job by giving false information or facts about themselves or others.
18. Using fake or altered records, papers, or identification without authorization from the institute.
19. Taking part in any act or threat, whether verbal or physical, that is intended to cause a student or another individual discomfort, indignity, or humiliation at any time.
20. Unauthorised entry into any place on the campus.
21. Visitors or students of the opposite sex staying in the hostels at any time is considered as misconduct.
22. Misuse of student ID cards.
23. Using unethical tactics in tests, exams, and other evaluation tasks.
24. Ignoring or making a false official statement to an Institute official, faculty member, staff member, or other authorised persons.
25. Misusing library resources, or destroying library books, and removing or replacing the books without authorization.
26. Refusing to give identification when requested by an Institute representative, faculty member, staff member, or other authorised individual.
27. Taking part in, promoting, or causing any disruptive behaviour in the official campus assembly.
28. Possessing any type of weapon on campus, including explosives and guns.
29. Intervening on another student's behalf during any formal roll call.
30. Creating, possessing, managing, using, or taking part in the use of any dangerous and harmful products.
31. Giving false information to institutions, keeping crucial information from them, or changing or altering institution records to obtain an unfair advantage.
32. Drinking alcohol or other intoxicating substances in the common areas or hostels on the campus.
33. Destroying or causing damage to any property owned by the Institute, another group, or an individual.
34. Manipulating the truth is considered as misconduct.
35. Convening, employing, or otherwise participating in any act (strike, protest etc.,) that compromises the Institute's norms and regulations
36. Initiating or participating in a disruptive activity on the institute premises.



37. Unauthorised use of any significant equipment or supplies that are the property of the college, department, or hostel residences.
38. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
39. Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated based on a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.
40. Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tampering, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
41. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

But not limited to these, if there is a case against a student for a possible breach of the code of conduct, then SDAC will recommend a suitable disciplinary action.

#### IV. ALCOHOLIC BEVERAGES POLICY - ALCOHOL POLICY

Violations related to Alcohol Policy:

Violations of the institution's alcohol policy are as follows:

A - Category:

- Underage alcohol use or possession
- Anyone who is intoxicated, regardless of legal drinking age
- Collection of bottles that now or once did contain alcohol
- Things related to alcohol use or possession

B - Category:

- Alcoholism with a high risk of injury (damage to oneself, others, or property, intoxication needing medical assistance or other medical facility)
- Possession of equipment that allows for quick alcohol consumption (e.g. beer cans or bong)
- Participating in activities or events that encourage quick alcohol consumption (e.g. Drinking huge amounts of alcohol quickly, playing drinking games, and chugging)



C - Category:

- Organising an alcoholic gathering in the residence halls
- Consuming massive amounts of liquor in a college hostel.

D - Category:

- Selling or providing alcohol or liquor to a person/staff/student

Penalties for Alcohol Policy-Breaking

For violations of this policy, NIT Andhra Pradesh has determined specific minimum sanctions. Consistently and fairly applied punishments are imposed. There will be a level of punishment (warning, probation, suspension, or expulsion) for each infraction of the alcohol policy, as well as an appropriate drug use involvement and a regulatory fine. Minimal penalties that can be imposed for violating the alcohol policy and relate to different levels of seriousness are as follows:

Violation	1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence	4 <sup>th</sup> Offence
A Category	Rs. 1000/- and Institute Warning	Rs. 5000/- and Institute warning	Rs. 10000/- and Suspension for 2 weeks	Rs. 15000/- and Suspension for a month
B Category	Rs. 2000/- and Institute warning	Rs. 5000 and Suspension for a month	Rs. 15000/- and Suspension for a Semester	Suspension from the institute
C Category	Rs. 5000/- each for individual or entire group and Suspension for a month	Rs. 10000/- Suspension for a Semester	Suspension from the institute	
D Category	Rs. 15000/- and Suspension for 2 months	Suspension from the institute		

The following may also be given, depending upon the particulars of the case:

- Restitution or Compensation
- Medical referral
- Termination from the Hostel permanently

Notification to The Parents

When students violate the institute's Alcohol policy, their parents/guardians will be informed.



## V. DRUG POLICY

### Violations of Drug Policy:

The drug policy violations at the institution are as follows:

#### A - Category:

- ❖ The use of medical drugs without a prescription
- ❖ Using or possessing materials, equipment, or instruments that are used or intended to be utilised in the cultivation, production, use, or distribution of any drug or controlled substance, including but not restricted to bong, vaporizers, grinders, scales, pipes, etc.

#### B - Category:

- High-risk drug usage, such as self-harm, harm to others, or damage to property
- Drug-related conduct that harms the institute and the neighbourhood around it
- Producing or peddling drug accessories

#### C - Category:

Giving or selling pharmaceuticals that are unlawful, synthetic, or fake aiming to spread a substance which is illegal Process

#### Penalties for Breaking Drug Policy

NIT Andhra Pradesh has created precise minimum penalties for breaking this regulation that are both explicit and specific. The penalties are applied equitably and consistently. An appropriate substance use intervention, a monetary fine, and a level of penalty (probation, suspension, or expulsion) are all applied to each instance of a student violating the drug policy. The following are minimal penalties that can be imposed for breaking the drug policy and relate to different levels of seriousness:

Violation	1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence
A Category	Rs. 10000/- fine, Institute warning and suspension for a month	Rs. 15000/- and suspension for a semester
B Category	Rs. 15000/- and suspension for a semester	Expulsion from institute
C Category	Expulsion from institute	

#### Notification to The Parents

- When students violate the institute's drug policy, their parents/guardians will be informed.



## VI. HARASSMENT POLICY

This policy on harassment and discrimination aims to offer recourse to anyone who feels like their rights are being violated.

### a. Conduct that is Prohibited by This Policy

i. This policy defines harassment as any action, visual portrayal, or language that is based on a legally protected characteristic, such as colour, age, race, religion, gender, sexual orientation, disability, veteran status, or national origin, and that is so pervasive, severe, persistent, or offensive that it unjustifiably impairs that person's performance at work or in school or fosters a hostile working environment. The institute forbids gender-based harassment, sexual harassment, and other sexual misconduct as described therein (involving stalking, dating or relationship violence, and sexual assault).

ii. Non-discriminatory harassment, as defined by this policy, is any language, action, or visual representation that is pervasive, severe, ongoing, or offensive and that results in a person's inability to perform in their job or academically or that results in the creation of an intimidating, hostile, or hostile living environment.

- ✓ Harassment of any kind, whether deliberate or accidental, on or off campus.
- ✓ Take retaliatory action against a person who has reported harassment or launched an investigation into it.

### b. Conduct that is Prohibited by This Policy

#### ✓ Sexual Harassment

- ✓ Utmost care needs to be taken by each student, to ensure that his/her behavior is impeccable towards persons of the opposite gender. In particular, any unwelcome behavior towards female students and employees, whether spoken, written, gestural or physical, directly or indirectly, would be dealt with as per the national law on Prohibition of Sexual Harassment in Work Places. Harassment includes but is not limited to, striking, laying hands upon, intimidation, threatening with violence or doing bodily harm or invasion of privacy. It can be verbal and include suggestive comments, insults, humour and jokes about sex or gender-specific traits, and sexual propositions, whether done directly or through email or any other mode of communication. Persons who are victims of emotional/sexual harassment of any form may approach the members of the Women Grievance Cell (WGC). The complaints can be registered with the Coordinator, WGC of NIT Andhra Pradesh.

Please refer *Sexual Harassment of Women at Workplace (Prevention, Protection and Redressal) Act, 2013*.

## VII. AUTHORISED USE OF EMAIL TO CONTACT STUDENTS

To keep students aware of crucial information such as financial aid, college deadlines, events and updates, and significant campus news, the institute uses email as one of the official methods of communication with them. Each student is given an official email



## Students Code of Conduct, Discipline Rule

address to use while enrolled. Students Should use their official email ID when contacting any institute officials. Emails sent by students from their personal email IDs will not be answered by the institute administration.

Unless otherwise banned by law, email is a suitable and preferred mode of contact between the Institute and its students. The institute is allowed to send students official communications by email with the understanding that they will receive, read, and, if required, act on the email as soon as possible.



## Students Code of Conduct, Discipline Rule

### VIII. CONSOLIDATED MINOR/ MAJOR DISCIPLINARY ACTIONS FOR SOME TYPICAL MISBEHAVIOUR

- If any student faces disciplinary action of any nature the likely sanction of penalty involved with payments and suspension for a short period or expulsion from the institute will be approved by the chairman senate.
- Any actions minor or major will be intimated to the parent/guardian of the students.
- The student undergone major action is not entitled to any portfolios in any clubs/ organizing committee of any event/ student council etc. If he/ she possesses such portfolios, he/she will be replaced with immediate effect.

<b>S. No</b>	<b>The nature of the issue</b>	<b>All Punishment/Penalty depending upon severity. The punishment mentioned here will be executed partially/fully.</b>	<b>Imposing authority/ (Students Disciplinary Action Committee (SDAC))</b>
1	Indulged in Groupism/ Gangs/Strikes, etc.	Tendering apology Warning with a penalty of ₹10,000/- May be expelled temporarily or permanently Expelled from placement activities May be asked to do community service	HoD/Dean (SW/AA)/Chief Warden
2	Anti-social/anti-national activities	Tendering apology Warning with a penalty ₹15,000/- Expelled for a semester Expelled from placement activities May be asked to do community service	HoD/Dean (SW/AA)/Chief Warden
3	Damaging the institute/ hostel properties	Tendering apology Paying double the cost of the damaged property Sharing double the cost of the damaged property among all involved May be expelled temporarily or permanently May be asked to do community service	HoD/Dean (SW/AA)/Registrar/ Chief Warden
4	Statements/social media/ media coverage that lowers the dignity of the Institute.	Apologizing in media with a penalty of ₹20,000/- May be expelled temporarily or permanently Expelled from placement activities May be asked to do community service	Dean (SW/AA)/Chief Warden/ Registrar/Director



### Students Code of Conduct, Discipline Rule

<b>5</b>	Unauthorized displays of any kind	Tendering apology Warning and cleaning up the area/ bearing the expenses May be expelled temporarily or permanently May be asked to do community service	HoD/ Dean (SW/AA)/Registrar/ Chief Warden
<b>6</b>	Involvement in ragging/ supporting /not informing ragging issue	Tendering apology Warning with a penalty of ₹20,000/ May be expelled temporarily or permanently May be asked to do community service Expelled from placement activities	Anti-ragging committee
<b>7</b>	Abusing a fellow student/ any physical assaults or harassing based on caste/race/gender/religion etc.	Tendering apology to concerned fellow student in front of institute authorities/disciplinary committee. Expelled for one semester Expelled from placement activities Punishment as suggested by Women cell/relevant committee.	Dean (SW/AA)/Chief warden/ Women Grievance cell/ Chairman of concerned committee/Security Committee
<b>8</b>	Usage of power vehicle.	Seizure of the vehicle and release at the end of the semester. Penalty of ₹10,000/-	Dean (SW/AA)/Chief Warden/Security Committee
<b>9</b>	Smoking	Tendering apology with warning, and paying ₹10,000/-as penalty. Expulsion from the hostel for a semester. Expelled from the institute.	Dean (SW/AA)/Chief Warden/Security Committee
<b>10</b>	Consumption of Alcohol	As per Section – IV [ALCOHOL POLICY]	Dean (SW/AA)/Chief Warden/Security Committee
<b>11</b>	Consumption or involvement in narcotics	As per Section – V [DRUG POLICY]	Dean (SW/AA)/HoD/ Chief Warden/ Security Committee
<b>12</b>	Usage of weapons, explosives	Immediate Expulsion from the Institute. Handing over to the police.	HoD/Dean (SW/AA)/ Chief warden/ Security Committee



### Students Code of Conduct, Discipline Rule

13	Involved in Law order situations outside the campus/ criminal offence	Expelled from the institute until the student is acquitted.	HoD/Dean (SW/AA)/ Chief warden/ Security Committee
14	Supporting any Unauthorized activity/ Destroying the witness	Tendering apology Warning with a penalty of ₹10,000/- May be expelled temporarily or permanently May be asked to do community service	Dean (SW/AA)/ Chief warden
15	Entertaining unauthorized guests in the institute	Tendering apology. Warning with a penalty of ₹10,000/- May be expelled temporarily or permanently May be asked to do community service	Dean (SW/AA)/HoD/Chief Warden
16	Unauthorized collection of funds/unauthorized parties/ gambling	Returning the money and Tendering apology. Warning with a penalty of ₹15,000/- May be expelled temporarily or permanently May be asked to do community service	HoD/Dean (SW/AA)/Registrar/ Chief Warden
17	Littering on the campus	Tendering apology and penalty of ₹1,000/- Cleaning up littered areas, or bearing the expenses to clean up May be asked to do community service	HoD/ Dean (SW/AA)/Chief warden
18	Misbehaving with faculty/warden/staff/ service providers of the institute or guests	Tendering apology to the competent authority of the institute/disciplinary committee. Warning with a penalty of ₹5000/- Expelled from placement activities May be expelled temporarily or permanently May be asked to do community service	Dean (SW/AA)/HoD/ Chief warden/ Security Committee
19	Hiding identity or contact details	Tendering apology Warning with a penalty of ₹5,000/- May be asked to do community service	Dean (SW/AA)/ HoD/Chief warden



## IX. SPECIAL CIRCUMSTANCES OF CASES

The students' code of conduct and its violations are not limited to the above-mentioned points (these are only a few indications). The disciplinary actions on the students will be changed as and when applicable with the consent and recommendations of the institute SDAC on case by case with the approval of the Dean SW and Director or other competent authority.

## X. APPEAL:

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Director. The Director may decide on one of the following:

- Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or
- Refer the case back to the committee for reconsideration. In any case, the Director's decision is final and binding in all cases where there is possible misconduct by a student.

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## References

- [Community Expectations // Office of Student Development // Marquette University](#)
- [https://iisc.ac.in/wp-content/uploads/2019/07/iisc\\_students-code-of-conduct\\_FINAL\\_24-07-2019.pdf](https://iisc.ac.in/wp-content/uploads/2019/07/iisc_students-code-of-conduct_FINAL_24-07-2019.pdf)
- [https://iitj.ac.in/uploaded\\_docs/rti/rti\\_misc/Code%20of%20Conduct%20for%20Students.pdf](https://iitj.ac.in/uploaded_docs/rti/rti_misc/Code%20of%20Conduct%20for%20Students.pdf)
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