



**ACADEMIC REGULATIONS FOR DOCTOR OF PHILOSOPHY (Ph.D)  
PROGRAMME  
(Effective from 1<sup>st</sup> Feb 2023)**

**GIFT AUTONOMOUS, BHUBANESWAR  
(Affiliated to Biju Patnaik University of Technology)**

## CONTENTS

<b>CONTENT</b>				
<b>SL. NO.</b>			<b>DETAILS</b>	<b>PAGE NO.</b>
Ph.D.-1			SHORT TITLE AND COMMENCEMENT	1
Ph.D.-2			DEFINITIONS	1
Ph.D.-3			BOARDS AND COMMITTEES	3
	3.1		Constitution of Boards/ Committee	3
		3.1.1	Institute Research Degree Committee (IRC)	3
		3.1.2	Doctoral Scrutiny Committee(DSC)	4
		3.1.3	Viva-Voce Board	5
		3.1.4	Other Boards and Committees	5
Ph.D.-4			SUBJECT/TITLE OF RESEARCH AND NATURE OF RESEARCH PROGRAMME	5
	4.1		List of Faculties	5
	4.2		inter- Disciplinary Subject Areas	5
Ph.D.-5			ELIGIBILITY FOR ADMISSION	6
	5.1		Eligibility Requirements	6
		5.1.1	Categories of Candidates and Other Requirements	6
		5.1.2	Study leave/ Employment/Clearances/NOC from Sponsoring Institution	6
		5.1.3	Special Leave for Woman Ph.D Scholars	7
	5.2		Minimum Qualifications to be Satisfied	7
		5.2.1	Faculty of Engineering	7
		5.2.2	Faculty of Computer Application and Science	7
		5.2.3	Faculty of Management Studies	7
		5.2.4	Inter-disciplinary Subject Areas	7
	5.3		Relaxation of Minimum Requirements	8
Ph.D.-6			RECOGNITION/FUNCTIONING OF RESEARCH SUPERVISOR	8
	6.1		Procedure for Recognition of Research Supervisor/Co-Supervisor	8
	6.2		Eligibility Criteria for Recognition as Research Supervisor	9
	6.3		Functioning of Research Supervisor	9
Ph.D.-7			INTAKE	10
	7.1		Number of Candidates per Research Supervisor	10
Ph.D.-8			NOTIFICATION	11
	8.1		College Notification	11
Ph.D.-9			SUBMISSION OF APPLICATIONS AND THEIR PROCESSING	11
	9.1		Invitation of Application	11
	9.2		Functions/ Responsibilities of the IRC Committee	12
Ph.D.-10			GIFT-ETR Eligibility Test for Admission to Ph.D Programme	12
	10.1		Conduct of GIFT-ETR	12
	10.2		Exemption from GIFT-ETR	12

	10.3	Eligibility for Pre-enrollment Interview	13
Ph.D.-11		PRE- ENROLLEMENT INTERVIEW	13
	11.1	Expert Committee	13
	11.2	Conducting Interview	13
	11.3	Interview Performance	14
Ph.D.-12		PREPARATION OF MERIT LIST OF SUCCESSFUL CANDIDATES FOR ENROLLEMTN TO Ph.D PROGRAMME	14
	12.1	Merit Lists after Pre-enrollment Interview	14
	12.2	Preparation of Consolidated Merit list	14
	12.3	Admissions & Enrollment Procedure	14
	12.4	The Ph.D Programme	15
	12.5	Role of Doctoral Scrutiny Committee (DSC)	16
Ph.D-13		CHANGE OF RESEARCH SUPERVISOR	16
	13.1	Procedure to be followed	16
	13.2	Handling of Conflict	16
Ph.D.-14		COURSE WORK	16
	14.1	Course work Assignment by DSC	16
	14.2	Question Papers on course work	18
	14.3	Prescribed Passing Standards	18
	14.4	Norms for Maintaining Enrollment	18
Ph.D.-15		PRESCRIBED RESIDENCE PERIOD	18
	15.1	Mandatory Residence Period for Part-Time Candidates	18
Ph.D.-16		PROGRESS REPORTS/PERIODIC REVIEW BY THE DOCTORAL SCRUTINY COMMITTEE	19
	16.1	Procedure for Review	19
	16.2	Cancellation of Enrollment & Registration	19
Ph.D.-17		Ph.D REGISTRATION	20
	17.1	Recommendation of DSC for Ph.D Registration	20
Ph.D.-18		OPEN SEMINARS	20
	18.1	Mandatory Pre-Ph.D Seminars to be given	20
	18.2	Pre-Submission Colloquium	20
	18.3	Mandatory Publications requirements for synopsis and Thesis Submission	21
	18.4	Permission for Submission of Thesis	21
	18.5	Anti-Plagiarism Check and Submission of the Thesis	21
Ph.D.-19		DURATION OF THE Ph.D PROGRAM AND VALIDITY PERIOD OF REGISTRAION	22
	19.1	Maintenance of Registration	22
	19.2	Minimum Period for Submission of Thesis	22
	19.3	Maximum Period for Submission of Thesis	22
Ph.D,-20		SUBISSION OF SUNOPSIS AND THESIS	23
	20.1	Eligibility	23

	20.2	Submission of Synopsis	23
	20.3	Submission of the Thesis	24
Ph.D.-21		ADJUDICATION OF Ph.D THESIS	24
	21.1	Panel of Adjudicators	24
	21.2	Selection of Adjudicators	24
	21.3	Appointment of Adjudicators to Evaluate the Thesis	25
	21.4	Dispatch of Copies of Thesis of Adjudicators	25
	21.5	Receipt of Thesis Reports at the University	25
	21.6	Thesis Evaluation Reports	26
	21.7	Scheduling of Final Viva-Voce	27
	21.8	Appointment of Additional Adjudicator, if necessary	27
Ph.D.-22		CONDUCT OF FINAL VIVA-VOCE	27
	22.1	Procedure for Final Viva-Voce	27
	22.2	Consolidated Reports	28
	22.3	Handling of plagiarism Issues	28
Ph.D.-23		AWARD OF Ph.D. DEGREE	29
Ph.D.-24		Fee Structure	29

## LIST OF ANNEXURES AND FORMS

<b>LIST OF ANNEXURE AND FORMS</b>	
<b>Annexure/Form</b>	<b>Details</b>
Annexure: GIFT/Ph.D-2021/ 1	Fee structure for Ph.D Programme
Form No.: GIFT/Ph.D-2021/1	format for panel of proposed DSC domain experts
Form No.: GIFT/Ph.D-2021/2	Consent letter from the organization of the Full Time employed candidate
Form No.: GIFT/Ph.D-2021/3	Consent letter from the organization of the candidate to join as Part Time Scholar
Form No.: GIFT/Ph.D-2021/ 4	Application for special leave (Maternity/Child Care)
Form No.: GIFT/Ph.D-2021/ 5	Application format for recognition of Prospective supervisor/co-supervisor
Form No.: GIFT/Ph.D-2021/ 7.1	Application for GIFT eligibility test for research (GIFT-ETR)
Form No.: GIFT/Ph.D-2021/ 7.2	Notification of consolidated merit list of candidate after GIFT-ETR and Pre-enrollment interview
Form No.: GIFT/Ph.D-2021/ 8	Application for enrolment to Ph.D Programme
Form No.: GIFT/Ph.D-2021/ 9	College notification of enrollment to Ph.D Programme
Form No.: GIFT/Ph.D-2021/ 10.1	Guideline for writing research proposal for confirming doctoral programme registration
Form No.: GIFT/Ph.D-2021/ 10.2	Certificate
Form No.: GIFT/Ph.D-2021/ 11	Office order of formation of DSC of the research scholar
Form No.: GIFT/Ph.D-2021/ 12	Application for change of title of the research work
Form No.: GIFT/Ph.D-2021/ 13	Semester registration form for Ph.D Programme
Form No.: GIFT/Ph.D-2021/ 14	Application for change of research supervisor/co-supervisor
Form No.: GIFT/Ph.D-2021/ 15	Application for Inclusion of Co-supervisor
Form No.: GIFT/Ph.D-2021/ 16.1	Application for course work allotment in Ph.D Programme (first DSc meeting)
Form No.: GIFT/Ph.D-2021/ 16.1	Recommendation of the doctoral scrutiny committee
Form No.: GIFT/Ph.D-2021/ 16.2	Application for seeking extension to complete course work
Form No.: GIFT/Ph.D-2021/ 17	Semester progress report

Form No.: GIFT/Ph.D-2021/ 18	Application for discontinuation as Ph.D Student
Form No.: GIFT/Ph.D-2021/ 19.1	Application and recommendation of DSC for provisional registration to Ph.D Degree
Form No.: GIFT/Ph.D-2021/ 20.1	Certificate of research supervisor/co-supervisor for plagiarism free content in the doctoral thesis
Form No.: GIFT/Ph.D-2021/ 20.2	Declaration of research scholar for plagiarism free content in the doctoral Thesis
Form No.: GIFT/Ph.D-2021/ 21	Application for renewal registration
Form No.: GIFT/Ph.D-2021/ 22.1	Thesis submission form
Form No.: GIFT/Ph.D-2021/ 22.3	Formation of thesis cover page
Form No.: GIFT/Ph.D-2021/ 22.4	Components/chapters of Ph.D. Thesis should be submitted
Form No.: GIFT/Ph.D-2021/ 22.5	Thesis certificate
Form No.: GIFT/Ph.D-2021/ 22.6	Receipt of Ph.D Thesis for examination
Form No.: GIFT/Ph.D-2021/ 23	Application for seeking extension to submit Ph.D. Thesis
Form No.: GIFT/Ph.D-2021/ 24.1	Format for panel of proposed examiners for adjudication of Ph.D Thesis
Form No.: GIFT/Ph.D-2021/ 24.2	Recommended additional list of Experts for the Open Defense Viva Voce Board (Within 600 km of railway distance)
Form No.: GIFT/Ph.D-2021/ 25	CONFIDENTIAL REPORTS OF EXAMINERS ON Ph.D. THESIS EVALUATION
Form No.: GIFT/Ph.D-2021/ 25	EXTERNAL EXAMINER REPORT FOR PH.D THESIS
Form No.: GIFT/Ph.D-2021/ 26	PROPOSAL FOR SUBMISSION OF Ph.D Thesis
Form No.: GIFT/Ph.D-2021/ 27	REPORT ON DEFENCE VIVA-VOCE OF Ph.D DEGREE (Confidential)
Form No.: GIFT/Ph.D-2021/ 28	REMUNERATION BILL FOR Ph.D WORK

## **GIFT AUTONOMOUS, BHUBANESWAR**

### **REGULATIONS GOVERNING THE DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D)**

**(Approved by Academic Council on 07.01.2023 and Board of Management on 15.01.2023)**

These Regulations Governing the Degree of Doctor of Philosophy (Ph.D.) 2023 have been framed with a view to fulfill the provisions in the UGC (Minimum Standards and procedure for Award of Ph.D. Degrees) Regulations, 2022 and UGC Gazette notification (Specification of Degrees), 2014.

#### **Ph.D.-1 SHORT TITLE AND COMMENCEMENT**

**Ph.D.- 1.1** These Regulations shall be called GIFT Autonomous, Bhubaneswar Regulations Governing the Degree of Doctor of Philosophy (Ph.D) 2023”.

**Ph.D.-1.2** These shall come into force from the date of their notification by the College and be applicable for the candidates seeking registration for Ph.D. in the Faculty of Engineering, Faculty of Computer Application and Applied Science, Faculty of Management & Interdisciplinary.

**Ph.D.-1.3** All correspondence with the college regarding the Ph.D Programme, like Reports/ Presentation/ Thesis shall be in English Language only.

#### **Ph.D.-2 DEFINITIONS**

In these Regulations unless the context requires otherwise or it is specifically so defined:

- a) Academic Council (AC), ‘Board of Studies (BoS), ‘Board of Management (BoM),’ Faculty means the respective Authorities of the College.
- b) ‘Institutional Research Committee (IRC)’ means a committee constituted by the College to carry out the activities concerning selection and the admission of students to the Ph.D. programme and the subject of research supervisor.
- c) ‘AICTE’ means the All India Council for Technical Education established at New Delhi by an Act of parliament.
- d) ‘GIFT means’ GIFT Autonomous College.
- e) ‘Coursework’ means the courses prescribed as a part of the Ph.D. programme, which the candidate must successfully complete as a pre-requisite.
- f) ‘Co-supervisor means the additional Research Supervisor who supervises/ guides the doctoral research of a candidate along with the Research Supervisor.
- g) Degree at Undergraduate/ Postgraduate/ Doctor of Philosophy level means UG/PG/Ph.D.
- h) ‘Doctoral Scrutiny Committee (DSC)’ means the Research Advisory Committee constituted by the IRC of the college to review the research progress of a candidate for Ph.D.
- i) ‘FIP’ means the Faculty Improvement Programme of UGC.
- j) ‘GoI’ means the Government of India.
- k) ‘GoO’ means the Government of Odisha.

- l) 'Intake' means the number of students sanctioned for admission to a faculty of the College in a year.
- m) 'CoE' means Controller of Examination of the College.
- n) 'NRI/FN/PIO' means Non-Resident Indian/ Foreign National/ Person of Indian Origin in abbreviated form.
- o) 'QIP' means Quality Improvement Programme of the GoI.
- p) 'Refereed Journal' means a reputed professional journal or literary journal or a publication in which the research articles or papers are selected for publication by a panel of expert referees in the field.
- q) 'Research Supervisor' means a qualified faculty recognized by the College to supervise/ guide the research scholars for Ph.D.
- r) 'UGC' means the University Grants Commission established at New Delhi by an Act of Parliament in 1956.
- s) 'University' means the Biju Patnaik University of Technology, Odisha, Rourkela (BPUT) with its Head-quarters at Rourkela Odisha.
- t) 'College' means GIFT Autonomous affiliated to Biju Patnaik university of Technology, Odisha, Rourkela (BPUT)
- u) 'Vice Chancellor' means the Vice Chancellor (VC) of the University (BPUT).
- v) 'Principal' means the Principal of GIFT Autonomous.
- w) 'Viva-Voce board' means a committee of experts appointed by the College to conduct the final viva-voce on the Thesis submitted by the candidate.
- x) 'GIFT-ETR' means GIFT Eligibility Test for Research conducted by the College for admitting students to Ph.D. Programme.
- y) 'Conv. (PhD)' means Convener (PhD) of the college.
- z) 'Website' means the website of the College at [www.gift.edu.in](http://www.gift.edu.in)
- aa) 'ADF' (Formerly NDF) means AICTE Doctoral Fellowship to seek admission to PhD Programme.
- bb) 'SCOPUS/SCI/SCIE/SSCI/ WoS Indexed Journals/ UGC-CARE Approved Journals' means reputed professional journals or literary journals or publications in which the research articles or papers are selected for publication by a panel of expert referees in the field.
- cc) 'SCOPUS/SCI/WoS Indexed Journals' refers to journals of higher scientific quality as compared to non-indexed journals. These are bibliographic databases containing abstracts and citations for academic journal article.
- dd) 'UGC- CARE Approved Journals' means journal selected by UGC to match global standards of high- quality research in all academic disciplines under its purview and to ensure prevention of academic misconduct that includes plagiarism in academic writing among students, Research Scholars, and faculty CARE stands for Consortium for Academic and Research Ethics.
- ee) 'Plagiarism' means the practice of taking someone else's work or idea and passing them as one's own.
- ff) Remuneration sitting fee of the experts and examiners (Thesis Evaluation- Rs, 5000/- (Viva Voce- Rs.3000/- and Sitting Fee- Rs.2000/-)
- gg) Quorum more than 50% of the number of members of the committee.



hh) Duration of the Ph.D program: minimum 3 years and maximum 6 years from the date of enrolment.

ii) Statutory Officer: Officer involved in Ph.D Program of GIFT.

### **Ph.D.-3 BORADS AND COMMITTEES**

#### **Ph.D.-3.1 Constitution of Boards/ Committees**

The college shall constitute the following boards/ Committees for monitoring the Ph.D. Programme:

- a) Institutional Research Committee (IRC)
- b) Doctoral Scrutiny Committee (DSC)
- c) Viva-Voce board
- d) Such other Boards/ Committees, as may be required.

The composition, duties and responsibilities of the boards and Committees shall be as given below.

#### **Ph.D. - 3.1.1 Institutional Research Committee (IRC)**

- a) The Institutional Research Committee (IRC) to be constituted by the Principal and consist of:
  1. Head of the Institute, GIFT (Ex-Officio) - Chairperson
  2. One nominee of the BoM - Member
  3. One nominee of the Academic Council - Member
  4. Two nominees of the Principal - Member
  5. Convener (PhD) , GIFT - Member Convener
  6. Controller of Examination (CoE). (Ex-Officio), GIFT - Member

Quorum of 50% to be followed for conduction the meeting otherwise it has to be deferred.

Tenure: 3 years

- b) The IRC shall be responsible for :
  - i. Conduct of Eligibility Test for Research Scholars (GIFT-ETR).
  - ii. Identification and notification of intake of Research Scholars.
  - iii. Getting the merit list(s) prepared.
  - iv. The Reservation Policy followed.
  - v. Pre-Enrolment interview facilitated.
  - vi. Select of candidate for taking up research.
  - vii. Recognition & Selection of Research Supervisor/ Co- Supervisors.
  - viii. Conducting such other tasks connected with the admission of the candidate for the Ph.D Programme.
  - ix. Reorganization and selection of DSC member for each candidate.
  - x. Resolving conflicts between the candidates, supervisor & other (if any)
  - xi. Any other matter as to be decided by the Principal.

- c) The tenure of the Committee shall be three years and the constitution of the Committee shall be aligned with the academic year at the College. The Committee shall meet as often as required.

#### **Ph.D.-3.1.2 Doctoral Scrutiny Committee (DSC)**

- a) Doctoral Scrutiny Committee to be constituted by the Principal for each Scholar with the following composition:
1. Head of the Department - Chairperson
  2. Professor/ Associate Professor of same Department - Co-Chairperson
  3. Two domain experts to be nominated by IRC and subsequent approved by Principal-Members (from other departments)  
[Out of 06 names proposed by the Supervisor in the prescribed format (Form No. GIFT/PhD-2022-1)]
  4. Co- Supervisor (If any) - Member
  5. Research Supervisor - Member Convener
- Quorum to be followed for conduction the meeting otherwise it has to be deferred.
- b) The Doctoral Scrutiny Committee (DSC) shall be responsible to review, monitor and assist in the progress of the Scholar in Ph.D. research work from its commencement until submission of the Thesis. The Committee shall meet as often as required, but at least once in every six months before forwarding the Progress Report of the candidate to the CoE of the College.
- If it is not possible for the candidate to meet the DSC members for review their research/course work progress every six months then online interaction will be permitted, but no two consecutive reviews will be allowed in online mode.
- c) If the Head of the Department is the Research Supervisor of the candidate concerned, then the IRC shall appoint an alternate Chairperson/ Member from the same Institute or from outside for this Committee as the case may be.
- d) Also, the DSC Committee shall have the same composition for all the scholars registered under one Research Supervisor.
- e) The Principal may appoint alternate domain Expert(s) to the Committee in consultation with the IRC/ head of the Department, if any of the members is unable to attend the deliberations of the Committee for more than two half-year periods at a time.
- f) All the expenses related to the functioning of the Doctoral Scrutiny Committee shall be met by the College including sitting fees and TA/DA of the outside Experts. No sitting fee/ remuneration/ TA/DA shall be paid to the internal DSC members including the Research Supervisor or Co- supervisor.
- g) The DSC formation shall be notified by the College R & D cell for each scholar after approval of the Principal of GIFT.
- h) The Convener, PhD shall maintain a personal file for each candidate separately where all details of the Research scholar's progress, minutes of DSC meetings, correspondence with college, Fees paid Course work, grade sheet, copy of applications enrolment, registration and admission information of the said scholar shall be maintained up to date.

### **Ph.D.- 3.1.3 Viva-Voce board**

a) The Viva-Voce board shall be constituted by the Principal for each candidate soon after receipt of favorable Reports on thesis from all the adjudicators. It shall have the following composition.

- |                                      |                   |
|--------------------------------------|-------------------|
| 1. Principal                         | - Chairman        |
| 2. Convener, PhD                     | - Co-Chairman     |
| 3. DSC members including supervisors | - Member          |
| 4. Examiner                          | - External expert |
| 5. CoE, GIFT                         | - Invited Member  |

b) The board shall conduct the final open defense viva-voce for the candidate to defend his/her Ph.D thesis at GIFT autonomous College, Bhubaneswar.

c) The Board shall submit its detailed report in the prescribed format (Form No. GIFT/Ph.D/2022-26) to the Research cell of the college after the Viva Voce from consideration of the Principal (GIFT) in the prescribed format (Form No: GIFT/Ph.D-2022-26)

[Identified Adjudicator or the Expert to be present in the viva-voce is to be nominated by the Principal from the six other experts (not below the rank of Associate Professor) proposed by the supervisor and approved by DSC (for Viva Voce board) whose affiliations are within 600km of distance from the College. The panel so proposed may belong to state of Odisha or outside. In case of exigency, the Principal shall have the liberty to invite any other Expert in concerned field to conduct the viva voce beyond the list (Form no: GIFT/PhD-2022-24.2)

### **Ph.D.- 3.1.4 Other Boards and Committees**

- The Principal may constitute any other Boards/ Committees in connection specific requirements in the conduct of the Ph.D Programme
- The duties/ responsibilities and other details of these Boards/ Committees shall be notified by the College as and when they are constituted.

## **Ph.D.-4 SUBJECT, TITLE OF RESEARCH AND NATURE OF RESEARCH PROGRAMME**

### **PH.d.-4.1 List of Faculties**

The College shall permit the registration for Ph.D in the following domains,

- Faculty of Engineering
- Faculty of Computer Application and Applied Sciences
- Faculty of Business Administration/ Management

### **Ph.D.-4.2 Inter-Disciplinary Subject Areas**

- a) It shall also be possible for a candidate to pursue Ph.D., research in a subject area of Inter-disciplinary nature in the same domain in which the candidate has obtained his/her PG degree or across two or more domains of the University.
- b) The admission of such candidates shall be subject to Ph.D. guide lines (Ph.D.-5.2)

## **Ph.D.-5 ELIGIBILITY FOR ADMISSION**

### **Ph.D.-5.1 Eligibility Requirements**

The eligibility requirements for candidates to get admitted to the Ph.D Programme shall include the following:

#### **Ph.D.-5.1.1 Categories of Candidates and Other Requirements**

The GIFT does not conduct Ph.D Programme through distance education mode. There shall be provision for the following categories of candidates for admission to Ph.D.

- a) Full-Time: Preference shall be given to the candidates to pursue Ph.D research on full time basis, including QIP/FIP/ADF scholars/ UGC-Net (including JRF) /UGC-CSIR NET (Including JRF)/SLET/GATE/CAT etc.  
For eligible and meritorious candidates a fellowship of Rs 10,000/- per month will be awarded.
- b) Part-Time: Preference shall be given to the In-service candidates (preference shall be given to the candidates having one year experience after their PG Degree from among the regular faculty members working in any Engineering College/ Polytechnic/ Govt. R & D Organization/ UGC- recognized University/ Deemed to be University (recognized/ accredited by appropriate bodies in India)) or research staff of public/ private organizations/ Industries shall be eligible to pursue Ph.D research on a part time basis.
- c) Full-Time (Special): The NRI/FN/PIO candidates shall be eligible for admission to Full-Time Ph.D research as indicated in 5.1.1 a) through GIFT-ETR as per Ph.D 10.1 and 10.3 However, the candidates should have passed the UG and PG programmes in the appropriate branch (as specified under Regulations Ph.D 5.2.1-5.2.6) from a university recognized/ accredited by approved bodies as per UGC regulation with medium of Instruction in English or qualified in TOEFL/ IELTS, or equivalent test and be able to communicate in English and also submit the thesis in English language only.

Candidates with MBA and MCA Degrees obtained through distance mode from UGC/DEC approved institutions may be allowed to enroll for Ph.D as per UGC/AICTE norms.

#### **Ph.D.-5.1.2 Study Leave/ Employment/ Clearances**

##### **NOC from Sponsoring Institution**

- a) Employed candidates, who will take up Ph.D Programme on full time basis, shall produce No objection certificate (NOC) from their employer/ organization(s) with a sanctioned study

leave for a minimum period of three years with full salary in the college prescribed format (Form No.: GIFT/PhD-2022-2)

- b) Unemployed Candidates who take up Ph.D. Programme on full time basis shall not be allowed to take up any employment during such period of Ph.D work. However, they can apply for scholarship/ fellowship/ stipend/ assistantship. If any, with intimation to the college.
- c) Foreign students shall hold valid passport/ visa, clearance form MHRD and other documents as mandated by the Govt. throughout their studentship at the College.
- d) The part-time scholars shall have to submit a NOC from the respective employer in the college prescribed format (Form No. GIFT/PhD-2022-3).

### **Ph.D. 5.1.3 Special Leave for Woman Ph.D. Scholars**

The woman candidates can avail of Maternity Leave/ Child Care Leave up to 240 days once in the entire duration of Ph.D programme. The scholars shall have to submit an application in prescribed format (Form No. GIFT/Ph.D.2022-4)

However the minimum duration of PhD will be extended by the period equal to the leave

### **Ph.D.-5.2 Minimum Qualifications to be satisfied**

The minimum academic qualifications required for seeking admission to the Ph.D Programme shall be as given below in respect of the different faculties

#### **Ph.D. 5.2.1 Faculty of Engineering**

The candidates shall possess a Master's Degree in Engineering/ Technology or equivalent of M.Sc (Engg.) degree from the University or any other University recognized by it with a minimum CGPA of 6.0 out of 10 or 55% aggregate pass marks at the Master's Degree.

#### **Ph.D.-5.2.2. Faculty of Computer Application and Applied Science**

The candidates shall possess a Master's degree/ M.Phil Degree in MCA/ Physics/ Chemistry/ Mathematics and such other allied disciplines, recognized by the University with a minimum CGPA of 6.0 out of 10 or 55% aggregate pass marks at the Master's Degree.

#### **Ph.D.-5.2.3 Faculty of Business Administration**

The candidate shall possess MBA/ equivalent Degree from a recognized university with a minimum CGPA of 6.0 out of 10 or 55% aggregate pass marks at the Master's degree.

#### **Ph.D. - 5.2.4 Inter- Disciplinary Subject Areas**

The candidate desirous of pursuing Ph.D in subject areas of interdisciplinary nature (as per Ph.D.-4.2) shall fulfill the following eligibility requirements:

- a) The candidate shall possess the Master's Degree in appropriate branch/ subject/ discipline recognized by the University, with a minimum CGPA of 6.0 out of 10 or 55% aggregate pass marks.
- b) The candidate shall submit the title of the research area and the research proposal along with his/her application for admission.
- c) The research areas/ proposal shall receive commendation/ positive recommendation of the IRC, who may, under approval of the Principal, constitute Expert Committee to evaluate the same.
- d) In such cases the Degree shall be awarded in the subject/ discipline in which the candidate has obtained PG and shall register for the Ph.D programme.
- e) However candidate will get PhD degree in registered Faculty/ Discipline, if he/she has prior publication relating to the registered title/ area which will be decided by IRC
- f) Further, if required, Co-Supervisor(s) from appropriate discipline(s) may be assigned by the IRC.

### **Ph.D.- 5.3 Relaxation of Minimum Requirements**

A candidate belonging to SC/ST/ differently abled as notified by GoO from time to time shall have relaxation of 5% marks or equivalent grade in the minimum prescribed qualification level for the general category at the PG level for all students.

## **Ph.D.-6 RECOGNITION/FUNCTIONING OF RESEARCH SUPERVISOR**

### **Ph.D.6.1 Procedure for Recognition of Research Supervisor/Co-supervisor**

- a) The college shall invite applications periodically on its website or by notification from eligible faculty member's scientists and others for being recognized as Research Supervisors under all its domains. The prospective application for Research Supervisors shall apply in the prescribed format (Form No: GIFT/PhD-2022-5), with all the necessary supporting documents to the College in response to such a notification within the due date.
- b) A scrutiny committee (IRC) under each domain shall scrutinize the applications received and recommend the names of selected persons to be recognized as Research supervisors to the IRC/Principal for approval. On approved, the applicant shall receive a communication from the College. The list of Research Supervisors along with their research areas and number of scholars shall be updated periodically, notified and widely published on the College Website.
- c) Upon Recognition, the applicant shall become eligible to supervise/ guide the Ph.D candidates of the College as prescribed under Ph.D.-7.1. The validity period of recognition shall be up to the end of the academic year in which the Research Supervisor attains the age of 67 years. However, the recognition shall stand withdrawn if any Research Supervisor fails to supervise/ produce at least one Ph.D candidate in GIFT Autonomous system in a continuous period of five years. In such a case, fresh recognition shall be sought if required

by the faculty member/ scientist by going through the procedure outlined under (a) and (b) above.

#### **Ph.D.-6.2. Eligibility Criteria for Recognition as Research Supervisor**

- a) A full time regular Faculty member working in a GIFT Autonomous, Bhubaneswar shall be eligible for recognition, provided he/she has:
  - (i) Ph.D degree from a recognized University in the relevant discipline(s).
  - (ii) A minimum of **three papers** in UGC listed/ referred journals, out of which at least, one should be in SCOPUS/SCI/SCIE/SSCI Indexed UGC listed, referred Journal in **preceding five years** for Professor/ Associate and Assistant Professors.
  - (iii) Only full time regular faculties of the GIFT shall act as Research Supervisor. However, Co-supervisors can be allowed in inter- disciplinary areas from other departments of the GIFT or from other related institutions of higher learning/ Govt. R & D organizations with approval of the GIFT.
  - (iv) A person who has attained more than 67 years cannot be Research Supervisor/Co-supervisor. He/ She can continue to guide the existing students till he/she attains the age of 70 years or his/her superannuation with a co-guide.
  - (v) Contractual Part-time teachers/ Resource Person/ guest faculties, etc. are not allowed to become Supervisor/ Co-supervisor.
- b) A person awarded Ph.D degree from Foreign University shall submit an equivalence certificate obtained from UGC/AIU and BPUT to be recognized as Research Supervisor/ Co-Supervisor under GIFT as per UGC Regulation.

#### **Ph.D.-6.3 Functioning of Research Supervisor**

- a) There shall be a possibility of allowing a Co-supervisor in addition to Research Supervisor for a candidate registered for the Ph.D Degree at GIFT.
- b) In the case of interdisciplinary subject area(s), a candidate may opt to have supervisors of which one shall be designated as the Research Supervisor and the other as the Co-Supervisor.
- c) A Research Supervisor shall not opt to become Co- Supervisor for more than two candidates at any point of time.
- d) No Research Supervisor/Co-Supervisor shall supervise his/her close relative or spouse for Ph.D Degree at GIFT.
- e) Not more than four Ph.D scholars shall be registered with a Research Supervisor/ Co-Supervisor per year within the stipulated limit prescribed in Ph.D.7.1
- f) In case a supervisor moves out of GIFT before submission of thesis by the candidate then a new supervisor is to be recommended by the IRC and subsequently approved by the Principal. However, original supervisor who has supervised the scholar for at least one year may continue as Co- supervisor, subject to approval of the Principal. In case a supervisor proceeds on long leave i.e. more than six months, then (s) he/she shall cease to continue as supervisor provided (s) he has supervised the candidate for less than one year and / or has moved out of India. In all such cases a new supervisor will be appointed as per clause 7.1. In

case supervisor has proceeded on long leave supervised the candidate for at least one year and is located in India then (s) he may continue as co-supervisor subject to the limit that in no case number of supervisors for a scholar shall exceed three.

## Ph.D -7 INTAKE

### Ph.D 7.1 Number of candidates per Supervisor

The following norms/ procedure shall be strictly adhered to while assigning Research Supervisor to the candidates admitted at a GIFT. Any violation of these norms/ procedure shall result in the department taking serious steps like de-recognition of the PhD programme in the concerned department and the Research Supervisor.

a) Each Research Supervisor/Co-Supervisor shall supervise/ guide at a time, not more than.

I. Eight candidates if he/she is a Regular Professor with at least 10 years teaching experience / a Scientist of equivalent rank with 10 years of experience in AICTE/UGC/Govt. recognized institute / Govt. R&D Centers.

II. Six candidates if he/she is a regular Associate Professor with 5 years of teaching experience in AICTE/UGC/Govt. recognized institute/ a Scientist of equivalent rank with at least 05 years research experience in any Govt. R&D Organization.

III. Four candidates if he/she is a regular Assistant Professor/ a scientist of equivalent rank working on permanent basis in a Govt. R&D Centre.

Category of Supervisor / Co-Supervisor	Maximum no. Of Candidates at any point of time	SC/ST Candidates	Differently abled or any other reserved category candidates	QIP/FIP/NDF/UGC-NET (Including JEF)/UGC-CSIR NET (Including JRF)/SLET/GPAT/GATE/CAT or other similar national tests	General Merit candidates
Professor	08	01	01	02	04
Associate Professor	06	01		02	03
Assistant Professor	04	01		01	02

This shall include the candidates registered under the same Research Supervisor at other Universities, if any with the prior written approval of the Principal for which the supervisor shall give a declaration.



- b. Of the total number of candidates permitted to be registered under a Research Supervisor as above, there shall be some seats reserved for SC/ST/Differently-abled candidates in each case as per the Reservation Policy of GIFT given in (a) above.
- c. The seats reserved for SC/ST/ Differently abled candidates shall be mutually interchangeable as per UGC norms, but not transferrable to the General pool
- d. The candidates registered for Ph.D under a Research Supervisor / Co- supervisor who have completed the final open defense Viva- voce shall not be considered while counting the number of candidates assigned to a Research Supervisor/Co-Supervisor
- e. A Research Supervisor/Co-supervisor shall not be assigned more than 4 (as per Ph.D 7.1 a) of the newly admitted candidates during an academic year.
- f. A Research Supervisor/Co-supervisor shall not be assigned with any new candidate for Ph.D at a Research Center if he/she has attended 67 years of age.

## **Ph.D 8 – NOTIFICATION**

### **Ph.D – 8.1 College Notifications**

The College may call for applications through notification in its official website and in two newspapers (one in Odia and one in English National) for the GIFT-ETR Test for Admission to Ph.D normally once or twice in an academic year covering preferably in October / April every year (for the admission in January/July depending on availability of vacancy in that particular year). The GIFT-ETR will generally be conducted in the online mode at the GIFT campus except for exceptional cases.

The following information shall be available in the website.

- i. The procedure to be followed for Ph.D admissions.
- ii. Eligibility requirements i.e. Ph.D -5 to be satisfied for getting admitted.
- iii. Number of seats to be filled branch/ subject area-wise at GIFT
- iv. Division of seats to be filled in the general and the reserved categories.
- v. GIFT-ETR details-Dates, Exam Timing, Syllabus etc, and Application Procedure.
- vi. Calendar for pre-enrolment interview, Semesters and other events.

## **Ph.D -9 SUBMISSIONS OF APPLICATION AND PROCESSING**

### **Ph.D – 9.1 Invitation of Application**

Application from the eligible candidates shall be submitted as follows:

All eligible candidates satisfying the requirements as in Ph.D -5 shall submit their application for GIFT-ETR for Ph.D. admission to the College in the prescribed format

(From No : GIFT/PhD-2022-7.1) along with necessary documents viz self-Attested copies of degree certificate (s) marks/ grade sheets of the related examinations employer's certificate if employed, and such other documents as may be prescribed. If candidate wants to register under other discipline which was not his/her PG degree discipline, he/she has to submit the proof of prior publication relating to the registered area.

### **Ph.D- 9.2 Functions/ Responsibilities of the IRC**

The IRC shall arrange for

- I. Scrutinizing the applications to determine the candidates eligibility, including those eligible for exemption for the GIFT-ETR as per Ph.D 10.2
- II. Conducting the GIFT-ETR and getting the answer scripts evaluated.
- III. Preparation of the merit- list (s) of candidates based on the GIFT-ETR score.
- IV. Short listing the number of candidates from the merit list (s) to be called for pre-enrolment interview depending the number of available vacancy in that particular category and specification
- V. Conduction pre-enrolment interview for such short-listed candidates.
- VI. Preparing the merit list and submitting the same to the GIFT (PhD) cell.

### **Ph.D-10 GIFT-ETR (GIFT Eligibility Test for Research Admission to Ph.D Programme)**

#### **Ph.D- 10.1 Conduct of GIFT-ETR**

- a) The eligible applicants shall appear for the GIFT-ETR to determine the candidate's aptitude for research. The score obtained by the candidates in the GIFT-ETR shall form the basis for preparing the merit list of successful candidates.
- b) Separate merit lists for the General and Reserved category candidates shall be notified by the IRC at the College on its website.
- c) Only those candidates having score in the GIFT-ETR of  $\geq 35$  (50%) of marks in the case of General category and  $\geq 30$  marks in the case of Reserved category shall be the qualifying marks and only those considered shall be in the list (s) of short-listed candidates for being called for the pre-enrolment interview.
- d) The GIFT-ETR shall be for a total of 70 marks consisting of 50% marks on Research Methodology and 50% marks on Subject specific (MAT,GK,GATE, CAT syllabus)
- e) The Questions shall be of objective/ multiple-choice type.
- f) The duration of GIFT-ETR test shall be of 45 minutes each for research methodology and subject specific and shall be arranged preferably on a Sunday at a GIFT Autonomous College

#### **Ph.D. 10.2 Exemption from GIFT-ETR**

The following categories of candidates may be exempted from appearing at GIFT-ETR with the approval of IRC of GIFT

- I. Faculty members selected under QIP/ FIP subject to availability at GIFT
- II. Candidates selected under ADF (NDF)
- III. Candidates qualified in the UGC-NET (including JRF)/ UGC CSIR NET (including JRF)/ SLET/GATE/CAT or other similar national tests and having qualifying percentile scores in their respective validity periods,
- IV. Candidates with M.Phil, Degree or equivalent as recognized by the University (In case of science stream).
- V. Some seats shall be earmarked for the Exempted Category Candidates as prescribed Ph.D. 7.1 (a).

### **Ph.D- 10.3 Eligibility for Pre- Enrolment Interview**

- a) Candidates successful in GIFT-ETR as per Ph.D -10.1 and those from the categories listed in Ph.D -10.2 (ii-iii) shall be included in the lists of qualified candidates to appear for the pre-enrolment interview. However candidates under Ph.D-10.2 (i) shall be considered for admission on a case-to-case basis by following AICTE/UGC directions and as per availability of seats.
- b) The number of candidates to be called for pre-enrolment interview at a GIFT Autonomous College shall be determined from the lists in (a) above by the IRC based on the intake capacity and availability of vacancy.

## **Ph.D-11 PRE-ENROLLMENT INTERVIEW**

### **Ph.D. 11.1 Expert Committees**

(a) The IRC shall arrange the conduct of pre-enrolment interview of those candidates called for this purpose as per Ph.D -10.3 b. The objective of pre-enrollment interview shall be to assess the suitability of a candidate to take up the proposed research work.

(b) For this purpose, the Principal shall constitute Expert Committees consisting of two experts for each subject area in which the candidates are being considered for admission.

### **Ph.D. - 11.2 – Conducting Interview**

- (a) The Expert Committee meetings for pre-enrollment interview shall be held at date/time venue (s) as decided by the IRC and notified to the Expert Committee (s) and the candidates concerned through College website. No separate intimation shall be sent to candidates.
- (b) The scope of interview shall be to judge the candidate's knowledge and experience in the subject area concerned and his/her preparations to take up the proposed research work.
- (c) Only those candidates successful in the pre-enrolment interview shall be considered for provisional admission/enrolment as students for Ph.D subject to availability of vacancy of slots under the Research Supervisor in the concerned Department of his/her choice.

### **Ph.D -11.3 Interview Performance**

The interview shall be for 30 marks and the pass mark shall be 15 (fifteen) for all categories of candidates.

The candidate (a) failing in the interview shall not be eligible for Ph.D admission. Such candidate (s) shall have to appear for GIFT-ETR afresh to become eligible again.

### **Ph.D- 12 PREPARATION OF MERIT LIST OF SUCCESSFUL CANDIDATES FOR ENROLLMENT TO Ph.D PROGRAMME**

#### **Ph.D -12.1 Merit Lists after Pre-Enrollment Interview**

- (a) For selection of candidates, a weightage of 70% in GIFT-ETR and 30% to the performance in the interview shall be given.
- (b) Separate merit lists for all the General, Reserved category and Exempted Category candidates shall be prepared by the IRC for the candidates from the lists in Ph.D -10.3 based on their performance in the pre-enrolment interview and the GIFT-ETR out of total 100 marks.
- (c) Candidates who have cleared the national tests and those with M.Phil. Degree as per Ph.D -10.2 (ii-iii) shall be placed on separate lists in order of their merit in the pre-enrolment interview.

#### **Ph.D – 12.2 Preparation of Consolidated Merit List**

The IRC shall prepare a consolidated merit list of candidates qualifying for Ph.D immediately after the pre-enrolment interview as per Ph.D -12.1 and notify the same on the College website (GIFT/PH. 0/2022/7.2). Only the selected candidates in the consolidated merit list shall be considered for filling the existing vacancies through enrolment at the respective Department of GIFT,

#### **Ph.D -12.3 Admission & Enrollment Procedure:**

The Admission shall consist of two phases:

- (I) Provisional Enrollment
- (II) Provisional Registration to Ph.D

- a) The IRC shall submit the consolidated merit lists as per PhD to the Convener, PhD of college for facilitating the enrolment of candidates as per their rank in list in the prescribed format
- b) The College shall communicate the merit list to each selected candidates through e-mail and the same will be communicated the Supervisor/ Co-Supervisor (if any) through-mail. The notification in this regard will be available in the college website (**Form No : GIFT/PhD-2022-7.2**)
- c) Upon successful interaction with the proposed Research Supervisor(s) of his/her choice, each candidate in the selection list shall submit his/her application for provisional enrolment in Ph.D. programme and Research Proposal, Outline in the prescribed format (Form No. **GIFT/PhD-2022-8** & Form No. **Ph.D-12.4 GIFT/PhD-2022-10.1 &10.2**) to College through the proposed Research Supervisor & Department concerned for the purpose of provisional enrolment to the Ph.D. Programme. This shall be mandatory for all the candidates. The document verification shall be done by the Supervisor and the Department Head.
- d) The allocation of Research Supervisor for a selected Scholar shall be decided by the GIFT depending upon the existing vacancy in number of scholars per Research Supervisors in the relevant category, available Specialization, Research interest of scholar etc.
- e) The Research Proposal/Outline shall consist of the state-of-the-art, objectives, methodology, work plan and relevance of the proposed research area in prescribed format. The candidate shall also indicate therein, the related branch of Engineering Technology, Computer Application and Applied Science, Business Administration, Inter-disciplinary areas and/or allied fields.
- f) The provisional enrolment of the Ph.D. Programme shall commence twice in an Academic year as Autumn semester (1<sup>st</sup> week of July) and spring semester (1<sup>st</sup> week of January) as the case may be as per the notification by the college (From No. **GIFT/PhD-2022-9** & From No. **GIFT /PhD-2022-11**).
- g) Prescribed Fees shall be paid by each candidate to the College for the PhD enrolment as prescribed in the form (Form No: **GIFT/PhD-2022-2**) within the notified date.

#### Ph.D.-12.4 The Ph . D. Programme

- a) Upon receiving the research proposal/outline and the panel of domain experts proposed along with the prescribed fees for the candidate the Principal shall constitute the Doctoral Scrutiny Committee as per Ph.D. 3. 1.2.(From No: **GIFT /PhD-2022-11**)
- b) After provisional enrolment the Ph.D. programme of the candidate shall consist of two parts to be cleared in sequence, namely,  
Part-I : Coursework Completion  
Part-II : Pre-Submission colloquium, Synopsis and Thesis Submissions .These shall be followed by Thesis evaluation and Its defense by the candidate.
- c) The Coursework for all candidates shall be assigned by the DSC as prescribed under Ph.D-14 and shall be conducted at the College.
- d) The request by a candidate in the prescribed format (From No: **GIFT/PhD-2022-12**) for change of title of the research work shall be permitted by the College as determined by the Doctoral Scrutiny Committee. The candidate shall not be permitted to change the Research topic after the completion of Part-11 of the programme The exact title of the thesis shall be finalized during the pre-submission seminar by the DSC. However, submission of thesis may be permitted only after one year from the date of the change of topic/area.

- e) All the Ph.D. enrolment shall be provisional initially and those shall be confirmed only on the successful completion of coursework and the candidates shall be a registered Ph.D scholar of GIFT under BPUT thereafter.
- f) The College fee shall be deposited by the candidate at the beginning of the each semester or as notified by authority from time to time along with semester registration **form** in the prescribed format (From No. GIFT/PhD 2022 -13) failing which the registration shall be cancelled without any notice. The Convener, PhD shall maintain a register for the same.

#### Ph.D.-12.5 Role of Doctoral Scrutiny Committee (DSC)

- a) The Doctoral Scrutiny Committee shall scrutinize and assign the Coursework and review/monitor periodically (at least once in six months) the research progress of each candidate concerned until submission of his/her Ph. D. Thesis.
- b) The seminar Progress report of the candidate shall be forwarded by the Doctoral Scrutiny Committee to the College regularly only after conducting his/her six-her six-monthly review along with the copy of the fee deposit receipts at the time of each semester registration (From No. GIFT /PhD-2022-17)

### **Ph.D.-13 CHANGE of RESEARCH SUPERVISOR**

#### Ph.D.-13.1 Procedure to be followed

- a) The request by a candidate in the prescribed format (Form No GIFT/PhD-2022-14& Form No GIFT/PhD-2022-15) for change of Research Supervisor/Co-Supervisor and inclusion of Co-Supervisor shall be permitted by the College only under exceptional circumstance, as determined by the Doctoral Scrutiny Committee.
- b) In other cases like transfer, retirement or resignation of the Research Supervisor/Co-Supervisor before the candidate's submission of the thesis, the Principal shall normally permit the candidate to continue to work under the same Research Supervisor /Co-Supervisor or in exceptional cases permit an alternative arrangement with the recommendation of the Doctoral scrutiny Committee.
- c) In the event of inclusion of a Co- Supervisor after Ph.D registration of the candidate the allowable date of Thesis submission shall be shifted forward by 02 years from the date of such inclusion Co-Supervisor.

#### Ph.D -13.2 Handling of Conflict

In the case of any conflict between the Research Supervisor and/or Co- Supervisor and the candidate, the Convener, PhD shall resolve the same at his/her level. If this conflict is not resolved then it may be referred to the IRC through the CoE. The IRC shall submit its views to Principal as early as possible. The decision of the Principal shall be final and binding in this regard.

### **Ph.D. - 14 COURSEWORK**

#### Ph.D -14.1 Coursework Assignment by DSC

a) Each candidate provisionally enrolled for the Ph.D Program shall have to go through the prescribed coursework choosing four subjects out of which two subjects namely Research Methodology carrying 04 credits and research and publication Ethics (02 credits) are compulsory. The remaining courses shall be pertaining to their Research work as decided by the Doctoral Scrutiny Committee and obtain a minimum of 12 credits in the total course registered. PhD course work requirements may also be fulfilled by taking online course such as MOOCs/ SWAYAM courses having 03 credits/12 weeks or 02 credits/8 weeks course are to be supported with additional assignment (01 credit). Such course shall be considered for fulfillment of total credit for completion of course work of the research scholars of the nodal centers where the said course presentation to the courses is not available. All course work shall be conducted by the concerned departments for the candidates any financial liability on the research scholar/ University. The request by a candidate in the prescribed format (Form No GIFT/PhD-2022/16.1) for allotment of course work and registration shall be made to the University (BPUT) through College. A candidate may be allowed to complete all the 12 credit course work in MOOCs/ SWAYAM/NPTEL by taking special permission from the DSC.

b) Students enrolling interdisciplinary area/ registered area is not same with the area of Candidate's PG degree students may be allowed to carry out one/more course (s) related to his/her enroll research area, as per recommendation of DSC.

c) The coursework shall include Research Methodology covering areas such as quantitative methods, computer applications, research ethics, reviewing of published research in the relevant field, field work, statistical methods intellectual property rights and related topics and shall be arranged by the concerned person in the GIFT Autonomous College, Bhubaneswar.

d) The remaining credit requirement in each case shall be met from course of the department in the relevant areas as approved by the BoS concerned and the Academic council (committee) as the case may be . Course from these lists shall be prescribed by the Research Supervisor and Co. Supervisor (if any) in consultation of the respective department and approved by the Doctoral Scrutiny Committee concerned.

e) Courses prescribed for the Coursework shall be selected from different groups and should be available in the concerned department in such a way that there shall be a minimum of one course, but not more than two courses from the same group.

f) The College shall have the freedom to revise and notify the approved courses in the list(s) from time to time if required.

g) In all the cases the prescribed coursework may be completed satisfactorily within the first two semesters of enrolment of the candidate(s). The request by a candidate in the prescribed format (From No:GIFT/PhD-2022/16.2) for seeking extension to complete course work shall be permitted by the College, as determined by the department and the Doctoral

Scrutiny Committee. However, in no case the time period for completing the coursework shall exceed four semesters.

#### **Ph.D-14.2 Question Papers on course work**

- a) Each question paper shall be set for maximum marks of 100 and it shall have similar format as prescribed for Master's degrees of the department.
- b) The Course Work Examination for the registered Ph.D scholars will be conducted by the Exam cell of the college as per the Academic Calendar of the college followed by notification from the CoE of GIFT.

#### **Ph.D.-14.3 Prescribed passing Standards**

- a) For passing the Coursework (Part-I), the candidate shall obtain a minimum of 60% marks in each course registered as per the UGC regulation.
- b) Candidates shall be required to pass in each course in a maximum of two consecutive attempts i.e. within one year ( in two semesters ) of enrolment.
- c) The College shall have the provision to issue Grade sheet (s) to the candidates for the completion of the coursework.

#### **Ph .D. -14.4 Norms for Maintaining Enrolment**

The following norms/standards shall be applicable to all candidates for maintaining their provisional registration.

- a) The coursework shall be completed and cleared by each candidate with a minimum of 60% marks in each within two consecutive coursework examinations conducted by the College.
- b) The enrolment of candidates failing to fulfill the above requirements shall be automatically cancelled.

#### **Ph.D.-15 PRESCRIBED RESIDENCE PERIOD**

##### **Ph.D. -15.1 Mandatory Residence period for part-Time candidates**

- a) A Part-Time Research candidate shall put in a minimum of a total of thirty days of residence in one or more visits to college every semester before every review of the Doctoral Committee till the submission of the final Synopsis. This residence requirement shall be utilized by the candidate for the purpose of coursework preparation as well as formulation/Investigation of the research problem.



## **Ph.D.-16 PROGRESS REPORTS I PERIODIC REVIEW BY THE DOCTORAL SCRUTINY COMMITTEE**

### **Ph.D.-16.1 procedure for interview**

- a). The Doctoral Scrutiny ,Committee shall periodically review the research progress of the candidate, once in every six months till the submission of the Thesis.
- b) Each candidate shall submit a research progress report in the standard format through the supervisor to the Doctoral Scrutiny Committee, Two weeks prior to the Schedule of the meeting. The half-yearly progress report shall cover the aspects such as new data collected/obtained, Techniques developed, progress in research, discussion of the work done during the review period, new findings and work plan for the future. Research papers prepared/published. If any, shall also be submitted.
- c) The candidate shall make oral presentation of the research progress before the Doctoral Scrutiny Committee, and the Doctoral Scrutiny Committee shall communicate the satisfactory research progress or otherwise of the candidate to the Director (R&D) for onward transmission to the College in the prescribed format (Form No.GIFT/PhD-2022-17).

### **Ph.D.-16.2 Cancellation of Enrolment & Registration**

- a) The Doctoral Scrutiny Committee (DSC) shall be free to recommend the cancellation of enrolment and Ph.D. registration of the candidate if.
  - I. Two consecutive research progress reports adjudged are not to be satisfactory, and /or the candidate is irregular in his /her research and /or.
  - II. Two consecutive research progress reports not submitted,
- b) Before recommending cancellation of enrolment/registration, the Doctoral Scrutiny Committee shall issue a show-cause notice to the Candidate seeking his/her explanation with copy to the College through Supervisor (s)
- c) The request by a candidate in the prescribed format (Form No, : GIFT/PhD-2022 – 1B) for discontinuation as Ph.D. student may be permitted by the College. If the candidate discontinues his/her enrolment / registration, then the fees paid shall not be refunded.
- d) Automatic cancellation of enrolment / registration to Ph. D. by the college may happen under any of the following circumstances without notice:
  - (i) Scholar fails to complete his/her coursework in prescribed duration.
  - (ii) Report of negligence in Research and non-interaction with the Supervisor and poor Progress in research.

(iii) Failure to deliver the progress seminar before the Doctoral Scrutiny Committee (DSC) for the two consecutive semesters.

(iv) Failure to pay the College Fees charges for the semesters.

(v) If the scholar fails to submit his/her thesis or does not complete his/her thesis beyond the Maximum prescribed period.

(vi) If the scholar fails to submit a satisfactory reply to the show cause notice issued by the college within a month from date of receiving the notice.

e) If the explanation is not agreed by the Doctoral Scrutiny Committee, the candidate shall be free to appeal to the Principal in this regard shall be final and binding for all.

## **Ph.D.-17 Ph.D. REGISTRATION**

### **Ph.D.-17.1 Recommendation of DSC for Ph.D. Registration**

After the successful completion of coursework, the Doctoral Scrutiny Committee shall, recommend to the college for issuance of notification to the candidate for Registration in the prescribed format (Form No.: GIFT/PhD-2023-19 1 & 19.2) PhD 0 – 17.2 issue of Notification on Registration to Ph.D.

(a) The College shall issue a notification of Registration on receipt the communication from the Doctoral Scrutiny Committee in the prescribed format.

(b) The college shall communicate the requisite documents pertaining to the title registrations of candidate to the University to fetch registration number/letter.

(c) The Notification shall specify the date from which the candidate's registration for the Ph.D Programme is confirmed along with a registration number.

## **Ph.D.-18 OPEN SEMINARS**

### **Ph.D.-18.1 Mandatory Pre-Ph.D. Seminars to be given**

(a) Prior to the submission of the Synopsis of the Ph.D Thesis each candidate shall deliver a pre-Ph.D. Presentations. Commonly known as, open seminars GIFT before the DSC.

(b) These Seminars shall be open to all the faculty members and research scholars master degree students and shall be arranged with the object of getting feedback and comments/suggestions from them, for being suitably incorporated into the Ph.D. Thesis, under the advice of the Research Supervisor/Co-Supervisor.

### **Ph.D.-18.2 Pre-Submission Colloquium**

(a) The candidate shall also present a pre-submission colloquium before the Doctoral Scrutiny Committee. Demonstrating his/her preparedness to submit the Synopsis to the College.

(b) The candidate shall be free to submit the Synopsis through the supervisor (s) to the College at this stage together with the recommendations of the Doctoral Scrutiny Committee on the Open Seminars and the Pre-Submission Colloquium of the candidate. If both of them are satisfactory.

(c) However, if the performance of the candidate in the Pre-Submission Colloquium is not satisfactory. The DSC may point out the deficiencies, if any and ask the candidate to repeat the Colloquium once more within three months And, only on satisfactory performance at this stage, the Doctoral Scrutiny Committee shall be free to allow the candidate to submit the Ph.D.

#### **Ph.D.-18.3 Mandatory Publications requirements for Synopsis and Thesis Submission.**

Each candidate shall publish a minimum of two research papers as the first author or corresponding author in referred (SCOPUS/SCI /SCIE/SSCI indexing) journals and proceedings of two international conferences (at least one conference paper should be presented in offline mode) based on his/her research work for the Ph.D. degree, before submission of the Synopsis for adjudication and produce evidence for the same in the form of reprint or acceptance letter from the Publisher(s) of the Journal Papers published prior to the enrollment shall not be counted for this purpose. The scholar shall invariably mention GIFT Autonomous College, Bhubaneswar as affiliation in all his/her publications. This is the required criteria for Synopsis and Thesis submission. The DSC shall recommending Synopsis/Thesis submission.

#### **Ph.D.-18.4 Permission for Submission of Thesis**

Considering the research work of the candidate, His/her performance in the pre-submission colloquium and other technical aspects, publications, fees deposited, the Doctoral Scrutiny Committee shall be free to recommend to the College for the thesis submission enclosing copies of all documents in prescribed format (Form No.: GIFT/PhD-2022 26) After obtaining clearance from the College, the Supervisor shall allow the candidate to submit his/her thesis.

#### **Ph.D.-18.5 Anti-Plagiarism Check and Submission of the Thesis**

(a) The candidate's thesis shall undergo plagiarism check as per the norms of GIFT declared from time to time.

(b) The plagiarism shall be checked by software approved by GIFT and the percentage of plagiarism (similarity Index  $\leq 10\%$ ) shall be as permitted by GIFT owing to software limitation to identify the self-written research papers and definitions and common theory.

(c) The candidate may be given two more chances by the College to re-submit the thesis for plagiarism checking. If the plagiarism level is found unacceptable.

(d) The College shall charge suitable fees to the candidate for Plagiarism checks conducted.

(e) Both the Candidate Supervisor and Co-supervisor if any shall certify in the prescribed format

(Form No. GIFT/Ph0 2022 – 20.1 & 20.2) and submit the soft copy of the Plagiarism Test report along with the Synopsis.

## **Ph.D.-19 DURATION OF THE Ph.D. PROGRAM AND VALIDITY PERIOD OF REGISTRATION**

### **Ph.D.-19.1 Maintenance of Registration**

During the period when the registration of the candidate is in force, the candidate shall pay the prescribed tuition and other fees to the College at the notified time intervals

### **Ph.D.-19.2 Minimum Period for submission of Thesis**

Full-Time candidates for the Ph.D. Degree, shall be normally eligible for submission of the thesis after a minimum period of three years after enrollment and the period is three years and six months for part-time candidates from the date of enrolment subject to fulfillment of the prescribed requirements.

### **Ph.D.-19.3 Maximum Period for Submission of Thesis**

(a) The maximum period for submission of the Ph.D. Thesis by both Full-Time and Part-Time candidates, shall be six years from the date of enrolment.

(b) But the Principal if convinced may extend the maximum period up to six month at a stretch but the total period of such extensions shall in no case exceed two years for submission of the Ph.D. thesis for such candidates on the specific recommendations with justifications of the DSC in the prescribed format (Form No. GIFT/PhD 2022 – 21) for extension from the candidate not less than six months prior to the completion of the stipulated period.

(c) The decision of the Principal in this regard shall be final.

(d) In the case of failure of the candidate to submit the thesis even after the extended period. The registration shall be automatically canceled.

(e) The college shall give special consideration to women and persons with disability ( $\leq 40\%$  disability) at the time of giving extension.

## **Ph.D.-20 SUBMISSION OF SYNOPSIS AND THESIS**

### **Ph.D.-20.1 Eligibility**

(a) Upon qualifying successfully in the Coursework and satisfactory research progress followed by Publication (s) in Refereed Journal(s) and conferences and Pre-Submission Colloquium, the candidate shall be ready to submit the Thesis of his/her Research work to the Doctoral Scrutiny Committee.

(b) The Doctoral Scrutiny Committee after considering the progress made by the candidate may Recommend the candidate to take steps to submit to the college the Synopsis first followed by the Thesis with in the validity period

### **Ph.D.-20.2 Submission of Synopsis & Proposal for submission of Ph.D. Thesis**

(a) At least three months prior to the submission of the thesis. The candidate shall submit a synopsis of the thesis of 10 pages in English language in the prescribed format. The Synopsis shall be in the Standard format prescribed by the College.

(b) The candidate shall deliver a pre-synopsis seminar talk at the College before the DSC members on the appointed date.

(c) It shall be submitted to the College concerned in two hard copies and one soft copy together with:

(i) Candidates application for adjudication of the thesis (in prescribed format) and an undertaking from the scholars attested to the originality of the work.

(ii) Certificate from the Research Supervisor(s) stating the candidate's fulfillment of various requirements specified under Ph-D -14.0 to Ph-D -21.

(iii) The Certificate shall also state that there is prima face case for thesis submission at this stage and that the thesis does not contain any work previously submitted for any award of the degree anywhere.

(d) It shall be ensured by the Research Supervisors(s) that the thesis is based on the individual, original work of the candidate which is previously unpublished research work by obtaining a suitable undertaking from the candidate in prescribed format.

(e) The Research Supervisor(s) shall also ensure that the thesis shall not contain any material infringing on the copyright of any individual/organization and does not hurt the sentiments of any individual or religion.

(f) It shall be ascertained by the Research Supervisors (s) that information such as text, tables, equations diagrams, figures, charts, graphs, photographs taken from various sources has been appropriately by the candidate in the thesis.

(g) Further the Supervisors(s) shall also certify that the opinions expressed or implied in the thesis shall be entirely of the candidate.

(h) There shall also be no arrears dues of the College from the candidate up to the date of submission of the thesis.

(i) One computer generated anti plagiarism Checked document with the college approved software duty certified by the scholar and Research supervisor and Co-supervisor shall be submitted to the College.

### **Ph.D.-20.3 Submission of the Thesis**

(a) After getting the clearance from the college for submission on the thesis in this regard the candidate shall submit four soft copies and one hard copy of the Ph.D. thesis based on the research work conducted in the prescribed format (Form No GIFT/Ph.D-2022-22, 1 to 22.5) to the Supervisor within three months from the date of submission of the Synopses.

(b) The Research Supervisor shall forward all the hard copies and soft copy of the thesis to the college for taking further steps on it and shall obtain a receipt in prescribe format (Format No : GIFT/PhD 2022-22.6)

(c) In case the candidate is unable to submit the thesis within three months from the date of submission of the Synopsis he/she shall be free to seek extension of time in the prescribed format (Form No: GIFT/PhD-2022-23) from the Principal supported by the recommendations of the Research Supervisors(s) and the Doctoral Security committee forwarded with justification for the delay.

(d) The candidate shall also pay the prescribed thesis fees along with late submission fees to the college and produce the No Dues Certificate from the college while submitting the thesis in the prescribed format.

### **PhD-21 ADJUDICATION OF THESIS**

#### **PhD-21.1 Panel of Adjudicators**

The period of three months between the submission of Synopsis and the Thesis by the candidate shall be used by the college for deciding the panel of adjudicators

#### **PhD 21.2 Selection of Adjudicators**

- a) The Research supervisor(s) shall arrange to forward in sealed cover to the college Principal of the proposed panel containing details including their research bio data (prescribed format) and publications of 5 experts for adjudication of the thesis as approved by the Doctoral Scrutiny Committee (DSC). All other experts shall be from outside Odisha. This list in the prescribed format (Form No. GIFT/PhD-2023-24.1&24.2) shall be forwarded to Convener, Ph.D cell of the college along with Synopsis.
- b) The complete postal address, e-mail ID, Mobile, Telephone and Fax numbers and the broad area of specialization of each adjudicator shall also be provided in the panel submitted.
- c) The Principal shall choose two adjudicators from the suggested panel for adjudication of the thesis, and the Controller of Examination of GIFT shall send invitation letters to them along with a copy of the synopsis in each case confidentially.
- d) Their acceptance shall be preferably obtained within one month from the date of invitation, before taking any further steps on the subject.

#### PhD- 21.3 Appointment of Adjudicators to evaluate the thesis

- a) The college shall arrange for the thesis to be evaluated by the Research Supervisor (and jointly by the Co-Supervisor, if any) and two more outside Adjudicators identified as per PhD -21.2 C and d. The selected DSC members and IRC members are notified by Principal will be the panel of adjudication
- b) The **TWO** adjudicators as in a) above shall be offered appointment by the CoE with approval of the Principal to adjudicate the thesis submitted by the candidate

#### **PhD-21.4 Dispatch the copies of thesis to Adjudicators**

- a) The Controller of Examinations (CoE) of the College shall send a copy of the thesis to each adjudicator for evaluation, with a request to evaluate the thesis and send the evaluation report(s) preferably within a period of 3 months.
- b) If the report is not received from the Adjudicator(s) within this period, a reminder once in a month to that effect shall be sent to the Adjudicator(s) concerned by the CoE
- c) If an adjudicator does not send the report after 3 reminders or does not reply to the communications from the College, the matter shall be placed to the Principal, who shall identify and appoint another adjudicator either from the panel or outside the panel under special circumstances

#### Ph.D- 21.5 Receipt of Thesis Evaluation reports at the College

- a) All the adjudicators shall evaluate the thesis and send their confidential reports (at least 250 words in length) independently to the CoE along with the recommendation in the prescribed format (Form No. GIFT/PhD-2023-26)
- b) The reports shall include
  - i) A critical analysis of the work of the candidate as embodied in the thesis and an evaluation of the work in terms of its contribution to the advancement of knowledge
  - ii) List of questions to be asked or points to be clarified if any, by the candidate at the final viva-voce by Viva-voce board
  - iii) A definite recommendation as to whether the thesis attains the standard for the award of PhD degree or not
- c) The adjudicators shall make any one of the following recommendations that the:
  - i) The thesis is accepted in the present form and recommended for the award of PhD degree or
  - ii) Thesis needs minor clarifications indicated in the report which need to be clarified by the candidate at final Viva-voce and it is recommended for the award of PhD degree OR
  - iii) Thesis needs minor corrections to be made by the candidate as indicated in the report, which need to be incorporated in the thesis and clarified at the final viva-voce and it is recommended for the award of PhD degree OR
  - iv) Thesis needs major clarifications indicated in the report and the revised thesis to be refereed back to the adjudicator concerned for fresh evaluation OR
  - v) Thesis is rejected for the reasons specified in the report and not recommended for award of PhD degree

#### PhD 21.6 Thesis Evaluation Reports

On receiving all the favorable recommendations for acceptance of the thesis from all the adjudicators including the research Supervisor(s) the CoE shall convey the same to the Convener, PhD, GIFT along with copies of the reports received and request to conduct the final Viva-voce of the candidate. The Convener PhD shall place it before Principal for information to the Supervisor(s).



In case of adverse comments, the Convener, PhD shall send the report to the Supervisor(s) to place it before the Doctoral Scrutiny Committee for necessary action

#### PhD -21.7 scheduling final Viva-Voce

- a) The composition of the Viva-Voce board shall be as specified under PhD -3.1.3
- b) The date/time of viva –voce shall be fixed by GIFT DSC in consultation with the Supervisors and other members of the Board
- c) The candidate shall provide clarification(s) to all the queries of the adjudicators satisfactorily at the time of Viva0 Voce
- d) The Viva- Voce shall be conducted at GIFT Autonomous, Bhubaneswar

#### PhD-21.8 Appointment of additional adjudicator if necessary

- a) The thesis shall not be accepted for award of the degree if any one of the adjudicators (other than the Research Supervisor(s)) finds that the research work is not up to mark, as given in his/her report along with detailed reasons for the same
- b) A Third adjudicator may be appointed by the CoE of the College with the approval of the Principal from the panel, based on this decision, who shall be invited for this purpose by following PhD-21.5
- c) If the fourth adjudicator, after evaluating the thesis gives a favorable report, the CoE shall initiate further steps as per PhD 21.5
- d) If the fourth adjudicator also does not approve the thesis, then the thesis shall be rejected
- e) However, it shall open for the candidate to seek PhD enrolment at the College, a fresh, if required through GIFT ETR

### **PhD 22 CONDUCT OF FINAL VIVA-VOCE**

#### PhD-22.1 Procedure for Final Viva-Voce

- a) The final Viva-Voce shall be conducted by the Viva-Voce board at the College
- b) The composition of Viva-Voce board shall be as per PhD-3.13
- c) The procedure for conducting the Viva-Voce shall be as follows:
  - i)The convener, PhD shall fix the date/time for the open Viva-Voce in consultation with the adjudicator/Expert identified by the Principal and inform then same to the candidate in advance

ii) This Viva-Voce shall be open to all. The candidate shall make a brief presentation of the research work carried out highlighting the important findings/conclusions.

After the completion of the presentation, the Research Supervisor(s) give opportunity to the invitees and to seek clarifications, if any, from the candidate

iii) After this the Viva-Voce board shall examine the candidate to test his/her understanding of the subject matter of the thesis and seek answers to the written queries by the adjudicators in the thesis evaluation reports, if any. The candidate shall be required to produce all the documents data and analysis in support of the research work presented in the thesis

iv) On completing the Viva-Voce, the Board shall submit a confidential report in the prescribed format (Form No. GIFT/PhD-2023-28) to the Convener, PhD indicating clearly whether the performance of the candidate was satisfactory and if so, giving specific recommendation for the award of the PhD degree to the candidate

v) In case, the performance of the candidate is not satisfactory, the board shall report accordingly, giving reasons for the same and recommending another Viva-Voce to be conducted after 3 months.

The College shall arrange Viva –Voce as required, with the composition of the Board unchanged with the approval of the Principal

#### PhD-22.2 Consolidated Report

- a) After successful completion of the Viva-Voce, the Viva-Voce Board shall prepare and forward the consolidated report along with duly corrected versions of both the hard and the soft copies of the thesis to the college in the prescribed format (Form No. GIFT/PhD-2023-28)
- b) Then the college shall communicate all requisite documents to the University for issuing notification for the award of the PhD degree to the candidate in the next convocation by the affiliated University (BPUT)

#### Ph.D- 22.3 Handling of Plagiarism Issues

- a) The Principal shall have the powers to constitute expert Committees to investigate into plagiarism issues connected with any PhD thesis submitted to the college, in the case of receipt of complaints either from the

adjudicators, other individuals or any other sources (if required)

- b) In the event of a thesis being proved to be copied, plagiarized or misrepresented academically, the college shall have the powers to rescind the degree. Such a candidate shall not be eligible to register for any degree programme at the college in future

### **Ph.D-23 AWARD OF Ph.D DEGREE**

23.1 On the recommendation of the Doctoral Scrutiny Committee, the Principal shall decide whether the candidate should be awarded the degree of Doctor of Philosophy. If the Principal has approved the award of degree the award needs to be confirmed by the Academic council.

23.2 Normally a student will be awarded Ph.D. degree in the branch of study in which he is enrolled. But in exceptional cases, the DSC may recommend to the Principal to award the degree in another branch depending on the contents of the thesis. This can be done at the time of provisional-registration (preferred), Registration or even after the thesis is submitted.

23.3 A thesis acceptance certificate may be issued to the student on submission of the thesis and provisional degree certificate on successful defence of the thesis and approval of Principal.

### **Ph.D-24 FEE STRUCTURE**

Fees for Doctor of Philosophy (Ph.D.) program for Indian Students

<b>Sl. No.</b>	<b>Particulars</b>	<b>Amount in INR</b>
1	<b>Ph.D. Entry fee</b> (Enrolment+ registration-One-time payment to be made to the Institute at the time of Enrolment)	<b>20,000/-</b>
2	<b>Annual fee till first 5 year</b> (to be paid in each year)	<b>30,000/-</b>
3	<b>Course Work registration fees</b> (per semester during the course work)	<b>1500/-</b>
4	<b>Registration Renewal Fee</b> (after 5 years of enrolment)	<b>20,000/-</b>
5	<b>Thesis Submission Fee</b> (To be paid to the Institute t the time of thesis submission)	<b>15,000/-</b>
<b>*Fees to be collected from International Students would be USD equivalent to INR as mentioned above</b>		

\*The above mentioned rates of fees shall be subject to change by IRC, GIFT from time to time.