

Information Brochure
for
Executive PhD Programme

(Effective from Academic Session 2019-20)
(Approved vide Senate-90[2020]-05 dt. 04-03-2020)



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला

NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA

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1. Steps for award of PhD Degree

The followings are the various steps on the way to award of PhD degree:

- a. Admission
- b. Enrollment
- c. Provisional Registration
- d. Registration
- e. Pre-Submission [Synopsis]
- f. Open Defence Viva

2. Admission

- 2.1 After selection of the candidates by respective departments and approval of the Director, admission is done by Academic Office.
- 2.2 Admission process basically involves Document/Eligibility Verification [Admission may not be given if advertised eligibility criteria are not verified], Collection/Verification of Admission Fee.
- 2.3 After admission process is completed in the Academic Office, a Document Verification report is issued to the students.
- 2.4 It may be noted that admission of the candidates who do not submit all the required documents remains provisional till submission of all the pending documents which may be cancelled if the required documents are not submitted within the allotted/extended time duration.

3. NITRIS

- 3.1 All information and activities relating to students of the Institute like, Personal Information, Contact Details, Attendance, Leave, Course, Examination, Result, etc. are processed online in the software designed in-house by the Automation Cell called NIT Rourkela Information System [NITRIS]. The portal is accessible at <https://nitris.nitrkl.ac.in>.
- 3.2 Every student is issued a log-in ID [Roll No.] and password [roll no. is the default password] for same after their Enrollment is complete.
- 3.3 Till Executive PhD Programme module in the NITRIS portal is made operational, all the above activities will be carried out manually and in hard copies. All relevant data will be fed to the NITRIS system later on.

4. Institute Email

- 4.1 After their Enrollment is complete, every student will be assigned one email ID in the institute server which is the Roll No. of the students [e.g. ID of a student with Roll No. 919CS1001 will be 919cs1001@nitrkl.ac.in].
- 4.2 The default password will be the Roll Number.

4.3 Circulars, Notices, etc. meant for the students are sent to these email IDs either directly or using the Group-mail feature.

4.4 All students are advised to check their email inbox regularly.

5. Departmental Research Committee [DRC]

5.1 There is one [repeat, only one] Departmental Research Committee [DRC] in every department.

5.2 The major roles of the DRC are to interview the candidates to find out their suitability for admission and recommend the interview result to the Director for approval.

5.3 The DRC also recommends the Principal Supervisor and Co-Supervisor (if any) along with constitution [and modification as may be required after constitution] of the Doctoral Scrutiny Committee [DSC] for each PhD student.

5.4 The DRC also recommends for change of Supervisor in the event of the Principal Supervisor leaves the Institute, superannuates, etc. as per guideline given in [Annexurer-1](#).

6. Doctoral Scrutiny Committee [DSC]

6.1 Unlike a common DRC for all the PhD students of the department, there is a separate Doctoral Scrutiny Committee [DSC] for each PhD student.

6.2 The Supervisor, Co-Supervisor [if any], three members [including one member nominated by the Dean] and a Chairman together constitutes a DSC.

6.3 At least one of the DSC members must be from outside the parent department preferably with related specialization area.

7. Supervisor

7.1 The DRC nominates one faculty member of the department as the Supervisor considering the interested research area of the student (mostly based on the discussion during the interview) vis-à-vis the specialization of the faculty and vacancy under him/her.

7.2 Normally, this is done through an open discussion with the faculty members of the department.

7.3 The students carry out their research under the direct guidance of the Supervisor [and Co-Supervisor, if any] and overall guidance of the DSC.

8. Co-Supervisor

8.1 A Co-Supervisor may be considered for a student by the DRC on recommendation of the Supervisor and the DSC. This is normally done in case of inter-disciplinary research.

8.2 Co-Supervisor may be from the department, from any other department or even from outside the Institute.

9. Enrollment

- 9.1 After the admission process is completed in the Academic Office, the students need to go to the Department and report to the HOD. The HOD will do their enrollment online in the NITRIS portal [in Form 305 till NITRIS is ready] by completing the Enrollment Application Form which mainly has the proposed DSC.
- 9.2 After the formation of DSC by the HOD, the enrollment is to be approved by the Dean [AA] by nominating his nominee to the DSC. Once, Dean [AA] approves the Enrollment, the Student's name and Enrollment details is shown in the portal of his/her Supervisor for further step which is Provisional Registration [Provisional Registration is to be done in Form 307 till NITRIS is ready].
- 9.3 Enrollment becomes effective only after completion of Provisional Registration and doing the First Semester Registration. Date of First Semester Registration is the effective date of Enrollment though actual Enrollment and Provisional Registration are done before that. All these three may also be done on the same day.
- 9.4 Print-out of the Enrollment Application Form taken only after online approval of Dean [AA] [completed Form 305 for approval by Dean (AA) till NITRIS is ready] and duly signed by all the DSC members present need to be sent to the Academic Office for issue of Enrollment Order. This must be done within a week of the admission.

10. Roll Number

- 10.1 Roll Number of Executive PhD students is generated after Enrollment is done by the HOD [after receipt of the required Forms till NITRIS is ready].
- 10.2 Roll Number is the unique identity of every individual student. The Roll No. is in the format of 9YYDD5NNN where "9" is code for Executive/Part-Time Programme, "YY" is the academic year of admission, "DD" is the Department Code, "5" denotes Executive PhD and "NNN" is the Serial No. of the particular student. For example: A student admitted in CSE department in the Autumn/Spring 2019-20 will have Roll No. as 919CS5001. Similarly, a student admitted in School of Management in the Autumn/Spring 2020-21 will have Roll No. as 920SM5001.

11. Provisional Registration

- 11.1 After Enrollment is approved by the Dean [AA] [Provisional Registration is to be done in Form 307 simultaneously with Enrollment pending approval of Dean (AA) till NITRIS is ready], the Supervisor has to do the Provisional Registration by allocating five/six Departmental subjects [Theory] and compulsory "English for Research Writing" to be studied by the Student and also giving a broad area of proposed research. This broad area of proposed research is only indicative in nature and may be changed at the time of Registration.
- 11.2 At least 18 credits of course work [9 credits x 2 semesters] need to be completed by the student. It is advised that the Supervisor and/or DSC may allot more than 18 credits of course work in the Provisional Registration, additional credits serving as buffer in case of any contingency.

- 11.3 Credit for any past research work will not be considered by the DSC for proposing early submission of thesis and/or to fix the date of Registration Seminar accordingly.
- 11.4 Chairman, DSC approves the Provisional Registration. Provisional Registration is further verified and recommended by the Research Programme Evaluation Committee [RPEC] and finally approved by the Senate. Office Order is issued after approval by Senate.
- 11.5 Print-out of the Provisional Registration Form [**completed Form 307 till NITRIS is ready**] only after approval of Chairman, DSC and duly signed by the all the DSC members need to be sent to the Academic Office for consideration of RPEC and issue of Provisional Registration Order. This must be done within a week of the admission.
- 11.6 It is advised that both the Enrollment Application Form and the Provisional Registration Form should be submitted together to Academic Office within a week of admission for faster processing.

12. Bio-Metric Registration : Not required for Executive PhD Programme.

13. Semester Registration

- 13.1 Semester Registration during the designated period is mandatory for all the students.
- 13.2 The students register for the courses which they will take in that particular semester.
- 13.3 In order to register for a subject, the same should be available in the Provisional Registration of the student and must be offered by the department in that semester for regular MTech students.
- 13.4 No self-guided courses are ordinarily allowed for registration.
- 13.5 Up to 60% of total courses can be registered from online mooc courses available at SWAYAM/GIAN provided they are non-core courses and approved by the Dean[AA]/Director.
- 13.6 Though advisable, but physical presence of the student is not mandatory for Semester Registration.
- 13.7 Delayed Semester Registration may be permitted by the Dean [AA] with Late Fine as applicable.
- 13.8 Failing to do Semester Registration for two consecutive semesters will lead to termination of studentship.
- 13.9 Registration for various semesters is to be done as per following table:

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

14. Fee Payment

- 14.1 Registered students need to pay the applicable Semester Fee every semester within the due date. However, delayed payment may be accepted with Late Fine as applicable.
- 14.2 Fee Structure is announced in the Admission Notice itself. However, the Institute reserves the right to amend the fee structure from time to time, which will be implemented with immediate effect for all students irrespective of their date of admission.

15. Attendance in Contact Programme

- 15.1 Students of Executive Ph.D Programme need to attend a Contact Programme of 5 days [separately or in one go] per course during every semester [i.e. 30 days for all 6 courses].
- 15.2 This contact programme may be held on holidays and weekends as per the convenience of subject teacher concerned.
- 15.3 If any student wishes [or is required] to reappear in the examination of a course(s), s/he has to attend Contact Programme of 5 days [separately or in one go] per course.
- 15.4 After completion of Course Work, Contact Programme will be for 10 days [separately or in one go] during every subsequent semester for RP and STW till their Synopsis Seminar.
- 15.5 Accommodation in Hostel / Guest House may be provided subject to availability and on payment basis.

16. Minimum Residential Requirement: Not applicable for Executive PhD Programme.

17. Leave: Not applicable for Executive PhD Programme.

18. Support for Conference, Workshop, Seminar, Winter/Summer School, Specialized Training, etc.: Not applicable for Executive PhD Programme.

19. Support for Data Collection, Conducting Experiments, etc. : Not applicable for Executive PhD Programme.

20. Fellowship: Not applicable for Executive PhD Programme.

21. Course Work

- 21.1 Every student needs to complete at least [repeat, at least (not maximum)] 18 credits of Course Work [Theory only] including the compulsory course on “English for Research Writing” with minimum 7.00 CGPA [Below “C” Grade in any course is not acceptable].
- 21.2 If a student fails to complete the Course Work within 4 semesters, his/her studentship will be terminated at the end of 4th semester.
- 21.3 Out of minimum 18 credits, up to 12 credits of Course Work may be exempted by the DSC while doing Provisional Registration [cannot be done later] provided the DSC is satisfied that similar or equivalent courses have been previously (within 8 years) done by the student with at least “B” grade as per NIT Rourkela Grading system.

22. Seminar and Technical Writing

- 22.1 After completion of minimum Course Work [i.e. 18 credits], every student, irrespective of background qualification, needs to register for 1 unit [2 credits] of Seminar and Technical Writing [STW] in each semester till attaining 'C' grade or higher in at least 8 units [16 credits].
- 22.2 After attaining the minimum requirement, registration in STW becomes optional at the discretion of the Supervisor and Seminar & Technical Writing Course Instructor.
- 22.3 The following evaluation procedure for STW course is followed.
- 22.3.1 A student has to select a seminar topic/paper in consultation with his supervisor and Prof-in-Charge, Seminar and Technical writing [PIC(STW)].
- 22.3.2 A technical paper written in some prescribed journal format is to be submitted to the PIC (STW) before presenting the seminar.
- 22.3.3 The student needs to present the seminar in front of a group of faculty decided by the department and PIC (STW).
- 22.3.4 The department if so desires may ask for a poster presentation in place of open seminar and will be evaluated by a group of faculty including PIC (STW).

23. Research Practice

- 23.1 After completion of minimum Course Work [i.e. 18 credits], every student, irrespective of background qualification, needs to complete at least 32 units [96 credits] of Research Practice as mentioned in Clause-13.9 in order to be eligible for submitting Thesis.
- 23.2 After completion of minimum requirement of course work, 3 units [9 credits] or 4 units [12 credits] of RP need to be registered in every semester mentioned in Clause-13.9 till Synopsis Seminar is over.
- 23.3 The following will also be applicable for RP:
- 23.3.1 If a research student spends more than 3 months in the semester after date of registration or submits thesis after spending more than 3 months in the last semester, the Research Practice [RP] credits in the concerned semester(s) will be considered for thesis submission.
- 23.3.2 There will be either "Satisfactory (S)" or "Unsatisfactory (U)" grade for RP.
- 23.3.3 Thesis submission will be permitted only when the scholar obtains 'S' grade in at least 32 units i.e. total 96 'S' credits.
- 23.3.4 First warning for improvement will be issued if any scholar accumulates "U" grade in 4 units, i.e. 12 credits of RP, and second warning for improvement will be issued to a scholar on accumulation of "U" grade in 8 units, i.e. 24 credits of RP.
- 23.3.5 Studentship of a scholar is liable to be terminated on accumulation of "U" grade in 12 units, i.e. 36 credits of RP at the end of any semester.
- 23.3.6 RP evaluation is to be done by a group of faculty of the department or by the DSC of the scholar as to be decided by respective departments.

24. Examination and Evaluation

- 24.1 The Institute follows a 10 point scale for evaluation. [10 – Excellent, 9 – A, 8 – B, 7 – C, 6 – D, 5 – P, 2 – F] . However, for Executive Ph.D. Programme, grades less than 6 (or D) in anything is not acceptable.
- 24.2 In every semester, there will be only End-Semester Examination with 80% weight. There will be no mid-semester examination for them unlike students of other programmes. So, final grade will be awarded as cumulative of End-Semester marks with 80% weightage and Teacher Assessment (TA) with 20% weightage.
- 24.3 There will not be any Alternative or Supplementary Examination for Executive Programme. If, for any reason, any student is not able to write End Semester Examination, s/he can register the course as a backlog in a later semester and needs to only appear at End Semester examination. s/he need not have to repeat fulfilling attendance requirement of 5 days per course. His TA marks shall be carried forward from the previous semester. The registration of such course shall be allowed over and above the normal academic load in a semester as specified in Clause 13.9.

25. Comprehensive Examination

- 25.1 Apart from completing the Course Work through regular examination done centrally, every student has also to clear a Comprehensive Examination conducted at Department Level. The objective of the Comprehensive Examination is to ascertain a student's academic preparedness to pursue a rigorous research programme, both during Ph.D. registration and beyond.
- 25.2 It will be a written/viva voce exam conducted by the departments for all their respective students.
- 25.3 The qualifying grade in Comprehensive Examination shall be minimum "C" Grade.
- 25.4 Syllabus of the Comprehensive Examination is set by respective departments which may be same or different for all students which shall cover most of the fundamental subjects of the department including those offered under M. Tech. programmes, post M.Sc./MA/MBA courses and other courses of general nature that most students are expected to have studied. Contents of specialized courses which only few students take will be avoided.
- 25.5 Comprehensive Examination will be held twice a year.
- 25.6 A student will get maximum 3 chances to clear the Comprehensive Examination. If s/he does not, studentship will be terminated.

26. Registration Seminar

- 26.1 A Ph.D. student, provisionally registered, will be formally registered for the degree of Ph.D. on completion of certain requirements. The registration can be done only after (a) the candidate has successfully completed all assigned course work with at least 7.0 CGPA in the course work alone, (b) worked out a road map of the programme and submitted a formal work plan to the DSC, (c)

successfully cleared the comprehensive examination, and (d) delivered an open seminar [called Registration Seminar] to the satisfaction of the DSC.

26.2 For all the students irrespective of background qualification Registration Seminar should be arranged after elapse of 24 months, but within 36 months of the date of enrolment. When a student fails to clear the Registration Seminar within 36 months, or his proposed research plan is found unsatisfactory by the DSC, s/he may be re-evaluated after a lapse of 6 months or more. If a student cannot clear the Registration Seminar within 4 years from the date of Enrollment, his/her studentship will be terminated.

26.3 Chairman, DSC approves the Resistration. Registration is further verified and recommended by the Research Programme Evaluation Committee [RPEC] and finally approved by the Senate. Office Order is issued after approval by Senate.

26.4 Print-out of the Registration Form [in Form 309 till NITRIS is ready] only after approval of Chairman, DSC and duly signed by the DSC members need to be sent to the Academic Office for issue of Provisional Registration Order. This must be done within a month of the Registration Seminar.

27. Withdrawal: Not applicable for Executive PhD Programme.

28. Earliest Thesis Submission Date

28.1 An Executive PhD student irrespective of background qualification can submit the Ph.D. thesis after elapse of at least 4 years from the date of registration or 6 years from the date of enrolment, whichever is later.

28.2 Earliest Thesis Submission Date will be postponed on account of any missing semester(s). However, this cannot be preponed under any circumstances.

28.3 The maximum period for submission of thesis is 10 years from the date of admission for all students.

28.4 In all cases of thesis submission, the Doctoral Scrutiny Committee must be satisfied that adequate work has been done by the candidate.

29. Progress Seminar: Not applicable for Executive PhD Programme.

30. Pre-Submission Seminar

Pre-Submission Seminar [also referred as Synopsis Seminar] is required to ascertain the preparedness of the student for submission of his Thesis. This may be arranged any time before six months of the Earliest Thesis Submission Date [original or revised] or when the Supervisor is satisfied about the readiness of the student, whichever is later. For example, Pre-Submission Seminar may be arranged on any day after 1 January, 2026 if Earliest Thesis Submission Date is 1 July, 2026.

31. Submission of Thesis

- 31.1 Thesis can be submitted on any day after [but within six months] the date of Synopsis Seminar. The following criteria must be fulfilled for submission of thesis:
- Completion of Course Work [minimum 18 credits including exempted courses] with at least 7.0 CGPA as mentioned in Clause-21,
 - Completion of STW [16 credits as the case may be] as mentioned in Clause-22,
 - At least 96 credits [32 Units] of RP with “Satisfactory [S]” grade as mentioned in Clause-23,
 - Overall CGPA [Course Work + STW + RP] of 8.00, and
 - Publication of at least one paper in any of the SCI/SCIE journals [equivalent journal for HS and SM].
 - Director’s approval on the Turnitin software report on level of similarity in draft
- 31.2 Payment of Semester Fee is mandatory till submission of Thesis. However, after Pre-Submission Seminar, Tution Fee is exempted.
- 31.3 Studentship is completed from the date of thesis submission. Access to NITRIS and Institute Email account are deactivated. Thus, effective period of *bonafide* studentship in the Institute is from the “Date of Enrollment” to the “Date of Thesis Submission”.
- 31.4 A “Thesis Acceptance Certificate” will be issued only after acceptance of the Synopsis Report/Draft Thesis by the Director and on submission of Clearance by the student in the prescribed format.

32. Examination of the Thesis and Defense Seminar [Open Viva]

- 32.1 The thesis is sent for external evaluation by an examiner from within India and by an examiner from outside India. The foreign examiner will be from any Institute whose QS world ranking is within 300 in last three years and the Indian examiner will be from any Institute with NIRF within 50.
- 32.2 Defense Seminar [Open Viva] is conducted by one of the external examiners [normally by the Indian Examiner] after receipt of report from all the examiners and compliance/rebuttal of their observations/comments is approved by Director.

33. Award of Provisional Degree and Degree

- 33.1 On successful completion of the Defense Seminar [Open Viva] and subsequent approval of Director, the student is issued with a Provisional Degree Certificate. Effective date is the date of approval by the Director.
- 33.2 Degree is awarded in the annual Convocation which is normally held on the 3rd Saturday of every January. Students completing their Defense Seminar [Open Viva] in a calendar year [1 Jan to 31 Dec] are considered for the Convocation held in the next January. For example, students who will successfully complete their Defense Seminar [Open Viva] between 1 Jan, 2026 to 31 Dec, 2026 will be awarded Degree in the Convocation scheduled in Jan 2027.

34. Academic Calendar

The following tentative calendar will be applicable for Executive PhD students.

S. No.	Activity/Event	Tentative Schedule/Date(s)
1	Advertisement for Admission to EPTP	1 st /2 nd week of May
2	Admission/Enrollment/Prov. Regn./Aut. Sem. Regn.	1 st /2 nd week of Aug
3	Contact Programme for Autumn Semester	16 Aug – 15 Nov
4	Mid-Sem Examination of Autumn Semester	NA
5	End-Sem Examination of Autumn Semester	Alongwith Regular Programme
6	Publication of Result of Autumn Semester	Alongwith Regular Programme
7	Semester Registration for Spring Semester	1 st /2 nd week of Jan
8	Contact Programme for Spring Semester	16 Jan – 15 Apr
9	Mid-Sem Examination of Spring Semester	NA
10	End-Sem Examination of Spring Semester	Alongwith Regular Programme
11	Publication of Result of Spring Semester	Alongwith Regular Programme

35. Miscellaneous

35.1 Students are advised to maintain strict discipline all the time particularly during examinations and behave cordially with everyone within and outside the Institute.

35.2 Students are also advised to follow the Circulars, Notices issued by the Institute from time to time [normally through email and/or website Announcement Section and/or EPTP webpage] for updating themselves for addition/modification to the regulations.

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DISCLAIMER

This Information Brochure has been prepared on the basis of various regulations prevailing/applicable as on date of updation as mentioned in the cover page. Though every care has been taken to incorporate the correct and updated regulations, yet this document is meant to serve only as a ready reference for the scholars and not meant to replace the original Circulars/Rules. In case of any contradiction of the contents in this Information Brochure with the original regulations and/or circulars, the later shall prevail. However, any such contradictions may be intimated by email to acad.res@nitrrkl.ac.in for necessary action.

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Annexure – 1

Sub: Appointment of Supervisor when a Principal Supervisor proceeds on long leave, retires or resigns from service.

	Available & willing after resignation/retirement	Not available	On Long Leave (> 15 months)
Before Registration	New Principal supervisor	New Principal supervisor	Co-supervisor / Caretaker supervisor nominated by DRC converted to Principal supervisor if Principal Supervisor does not return within 2 yrs. (see note:2)
Within 2 years of registration	Decision on case to case basis (if $t < \text{Regn} + 1 \text{ yr}$) then ordinarily new supervisor; if $t > \text{Regn} + 1 \text{ yr}$, then ordinarily old supervisor continues. (see note 3). HOD will take care of administrative affairs.	New Principal supervisor	Caretaker supervisor converted to Principal supervisor if Principal supervisor does not return within 2 yrs. (see note:2)
Later than 2 years of registration	Old Principal supervisor continues as Principal supervisor. HOD will take care of administrative affairs.	Caretaker supervisor (No conversion to Principal supervisor). DRC will appoint new caretaker supervisor; else HOD will act as caretaker supervisor by default.	Caretaker supervisor (No conversion to PS)

Note 1: The above table is only a guideline that takes into consideration general situations. But in all cases, the final decision will be arrived at by director after taking into consideration progress of work and recommendations of DSC, HOD and Dean(AC).

Note 2: These cases have to be decided on case to case basis by director after taking into consideration progress of work (as noted on official project record book or other evidence), recommendation of DSC, HOD and Dean(AC), quantum the support received from the original supervision and that received from caretaker supervisor.

Note 3: These cases have to be decided on case to case basis by director after taking into consideration progress of work (as noted on official project record book or other evidence), recommendation of DSC, HOD and Dean(AC), the nature of the problem and all prevailing circumstances.