



## **STUDENT GUIDELINES FOR M.S./Ph.D. PROGRAMS**

Jawaharlal Nehru Centre for Advanced Scientific Research (JNCASR) reserves the right to change the policies viz; selections, admissions, fellowships, courses, fees, or any other matter in these guidelines without prior notice. These guidelines are to be read neither as part of an agreement nor as a guarantee of the details described herein.

## GRADUATE PROGRAMES AT JNCASR

Ph. D

M.S(Engg.)/M.S (Research)\*

Integrated Ph.D

### 1.0 Enrollment procedure for M.S/Ph.D. program

#### 1.1 Selection criteria

Selection of regular full-time students is done on the basis of the **academic record**, their performance in GATE/ CSIR-UGC(JRF) /JEST / INSPIRE/ equivalent **national level examination**, the **recommendation** from the referees and their performance in the **interview**. Admission to the Centre's research programs could also be considered if:

- (a) In the exceptional case of an outstanding student seeking research admissions while not fulfilling the above requirements, the faculty member interested will submit the application to the President through the Unit Chair. The President, following recommendation of an evaluation committee consisting all Unit faculty members, will decide on the provisional admission to research programmes. If admitted, the student shall receive a reduced fellowship in conformity with the provisions as per the Centre norms. The student will receive the regular fellowship upon qualifying a national level examination such as CSIR (JRF)/GATE.
- (b) The students who have received the Diploma in Chemistry / Diploma in Biology with an outstanding performance in the POCE/POBE program will be eligible for admission to the M.S.-Ph.D program of the Centre subject to satisfactory performance in the interview. The students are exempted from writing the entrance test; which is applicable for candidates applying to the Integrated Ph.D Program. The Chairpersons of the respective Units should recommend to the Academic Office, the list of the POCE/POBE students who can directly appear for the interview.

#### 1.2 Registration procedure

To complete the admission process, the students admitted should furnish authenticated information (degree certificates, mark sheets, transfer certificate). In addition, duly signed forms of the code of ethics, terms & conditions and the scholarship application should be submitted and forwarded through the research supervisor and the chair of the Unit.

This is essential for the registration of the student and to start the process for the award of scholarship. All registrations are effective from the date of commencement of the term in which the student has joined, or the date of joining, as may be applicable.

\* M.S. (Engg.) and M.S. (Research) will be referred to as M.S. Degree

## **1.3 Research supervisor**

The research supervisor for the students registering in the Ph.D/M.S program is typically identified soon after the admission.

## **2.0 Ph.D**

### **Course work Guidelines**

#### ***Research Training Program (RTP)***

**2.1** Every Ph.D student undertakes a Research Training Program (RTP) consisting of courses at 200 level or above as suggested by the research supervisor. Courses of 200 level indicate basic level courses, which have undergraduate degree as a prerequisite and courses of 300 level are advanced courses, which may have a requisite of one or more of 200 level courses. A minimum of 12 credits is required for Ph.D students. The Research Training Program (RTP) will be of 1 year duration for Ph.D students.

**2.2** Students are permitted to credit the courses offered by reputed institutes like IISc, RRI, NIAS and NCBS as part of their course requirements.

**2.3** Transfer of credits is possible, upon assessment by a committee, for students.

**2.4** A registrant is required to obtain a minimum Cumulative Grade Point Average (CGPA) of 5.5 for a minimum of 12 credit requirement. The student may be permitted to register for courses beyond the minimum requirement, if recommended by the research supervisor during his/her entire studentship. However, the courses registered after the conduct of comprehensive examination will not be considered for computing CGPA but will be reflected in the grade sheet and transcript. If a student takes a remedial course to improve his/her D grade before the conduct of comprehensive examination, only the improved grade will be reflected and the CGPA will be calculated using the improved grade. But it should be noted that only grade D (except F) or CGPA below 5.5 will need to be improved upon. Cases which do not meet the minimum requirements will be examined by a Committee constituted by the Chair of the Unit and the recommendations of this Committee should be forwarded to the President through Academic Office. *Please refer to Appendix-1.1.1. for detail pertaining to 'F' grade.*

### **2.5 Grading system**

The student will be assigned a grade in a given course based on his or her combined performance in the final examination, mid term tests, assignments etc. Each grade as indicated below carries a number, called the grade point. The maximum grade point obtainable is 8.0.

**2.5.1** The grade point average or GPA is calculated as follows and rounded off to the first decimal place.

$$\text{GPA} = \frac{\sum (\text{Credit Rating of Courses}) \times (\text{Grade Point})}{\sum \text{Credit Rating of Course}}$$

where credit rating of a course is a number, usually representing the number of contact hours per week. Eg: Quantum mechanics (3.0 credit course): There are 3 hours of lectures/labs per week.

| Symbol | Description           | Grade Point | General, qualitative description of valuation criteria   |
|--------|-----------------------|-------------|--|
| S      | Excellent/Outstanding | 8           | This is an unusual grade, for a truly outstanding performance.   |
| A      | Very good             | 7           | The student has command over the course material, and can solve problems independently in this subject.  |
| B      | Good                  | 6           | A good performance in most areas. The candidate demonstrates a reasonable degree of command over the subject and independent thinking in most important areas. |
| C      | Satisfactory          | 5           | A satisfactory performance but with significant shortcomings. The candidate demonstrates a limited degree of judgement.  |
| D      | Unsatisfactory        | 4           | A performance that does not meet the minimum academic criteria. The candidate demonstrates an absence of sufficient judgement and independent thinking.        |
| *F     | Fail                  | 0           | Unfit to continue. Registration will be cancelled  |

The GPA for the courses taken in a term is the Term GPA (TGPA). The GPA for all courses taken up to any stage is the Cumulative GPA (CGPA) at that stage.

## 2.6 Dropping of courses

A student in consultation with his/her research supervisor/s may drop a course within 45 days after the semester begins and the information regarding the dropping of course/s should be immediately sent to the academic section.

\* Please also refer to the Appendix 1.1.1 for more details

## 2.7 Proficiency in English

All students of the Centre are expected to have proficiency in English. Arrangements will be made in the form of credit courses that will enable all those found deficient in English to acquire the necessary proficiency.

## 3.0 Evaluation of progress

Regular reviews and monitoring of student's progress will be carried out within the Unit. A yearly report should be submitted by the student through the research supervisor/s with the Unit Chairman's approval. Along with the annual report, a confidential report has to be filled in by the research supervisor and approved by the Chairman of the Unit. It is mandatory for the student and the research supervisor to send these details to the academic section every year by a stipulated deadline.

The annual progress report, which should be forwarded along with a confidential report by the Research Supervisor, should clearly indicate the progress, particularly the following:

- Thesis status
- Research training program status
- Progress made during the period of the report
- Problems/difficulties, if any, including anticipated delays

## 4.0 Other requirements for the Ph.D program

### 4.1 Comprehensive exam

**4.1.1** A registrant for the Ph.D degree should take the comprehensive examination after successful completion of the RTP and **within 2 years from the date of registration**. A further extension of 2 months would be granted provided the reason of delay is notified to the Dean Academic Affairs, recommended by the supervisor and the chair of the Unit. However the delay cannot exceed the additional 2 month period.

**4.1.2** The comprehensive examination is a basic requirement before a student can submit the thesis for the degree. Upon passing this exam, the student is considered a doctoral candidate.

*This will constitute the first review*

To conduct the comprehensive examination, a board consisting of the following will be appointed by the President of the Centre:

Chair of the Unit\*

Research supervisor/s

Internal examiner (within the Centre but outside the Unit)

It is also permitted to have both the examiners from outside the Centre depending on the requirement of the research supervisor.

**4.1.3** A syllabus for the comprehensive examination, based on the RTP, should be submitted by the student in consultation with the research supervisor.

**4.1.4** The students will not be permitted to take the comprehensive examination unless the tuition and other fees as prescribed are paid.

**4.1.5** If the student fails in the first attempt, he or she may be allowed to appear once again within two months from the date of the first examination. If the student does not pass in this comprehensive examination either, **the registration of the student for the degree stands cancelled.** In either case, a detailed report regarding the comprehensive examination should be sent to the academic section.

**4.1.6** The above board will evaluate the suitability of the student for doctoral candidacy and will also act as a committee to review progress of research work and make a recommendation for higher value of scholarship (where applicable).

**4.1.7** A higher value of scholarship will be paid after completion of two years from the date of registration provided the student has successfully completed the comprehensive examination. In case of a delay in the comprehensive examination on valid grounds, if this examination is held **within three months after two years**, the higher value of scholarship could be paid retrospectively from the date of completion of two years. In case of further delay, payment of higher value of scholarship/fellowship will be from the actual date of completion of comprehensive examination.

## **4.2 Colloquium, submission of synopsis and thesis**

**4.2.1** The student registered for the Ph.D degree should give a *colloquium* on the thesis work before submitting the synopsis. The synopsis of the thesis should be *of two –five pages*. It should be submitted the same day after giving the colloquium; any delay in submission of synopsis will lead to the annulment of the colloquium. This synopsis should accompany with a list of 12 referees (wherein 6 referees are from India and 6 are from abroad) forwarded by the Chair of the Unit and submitted to the Academic Office by the Research Supervisor confidentially.

Submission of the synopsis with the list of referees facilitates the finalization of the panel of thesis examiners in advance. Submission should be within a maximum period of eight weeks in advance of the date of actual submission of the thesis.

\*Where the Chairman is the research supervisor, he/she will identify another faculty member of the Unit.

**4.2.2** Five copies of the thesis should be submitted to the Centre along with the required fees and declaration form duly signed by the research supervisor/s and Chair of the Unit. If there is any delay beyond eight weeks (from the date of synopsis submission) for the submission of the thesis, the research supervisor through the Unit chair will communicate the reason for delay and request for extension for the date of thesis submission to the Academic Office immediately.

**4.2.3** The thesis submitted for the Ph.D degree should show a substantial contribution to the advancement of scientific and/or industrial knowledge, design or development. It will be evaluated primarily on the quality and quantity of its contribution to new knowledge interpreted in the widest sense. The thesis should show evidence of critical judgement and good mastery of the background literature of the subject of research, as well as the candidate's capacity to relate his or her specialized research to the broader framework of the general discipline within which it falls.

If there is requirement for the thesis to be resent to the external examiner/s after corrections, the student should resubmit the corrected version of the thesis to the Academic Office 3 months from the date of receipt of thesis evaluation reports by research supervisor.

**4.3** The maximum duration for fellowship for a Ph.D student is 5 years. *For further details please refer Appendix 1.3.*

#### **4.4 Thesis defence/viva voce**

Students are required to take an oral examination on the thesis, after satisfactory reports are received from the examiners. An undertaking to this effect should be submitted along with the thesis. Students who are permitted to leave the Centre after submission of the thesis, but before taking the oral examination, are required to come for the oral examination at the Centre, when arranged, at their own expense. Failure to attend the oral examination within one year of receipt of reports from external examiners will lead to cancellation of the registration.

#### **4.5 Award of degree**

The governing council on the recommendation of the academic advisory committee will award the Ph.D degree.

## **4.6 Break in studies**

**4.6.1** Students can be permitted to break their studies either for medical reasons, if certified by the Chief Medical Officer, or for accepting jobs, for a maximum period of one year. This is possible only with the specific prior permission of the President of the Centre upon recommendation of the supervisor.

**4.6.2 For accepting job:** This option is only available to students who are very close to submitting their thesis. The student should have completed their RTP, comprehensive examination, all theoretical and experimental parts of the work and should have commenced the preparation of the thesis. The request has to be accompanied by a clear statement of the status of the research work. The student should also submit a copy of the appointment order and a letter of assurance that he/she will rejoin the Centre at the end of the break period to complete the remaining requirements to qualify for the degree. The thesis should be submitted within 3 months of rejoining.

**4.6.3** Students who are permitted break in studies should pay tuition and other fees as are applicable to regular full-time students to maintain their studentship. No fellowship will be given during this period.



## **5.0 M.S**

### **Course work Research Guidelines**

#### ***Research Training Program (RTP)***

**5.1** Every M.S student undertakes a Research Training Program (RTP) consisting of courses at 200 level or above as suggested by the research supervisor. Courses of 200 level indicate basic level courses, which have undergraduate degree as a prerequisite and courses of 300 level are advanced courses, which may have a requisite of one or more of 200 level courses. A minimum of 12 credits is required for M.S students. Students are also permitted to register for more courses over and above 12 credits on the recommendation of the research supervisor/examination committee. The research training program for M.S is one year from the date of registration.

**5.2** Transfer of credits is possible, upon assessment by a committee, for students who have already completed equivalent courses in an equivalent program elsewhere.

**5.3** A registrant is required to obtain a minimum Cumulative Grade Point Average (CGPA) of 5.5 for a minimum of 12 credit requirement. The student may be permitted to register for courses beyond the minimum requirement, if recommended by the research supervisor during his/her entire studentship. However, the courses registered after the conduct of comprehensive examination will not be considered for computing CGPA but will be reflected in the grade sheet and transcript. If a student takes a remedial course to improve his/her D grade before the conduct of comprehensive examination, only the improved grade will be reflected and the CGPA will be calculated using the improved grade. But it should be noted that only grade D (except F) or CGPA below 5.5 will need to be improved upon and reflected in the grade sheet and transcript. Cases which do not meet the minimum requirements will be examined by a Committee constituted by the Chair of the Unit and the recommendations of this Committee should be forwarded to the President through Academic Office. ***Please refer to Appendix-1.1.1 for detail regarding ‘F’ grade..***

## **5.4 Grading system**

The student will be assigned a grade in a given course based on his or her combined performance in the final examination, mid - term tests, assignments etc. Each grade as indicated below carries a number, called the grade point. The maximum grade point obtainable is 8.0.

**5.4.1** The grade point average or GPA is calculated as follows and rounded off to the first decimal place.

$$\text{GPA} = \frac{\sum (\text{Credit Rating of Courses}) \times (\text{Grade Point})}{\sum \text{Credit Rating of Courses}}$$

where Credit Rating of a course is a number, usually representing the number of contact hours per week. Eg: Quantum mechanics (3.0 credit course): There are 3 hours of lectures/labs per week. The GPA for the courses taken in a term is the Term GPA (TGPA). The GPA for all courses taken up to any stage is the Cumulative GPA (CGPA) at that stage.

| Symbol | Description           | Grade Point | General, qualitative description of valuation criteria   |
|--------|-----------------------|-------------|--|
| S      | Excellent/Outstanding | 8           | This is an unusual grade, for a truly outstanding performance.   |
| A      | Very good             | 7           | The student has complete command over the course material, and can solve problems independently in this subject.   |
| B      | Good                  | 6           | A good performance in most areas. The candidate demonstrates a reasonable degree of command over the subject and independent thinking in most important areas. |
| C      | Satisfactory          | 5           | A satisfactory performance but with significant shortcomings. The candidate demonstrates a limited degree of judgement.  |
| D      | Unsatisfactory        | 4           | A performance that does not meet the minimum academic criteria. The candidate demonstrates an absence of sufficient judgement and independent thinking.        |
| *F     | Fail                  | 0           | Unfit to continue. Registration will be cancelled  |

\* Please also refer to the Appendix 1.1.1 for more details.

### **5.5 Dropping of courses**

A student in consultation with his/her research supervisor/s may drop a course within 45 days after the semester begins and the information regarding the dropping of course/s should be immediately sent to the academic section.

### **5.6 Proficiency in English**

All students of the Centre are expected to have proficiency in English. Arrangements will be made in the form of credit courses that will enable all those found deficient in English to acquire the necessary proficiency.

### **5.7 Evaluation of progress**

Regular reviews and monitoring of student's progress will be carried out within the Unit. A yearly report should be submitted by the student through the research supervisor/s with the Unit Chairman's approval. Along with the annual report, a confidential report has to be filled in by the research supervisor/s through the Chairman of the Unit. It is mandatory for the student and the research supervisor/s to send these details to the academic section every year within the stipulated deadline.

The annual progress report, which should be forwarded along with a confidential report by the Research Supervisor, should clearly indicate the progress, particularly the following:

- Thesis status
- Research training program status
- Progress made during the period of the report
- Problems./difficulties, if any, including anticipated delays.

## **6.0 Other requirements for the M.S program**

### **6.1 Comprehensive exam**

**6.1.1** A registrant for the M.S degree should take the comprehensive examination after successful completion of the RTP and before the completion of 18 months from the date of registration. A further extension of 2 months would be granted provided the reason of delay is notified to the Dean Academic Affairs, recommended by the supervisor and the chair of the Unit. However the delay cannot exceed 2 months from the stipulated period.

**6.1.2** The comprehensive examination is a basic requirement before a student can submit the thesis for the degree. *This will constitute the first review.*

The comprehensive examination will be conducted by a committee appointed by the President.

To conduct the comprehensive examination, a board consisting of:

Chairman of the Unit\*

Research supervisor/s

Internal examiner (within the Centre but outside the Unit)

External examiner (outside the Centre)

It is also permitted to have both the examiners from outside the Centre depending on the requirement of the research supervisor.

**6.1.3** The syllabus for the comprehensive examination, based on the RTP, should be submitted to the academic section by the student in consultation with the research supervisor/s.

**6.1.4** The students will not be permitted to take the comprehensive examination unless the tuition and other fees as prescribed are paid.

**6.1.5** If the student fails in the first attempt, he or she may be allowed to appear once again within two months from the date of the first examination. If the student does not pass in the comprehensive examination in the second attempt, the registration of the student for the degree stands cancelled. In either case, a detailed report regarding the comprehensive examination should be sent to the academic section.

## **6.2 Colloquium, submission of synopsis and thesis**

**6.2.1** After successful completion of the courses, comprehensive exam and research project, a synopsis of the thesis (not exceeding 4 pages) along with a list of 4 possible referees from India should be submitted to the academic office by the research supervisor through the Chair of the Unit immediately on completion of colloquium. Also the synopsis submission should be eight weeks in advance of the actual date of thesis submission. This would facilitate finalization of panel of examiners for evaluation of the thesis in advance. If there is any delay in the synopsis submission, the research supervisor or Unit Chairman will be requested to advise the academic section immediately.

\*Where the Chairman is the research supervisor, he/she will identify another faculty member of the Unit.

**6.2.2** Four copies of the thesis should be submitted to the Centre along with the required fees and declaration form duly signed by the research supervisor/s and Chairman of the Unit. The thesis must contain sufficient original material to deserve a research (M.S) degree.

**6.2.3** The thesis is sent to an external examiner (approved by the President of Centre). A brief thesis evaluation report is requested from the external examiner. The student is required to take the oral examination.

### **6.3 Thesis defence/viva voce**

**6.3.1** This will be the final exam for the M.S degree.

**6.3.2** On receiving satisfactory report from the external examiner, an oral examination of the student will be conducted.

**6.3.3** Students are required to come for the oral examination at the Centre, when arranged, at their own expense. Failure to attend the oral examination within one year of receipt of report from external examiner will lead to cancellation of the registration.

**6.3.4** All requirements for the M.S degree are expected to be completed within 2 years of joining. An additional period of 6 months could be granted by the President based on recommendations from research supervisors and Chairman of the Unit. *For further details please refer Appendix 1.3.*

### **6.5 Award of M.S. degree**

The governing council on the recommendation of the academic advisory committee will award the M.S degree.

### **7.0 Upgradation of registration from M.S to Ph.D**

**7.1** The maximum period for an M.S. student to take the comprehensive examination is 18 months. Before conducting the comprehensive examination, a candidate opting for upgradation should submit a request for upgradation to Ph.D through the research supervisor and Chairman of the Unit. If the performance of the student during the course work and the supervisor's evaluation (within the Unit) of the student are found to be satisfactory, the supervisor and the Chairman of the Unit make a recommendation for upgradation to Ph.D to The Dean, Academic Affairs.

**7.1.1** The comprehensive examination conducted for the M.S degree will then also serve as the qualifying exam for upgradation to Ph.D as well as the comprehensive examination for Ph.D. A

student who is deemed to be good enough for upgradation is given time up to 21 months after joining, i.e., till the end of May of the second year, to decide whether he/she wishes to upgrade the registration, or to graduate with an M.S. The assignment of the committee appointed by the President (similar to the M.S. Research Guidelines) would then include:

- Evaluation of the student for doctoral candidacy.
- Recommendation for enhancement of scholarship amount from 3<sup>rd</sup> year as per norms.

On completion of the comprehensive examination, the report should be sent to the academic section immediately without any delay.

**7.1.2** The date of registration for Ph.D would be from the date of joining the Centre. The RTP credits will be transferred to the Ph.D registration. The student who will be registered for Ph.D would then be eligible for giving his/her colloquium directly based on the supervisor's and Chairman's recommendations.

**7.1.3** The rest of the procedures (payment of fees, synopsis & thesis submission) will remain the same as regular Ph.D students.

**7.1.4** The student will receive Ph.D degree (only) as per the governing council decision on the recommendation of the academic advisory committee.

**7.1.5** A student whose M.S. degree registration has been cancelled cannot place a request to consider upgradation of the degree registration from M.S to Ph.D without completing the M.S. degree formalities. Any such request may be considered by appropriate authorities only on completion of the M.S. thesis submission formalities.

**7.1.6** An M.S. student desirous of continuing for Ph.D degree, is expected to complete the M.S. degree requirements and continue for Ph.D programme. The approval to continue for Ph.D programme is based on the recommendations by the comprehensive examination committee held during the M.S. tenure. The date of Ph.D degree registration would be from the date of successful completion of M.S. The Ph.D tenure will be as per the Ph.D norms.

## *Appendix*

### *For Ph.D / M.S / Int. Ph.D*

#### **1.1 Failure to meet the minimum RTP requirements.**

**1.1.1** The grade “F” indicates, “Fail”. If a student secures an “F” grade in any course registered for (before the conduct of the comprehensive examination) his/her *registration of the degree stands cancelled. If the student has secured an “F” after the conduct of comprehensive examination, the registration will not be cancelled. However, the grade will be reflected in the grade sheet and transcript but will not be used for computing CGPA.*

**1.2** If the student (Ph.D/M.S) fails to complete the requisite number of credits of RTP during the stipulated period of one year, the student is reviewed by the Unit based on Unit norms. and appropriate action is advised.

**1.3 The normal duration for Ph.D, M.S is 5, and 2 years respectively.** The fellowship will be given to students only during this period. If a student has completed this period of stay, and has not yet completed all degree requirements, the Unit Chairman and the research supervisor will evaluate the progress and the reasons for delay, and advise further action. Based on these recommendations and with the President’s approval, some financial assistance could be provided for an additional period. The additional period should not exceed 1½ years for Ph.D (with a review every 6 months) and 6 months for M.S. will be granted for completing the thesis submission formalities. At the end of additional period, the registration will be automatically cancelled. Revocation of cancellation of registration in case of a Ph.D. student will require approvals from appropriate authorities and will be considered if the thesis is submitted within 7 years from the date of registration. The revocation of cancellation of registration in case of a M.S.(Engg./Research) student will require approvals from appropriate authorities and will be considered if the thesis is submitted within 3 years from the date of registration. All requirements for a MS/Ph.D. degree up to and including thesis submission should normally be completed within 2/5 years as the case may be. This may be extended up to 2 ½ / 6 ½ years [from the date of the registration for M.S./Ph.D.], after obtaining necessary approvals. On completion of the extended time, if any of these requirements (apart from the thesis defence) remain unmet, the relevant clause pertaining to the cancellation of degree registration will automatically be applied.

Special reasons for delay beyond 6½ years and 2½ years such as medical / break-in studies will be considered upon recommendation by a committee appointed by the President and appropriate action advised.



**JAWAHARLAL NEHRU CENTRE FOR  
ADVANCED SCIENTIFIC RESEARCH**

*(A Deemed University)*

**JAKKUR P.O., BANGALORE 560 064**

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**Confidential Report**

(To be appended with the annual progress report)

**Ph.D /M.S (Please tick whichever is applicable)**

**To be filled by the student**

Name of the student:

Research Supervisor:

Unit:

Date of registration:

No of credits completed during RTP:

CGPA

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**To be filled by the supervisor**

Progress of research work: Satisfactory/unsatisfactory  
(Please include specific comments, if applicable.)

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***Please tick one***

(a) I certify that the progress is satisfactory and the thesis can be expected for submission before the completion of 5/2 years (whichever applicable) from the date of joining.

(b) In case of delay being expected, kindly provide justification in the space below. Under such circumstances the Departmental Chairman is requested to take the necessary action and advise the academic section accordingly.



## **DISCIPLINE, ATTENDANCE, PAYMENT OF FEES**

### **1.0 Discipline**

**1.1** Students of the Centre are expected to dress and conduct themselves in a proper manner.

**1.2** Any form of ragging on the campus is prohibited. Ragging is punishable and may result in expulsion/suspension/fine.

### **2.0 Attendance**

**2.1** Students are required to attend such lectures, laboratory and workshop relating to the subject of the course as prescribed and not to absent themselves from work without adequate reasons. Applications for leave of absence are to be made in writing through the adviser or research supervisor. Any type of absence is to be informed to the Dean, Academic Affairs immediately.

### **3.0 Leave**

**3.1** A student undertaking research or course work is eligible for:

**3.1.1 *Leave of absence on personal grounds:*** 30 working days in a year with scholarship.

**3.1.2 *Leave of absence on medical grounds:*** Upto 30 days in a year with scholarship for extended sickness, normally requiring hospitalization. Women scholars, who are registrants for research, can avail maternity leave as per UGC norms, once during the tenure of studentship. The Fellowship amount for leave period will be paid after the fellow resumes duty and submits a medical certificate in support of actual confinement.

**3.2** Medical leave for periods less than 7 days is not permitted.

**3.3** To obtain leave under 3.1.1 and 3.1.2 above, a medical certificate and subsequent fitness certificate is required.

**3.4** Combination of different types of leave is not normally permitted.

**3.5** No carry-over of leave is permitted. The unused leave under category 3.1.1 and 3.1.2 above will automatically lapse at the end of the year.

**3.6** For the purposes of grant of leave, the year is reckoned as follows:

***For Research students: From the date of joining.***

***For Course students: From the date of commencement of the session, irrespective of the date of joining.***

**3.7** Leave availed of, in excess of the permissible limit will be treated as leave without scholarship.

**3.8** Students on leave on medical grounds can get limited assistance, to meet the cost of expenditure incurred in case of hospitalization.

**3.8.1** The Centre has a limited student health care scheme for the purpose of reimbursement.

**3.8.2** Cases requiring other specialist services are referred to appropriate Centres / Hospitals. Diagnostic facilities like clinical laboratory, X-ray and other services like Ultrasound diagnostics, Eye, Dental and Psychiatric care are provided.

**3.8.3** Students are to undergo Medical Examination at the time of joining/immediately after joining. Students requiring medical help are to report at the administration who will Research Supervisor them.

**3.8.4** The students of the Centre are also covered by Accident Insurance under the Group Insurance Scheme.

#### **4.0 General**

**4.1** Attendance will be counted from the date of the candidate's joining the Centre when permitted to join late by the authorities.

**4.2** Students permitted to attend approved conferences may be considered to be on duty.

#### **TUITION AND OTHER FEES**

**1 .0** Each students shall pay tuition and other fees as indicated below during the period of studentship.

#### **FEES TO BE PAID BY THE NEW STUDENTS AT THE TIME OF JOINING**

| <b><u>Fees per annum</u></b>        |                    |
|-------------------------------------|--------------------|
| <b>Fee details</b>                  | <b>Rs.</b>         |
| Application Fee*                    | 500                |
| Tuition Fee                         |                    |
| Ph.D                                | 10000              |
| Ph.D (Integrated)                   |                    |
| (First two years)                   | 5000               |
| (After two years)                   | 10000              |
| M.S / M.S(Engg.)                    | 7000               |
| Medical*                            | 100 per month      |
| Janatha Personal Accident Insurance | 25 per month       |
| Identity Card*                      | 20                 |
| Statutory Deposit*                  | 10000 (refundable) |
| Library Deposit*                    | 500                |
| (refundable)                        |                    |
| Duplicate Identity card             | 200                |

#tentative

**YEARS**

| Ph.D         |             |             | Int. Ph.D   |             | M.S(Eng./Research) |             |
|--------------|-------------|-------------|-------------|-------------|--------------------|-------------|
|              |             |             |             |             |                    |             |
|              | I           | II          | I           | II          | I                  | II          |
| Tuition Fees | 5000        | 5000        | 2500        | 2500        | 3500               | 3500        |
| Medical*     | 100         |             | 100         |             | 100                |             |
| JPAI*        | 25          |             | 25          |             | 25                 |             |
| <b>Total</b> | <b>5000</b> | <b>5000</b> | <b>2500</b> | <b>2500</b> | <b>3500</b>        | <b>3500</b> |

\* charges are on a per month basis

*The Integrated Ph.D. students will be charged the tuition fee and other fees as applicable to the regular Ph.D. students when they become eligible for postgraduate scholarships. Payment of tuition fee will be limited to the term (installment) in which the thesis is submitted. Term: August to December and January to July.*

## DUE DATES FOR THE PAYMENT OF FEES

For students joining in August:

|               |         |    |
|---------------|---------|----|
| I Instalment  | August  | 31 |
| II Instalment | January | 31 |

Fees are payable on or before the dates prescribed above. However, if the due date is a holiday, it can be paid on the next working day without fine.

Note: Students are required to pay fees as prescribed by the Centre from time to time.

## CONCESSIONS TO SC AND ST CANDIDATES

Tuition Fee : Full waiver

**All other Fees:**

Like Identity Card, Medical Fee,

Room Rent, Service Charges : 50% waiver  
Establishment, Printing & Stationery and Amenities Charges

### **TRAVELLING ALLOWANCE FOR ALL CANDIDATES**

III class AC round trip train fare will be paid to all candidates attending the interview and one way train fare for joining the Ph.D. program at the Centre.

### **HOSTEL AND MESS FEES**

All the Research students are required to stay in the hostel on campus. The room rent and service charges are to be paid by the students as per details below. The hostel and Mess are under the overall charge of the warden. Residents of the hostel are required to abide by the hostel/Mess rules in force.

At the time of joining:

Refundable Mess deposit : Rs. 2,000.00

Boarding Fees : as per hostel norms

The mess and the boarding charges will be deducted from the monthly fellowship by the accounts department and the mess charges are billed based on the total dividing system.

### **PENALTIES**

If the student is not able to pay the fees before the due date, a grace period of 15 days will be allowed provided requests to this effect are received by the Dean, Academic Affairs, duly recommended by the Chair of the Unit on or before the due date announced.

If a student fails to pay tuition and other fees by the due date, any of the following penalties may be levied:

- Overdue charges of Rs.20/- per week or part thereof,
- Stoppage of scholarship or loss of attendance for the period of non-payment or delay in payment;
- Withdrawal of permission to take the examinations or continue research; and
- Withdrawal of permission to continue as a student at the Centre.

Students who do not pay the tuition and other fees on or before the due date announced will be reminded of this in writing by the Accounts Section and intimated that failure to clear the fees due together with fine may entail removal of name from the studentship. If

even after this, any student fails to clear the fees and the fine, his or her name may be deleted from the rolls of the Centre.

### **UNDERTAKING**

Every student admitted to undergo course or research program is required to sign an undertaking that he/she shall abide by the code of research ethics and conduct as mentioned below to the best of his/her abilities.

**Relationship with the Guide/Research Supervisor:** Realization of an ethical and professional responsibility between the two is necessary. Mutual trust is very essential and one should work within the obligations of that inherent responsibility.

**Honesty:** Strive for honesty in all scientific communications. Honestly report data, results, methods and procedures, and publication status. Do not fabricate, falsify, or misrepresent data. Do not deceive colleagues, funding agencies, or the public. Accountability is utmost essential.

**Objectivity:** Strive to avoid bias in experimental design, data analysis, data interpretation, peer review, personnel decisions, expert testimony, and other aspects of research where objectivity is expected or required. Avoid or minimize bias or self-deception. Disclose personal or financial interests that may affect research.

**Respect for Intellectual Property:** Honor patents, copyrights, and other forms of intellectual property. Do not use unpublished data, methods, or results without permission. Give credit where credit is due. Give proper acknowledgement or credit for all contributions to research. Never plagiarize.

**Confidentiality:** Protect confidential communications, such as papers or grants submitted for publication, personnel records, trade or military secrets, and patient records.

**Respect for colleagues:** Respect your colleagues and treat them fairly.

**Non-Discrimination:** Avoid discrimination against colleagues or students on the basis of sex, race, ethnicity, or other factors that are not related to their scientific competence and integrity.

**Legality:** Increase your awareness about institutional and governmental policies; obey the student rules and regulations of the Centre.

I -----hereby state that I have read the above Code of Research Ethics and Conduct for the students and I abide by them.

If for any legitimate reasons, I am forced to discontinue my studies, I would do so only on prior intimation/notice of not less than one month to and with the prior permission from the research supervisor and Chair of the Unit. In the event of my discontinuing the studies, I will ensure that the field of activity I was pursuing is not dislocated and the relevant data is deposited to the research supervisor so that continuity is maintained.

If I commit a breach of the above code of research ethics and conduct, I understand that I will not be eligible for:

- re-admission as a student of the Centre for a period of 3 years, and
- issue of grade sheet/transcript for the course studied or work carried out by me as a part of the program for which I was admitted at the Centre.

Name of the Student:

Forwarded Through

Signature of the Student:  
Date:

Name of the Guide:  
Signature:

Signature of the Unit Chair:

## **PARENTS DECLARATION**

The parents declaration form has to be signed by a parent/guardian and submitted to the Academic Office at the time of joining. Student is not authorized to sign on this declaration form.

**NOTE :** For processing award of scholarship, it is essential for the 'Code of Ethics' form to accompany the scholarship recommendation duly endorsed by the Chair of the Unit. In the case of research students, they have to send, in addition, the registration application form. The scholarship and undertaking forms and also registration application forms are be obtained from the Academic section.

### **8.3 Payment of scholarship**

**8.3.1** Payment of scholarship will be made in arrears every month on submission of bills duly certified about attendance and satisfactory progress of work, etc. Scholarship for any month will not be paid till all dues in respect of the preceding months are cleared by the student. In the event of any student being in receipt of any emolument during practical training or project work, no scholarship shall be payable for such period.

**8.3.2** It is important that the students submit their scholarship bills to the Accounts Section through the Chair of the Unit by the 20<sup>th</sup> of each month; it is only then the Accounts Section will be in a position to credit the scholarship amount to the accounts in the respective banks.

**8.3.3** Students are required to indicate the account number and the name of the bank on the scholarship bill for arranging payment.

### SCHOLARSHIPS/FINANCIAL ASSISTANCE

The Centre will pay scholarships/financial assistance to the students as indicated below (in Rupees):

| <b>During</b>          | <b>Science</b> | <b>Ph.D<br/>Engineering</b> | <b>Int.<br/>Ph.D<sup>#</sup></b> | <b>M.S.(Engg./by<br/>research)</b>        |
|------------------------|----------------|-----------------------------|----------------------------------|---|
| First two years        | 31000          | 31000                       | 19000                            | 31000                                     |
| *Third and Fourth year | 35000          | 35000                       | 31000                            | 13000 (Only for six months after 2 years) |
| *Fifth year            | 31000          | 31000                       | 35000                            | -   |
| Sixth year             | 15000          | 15000                       | 35000                            | -   |
| Seventh year           | -              | -                           | 35000                            | -   |
| Eighth year            | -              | -                           | 15000                            | -   |

\*On satisfactory completion of comprehensive examination/satisfactory progress of research work

# Fellowship norms as per the Int. Ph.D Guidelines

Payment of scholarship will be for the normal duration of 5 years, 2 years and 7 years for Ph.D, M.S. and Int. Ph.D programs respectively. Students who are required to continue for a period beyond the normal duration mentioned above, are required to submit a request for extension and financial assistance through research supervisor and chair of the Unit to the Dean Academic Affairs. The students' who submit their thesis within the normal duration and desire to continue at the Centre till the date of defence could do so without any formal request and the fellowship could be continued until the completion of the normal duration of 5/2/7 years. Students who submit their thesis after 5/2/7 years and desire to stay in the Centre, will require to submit a formal request with recommendation from the research supervisor/s and the Chairman of the Unit after submitting the thesis.

However, it may be noted that the financial assistance will be provided only until the completion of 6 years (Ph.D) /8 years (Int. Ph.D) or the date of defense, whichever earlier.

#### **8.4 Travelling Allowance and Travel Grant**

Students registered for degree programmes at JNCASR can seek financial assistance for travel **after completion of research Training Programme(RTP) or course work.**

The Centre currently has **provision for payment of AC III tier train fare/luxury bus fare whichever is lower to students who attend workshops, conferences, collaborative research work within the country.** Ph.D Students are entitled for a travel grant of Rupees **One Lakh which includes airfares(as permissible), registration cost, boarding and food;** to attend any **national or international conferences once during their studentship** tenure. **M.S.(Engg.) or M.S.(Research)** student is entitled for a travel grant of **Rs 30000 and registration fee of upto Rs 10000** to attend national or international conference once during their studentship.

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