



जवाहरलाल नेहरू उन्नत वैज्ञानिक अनुसंधान केंद्र

जक्कूर, बेंगलुरु - 560064 कर्नाटक, भारत

विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार के अधीन एक स्वायत्त संस्थान
सम विश्वविद्यालय संस्था

Jawaharlal Nehru Centre For Advanced Scientific Research

Jakkur, Bengaluru - 560064 Karnataka, INDIA

An autonomous institution under Department of Science and Technology, Govt. of India.
An Institution Deemed-to-be-University



Doctoral student guidelines

This pdf booklet is meant for doctoral students, contains the Academic calendar, Guidelines, as well as Forms and Templates for ready reference. For processing, it is advised that Forms downloaded from *intra web*, are used for filling and processing.



Abbreviations

AA	Academic Affairs
ABC	Academic Bank of Credits
AC	Academic Council
AMRL	Advanced Materials Research Laboratory
CE	Comprehensive Examination
CeNS	Centre for Nano and Soft Matter Sciences, Bengaluru
CGPA	Cumulative Grade Point Average
CMS	Contributory Medical scheme
CoM	Council of Management
CSIR	Council of Scientific & Industrial Research
DBT	Department of Biotechnology
GATE	Graduate Aptitude Test in Engineering
GPA	Grade Point Average
GSAC	Graduate Student Advisory Committee
IISc	Indian Institute of Science, Bengaluru
INSPIRE	Innovation in Science Pursuit for Inspired Research
IPR	Intellectual Property Rights
JAM	Joint Admission Test for Masters
JEST	Joint Entrance Screening Test
JRF	Junior Research Fellow
MOOCs	Massive Open Online Courses
NCBS	National Centre for Biological Sciences, Bengaluru
NIAS	National Institute for Advancement of Science, Bengaluru
PAIRs	Placement, Alumni, and International Relations
P-RA	Provisional Research Associate
RA	Research Associate
R&D	Research and Development
RRI	Raman Research Institute, Bengaluru
RTP	Research Training Programme
SRF	Senior Research Fellow
SSL	Sheikh Saqar Lab
SWAYAM	Study Webs of Active-Learning for Young Aspiring Minds
TA	Teaching Assistantship
TGPA	Term Grade Point Average
UGC	University Grants Commission

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Academic calendar – Ph. D.

Event	Timeline		Additional Information
Admission	Regular	Mid-year	Both tracks follow the same formalities – Annexure-I
Academic year	First working day of		Annexure-IA: Prior to arrival at the Campus
	August	January	
Enrolling	on the date of reporting		Annexure-IB: During enrolling in a combined session
Orientation	around mid-August		
Semester-1			Annexure-II
Starts	First working day of		Announcement of Courses
	August	January	
RTP course registration	within 2 weeks		Form Course-registration
GSAC formation	during the semester		GSAC-Form 1
Dropping a course	within 6 weeks of course commencement		Form Course-drop
	Note: Applicable to all courses during RTP		
Final Course exam	2 nd week of December	4 th week of May	Announcement of Grades
Exam results	3 rd week of December	2 nd week of June	
Ends	Last working day of		
	December	May	
Semester-2			
Starts	First working day of		Announcement of Courses
	January	August	
RTP course registration	within 2 weeks		Form Course-registration
Final Course exams	4 th week of May	2 nd week of December	Announcement of Grades
Exam results	2 nd week of June	3 rd week of December	
Ends	Last working day of		
	May	December	
GSAC inputs by email circulation	during Semester-2/ by last working day of		GSAC-Form 2 & Template-Progress Report
	July	December	
Semester-3			
Starts	First working day of		Courses (if any) & initiating thesis work
	August	January	
Ends	Last working day of		
	December	May	
Semester-4			
Starts	First working day of		Courses (if any) & thesis work
	January	August	
Scheduling CE & GSAC meeting	before the completion of the Semester		GSAC-Form 3a & Template-Progress Report
Ends	Last working day of		
	May	December	
Comprehensive viva cum GSAC meeting	during Semester-4/ by last working day of		GSAC-Form 3b
	July	December	
Semester-5			
Starts	First working day of		Thesis work
	August	January	
Ends	Last working day of		
	December	May	
Semester-6			
Starts	First working day of		Thesis work
	January	August	

Ends	Last working day of		
	May	December	
GSAC inputs by email circulation	during Semester-6/ by last working day of		GSAC-Form 4 & Template-Progress Report
	July	December	
Semester-7			
Starts	First working day of		Thesis work
	August	January	
Ends	Last working day of		
	December	May	
Semester-8			
Starts	First working day of		Thesis work
	January	August	
Ends	Last working day of		
	May	December	
GSAC inputs by email circulation	during Semester-8/ by last working day of		GSAC-Form 5 & Template-Progress Report
	July	December	
Semester-9			
Starts	First working day of		Thesis draft to be ready
	August	January	
Ends	Last working day of		
	December	May	
Semester-10			
Starts	First working day of		Finalize thesis draft
	January	August	
Scheduling Thesis Colloquium	anytime during Semester 6-10 depending on the completion of thesis work		GSAC-Form 6a
Ends	Last working day of		
	May	December	
Thesis Colloquium - GSAC report	preferably before last working day of		GSAC-Form 6b
	July	December	
Synopsis submission	within 2 weeks from the date of colloquium		Template-Synopsis
Thesis submission	within 10 weeks from the date of colloquium		Annexure III
Ph.D. viva voce	within one year from the receipt of thesis evaluation reports		Annexure IV
Provisional degree certificate	issued within two working days		Form Provisional-degree certificate
Degree Certificate	around June or around October		Send email request to the Academic Office
Degree award ceremony	around mid-November		Certificates already disbursed will only be read out.
Semester-11			
GSAC in-person meeting	Delay in thesis submission		GSAC-Form 7, Form Overstay
Semester-12			
GSAC in-person meeting	during the semester		GSAC-Form 8, Form Overstay
Semester-13			
GSAC in-person meeting	during the semester		GSAC-Form 9, Form Overstay
Beyond semester-13, Ph.D. registration gets cancelled suo moto.			
Revoking cancellation of registration	once the thesis draft is fully ready		GSAC-Form 10

Academic calendar – Int. Ph.D.

Event	Timeline	Additional Information
Admission	<i>Regular</i>	Annexure-I
Academic year	First working day of August	Annexure-IA: Prior to arrival at the Campus Annexure-IB: During enrolling in a combined session and a separate session by the Unit
Enrolling	on the date of reporting	
Orientation	around mid-August	
Semester-1		Annexure-II
Starts	First working day of August	Announcement of Courses
RTP course registration	within 2 weeks	Form Course-registration
Dropping a course	within 6 weeks of course commencement	Form Course-drop
	<i>Note: Applicable to all courses</i>	
Final Course exam	2 nd week of December	
Exam results	3 rd week of December	Announcement of Grades
Ends	Last working day of December	
Semester-2		
Starts	First working day of January	Announcement of Courses
RTP course registration	within 2 weeks	Form Course-registration
Dropping a course	within 6 weeks of course commencement	Form Course-drop
Final Course exams		
Exam results	2 nd week of June	Announcement of Grades
Ends	Last working day of May	
Semester-3		
Starts	First working day of August	Announcement of Courses
RTP course registration	within 2 weeks	Form Course-registration
Dropping a course	within 6 weeks of course commencement	Form Course-drop
Final Course exams	2 nd week of December	
Exam results	3 rd week of December	Announcement of Grades
Ends	Last working day of December	
Semester-4		
Starts	First working day of January	Announcement of Courses
RTP course registration	within 2 weeks	Form Course-registration
Dropping a course	within 6 weeks of course commencement	Form Course-drop
Final Course exams	2 nd week of May	
Exam results	3 rd week of May	Announcement of Grades
Ends	Last working day of May	
Semester-5		
Starts	First working day of August	Form JRF Qualifying Exam M.S. Research Report work
Requesting for continuing into Ph.D.	During semester	
GSAC Formation		GSAC Form 1
Ends	Last working day of December	
GSAC inputs by email circulation	during Semester-5/ by last working day of December	GSAC-Form 2 & Template-Progress Report
Semester-6		
Starts	First working day of January	Requesting to Unit to forward the M.S. Research Report to Academic Office.
M.S. Research Report submission	By 30 th April	
Ends	Last working day of May	

GSAC inputs by email circulation	during Semester-6/ by last working day of July	GSAC-Form 3a & 3b
Semester-7		
Starts	First working day of August	RPE course to be taken and initiating thesis work
RPE course registration	within 2 weeks	Form Course-registration
Final Course exams	4 th week of December	
Exam results	2 nd week of December	Announcement of Grades
Ends	Last working day of December	
Semester-8		
Starts	First working day of January	Thesis work
Ends	Last working day of May	
GSAC inputs by email circulation	during Semester-8/ by last working day of July	GSAC Form 4 & Template Progress Report
Semester-9		
Starts	First working day of August	Thesis work
Ends	Last working day of December	
Semester-10		
Starts	First working day of January	Thesis work
Ends	Last working day of May	
GSAC inputs by email circulation	during Semester-10/ by last working day of July	GSAC Form 5 & Template Progress Report
Semester-11		
Starts	First working day of August	Thesis work
Ends	Last working day of December	
Semester-12		
Starts	First working day of January	Thesis work
Ends	Last working day of May	
GSAC inputs by email circulation	during Semester-12/ by last working day of July	GSAC Form 5 & Template Progress Report
Semester-13		
Starts	First working day of August	Thesis draft to be ready
Ends	Last working day of December	
Semester-14		
Starts	First working day of January	Finalize thesis draft
Scheduling Thesis Colloquium	anytime during Semester 12 to14 depending on the completion of thesis work	GSAC-Form 6a
Ends	Last working day of May	
Thesis Colloquium - GSAC report	preferably before last working day of July	GSAC-Form 6b
Synopsis submission	within 2 weeks from the date of colloquium	Template-Synopsis
Thesis submission	within 10 weeks from the date of colloquium	Annexure III
Ph.D. viva voce	within one year from the receipt of thesis evaluation reports	Annexure IV
Provisional degree certificate	issued within two working days	Form Provisional-degree certificate
Degree Certificate	around June or around October	Send email request to the Academic Office
Degree award ceremony	around mid-November	Certificates already disbursed will only be read out.

Semester-15		
GSAC in-person meeting	delay in thesis submission	GSAC- Form 7, Form Overstay
Semester-16		
GSAC in-person meeting	during the Semester	GSAC-Form 8, Form Overstay
Semester-17		
GSAC in-person meeting	delay in thesis submission	GSAC-Form 9, Form Overstay
Beyond semester- 17, Ph.D. registration gets cancelled suo moto.		
Revoking cancellation of registration	once the thesis draft is fully ready	GSAC-Form 10

a. General Information

JNCASR has a vibrant student community with diverse backgrounds from all over India. The students enrol in various academic programmes offered by the Centre; the majority pursue Ph. D., and the rest, integrated Ph. D., M. S. (Engg.)/M. S.(Research), and Postgraduate Diploma in Materials Science (PGDMS). In addition to the regular student community, JNCASR has national and international students visiting under various exchange programmes.

Most of the new admissions to various degree programmes take place during the August (regular) session, each year. Some programmes also have mid-year (January session) intake of students. The admission process to the different degree programmes is fairly competitive, and students have to meet various academic criteria specified under each programme to be eligible to be considered for interviews. For example, students to Ph.D. programme are selected based on their academic records, performance in GATE/ CSIR-UGC(JRF) /JEST / INSPIRE/ equivalent national level entrance tests, and the interview, and also the recommendation from the referees.

Since 2002, the Centre has been recognized as a “Deemed to be University” by the University Grants Commission, and students’ degrees are awarded directly by JNCASR. Students who are alumni of the Centre have gone on to pursue successful careers worldwide.

Following is a glossary of relevant information arranged alphabetically for easy reference. The sub-headings are reproduced below under Academic and Facilities. This should serve as a ready reckoner not only to freshers but also to those students who are well into the various academic programmes, through their entire journey of studentship.

Academic

Academic Bank of Credits | Academic Integrity | Admission | Attendance | Award of degree | Break-in studies | Caution deposits | Clinic | Code of ethics and conduct | Comprehensive Exam | CMS | Courses | Discipline | Dual degree programme | Duration of the programme | Fees | Fellowships | Fellowship continuation | Fellowship duration | Fellowship enhancement | Financial assistance | Grading of courses | Degrees | Exit option | GSAC | Leave | HRA | Intellectual Property | Laboratory notebook | Medium of instruction | No-dues | Orientation | Outreach activities | Overstay on campus | PAIRs | Pandemic norms | Pre-Ph.D. course completion certificate | Relieving order | R&D assistantship | RA | RTP | Resignation | Safety & health | Synopsis submission | Teaching Assistantship | Thesis colloquium | Thesis defense or Viva voce | Thesis submission | Travel assistance

Facilities etc.

CompLab | Campus | Dining Hall | Guest accommodation | Gymnasium | Hall | Hostel | Library | Printing facility | Sexual harassment complaint committee | Student entrepreneurship | TASKER | Website of JNCASR | Units

Academic Bank of Credits

Academic Bank of Credits (ABC) is a virtual/digital storehouse that contains information on the credits earned by individual students throughout their learning journey. It will enable students to open their accounts and give multiple options for entering and leaving colleges or universities. There will be “multiple exits” & “multiple entries” points during the higher education tenure & credits will be transferred through the ABC seamlessly. Credits awarded to a student for any degree program from one institution may be transferred/redeemed to another institution upon student’s consent. The National Education Policy (NEP 2020) has given importance to ABC based building of student career.

Academic Integrity

Academic integrity includes a set of values such as honesty, trust, fairness, respect, and responsibility that students should practice in all their endeavours. The information gathered, print, online, paid, or open access results from intellectual creation. The student is responsible for ensuring academic integrity by using information appropriately as per copyright and privacy laws, acknowledging where the data comes from, not presenting others’ work as one’s own, conducting research ethically, and reporting one’s research truthfully, etc. For more details, see Additional information.

Admission

Before arriving on campus, the student should send a set of forms, duly filled and signed, to the Academic Office, including payment of (online transfer) the requisite fees. During admission, the student is expected to submit a second set of documents, duly filled and signed, to the Academic Office. These include forms related to degree registration and caution deposit related, undertaking about anti-ragging, safety and fieldwork, code of conduct, fitness certificate, joining CMS, identity and library cards, fellowship bill, and request for advance, as applicable. During this period, the student may get acquainted with campus facilities. (See Annexure I)

Attendance

The attendance will be counted from the date of joining the Centre. The student should attend all lectures, laboratory, and workshop sessions related to the courses that are being credited/audited. If unavoidable, leave may be requested from the course instructor, and the student should submit a letter to that effect to the Academic Office forwarded by the Thesis supervisor and course instructor (Form Leave). Not more than 30 days of leave per year is allowed. In an unforeseen situation, such as a medical emergency, leave should be processed post facto while enclosing supporting documents including a certificate from the Chief Medical Officer, JNCASR. A minimum of 75% attendance is mandatory for RTP courses. A student not meeting the minimum attendance criterion must score at least grade C to pass a course.

Award of degree

The Academic Office submits the thesis defense reports and list of corrections incorporated in the thesis (if any) to the Academic Council. The Academic Council, based on the reports, recommends the award of the degree. The Ph.D. degree certificate will be awarded once the Council of Management (CoM), JNCASR, approves the

recommendation. Typically, the process takes 3 – 4 months. If there is any urgency, a provisional certificate will be issued based on the request from the student (Form Provisional-Certificate).

Break-in studies

A break in studies for a maximum period of one year is allowed for a medical condition requiring long-term treatment if certified by the Chief Medical Officer, JNCASR. Such a break may also be exercised for exploring a job opportunity if the student is close to the thesis submission timeline. Prior permission from the Competent Authority is a must. A letter (Form Break-in) seeking permission, clearly stating the reason for taking a break, the status of the research work, and an undertaking to complete the remaining degree requirements should be submitted by the student to the Academic Office along with the copy of the offer letter. The request letter should be forwarded by the thesis supervisor and the Unit Chair. The student should submit the thesis within three months of re-joining.

Campus

JNCASR is spread across four campuses – its main campus, located at Jakkur, is known as Jakkur Campus. The main campus includes administrative blocks, research and outreach units, auditoria, classrooms, a clinic, day-care, and residences for faculty, staff, and students. Sahyadri, Chamundi and Arkavathi are the extended campuses. Sahyadri has a residential block for post-doctoral fellows and visiting students. Chamundi and Arkavathi campuses house various R&D and incubation centres. The extended campuses can be reached using the Centre-run bus shuttle services.

Caution deposits

Before joining, on acceptance of the offer letter, the student must pay mandatory Statutory and Library deposits (See Additional information). After joining, the student is required to pay Mess Deposit at the Hostel Office (See Additional information). The Statutory and Library deposits are refunded upon completion or discontinuation of the degree programme, provided the duly filled and signed no-dues form (Form No-dues) is submitted to the Academic Office. The Mess deposit will be refunded separately by the Hostel office.

Clinic

The clinic 'Dhanvantari' provides primary health care to the JNCASR community, which includes staff & their family members, students, and retired members. It is located near the residential area and has experienced medical practitioners visiting at fixed times most days during the week. A clinical psychologist and a qualified physiotherapist also visit the clinic on designated days. Students can book appointments with medical practitioners through the online portal <http://lib.jncasr.ac.in/appointment/doctors-appointment/>. The clinic has basic facilities such as a clinical laboratory, X-ray, ultrasound diagnostics, eye, dental and psychiatric care. It provides outpatient and limited in-patient care and for special requirements, patients are referred to recognized/empanelled hospitals. The students are also covered by accident insurance under the Group Insurance Scheme of JNCASR.

Code of ethics and conduct

The students must sign an undertaking to abide by the code of research ethics and conduct detailed in the Form Conduct & Ethics.

CompLab

The computer lab team (CompLab) maintains the internet network, security, and email system on the campus. They ensure high-speed connectivity of the internet across the campuses. Other services offered by CompLab include – the management of the email system, network security and firewall, and managing the software licenses and their distribution, cloud storage, etc. The Complab expects the students to use the facilities responsibly and not fall prey to cybercrimes (see Additional information). Maintenance services can be availed by registering requests through its online ticketing portal. The Complab also manages the poster printing facility on a payment basis.

Comprehensive Exam

The student takes a comprehensive exam (CE) typically during the IV semester. The completion of RTP courses with a grade D or higher and CGPA 7.0 or higher is a must for taking the CE. The student should also have paid prescribed tuition and other stipulated fees prior to the exam. The CE syllabus is based on at least three courses credited and the exploratory/preparatory research work carried out by the student. The syllabus may also contain research-specific topics and need not conform to any particular course. The student is considered a doctoral candidate only after passing the CE (GSAC Form 3a). The formality is considered complete once a detailed report on CE (GSAC Form 3b) is received at the Academic Office. If the student fails in the first attempt, she/he may be allowed to appear for CE once again within two months from the date of the first examination. If the student does not pass for the second time either, the PhD registration stands cancelled and the student will have to exit with only the grade sheet. A delay in taking CE is permitted only on valid grounds.

For Int. Ph.D. stream, CE includes M.S. research report examination as well.

Contributory Medical Scheme (CMS)

The Centre has a limited student health care scheme, the Contributory Medical Scheme (CMS), to cover medical expenses, and the students need to pay a nominal fee towards CMS (Form CMS).

Courses

The research training programme (RTP) courses follow the L-T-P (Lectures-Tutorials-Practical) structure. A one-hour lecture / a three-hour practical session / a one-hour tutorial per week is considered as 1 credit. Thus, in a semester of 15 weeks duration, a 4 credit course with (2:1:1) structure implies 30 one-hour lectures, 15 three-hour practical sessions and 15 one-hour tutorial. The basic courses (200-level) have a prerequisite of an undergraduate degree, and advanced courses (300-level) require completion of one or more 200-level courses.

Ideally, a student should have full attendance in each course, including class lectures, practical sessions and tutorials. A minimum of 75% attendance is mandatory for RTP courses. Best efforts are to be made in attending all classes/sessions in person to benefit

from the increased contact hours with the instructor. Leave of absence from a course or online attendance is allowed only under special circumstances, such as medical reason.

At the beginning of the semester, students have to submit duly filled course registration forms (Form Course-registration), to the Academic Office. A course may be audited with the prior permission of the Course instructor(s) (Form Audit).

A course may be dropped in consultation with the thesis supervisor/s within 6 weeks from the commencement of the course and the information regarding the same should be sent to Academic Office (Form Drop).

Dining Hall

The Dining Hall serves healthy and hygienic food for breakfast and lunch to the JNCASR community and visitors/guests. The menu is put together every week in consultation with the Dining Hall Committee and has a variety of dishes that include traditional local food. Apart from the usual dining services, a refreshment kiosk serves coffee/tea and pre-packed snacks during office hours on working days and till afternoon hours on Saturdays and most holidays. The dining area on the first floor serves food during special events such as statutory meetings, conferences, seminars, etc. Students can access the dining hall using the student RFID card.

Discipline

Students are expected to dress and conduct themselves decently and modestly and avoid being distracting and unkempt. Any form of ragging on campus is prohibited. Ragging is a punishable offence and may result in expulsion/suspension/fine. (Form Anti-ragging student, Form Anti-ragging Parent and Form Conduct & Ethics).

Dual degree programme

Aspiring students registered for Ph.D. programme may opt for M.S.(Engg./Research) during the first two years, later leading to Ph.D. and thus, secure both degrees, provided the requisite formalities are completed (see Additional information).

Duration of the programme

The PhD programme is of five years duration. This is also applicable to the dual degree stream. The students are encouraged to finish the programme early, with the minimum duration being three years. The maximum duration is six and a half years, beyond which the PhD registration gets cancelled. The duration is calculated from the date of admission to the thesis submission date. For Int. Ph.D., the minimum and maximum durations are five and eight and a half years respectively.

Exit options

The tenure for a Ph.D. degree registrant is five years (10 semesters). Students who find it difficult or not interested in continuing will be allowed to exercise an exit option during the viva examination. Upon satisfactory completion of the formalities, the student will be issued a Pre-Ph.D. course completion certificate with which the student may pursue SRF elsewhere.

In case of the dual degree stream, an additional option exists, i.e., exit with a M.S. degree, provided the necessary formalities are completed. Int. Ph.D. students are also given the exit option with a M.S. degree during the M.S. thesis viva (see Additional information).

Fees

Every student shall pay tuition fees and other admissible fees as per the Centre's norms. Fee details can be found in Additional information.

Fellowships

Securing a prestigious national fellowship is a recognition. Awardees from CSIR, UGC, ICMR, DBT, or INSPIRE, may claim fellowships from the respective agencies. Those students selected based on their GATE, JEST, JAM, or similar national level examinations will be provided a fellowship from the Centre on producing a valid scorecard. The award of fellowship or the scorecard issued by the authority should be valid as on the date of admission to the relevant degree programme (Form Advance-Fellowship).

Fellowship continuation

An extension of fellowship may be requested (Relevant GSAC forms in Annexure IIA) by submitting the annual progress report (Template Progress Report), along with the relevant GSAC report. Failure/delayed submissions will result in withholding of the fellowship.

Fellowship duration

The fellowship is paid only for the duration of five years for the Ph.D. programme. The Ph.D. degree registrant will receive JRF for a period of 2 years and SRF for a period of 3 years. The fellowship norms are as per the terms and conditions of the funding agency.

Fellowship enhancement

The student is eligible for the enhanced fellowship (SRF) only after qualifying for the CE and completing the required GSAC formalities before the beginning of the Vth semester. In other words, a JRF will be upgraded to SRF from the start of the Vth semester. Delay in taking CE should be avoided by all means. If the CE is conducted within the first three months of the Vth semester, the SRF will be paid retrospectively. In case of any further delay, even with prior approval, the enhanced fellowship will be effective only from the actual date of completion of CE. If the student is funded by funding agencies (CSIR/UGC/ ICMR/ DBT/ INSPIRE, the norms for fellowship extension should be followed on annual basis.

Financial Assistance

If, under valid reasons, the thesis submission is delayed beyond the 10th semester some financial assistance is provided for a maximum of 12 months, subject to completing the required GSAC formalities at an interval of every six months.

Grading of courses

The grading of courses is done by considering the overall performance of the student in the final exams, mid-term tests, and assignments. The Grade Point Average (GPA) of a course, rounded off to the first decimal place, is calculated as follows:

$$GPA = \frac{\sum(\text{No of credits} \times \text{Grade Point})}{\sum \text{Total credits}}$$

The description of grades and grade points are :

Grade	Grade Point	Description
O	10	Outstanding
A	9	Excellent
B	8	Very Good
C	7	Good
D	6	Satisfactory
E	5	Unsatisfactory (Retest grade)
F	4	Fail

Example:

No of credits	Grade	Grade point
4	A	9
3	O	10

$$GPA = \frac{(4 \times 9) + (3 \times 10)}{4 + 3} = \frac{66}{7} = 9.4$$

A student not meeting the minimum attendance criterion of 75% is required to score at least grade C to pass a course. If not, she/he will be marked F.

Graduate Student Advisory Committee (GSAC) meetings

A GSAC is an advisory body, constituted for every student registered for the Ph.D. programme, mandated by UGC. Beginning with the RTP courses to be credited by the student, GSAC advises the student on the research proposal and periodically monitors the progress of work as well as the timely submission of reports and, finally, the PhD thesis itself. GSAC monitors the student's progress by meeting at least once a year. GSAC inputs/ recommendations may be based on in-person deliberations or by email circulation, as indicated in the Academic Calendar. However, the student is encouraged to constantly look for opportunities to interact with the GSAC members, even between the scheduled meetings, if the need arises, to appraise the members of the progress. GSAC introduces a formal structure for monitoring the academic well-being of the student that would support both the student and the thesis supervisor. Interactions with the Committee help facilitate effective communication by the student. The GSAC members familiar with the student's thesis work may serve as references for the student in later years.

Guest accommodation

Accommodation for guests visiting the student is available on campus, and student may book the room by sending an email request to the Hostel Office.

Gymnasium

JNCASR has set up gymnasium facilities at the Student Residence (hostel) with modern equipment and gear for students and residential staff members. A qualified instructor is available at the gym to help carry out the fitness drill in a proper manner. The gym has two wings- the cardiac section with three treadmills, an elliptical cross trainer, and a rower, while the multi-gym-room consists of ten stations gym equipment, power tower, bench press, multi-purpose bench press, twister, ab rollers, dumbbells, steel weight plates as well as rods. The gym also has a music system and a RO water facility.

Halls

Lectures are held in the Seminar Halls at the College building. Some Seminar Halls have a hybrid audio/video facility, i.e. the classes can be held simultaneously online and offline. For a bigger class size, the Lecture or the SSL Hall is engaged. There are also small classrooms at ICMS, NSU, and EMU. Colloquia are typically held at the Nevill Mott Hall, AMRL or the Kanāda Auditorium, while closed-door meetings such as CE, are held in conference/meeting rooms of the individual Units. Large gatherings are held in the newly built Auditorium.

Hostel

The hostel facility located on the main campus is called the Student Residence. It provides comfortable double (98) and single (207) occupancy rooms. The hostel dining (mess) serves nutritious meals to all the residents. In addition, snacks and basic utilities can be purchased from the Utility store located within the premises. Basic amenities such as laundry and kitchenettes are accessible through a pre-booking system. A well-equipped gym, table tennis, fuzzleball, and badminton are also available. Students must reside in the hostel to be permitted to use any of the facilities associated with the hostel. Students can become part of book club and cultural committees and engage in a wide range of activities ranging from painting to performing arts.

The students must pay the room rent and service charges as per the hostel rules and abide by the regulations in force. The hostel and the hostel dining are under the overall supervision of the hostel Wardens.

The Visiting Student Hostel (VSH) is located adjacent to the main campus and can be easily accessed by walk from the academic block. Comfortable single and double occupancy accommodation is provided with a dining facility at VSH. Basic amenities such as kitchenettes, a laundromat, a TV room, few indoor games are also available for common use.

House Rent Allowance (HRA)

All students are required to stay in the hostel accommodation provided by the Centre. If accommodation is unavailable at the hostel, the student is eligible for HRA and can stay in private accommodation. In such a scenario, the student must submit a letter,

approved by the Thesis supervisor(s), to the Academic Office (with a copy to the hostel Wardens), requesting permission to stay outside. After necessary approvals, the student will be eligible for HRA, and the HRA will be paid as per the norms of the Centre. It is highly recommended that the student stays in the hostel during the RTP. If staying outside, the student is not allowed to use any of the facilities associated with the hostel. However, the mess facility is available to a student not staying in the hostel, and payment of a caution deposit is mandatory for the same.

Intellectual Property

The research work carried out by the student, either directly under the supervision of the thesis supervisor or in collaboration with other researchers may lead to inventions/innovations, which are to be treated as intellectual Property (IP) of the Centre. While IP protection is normally filed by the supervisor, the student, as one of the inventors, may take part actively in its processing.

Laboratory Notebook

A laboratory notebook is a complete record of procedures covering details of components/reagents used, flowcharts & circuits, sequence of experimentation, calculations & observations made, narration of relevant thought processes, and summary of interactions with thesis supervisor(s) and co-workers, with sequentially numbered pages, all written using permanent ink and updated on a daily basis. Students are issued the laboratory notebook from the Academic Office once the admission process is completed.

Leave

A student is eligible for thirty days in an academic year, with fellowship, as leave of absence on personal grounds, and up to thirty days in an academic year, with fellowship, as leave of absence on medical grounds (Form Leave). In the latter case, it is allowed only for extended sickness requiring hospitalization. Medical and fitness certificates must be submitted to resume work in case of a leave of absence due to extended illness. Women students can avail of maternity leave of one hundred and eighty days, as per University Grants Commission (UGC) norms, only once during the tenure of studentship. The fellowship amount for the leave period will be paid after the student resumes research work and submits a medical certificate supporting confinement. A leave of less than seven days is not considered a leave of absence on medical grounds. A combination of different types of leave is not usually permitted. No carry-over of leave is permitted on both personal and medical grounds; both automatically lapse at the end of the academic year. For leave purposes, the year starts from the first day of the first semester. Leave availed more than the permissible limit will be treated as leave without fellowship. The leave of absence to attend approved conferences (only after successful completion of CE) is considered as 'on duty'.

Library

A well-stocked library with more than 10,000 books and over 4,000 scientific journals renders need-based information services to students, researchers, and faculty. A student is eligible to receive a borrowing card from the library counter (Form Library). The library offers reading spaces at both ground and first floor levels; while the ground floor facility

operates during working and late evening hours, the Reading hall on the first floor is open most hours on all days with independent access. An automated kiosk outside the hall offers coffee/tea and light snacks on a chargeable basis. A printing kiosk on the first floor provides document and poster printing services on payment basis. Library services extend to document delivery, inter-library loan, current awareness and bibliometric studies.

Medium of Instruction

English is the medium of instruction and communication for RTP courses, seminars, discussions, lab meetings, thesis colloquia, scientific talks, lectures, thesis writing, etc.

No dues form

A No-Dues form is to be processed when a student plans to leave the campus to pursue career elsewhere.

Orientation

Students are given a detailed understanding of various aspects related to academic activities, research facilities, safety & protection protocols at workplace, accommodation/hostel, ethical practices, mental and physical wellness through an orientation program conducted by the Academic Office at the beginning of the academic year.

Int. Ph.D. students undergo a departmental Orientation soon after joining.

Outreach activities

Students are encouraged to participate in scientific outreach activities of the Centre. Those interested can register with the Fellowships and Extension office. The option can be exercised in the Degree registration form. The outreach activities are conducted on campus and also out of Bengaluru city, usually in rural regions. These activities provide ample opportunities to interact with school and college students. The expenditure, if any, will be covered by the Fellowships and Extension Office.

Overstay on campus

Beyond the date of the fellowship term, the student may self-support, if desiring to stay for an extended period (beyond 5 working days) on the campus to complete any remaining tasks. In such instance, an update on the student status is important for smooth functioning of the Academic office. This process is to be completed even if the student is converted to hold a R&D position (P-RA, RA or R&D assistant etc.). In order to formalize the stay, the student/staff should make a request for overstaying with self-support (Form Overstay).

PAIRs

Office of Placement, Alumni, and International Relations (PAIRs) at the Centre coordinates international collaborations, liaising with government departments and industry and connecting with the Centre's alumni. The office also facilitates student placement in the respective fields against emerging opportunities. It also promotes the Centre as a global study destination and enhances research collaboration with foreign institutions/universities.

Pandemic norms

Students must follow the advisories, guidelines and norms that are issued by the Centre in line with the directives received from the Central and State Governments in such times. Violation of such norms is viewed seriously by the Administration of the Centre.

Pre-Ph.D. course completion certificate

A Pre-Ph.D. course certificate will be issued as an exit option to those registered for Ph.D., who may have passed the comprehensive examination but are not motivated enough or are uninterested to continue for Ph.D. The Pre-Ph.D. course completion certificate includes details such as the RTP (course work), 2-year research/JRF experience. This is in addition to the transcript which is issued alongside.

Printing facility

A printing kiosk set up on the first floor of the library provides document and poster printing services on payment basis.

Relieving order

After completing thesis formalities, students may leave the Centre to continue their career development elsewhere. The relieving order will be issued after the submission of the No-Dues form (Form No-dues). Exiting soon after thesis submission (with pending viva-voce), cancellation of degree registration beyond the stipulated period, and discontinuing studies for any reason, will also require the relieving order to be issued for formal closure.

R&D Assistantship

A Ph.D. student who is yet to submit the thesis and the degree registration is cancelled (on completion of 6.5 years) can be placed under the Thesis supervisor's Project / Centre as an R&D Assistant, subject to vacancy of such a position. She/he will be paid remuneration as per the norms of the Project/Centre and can use the Centre's facilities. A Ph.D. student can also be appointed as an R&D Assistant upon completion of 5 years under the Thesis supervisor's Project / Centre (if a vacancy is available). However, the remuneration should not exceed the SRF amount drawn in the last month of completion of 5 years. Also, in such cases, the student will not be eligible to receive the financial assistance eligible for a 6th year Ph.D. student. The student (6th year and above) will be eligible to receive financial assistance/remuneration only from a single source and as applicable to the terms and conditions of the Project/norms of the Centre. However, in both the above options, the tuition fees and any other pending dues are to be paid before the submission of the thesis.

Research Associateship (RA)

To encourage Ph.D. and Int. Ph.D. students who submit their thesis within 5 years and 7 years, respectively, from the date of degree registration, a provision is made to appoint them as Centre's Provisional RA to enable them to continue research work at the Centre. The appointment is initially for a period of six months or up to the date of thesis defence and a subsequent request for a further period (if required) for up to six months. The request for appointment and extension must be initiated by the Research Supervisor(s)

and recommended by the Unit Chair and submitted to the Academic Office. A similar option exists for appointment as Research Associate (RA), on successful completion of thesis defence under the Centre/Project Funds. In such cases, the norms for RA appointments will apply.

Research Training Programme (RTP)

Accumulation of credits registered for courses taken over a span of 2 – 3 semesters defines the RTP. A student is expected to register for a set of courses as required by the RTP, chosen in consultation with the thesis supervisor(s). Per semester, the student is expected to take two to three courses (with ~ 6 to 8 credits). A minimum of 14 credits is required to be credited to complete RTP. The list of standard courses offered for the RTP is given in Annexure IIB. As per the regulations of UGC, a course on “Research and Publication Ethics” (two credits) is mandatory.

Courses external to the Centre may also be credited. Online courses available on SWAYAM/ MOOCs may be credited in consultation with the Thesis supervisor and with prior permission from Dean AA. The details regarding the online course, credits and grading system along with syllabus must be submitted to Academic Office for seeking approval.

Similarly, students are also permitted to credit courses offered by IISc/CeNS/RRI/NIAS/NCBS etc., as part of their course requirements. For such courses, the communication by the Thesis supervisor recommending the need for the student to credit the course outside JNCASR, should be sent to Academic Office within two weeks of the commencement of the semester.

Courses credited within or outside JNCASR for a different degree/diploma program can be transferred to Ph.D. credits based on the evaluation of the student’s performance by a Committee, formed by the Unit Chair. The Committee's recommendations are submitted to the Academic Office for processing the grade report.

For Ph.D. stream, a minimum of 14 credits and a minimum CGPA of 7.0 in RTP is a pre-requisite to appear for CE. Crediting/ auditing courses beyond the minimum requirement may be permitted if recommended by the thesis supervisor. However, the courses credited after the CE will not be considered for computing CGPA. All the credited/audited courses will be reflected in the grade sheet and transcript. When remedial courses are taken to improve the grades before the CE, only the improved grades will be used for the CGPA calculation, and the same will be reflected in the grade sheet. Note that only grade E (not F) or CGPA below 7.0 need improvement. In the case of grade F, a committee constituted by the Unit Chair will look into the matter, and the recommendations of the committee will be communicated to the Dean, AA for further action.

For the Int. Ph.D. stream, a minimum of 64 credits and a minimum CGPA of 7.0 is a RTP pre-requisite to continue for Ph.D.

Resignation

If a student desires to discontinue in the middle of studies prior to completion of degree formalities, an email mentioning the date and the reason for discontinuing, may be sent to the Thesis supervisor(s) to with a request to recommend and forward the same through the Unit Chair, to the Academic Office.

Safety and health

Safety and health, personal and of others, are paramount while working in science laboratories. Continuous exposure to chemicals poses a serious threat to health and the environment. A complete guide to safety and health considerations while working with toxic and hazardous solvents/chemicals/substances can be found in Additional Information. However, discipline and diligence in following the set guidelines by students, researchers, faculty, and support staff are necessary to maintain a safe and healthy laboratory working atmosphere.

Sexual Harassment Complaint Committee

As per the Supreme Court judgment and guidelines issued in 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, in particular at workplaces, the University Grants Commission (UGC) has issued circulars to all the Universities, advising them to establish a permanent cell and a committee; to develop guidelines to combat sexual harassment, violence against women and ragging at the universities and colleges. Keeping the above guidelines in view, the Centre has constituted a committee to examine complaints of sexual harassment. The Centre is committed to providing a pleasant and conducive atmosphere where the entire community, including students, can work together in an environment free of violence, harassment, exploitation, and intimidation.

Student entrepreneurship

An industry sabbatical to a student who is a co-inventor of a patent/start-up may be permitted with the following norms in place:

- Eligibility: Ideally the student should be in the 4th year of the Ph.D. programme.
- Duration: One year to begin with which can be extended to one more year.
- Intellectual Property Rights (IPR): The IPR associated with the startup/industry activity, including any share of equity, should be intimated to Dean, R&D and Dean, AA.
- PhD: All norms related to Ph.D. including the fellowship duration remain unchanged; the student should pay tuition fee and other fees as applicable to regular full-time students to maintain the studentship.
- Earnings from start-up/industry: If the student receives salary/royalty/any other form of earnings from the start-up/industry, she/he will not be eligible for fellowship or any kind of support from any Govt. funding agency/Centre.

The student should contact the R&D Office for formalities.

Synopsis submission

Synopsis, ideally ~ two pages, should be submitted within two weeks from the date of the thesis colloquium (Template Synopsis).

TASKER

This is an online service request portal through which issues related to general repairs, maintenance, purchases, security, cleanliness, etc. may be reported and also can be tracked. Note that this is not for placing purchase indents or for booking transport.

Teaching Assistantship (TA)

Senior students (who have completed the CE) are eligible to teach as Teaching Assistants/Tutors for courses offered at the Centre. The TA duties include facilitating a discussion session or tutorial, holding weekly office hours, grading homework /programming assignments/exams/projects, keeping records, distributing, and making copies of reading materials, preparing answer keys or supplementary notes, and acting as the course webmaster. Under the L-T-P course structure, tutorial (T) is given a credit explicitly.

Thesis colloquium

The thesis colloquium is a presentation consisting of the entire research work that would form the content of the Ph.D. thesis. Usually, the colloquium is structured according to the thesis chapters, from the introduction to the summary and outlook. While details pertaining to data, its analysis, and interpretation based on literature- are all necessary, only the essential aspects are presented during the colloquium lasting about 45-50 min followed by the Q&A session. It is advised that a significant part of the thesis is drafted prior to the colloquium. Importantly, the synopsis should be kept ready for submission soon after the colloquium. If there are suggestions from the GSAC members to improve the quality of the thesis, requiring major corrections in the thesis structure/research work, the colloquium is to be held again after addressing the comments/concerns (Form GSAC 6a & 6b).

If the Thesis work is completed early, the scheduling of Thesis colloquium need not wait till the 10th semester (till 14th semester for Int. Ph.D.); Completion of the formalities earlier than indicated, is always welcome, however, not before the completion of 6th semester (till 12th semester for Int. Ph.D.).

Thesis defense /Viva voce

The student has to undergo a viva voce or an oral examination to defend her/his thesis after satisfactory reports are received from the thesis examiners. The examination is held on a date convenient to the examiners and the student and is open to all to attend. The student is expected to appear in-person before the viva committee. Sometimes, in connection with postdoctoral or such opportunities, if the student is permitted to leave the Centre after thesis submission but before viva voce, she/he should be present in person at the Centre for the viva voce. However, student may request for approval to appear online only under unavoidable circumstances and with valid reasons. The student has to bear the travel expenses to come to the Centre to attend the viva voce. Failure to attend the viva voce within one year of receipt of reports will lead to cancellation of Ph.D. registration.

Thesis submission

The student should submit a soft copy of the thesis in pdf format to the Academic Office within eight weeks of synopsis submission. Along with the thesis document, it is mandatory to submit a duly filled and signed declaration, copyright, digital repository, and library repository forms, as well as the thesis fee receipt (Annexure III). The student may collect the required submission forms from the Academic Office. If there is an unavoidable delay in the submission of the thesis, the student may request for an extension, forwarded through the thesis supervisor and the Unit Chair/GSAC Chair, with the Academic Office by stating the reason for the delay. The maximum extension that can be granted would be 60 days from the stipulated date of thesis submission. Suppose the thesis needs to be re-sent to the external examiner/s after corrections; the student should re-submit the corrected version to the Academic Office within three months from receipt of thesis evaluation reports. A student, who has completed the thesis submission formalities and is only waiting to finish the thesis viva voce, is permitted to take up Postdoctoral or similar positions only against explicit approval (Form No-dues) from the Competent Authority. With the successful completion of viva voce, the student may request a No-dues certificate and the relieving order. If there is any requirement for thesis revision, the same should be attended to within the prescribed time before going back to the external assignment.

Travel assistance

Student Travel Grant is available as a financial assistance/partial support (up to Rs. 1 lakh towards travel) for students attending workshops/seminars/collaborative projects within India and National/International Conferences within or outside of the country. An oral or poster contribution accepted by the Conference organisers is mandatory to avail of this grant (see Additional information).

Units

Currently, there are nine research units at the Centre, namely, the Chemistry and Physics of Materials Unit (CPMU), Evolutionary and Integrative Biology Unit (EIBU), Engineering Mechanics Unit (EMU), Geodynamics Unit (GDU), International Centre of Materials Sciences (ICMS), Molecular Biology and Genetics Unit (MBGU), New Chemistry Unit (NCU), Neuroscience Unit (NSU) Theoretical Sciences Unit (TSU). Additionally, Education Technology Unit (ETU) and Fellowships & Extension Programmes Office are associated with science outreach activities.

Website of JNCASR

The website (<https://www.jncasr.ac.in/home>) hosts information about every unit, facilities and services of the Centre. The information is periodically updated by the respective units/offices. For any web related issue, contact only by email at webhelp@jncasr.ac.in.

b. Graduate Student Advisory Committee (GSAC) Guidelines

A GSAC is essentially an advisory body, constituted for every student registered for the Ph.D. degree, as mandated by UGC. Beginning with the preparatory courses to be credited by the student, GSAC advises the student on the research proposal and monitors periodically the progress of work as well as timely submission of reports and, finally, the Ph.D. thesis itself. In other words, GSAC introduces a formal structure for monitoring the academic well-being of a student, that would support both the student and her/his Thesis supervisor. Interactions with the Committee can also facilitate effective communication by the student. The GSAC members being familiar with the student's thesis work, may indeed serve as reviewers for the student in later years.

GSAC is applicable to students pursuing regular Ph.D., M.S. Engg.-Ph.D. and M.S. Research-Ph.D. dual degree streams (for brevity, Dual degree stream), and those seeking a lateral entry after completing the M.S. Engg./M.S. Research degree at the Centre or after completing a JRF term elsewhere. GSAC is also applicable to the Int. Ph.D. stream from the 5th semester.

Semester terms & course breaks

Autumn: First working day of August till 10 December

Winter course break: 11 December - 31 December

Spring: First working day of January till 10 May

Summer course break: 11 May - 31 July

Note: Scheduling GSAC formalities such as GSAC meeting, Colloquium, Viva etc., can be during the intervening course break period as well.

Constitution of GSAC

GSAC is chaired by the Unit Chair or Chair of the Unit (to which the student belongs) with Thesis supervisor(s) as member(s). Thesis supervisor(s) must propose three Expert members practicing research in allied areas - a faculty member from within the Unit and one from a different Unit within the Centre, or both from other Unit(s); and one external member from another institution, preferably from the neighboring institutions. The desired information is to be furnished in Form 1. Students registered for PhD program are required to submit the filled-in template (GSAC Form 1-GSAC composition) to the Academic Office before the end of the semester in which the student is admitted. Failure/delayed submissions will result in withholding of the fellowship.

Note: In such cases where the Unit Chair is the Thesis supervisor, Dean-AA will appoint a senior faculty member as the GSAC Chair. Further, in case of Int. Ph.D. stream, Coordinator(s) will be part of GSAC till the completion of M.S. formalities.

Roles

The Unit Chair: Ensures the GSAC structure is in place for each student.

The Chair of GSAC: Ensures that GSAC meets regularly as per the schedule below.

The Thesis Supervisor(s): Besides actively guiding the student in Thesis work, assist the student in scheduling GSAC meetings; assist the Chair in drafting/finalising the inputs/recommendations; Alert the Chair if there be any foreseen delay/issue pertaining to the progress of the student.

The Student: Makes sure the duly filled and signed forms are submitted on time; while carrying out thesis work actively, to be in contact with the GSAC members whenever necessary; makes best efforts in preparing relevant documents/presentations.

Note: GSAC members are expected to participate actively in the meetings. The members are also requested to participate in the thesis colloquium.

Timeline for GSAC meetings

GSAC monitors the student progress at least once a year. However, the student is encouraged to constantly look for opportunities to interact with the Committee members even between two meetings, to appraise of the progress. GSAC inputs/recommendations may be based on in-person deliberations or by email circulation, as indicated and as per the schedule shown below with respect to different streams. It is highly desirable that all thesis formalities are completed within the stipulated period without requesting for extension. See Academic calendar for timeline.

Scheduling of meetings: The student should approach the Committee members (by email) seeking possible date for the meeting well in advance. The Thesis Supervisor(s) may intervene and help the student if there be any difficulty in scheduling. As regards the Chairperson's availability, Unit office may be contacted. The student should fill-in the information in the relevant form and circulate by email or present it to the Committee during the meeting, as indicated in the forms. The duly filled-in form has to reach the Academic office within 02 weeks of the GSAC meeting. Failure/delayed submissions may result in withholding of the student fellowship.

Delay in completing the GSAC formalities must be avoided. Delay due to unforeseen/unavoidable medical conditions need prescription/recommendation from Centre's CMO for further processing. Any unauthorized delay will be treated seriously.

Additional meetings of GSAC (than those in the table above) may be scheduled if desired by the Chair, Thesis supervisor or based on student's request. Typically, such meetings would be required to address compromised progress by student, long absence etc.

Publications and patents: It is highly desirable that a Ph.D. student should have published a paper and attended at least one national/international conference before submitting the thesis. Hence, the GSAC should see that these conditions are met as far as possible. Equally important, and if applicable depending on the nature of research activity, the student should be encouraged to protect intellectual property (IP) through filing patent applications etc.

Delayed Thesis submission: If the colloquium is not being scheduled before the end of 5th year (before the beginning of 11th semester) for reasons such as delay in research work, GSAC should meet in-person and examine the case and recommend for extension of term/termination (Form 6b) before the beginning of 11th semester.

Early Thesis submission: If the Thesis work is completed early, the scheduling of Thesis colloquium need not wait till the 10th semester; Completion of the formalities earlier than indicated, is always welcome, however, not before the completion of 6th semester; however, in case of Dual degree and Int. Ph.D. streams, not before the completion of the 10th semester.

Final Thesis Examination: Along with the Thesis supervisor(s), the committee members are desired to be present at the thesis viva. If it is not possible due to conflicting schedules, the Thesis Supervisor may share the thesis evaluation reports and response to referees with the committee members. The GSAC members are welcome to make constructive comments to help student respond to the referees.

Delayed Thesis: With GSAC recommending for extension beyond 5 years, the student progress is to be monitored closely (Form 7) in subsequent meetings to be held every semester (11, 12 and 13). Inviting External GSAC member (in-person/online) in these meetings, is left to the discretion of the Chair. If need be, the Committee may seek inputs from a senior PhD student familiar with the student under consideration. In the case of lack of adequate progress, the committee will advise and support the student in achieving speedy progress in research. If the progress is unsatisfactory, the student may be asked to leave.

Cancellation & revoking of registration: Beyond 6.5 years from the date of registration, Ph.D. registration stands cancelled. The student will be issued a relieving order against no-due formalities; the student may join the Centre in another capacity, such as R&D Assistant, and may continue Thesis related activities. Any request for revoking the cancellation of Ph.D. registration should accompany the GSAC recommendation (Form 8). Either the Committee constituted earlier or a Committee with some new members as constituted by the Chair, may deliberate and send recommendations.

Dual degree

All the above information/formalities mentioned with regard to the regular Ph.D. stream, are equally applicable to a Dual degree registrant. In addition, a Dual degree registrant must complete formalities related to carrying out a M.S. project work, scheduling of the M.S. thesis colloquium (at the beginning of the 4th semester, Form MS thesis colloquium) as well as submission of M.S. thesis as per the existing norms.

Int. Ph.D.

Until the completion of M.S. thesis requirements (marked by the Comprehensive viva of M.S. Research Report and an oral examination), the Int. Ph.D. Coordinators monitor the student progress, with an overall supervision by the Chair of the Unit. As the student carries out the M.S. project work in the assigned laboratory during 5th and 6th semesters, the concerned faculty supervisor will also take part in supervision. With successful completion of M.S. formalities and continuing for Ph.D., the GSAC formalities are to be taken up during 5th semester.

After clearing the qualifying examination for JRF at the beginning of the 5th semester, the student effectively enters into the Ph.D. stream. However, GSAC formalities are to be initiated from the 5th semester after entering into Ph.D. thesis work (GSAC Form 1). See Academic calendar for the timeline.

All other information/formalities mentioned with regard to the regular Ph.D. stream, are equally applicable to a Int. Ph.D. degree registrant.

Lateral entry

Those M.S. degree registrants, desiring to seek a lateral entry into Ph.D. following completion of their M.S. Engg./M.S. Research degree formalities at the Centre, may request the M.S thesis viva committee for consideration. If admitted to Ph.D., the student should immediately complete the formalities associated with GSAC formation (Form 1). With GSAC formed, the student should proceed with the formalities relevant to the 5th semester.

Similar terms are applicable to those seeking a lateral entry into Ph.D. at the Centre having completed a JRF term elsewhere. Normally, such requests are forwarded to the Chair by a potential thesis supervisor. The Chair may process such a request following the existing interview/admission guidelines at the Centre. If admitted as SRF, the student should immediately complete the formalities associated with GSAC formation (Form 1). With GSAC formed, the student should proceed with the formalities relevant to the 5th semester.

Lateral entry is not permissible to those who are already into their SRF elsewhere.

c. Additional Information

- **Academic Integrity**
- **Cybercrimes**
- **Fellowships and Financial Assistance**
- **Fee structure for Ph.D. students**
- **Health and Safety guidelines**
- **M.S.-Ph.D. dual degree programme**
- **Student Travel Grant guidelines**

Academic Integrity

The following are recommended resources for learning more about academic integrity:

Articles

- Emmott, J. (2013). On academic integrity and the right to copy. *Journal of Victorian Culture*, 18, 4, pp. 528-535.
- Gladwin, T. E. (2018). Educating students and future researchers about academic misconduct and questionable collaboration practices. *International Journal for Educational Integrity*, 14, 10.
- Morris, E. J. (2018). Academic integrity matters. *International Journal for Educational Integrity*, 14, 15.
- Perkins, M., Gezgin, U. B., and Roe, J. (2020). Reducing plagiarism through academic misconduct education. *International Journal for Educational Integrity*, 16, 3.
- Piascik, P. and Brazeau, G. A. (2010). Promoting a culture of academic integrity. *American Journal of Pharmaceutical Education*, 76. 6, p. 113.
- Holden, O.L., Norris, M.E and Kuhlmeier, V.A. (2021). Academic integrity in online assessment: a research review. *Frontiers in education*.

Books

- https://www.ugc.ac.in/e-book/Academic%20and%20Research%20Book_WEB.pdf
- Fishman, T. (ed.) (2013). *The fundamental values of academic integrity*. International Center for Academic Integrity. ISBN: 978-0-9914906-7-7.
- Williams, J. and Roberts, D. (2016). *Academic Integrity: Exploring Tensions Between Perception and Practice in the Contemporary University*. Society for Research into Higher Education.
- University of Wisconsin-Madison. The Writing Center (2021). *UW-Madison writer's handbook*.
- Western Sidney University. Library (2017). *Academic integrity*. 10 p.

Cybercrimes

In continuation of the initiative from the Govt. of India to create awareness of cybercrime, Complab at the Centre shares the following information/guidelines on **Malicious Websites**.

Cybercriminals work hard to exploit vulnerabilities and trick people into divulging personal information. One method they use — creating malicious websites — has become widespread. A malicious website is a site that attempts to install malware (a general term for anything that will disrupt computer operation, gather your personal information or, in a worst-case scenario, gain total access to your machine) onto your device. This usually requires some action on your part; however, in the case of a drive-by download, the website will attempt to install software on your computer without asking for permission first. For example, a video website might ask you to install a codec, which is a small piece of information a video player needs to run on a website. You might be used to installing safe codecs, but it only takes one unsafe installation to compromise your machine and your sensitive information along with it. Similarly, the website might ask for permission to install one program but install a completely different one -- one that you definitely do not want on your computer.

If a malicious hacker wants to break into your computer and scramble the kilobytes that make up your digital life, his starting point will be to create a malicious website infected with malware or compromise an existing one to carry out the task. Most people are unaware of the fact that you don't have to intentionally download a malicious attachment in order to compromise your computer's security. Malicious websites and drive-by downloads are just two ways that your security can become compromised by doing nothing more than visiting a website. Both underpin the necessity of protecting your computer with a strong Internet Security Program.

Key Points:

- Malicious websites are created by cybercriminals to steal data and plant malware such as ransomware.
- These websites often masquerade as legitimate ones and use phishing emails to lure visitors.
- Security tools and awareness training can keep employees from exposing themselves and your company to losses.

These fake websites often masquerade as legitimate ones and use phishing emails to lure visitors. An employee might be prompted to enter login credentials, for example, which could then be used to break into your System network to steal valuable information. Or a staffer might inadvertently download a file or piece of software that could launch a ransomware attack, shutting down access to your computer systems until a ransom is paid.

Cybercriminals have become more and more sophisticated in their abilities to make malicious websites appear benign, resulting in many successful phishing and malware campaigns.

How to Identify a Malicious Website

Some fake sites can be very difficult to spot, and they have tell-tale signs. For example, a malicious website might:

1. Gambling, porn, gaming, and video streaming sites are the most frequent targets.

You've probably dealt with these kinds of sites yourself. You visit a torrenting page, click on a link, and then 2-3 browser windows will pop up in the background.

In other cases, you'll get popups that ask you to download a new software or browser extension. These sites run on only two things: traffic and ad clicks. To maximize both, they will use shady software and ad networks in order to extract as many clicks as possible from you, the end user. With just a handful of exceptions, this kind of online business has few economic incentives to keep their infrastructure safe, so they just use whatever software plugins are available to maximize traffic and user clicks. Malicious hackers will then exploit these weak plugins to infect the ads or popups, which in turn infects you, the end user.

2. Exploit kits and drive-by-downloads

Exploit kits and outdated software. An exploit kit hides inside pages, scanning the computers of visitors, looking for any outdated software and vulnerabilities it might contain.

A drive-by-download works by automatically downloading malware on your computer when you visit a certain page. The malware downloads and installs itself without asking you for permission at any point.

3. Malvertising

Ads are everywhere these days, and there's little chance of them stopping to multiply. Ad networks are responsible for feeding these to users' computers, and the big ad campaigns can reach millions of users. This presents a convenient target for malicious hackers, who can hijack one of these ads and then have the ad network spread it far and wide, infecting unsuspecting users that click on these. Other times, the malicious hacker might set up his own ad. The first version is usually clean and malware-free, but he later modifies the ad and targets it to one of his malicious websites.

4. Malicious redirects

If a malicious hacker manages to successfully breach your site, he can alter its code so that it automatically redirects a user to a page of his choosing, which is usually infected with malware or phishing forms.

5. Browser hijackers

Some sites can infect you with browser hijackers – malware designed to compromise your browser so it can constantly redirect you to other pages, collect personal information, or act as gateways to rootkits or worms. These URLs and pages can execute code on your PC, redirect you to other malicious websites or phishing websites, or download malware.

6. JavaScript infections

JavaScript is the programming language that holds up a huge part of the Internet, such as Google Docs and many other web applications. Like any software technology, however, it comes with bugs and vulnerabilities that allow malicious hackers to misuse it. Similar to exploit kits, pages infected with JavaScript malware will infect you by downloading a .js file, which your browser then executes. Once on your computer, the malware will run code that can download other kinds of malware or redirect your computer to other Internet locations.

7. Phishing websites

Another type of threat that malicious hackers use is phishing websites. Unlike the malware infection methods above, phishing relies on social engineering so that the user willingly gives his information to the cybercriminals. It can be tricky to detect phishing sites since they frequently look like a clone of legitimate one. Online stores such as Amazon or eBay are prime targets since users who visit those sites already have the intention to buy stuff, and most of them do that by using their debit cards.

Future trends

Due to their relative simplicity and straightforwardness, web-based attacks are only going to increase in the future.

Web applications, in particular, are prime targets since they often process user information such as credit cards, login details, and files stored on the cloud and then spread to multiple machines.

Key Points to Identify a Malicious Website

- Ask a visitor to download software, save a file or run a program when it seems unnecessary.
- Alert a visitor that their device is infected with malware or that their software is out of date.
- Claim that a visitor has won a prize while requiring personal information to claim it.
- Use HTTP as the web address prefix instead of the secure protocol HTTPS. HTTPS uses encryption to increase the security of data transfers, while HTTP does not.
- Contain errors, such as misspellings in the body of the website or in the URL, or graphic design that doesn't match a legitimate brand's.

Key points to Protect Against Malicious Websites

Not only is it important for employees to know how to identify malicious websites, but it's also equally important for security teams to take proactive steps to protect against them.

- Blocking access to malicious websites.
- Installing and maintaining antivirus software, which detects and prevents potential infections.
- Enabling pop-up blockers to disable windows that could contain malicious code.
- Installing or enabling a firewall, which prevents some types of infections by blocking malicious traffic before it enters a device.
- Monitoring accounts for unauthorized use or activity.

- Keeping computers' software and operating systems up to date.
- Educating employees to identify malicious websites and report them to the company's security team.
- Internet security software can't always detect bad software from malicious websites and drive-by downloads. It can, however, prevent you from getting them in the first place.
- The best thing you can do to protect yourself is to keep your computer's software up to date, most importantly, your operating system. Oftentimes, hackers utilize known security problems in software before manufacturers can patch the problem. Updating your software prevents you from being low-hanging fruit.
- Don't install codecs unless you're absolutely positive that they're safe.
- Don't open emails that seem suspicious or "spammy," especially if they contain attachments or are from unknown senders.
- If you get a link in an email, it doesn't hurt to visit the main website by typing the address into your browser manually. When in doubt, call the person who sent you the email before clicking.
- If you're the least bit suspicious about a URL, use Norton Safe Web to check it out.
- If a website seems off, looks like it's installing something or is asking permission to install codecs, you're better off closing the tab and looking for the content elsewhere.

How to check a website for malware or phishing attempts

Check if the page's URL is genuine. Phishing websites, in particular, will use URL structures that are similar to the target webpage. For example, the link name might be **www.facebok.com** instead of **www.facebook.com**. For this reason, we strongly suggest you always glance at a page's URL and check for anything out of the ordinary.

Most malicious websites don't use SSL or HTTPS. SSL, short for Secure Socket Layer, is a security certificate used in order to encrypt the communication sent between the browser and the site server. Malicious websites and even phishing ones, for that matter, don't use SSL since they are an extra cost and hassle.

Whenever you land on a new site you haven't heard about, look at its URL structure and see if it starts with "https://", if it does, then it means the site is secure, and the communications sent between your browser and server are encrypted.

If it starts with "http://", then the site owner hasn't acquired an SSL certificate, which should put you on your guard when doing business on that page

Use an ad blocker

If you are concerned about malvertising and other malicious ads, you could consider installing an ad blocker. This will prevent almost all types of ads from appearing on pages you visit, including malicious ones.

Keep all of your software updated.

Malicious websites with exploit kits embedded into them will hunt down vulnerabilities in your software, which then function as gates for more types of malware infections.

Keeping your software updated at all times can be a serious hassle that involves too many update pop-ups.

Beware of shortened links

Malicious hackers use URL shorteners, such as bitly or TinyURL, to disguise links to malicious websites by masking them. In other cases, URL shorteners will obfuscate the original link so that antivirus or other security solutions have trouble detecting the malware hidden on the page.

Fellowships and Financial Assistance

The Centre pays fellowships/financial assistance to the students who are not funded by any (Government or otherwise) funding agency.

Ph.D. degree

Fellowship amount in INR

Tenure	Science	Engineering
JRF (1 st and 2 nd year)	31000	31000
SRF (3 rd , 4 th and 5 th year)	35000	35000
Financial assistance during 6 th year	15000	15000

Integrated Ph.D. degree

Tenure	Int. Ph.D.
1 st year	19000
2 nd year	19000
JRF (3 rd and 4 th year)	31000
SRF (5 th , 6 th and 7 th year)	35000
Financial assistance during 8 th year	15000

HRA is paid as per the prevailing norms.

Fee structure for Ph.D. students

The current fees structure is as stated below. Changes in the fees structure will be as per the policies of the Centre.

A. During admission (first year)

For	Amount in Rupees
Application Fee	500/-
Tuition Fee	10000/-
Contributory Medical Scheme	200 per month
Janatha Personal Accident Insurance	25 per month
Statutory and Library Deposit	10000/- (One time deposit and refundable)
Mess Deposit	10000/- (One time deposit and refundable)
Duplicate Identity card (if required)	200/-

B. Subsequent years (2nd year until the date of thesis submission#)

Tuition fee	Rs. 5000/- per semester
Contributory Medical Scheme	Rs. 200/- per month
Janatha Personal Accident Insurance	Rs. 25/- per month

The tuition fee paid for a semester is for the entire semester. Any part-waiver, therefore, will not become applicable to such cases as discontinuation of the degree programme and completion of degree requirements i.e. thesis submission, even if the applicable date falls somewhere in the semester period.

Note: Contributory Medical Scheme and Janatha Personal Accident Insurance are to be paid in advance for a semester.

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 JRF and SRF scholarships. Payment of tuition fee will be limited to the term (installment) in which the thesis is submitted. Thesis submission fee is Rs.1500/-.

Term: August to December and January to July.

Due dates for the payment of fees

For students joining in August:

- | | |
|---------------|-----------------------------|
| I Instalment | Last working day of August |
| II Instalment | Last working day of January |

For students joining in January:

- | | |
|---------------|-----------------------------|
| I Instalment | Last working day of January |
| II Instalment | Last working day of August |

Fees are payable on or before the dates prescribed above. Delayed payments may attract fine.

Concessions to SC and ST Candidates

On producing valid proof (Certificate with signature and seal of the Additional district magistrate/collector/ first class magistrate/ Revenue officer /divisional officer), the tuition fee waiver will be applied.

Health and Safety guidelines

General guidelines

Perform the experiments as directed. Do not do anything which is not part of an approved experimental procedure. Follow all the instruction given by senior student/Safety lab in charge/PI.

Be properly prepared to do the experiment. Lack of familiarity wastes your time and is a major cause of injury. Know the hazards before you start the work.

Never work without supervision of your seniors/Safety in-charge.

A good housekeeping is setup and enforced in every lab. Ensure that your work bench are kept free of contaminated samples, chemicals, scraps, papers, dirty glassware etc.

Wear appropriate protective equipment. A lab coat, chemical splash goggles, gloves should be always worn. Wear leather shoes which cover the entire foot. No sandals or canvas shoes.

Learn the location and operations (displayed) of the Emergency fire-fighting equipment. Learn what to do in case of an emergency.

Report all accidents/Injuries to the security gate/Safety in-charge/PI immediately.

Chemical Safety

Identify and understand the hazards associated with chemicals that you may use.

Smoking, eating or drinking in the lab are forbidden.

Never taste a chemical. Check the odors only if instructed to do so. Ensure your work area is ventilated.

Read the chemical labels carefully. Many mistakes-some dangerous-result from mixing the wrong chemicals. Review SDS (Safety Data Sheet/Material Safety Data Sheet), if they are available.

Personnel have been instructed to pipet only by mechanical means, never by mouth.

Dispose the chemical properly. Nothing goes down the drain. Safety in-charge will instruct about the waste disposal policy.

Radiation safety

Radiation experiments are to be carried out only at the radiation facility of the campus.

Each student must undergo radiation training to become an Authorized radiation worker (student with a TLD card), and they have to work under the supervision of the radiation safety officer on campus.

Laser Safety

Students are kept at a reasonable distance from all sides of anticipated path of beams.

Students are warned never to look into the primary laser beam or directly into specular reflections of the beam or the pump source.

Electrical Safety

Students must ensure that if the wire is dry before connecting it and never to operate electrical equipment with damp hands, when standing in or near water.

Avoid running the extension cables on the lab floor, uninsulated cables, broken cable etc and if so, please report it to 080-2208-2763 (Electrical department) immediately.

Bio Safety

The student should wear safety goggles or safety glasses when handling liquid nitrogen while performing procedures that may create a splash hazard.

The students must learn the proper use and safe removal of gloves. The students should wear gloves if they have fresh cuts or abrasions. The students should also wear glove while performing any experiments or handling hazardous chemicals.

The students disinfect working bench before and after the laboratory session with an appropriate disinfectant.

The student should dispose of contaminated material with the help of PI/Safety In-charge of the lab.

Note: Students should attend a detailed Safety training session for the above mentioned topics after enrolling.

For any safety related issues, write to ao@jncasr.ac.in.

Student Travel Grant Guidelines

The Student Travel Grant is for providing financial assistance to the students of the Centre to attend workshop/seminar/collaborative project within India/for a paper/poster presentation at an National/International Conference. A onetime maximum grant of Rs 01/- Lakh will be granted to doctoral students and Rs 40,000/- for M.S. students. This grant can be utilized to meet all the expenses related to the travel.

A. Eligibility to apply

Ph.D.

- Those who have successfully completed comprehensive viva examination and upgraded to SRF.
- Before the submission of thesis.
- Degree registration should be valid.

Int. Ph.D.:

- M.S. students who have successfully completed the Qualifying Examination (held after 64 credits) and continuing for Ph.D.

M.S.(Engg./Research)

- Those who have completed the comprehensive examination
- Before the submission of thesis
- Degree registration should be valid.

B. Financial Assistance

The financial assistance under the Student Travel Grant shall be admissible on reimbursement basis as per the following guidelines.

1. Air travel by Economy Class, by the shortest route, is only allowed. If the travel is undertaken by a class other than that permissible, the reimbursement will be restricted to the fare of the entitled class or the actual expenditure, whichever is less. Airline tickets are to be booked through GoI identified channels.
2. For train travel, tatkal charges or surcharges, if any, actually paid will be reimbursable.
3. In case of road travel between places within the country, connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.
4. **Registration Fees:** The approved travel grant is inclusive of the Registration Fees.
5. Reimbursement is restricted the number of days of conference/workshop/official visit plus one day before and one day after (payment for part-day regulated as per GoI norms).
6. The travel Grant is only on a reimbursement basis and no advance payment will be made on this account.
7. Reimbursement only on submission of all relevant receipts.

C. Applicable rates for reimbursement

Applicable rates in respect of International Travel

- Travel between places of stay and airport/station: As per actuals or @ \$20 per day, whichever is less.
- Local transportation between stay and work: As per actuals or @ \$20 per day, whichever is less.
- Accommodation per day: Up to \$150/-
- Visa Fees: The approved travel grant will be inclusive of the Visa Fees
- Per diem will be applicable if requested in lieu of reimbursement for food and incidentals. The per diem rate will depend on the country of visit as per the attached table.

Regulation of per diem if part expenses are paid by the host or other sources.

Item covered by the host or other sources	% Per diem payable at the rate defined
• Accommodation and all meals	25%
• All meals	50%
• Breakfast included in accommodation charges	90%
• All other circumstances	100%

Applicable rates in respect of travel within the country

- Intercity travel by train: 2 tier AC
- Travel between places of stay and airport/station: As per actuals or @Rs 24 per km, up to a maximum of 50 km/day, whichever is less.
- Local transportation between stay and work: As per actuals or @Rs 24 per km, up to a maximum of 50 km/day, whichever is less.
- Accommodation per day: Up to INR 2250/-
- Food expenses per day: Up to INR 900/-

D. Application: The request for financial assistance to avail Student Travel Grant is done by filling the Form, Student-Travel-Grant Request, in Annexure IIB. The duly filled and signed form along with necessary documents mentioned in the format, is to be to the Academic Office at least one month in advance for further processing.

E. Submission of claim: The applicant shall submit the claim (use Travelling allowance bill template in Annexure IIB) for the expenditure actually incurred duly forwarded by the concerned Thesis Supervisor, Chair of the Unit along with the following documents:

- a. Copy of the approved Student-Travel-Grant Request form.
- b. Journey tickets (boarding pass /original train tickets etc.).
- c. Receipt of the registration fee in original issued by the Organizers.
- d. Certificate of attendance/participation issued by the Organizers.
- e. A brief report of the Conference

- f. A brief Report of any other scientific and technical activities undertaken during the visit.
- g. Voucher/Bank certificate indicating the rate at which foreign currency was purchased if applicable,

Note: The reimbursement process takes up to two weeks. The approved amount will be transferred to the bank account through NEFT.

Daily Allowance Rates for journeys in various countries

Sl. No.	Name of the Country	Daily Allowance (US \$)	Sl. No.	Name of the Country	Daily Allowance (US \$)
1	Afghanistan	75.00	38	Chad	60.00
2	Albania	75.00	39	Chile	75.00
3	Algeria	75.00	40	China	100.00
4	American Samoa	60.00	41	Colombia	75.00
5	Angola	75.00	42	Comoros	60.00
6	Anguilla	75.00	43	Congo	60.00
7	Antigua	75.00	44	Cooks Island	60.00
8	Argentina	75.00	45	Costa Rica	75.00
9	Armenia	75.00	46	Croatia	75.00
10	Australia	100.00	47	Cuba	75.00
11	Austria	100.00	48	Cyprus	100.00
12	Azerbaijan	75.00	49	Czech Republic	75.00
13	Aruba	75.00	50	Denmark	100.00
14	Bahamas	75.00	51	Djibouti	60.00
15	Bahrain	75.00	52	Dominica	75.00
16	Bangladesh	60.00	53	Dominican republic	75.00
17	Barbados	75.00	54	Ecquador	75.00
18	Belgium	100.00	55	Egypt	75.00
19	Belize	60.00	56	El Salvador	75.00
20	Belarus	75.00	57	Eritrea	60.00
21	Benin	60.00	58	Equatorial Guinea	60.00
22	Bermuda	75.00	59	Estonia	75.00
23	Bhutan	60.00	60	Ethiopia	60.00
24	Bolivia	75.00	61	Fiji	100.00
25	Botswana	75.00	62	Finland	100.00
26	Bosnia Herzgovina	75.00	63	France	100.00
27	Brazil	75.00	64	French Guyana	60.00
28	British Virgin Islands	60.00	65	Gabon	60.00
29	Brunei	100.00	66	Gambia	60.00
30	Bulgaria	75.00	67	Gaza (PNA)	75.00
31	Burkina Faso	60.00	68	Georgia	75.00
32	Burundi	60.00	69	Germany	100.00
33	Cameroon	60.00	70	Ghana	60.00
34	Canada	100.00	71	Gibraltar	100.00
35	Cape Verde Islands	60.00	72	Greece	100.00
36	Cayman Islands	60.00	73	Grenada	75.00
37	Central African Republic	60.00	74	Guadeloupe	75.00

75	Guam	60.00	117	Mali	60.00
76	Guatemala	75.00	118	Malta	100.00
77	Guinea	60.00	119	Martinique	75.00
78	Guinea Bissau	60.00	120	Macedonia	75.00
79	Guyana	75.00	121	Mauritania	60.00
80	Haiti	75.00	122	Mauritius	60.00
81	Honduras	75.00	123	Mexico	75.00
82	Hong Kong	100.00	124	Micronesia	100.00
83	Holy See (Vatican)	100.00	125	Moldova	75.00
84	Hungary	75.00	126	Monaco	60.00
85	Iceland	100.00	127	Mongolia	60.00
86	Indonesia	75.00	128	Montserrat	75.00
87	Iran	75.00	129	Morocco	60.00
88	Iraq	75.00	130	Mozambique	60.00
89	Ireland	100.00	131	Myanmar	60.00
90	Israel	75.00	132	Namibia	75.00
91	Italy	100.00	133	Nauru	60.00
92	Ivory Coast	60.00	134	Nepal	60.00
93	Jamaica	75.00	135	Netherlands	100.00
94	Japan	100.00	136	Netherlands Antilles	75.00
95	Jordan	60.00	137	New Caledonia	60.00
96	Kampuchea Cambodia	75.00	138	New Zealand	100.00
97	Kazakhstan	75.00	139	Nicaragua	75.00
98	Kenya	60.00	140	Niger	60.00
99	Kiribati	60.00	141	Nigeria	60.00
100	Korea (North)	60.00	142	Niue	60.00
101	Korea (South)	100.00	143	Norway	100.00
102	Kuwait	75.00	144	Oman	75.00
103	Kyrgyzstan	75.00	145	Pacific Islands	75.00
104	Laos	60.00	146	Pakistan	60.00
105	Latvia	75.00	147	Panama	75.00
106	Lebanon	60.00	148	Papua New Guinea	100.00
107	Lesotho	60.00	149	Paraguay	75.00
108	Liberia	60.00	150	Puerto Rico	75.00
109	Libya	60.00	151	Principality of Liechtenstein	100.00
110	Lithuania	100.00	152	Peru	75.00
111	Luxembourg	100.00	153	Philippines	75.00
112	Macao	60.00	154	Poland	75.00
113	Madagascar	60.00	155	Portugal	100.00
114	Malawi	60.00	156	Qatar	75.00
115	Malaysia	75.00	157	Reunion	60.00
116	Maldives	60.00	158	Republic of Palau	75.00

159	Republic of Slovenia	100.00	187	Thailand	75.00
160	Republic of San Marino	100.00	188	Togo	60.00
161	Romania	100.00	189	Tonga	60.00
162	Rwanda	60.00	190	Trinidad & Tobago	75.00
163	Samoa	60.00	191	Tunisia	60.00
164	Sao Tome & Principe	60.00	192	Turkey	100.00
165	Saudi Arabia	75.00	193	Turkmenistan	75.00
166	Senegal	60.00	194	Turks & Caicos	75.00
167	Seychelles	75.00	195	Tuvalu	60.00
168	Sierra Leone	60.00	196	Uganda	60.00
169	Singapore	75.00	197	U.A.E.	75.00
170	Slovak Republic	75.00	198	U.K.	100.00
171	Solomon Islands	60.00	199	U.S.A.	100.00
172	Somalia	60.00	200	Russian Federation	75.00
173	South Africa	75.00	201	Ukraine	75.00
174	Spain	100.00	202	Uruguay	75.00
175	Sri Lanka	60.00	203	US Virgin Islands	60.00
176	St. Kitts and Nevis	60.00	204	Uzbekistan	75.00
177	St. Lucia	60.00	205	Vanuatu	75.00
178	St. Vincent & Grenadines	60.00	206	Venezuela	75.00
179	Sudan	60.00	207	Vietnam	60.00
180	Suriname	75.00	208	Yemen	60.00
181	Swaziland	60.00	209	Yugoslavia	75.00
182	Sweden	100.00	210	Wallis Futune Islands	60.00
183	Switzerland	100.00	211	Zaire	60.00
184	Syria	75.00	212	Zambia	60.00
185	Tajikistan	75.00	213	Zimbabwe	75.00
186	Tanzania	60.00			

Annexure I

Annexure IA (prior to reporting at the Centre)

- Undertaking by Parent/Guardian on Anti-Ragging
- Undertaking by Student on Anti-Ragging
- Parent Declaration
- Code of Research Ethics and Conduct
- Medical Fitness

Note: The above forms are to be filled as appropriate and brought along at the time of admission to the Centre.

Annexure IB (at the time of admission at the Centre)

- Admission Check list
- Degree Registration
- Application to join Contributory Medical Scheme (CMS)
- Requisition for exercising option for Advance Fellowship
- Library Membership
- Email ID application (CompLab)
- Fellowship bill
- Travelling Allowance claim
- Personal Accident Insurance
- Request for issue of ID card
- Fee Challan receipt

Note: The above forms are to be duly completed and submitted along with those in Annexure IA

Form

Undertaking by Parent/Guardian on Anti-Ragging

1. I, Mr./Mrs./Ms. _____ (full name of parent/guardian) _____ father/mother/guardian of, _____ (full name of student) _____, having been admitted to _____ (name of the institution) _____, have received the soft copies of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institution, 2009, and the third amendment (together referred to as "Regulations" hereafter).
2. I have carefully read and fully understood the provisions contained in the Regulations.
3. I have, in particular, perused clause 3 of the Regulations and am aware of what constitutes ragging.
4. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
5. I hereby undertake that
 - a. My son/ daughter/ ward will not indulge in any act that may be constituted as ragging under clause 3 of the Regulations.
 - b. My son/ daughter/ ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
6. I hereby affirm that, if my son/ daughter/ ward is found guilty of ragging, he/she is liable for punishment as per the provisions of the Regulations and/or as per the law in force.
7. I hereby affirm that my son/ daughter/ ward has not been expelled or debarred from admission by any institution on account of being found guilty of abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that his/her admission is liable to be cancelled.

Signed this _____ day of _____ month of _____ year.

Signature of the Parent/Guardian

Telephone / Mobile No:

Address:

Unit:

Signature of the Unit Chair



Form

Undertaking by Student on Anti-Ragging

1. I (full name of the student) _____ S/o. / D/o
Mr./Mrs./Ms. _____
having been admitted to _____ (name of the institution) _____,
have received the soft copies of the UGC Regulations on Curbing the Menace
of Ragging in Higher Educational Institution, 2009, and the third amendment
(together referred to as “Regulations” hereafter) and .
2. I have carefully read and fully understood the provisions contained in the
Regulations.
3. I have, in particular, perused clause 3 of the Regulations and am aware of
what constitutes ragging.
4. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations
and am fully aware of the penal and administrative action that is liable to be
taken against me in case I am found guilty of or abetting ragging, actively or
passively, or being part of a conspiracy to promote ragging.
5. I hereby undertake that
 - a. I will not indulge in any behavior or act that may be constituted as
ragging under clause 3 of the Regulations.
 - b. I will not participate in or abet or propagate through any act of
commission or omission that may be constituted as ragging under
clause 3 of the Regulations.
6. I hereby affirm that, if found guilty of ragging, I am liable for punishment as
per the provisions of the Regulations and/or as per the law in force.
7. I hereby affirm that I have not been expelled or debarred from admission by
any institution on account of being found guilty of abetting or being part of a
conspiracy to promote, ragging; and further affirm that, in case the declaration
is found to be untrue, I am aware that my admission is liable to be cancelled.

Signed this _____ day of _____ month of _____ year.

Signature of the Student

Mobile No:

Address:

Unit:

Signature of the Unit Chair



Form

Code of Research Ethics and Conduct

Professional Conduct: Realize the ethical and professional responsibilities while interacting with thesis supervisor(s), fellow students, faculty and the entire community of the Centre. Have mutual trust that enables one to work in a group harmoniously.

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. Reproducibility is an important component of scientific research. Do not deceive colleagues or funding agencies. Accountability is essential.

Objectivity: Strive to avoid bias in experimental design, data analysis, data interpretation and other aspects of research where objectivity is required.

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 articles submitted for publication and patent records.

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

Impartiality: Avoid discrimination based on 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; follow the rules and regulations of the Centre.

I(Full name of student..., S. R. No.)....., hereby state that I have read the above Code of Research Ethics and Conduct for the students and I abide by them to the best of my abilities. I hereby undertake the **Int. Ph.D./Ph.D./M.S.(Engg.)/M.S. (Research)/ M.Sc./ PGDMS** at JNCASR as offered with mutual trust and faith.

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, and with the prior permission from the thesis 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 thesis supervisor so that continuity is maintained. I will complete the no-dues formalities of the Centre.

If I commit a breach of the above code of research ethics and conduct, I understand that I will not be eligible for receipt of grade sheet/transcript for the course studied or work carried out by me as a part of the programme for which I was admitted at the Centre as well as for re-admission as a student of the Centre for a period of 3 years.

Signature of the Student

Forwarded through

Signature of Thesis Supervisor/
Programme coordinator (as applicable)
Date:

Signature of the Unit Chair



Parent Declaration

In the event of Mr./Miss./ Mrs.....(Full name of the student).....being admitted to Jawaharlal Nehru Centre for Advanced Scientific Research (JNCASR), I shall be responsible for her/his conduct and support.

The Centre will be entitled to discontinue Mr./Miss./Mrs..... if her/his progress is not satisfactory or her/his continuance in the Centre is deemed undesirable. The decisions of the Competent Authority in the assessment of the student's work and in the matters of discipline will be treated as final.

I understand that gross indiscipline or misconduct which does not conform to the ethical and moral (both general and scientific) practices of the Centre will **not** be permitted and disciplinary action may lead to expulsion.

Signature

Date:

Name of Parent / Guardian:

Address and Phone number of Parent / Guardian:



Form

Medical Fitness

(To be submitted at the time of physically reporting at the Centre)

Note: The filled-in form is to be produced before the CMO, JNCASR. After certification, the form should be submitted to the Academic Office)

Personal history *(To be filled by the student)*

Full name.....

Parent/Guardian's name.....

Date of birth(DD/MM/YYYY) Age:Years.....Months

Gender: Male / Female / Others.....

Identification mark(s) on the body, if any(This can be a mole, scar or birthmark)

Signature of the student

Signature of the Parent/Guardian

Date:

To be filled by the Family Physician or the Certified Medical Officer

Mr. / Mrs. / Ms.....

Height.....cms; Weight.....kg; Blood group.....; B.P

Chest inspiration:Chest expiration.....

Cardio-vascular system

Nervous System.....

Respiratory System.....

Vision(with or without glasses)

(a) Right eye:

(b) Left eye:

(c) Colour blindness:

(d) Unilocular vision:

Abdomen

(a) Liver

(b) Spleen

Hernia.....

Hydrocele.....

Identified allergies

History of illness (Physical and/or mental), which requires clinical support:

Brief details of ongoing treatments for the above (if any):

Certified that.....daughter/son of.....is in
sound physical and mental health to pursue her/his studies at JNCASR.

Name: Dr.

Registration No:

Official Seal & Signature

Date:

.....
Signature: Chief Medical Officer
JNCASR

Form Admission check list

Name of the student		Ph.D. <input type="checkbox"/>
		M.S. Engg./Research <input type="checkbox"/>
Unit		M.S. Engg. – Ph.D. Dual degree <input type="checkbox"/>
		M.S. Research - Ph.D. Dual degree <input type="checkbox"/>
	Degree to be registered for	Int. Ph.D. <input type="checkbox"/>

Sl. No.	Forms	Tick here	Remarks, if any
1	Degree Registration	<input type="checkbox"/>	
2	Undertaking by Parent/Guardian on Anti-Ragging	<input type="checkbox"/>	
3	Undertaking by Student on Anti-Ragging	<input type="checkbox"/>	
4	Parent Declaration	<input type="checkbox"/>	
5	Medical Fitness	<input type="checkbox"/>	
6	Code of Research Ethics and Conduct	<input type="checkbox"/>	
7	Application to join Contributory Medical Scheme (CMS)	<input type="checkbox"/>	
8	Requisition for exercising option for Advance Fellowship	<input type="checkbox"/>	
9	Fellowship bill	<input type="checkbox"/>	
10	Library membership	<input type="checkbox"/>	
11	Email ID application (CompLab)	<input type="checkbox"/>	
12	Travelling Allowance claim	<input type="checkbox"/>	
13	Personal Accident Insurance	<input type="checkbox"/>	
14	Application for ID card	<input type="checkbox"/>	
15	Fee Challan receipt	<input type="checkbox"/>	

Do not staple the documents.

I have attached the duly signed forms as ticked above.

Date:

Signature of the student

----- **(For Academic office use only)** -----

Received the check list along with duly signed forms. With this, the admission process is complete. The date of degree registration is mentioned below. The student is allotted S. R. No is

Date:

Signature of Academic Coordinator

Academic Office to send the name of the student and the S. R. No. to all relevant offices and sections along with copies of

1. Request for issue of ID card - Security Office.
2. Library membership – Library
3. Complab membership – Complab
4. Option exercised regarding participation in Outreach activities, to F&E office.
5. Requisition for exercising option for Advance Fellowship – Accounts section
6. Personal Accident Insurance – Accounts section



Form

Degree Registration

Degree/Diploma Registered for *(Tick ✓ appropriate)*

- ☐ Ph.D.
 ☐ Int. Ph.D. (CS/PS/BS)
 ☐ M.S.(Engg.)
- ☐ M.Sc. in Chemistry
 ☐ M.Sc. in Interdisciplinary Biosciences
 ☐ PGDMS

1. Full name: _____

2. Date of joining: _____

3. Date of registration: _____

4. Unit: _____

5. Thesis Supervisor(s)/Int. Ph.D. Coordinator(s) / Course Coordinator:

Name	Designation	Unit

6. I am interested in volunteering for the Centre's Outreach activities and would like to have my name included in the mailing list. ☐
(optional, tick the box if willing)

Date:

Signature of the Student

Note: Academic Office to send the above input to F&E office.

I have verified the above information submitted by the student I am willing to supervise his/her work.

Signature of the Thesis Supervisor(s)/
Int. Ph.D. Coordinator(s)/Course Coordinator/ Chair

Date:

I recommend that the student may register for the degree. Necessary facilities will be made available in the Unit.

Date:

Signature of the Unit Chair



Application to join Contributory Medical Scheme (CMS)

1. Full name (in capital letters)
2. Degree to be registered for
3. Unit
4. Thesis Supervisor
5. Email ID
6. Current address
-
- contact no.
- Emergency contact details
7. Date of Birth
8. Contribution amount: Rs.1,200/- for six months *(subject to change from time to time)*

I declare that the details furnished above are true to the best of my knowledge and belief.

I request that the medical facilities under CMS may be extended to me.

Date: _____ Signature of the student

Place: _____

----- **(For Academic office use only)** -----

S.R. No.*: Date of degree registration:

Signature of Academic Coordinator

----- **(For office use)** -----

1. Date of enrolment.....

2. Validity.....

Note: The date of enrolment will same as the date of degree registration as communicated by the Academic Office.
The validity of CMS will be for a maximum period until the cancellation of degree registration as indicated below.

Ph.D.	6.5 years
Integrated Ph.D.	8.5 years
M.S. (Engineering/Research)	2.5 years
M.Sc.	2 years
PGDMS	1 year

Date: _____

Signature of the concerned Officer

Application for Email ID

Please affix
passport size
photograph
Please do not staple

Full name

Unit Date of birth

Thesis Supervisor(s)

Permanent address

.....

.....

Mobile number

Have you ever been assigned JNCASR email ID: Yes ☐ No ☐
(If yes, please mention your old JNCASR ID:.....)

Alternative Email ID(*capitalized*)

Signature of the student

----- **(For Academic office use only)** -----

S.R. No.*: Degree registered for

Date of degree registration

Signature of Academic Coordinator:

----- **(For CompLab use only)** -----

Name: S. R. Code:

Email ID:@jncasr.ac.in Date of issue:

Edurom Wifi username: Login URL: <http://outlook.jncasr.ac.in>

- JNC email ID and Edurom credentials are shared with the above mentioned ☐ Email ID
- Above created JNC email ID is added in relevant JNC group IDs ☐

Signature of CompLab Head

Note:

- Please change your password immediately or keep it secure
- Email your queries and concerns to complab@jncasr.ac.in
- Go through the CompLab site at www.jncasr.ac.in/complab and know its rules, regulations and policies

Application for Identity Card

1. Full name (in capital letters)

2. Unit

3. Residential address

(a) Permanent

.....

.....

(b) Present

Room No:

Student Residence/NVSH/as below:

4. Blood group

5. Identification mark

6. Mobile number

7. Emergency contact

Name

Mobile number

Address

.....

8. Signature of the student

----- **(For Academic office use only)** -----

S.R. No.*: Degree registered for

Date of degree registration valid up to (date)

Forwarded to Security office for issuance of ID with period of validity matching with the degree registration.

Signature of Academic Coordinator

----- **(At Security office)** -----

Verified and issued the relevant ID with validity as below.

Date, from:

valid up to

Signature of the Security officer

Date:



Library Membership

(Note: Fields marked as * are mandatory)

Please affix
passport size
photograph

Please do not staple

1. Full Name*

First name: _____

Surname: _____

2. Unit: _____

3. Subjects of interest*: _____

4. Thesis supervisor(s): Dr./Prof. _____

Dr./Prof. _____

5. Residential address*:

a. Present Address (in Bengaluru)*: _____

City: Bengaluru State: Karnataka Pin: _ _ _ _ _

b. Permanent Address*: _____

City/Town/Village: _____ State: _____ Pin: _____

6. Contact numbers*:

(Personal mobile no.: _____) (Lab no.: _____)

(Parent's mobile no.: _____ Landline: (with STD code) _____ / _____)

7. Email ID*: _____

Signature of student with date*: _____

----- **(For Academic office use only)** -----

S.R. No.*: _____ Period of admission*: from _ _ / _ _ / _ _ _ _ to _ _ / _ _ / _ _ _ _

Signature of Academic Coordinator: _____

JNC email ID: _____ (to be filled by student)

Note: Please enclose self-attested photocopy of your Aadhar card as proof of your permanent address to library.

----- **(For Library office use)** -----

User card number: User Category:

Validity of Registration: from to Entered in Koha: (Yes/No)

Koha Entry made by: Signature of SLIO:

**Form****Personal Accident Insurance**

Name of the student		Degree to be registered for	
Unit		Ph.D.	<input type="checkbox"/>
Thesis supervisor(s)		M.S. Engg./Research	<input type="checkbox"/>
		M.S. Engg. – Ph.D. Dual degree	<input type="checkbox"/>
		M.S. Research - Ph.D. Dual degree	<input type="checkbox"/>
Date of birth		Int. Ph.D.	<input type="checkbox"/>
Nominee Name		Relationship with Nominee	

Note: Rs. 25/- per month to be paid in advance for six months.

I declare that the above mentioned information is correct. I request the Centre to admit me to the insurance scheme.

Signature of the student

Date:

----- **(For Academic office use only)** -----

S.R. No.*: Degree registered for

Date of degree registration

Signature of Academic Coordinator

----- **(For Establishment Office use)** -----

The above information is noted for records.

Signature of the concerned Officer

Date:

**Form****Requisition for exercising option for Advance Fellowship**

*(Applicable to newly joined Ph.D. students who are yet to activate
CSIR/UGC/ICMR/DBT/INSPIRE - JRFs)*

I,(Full name of the student, S.R. No).....hereby declare that I took admission to the Ph.D. Programme on(date) in the Unit of JNCASR.

I have been awarded CSIR/UGC/ ICMR/ DBT/ INSPIRE fellowship as per sanction letter..... dated..... Copy attached. ☐

Tick one option and strike off the other

Option 1: However, I have not yet activated/received any funds from CSIR/ UGC/ICMR/DBT/INSPIRE towards payment of my fellowship. I would therefore be grateful to JNCASR if it could advance the fellowship amount to me on monthly basis for a maximum period of 6 months. ☐

I undertake that:

- 1) The accumulated advance amount will be reimbursed by me to JNCASR within seven days of the receipt of the fellowship funds from CSIR/UGC/ ICMR/DBT/INSPIRE.
- 2) If the outstanding advance amount is not reimbursed by me to JNCASR within the stipulated time of its receipt from CSIR/UGC/ICMR/DBT/INSPIRE etc., an interest at the rate applicable rate will be levied.

Option 2: I do not want any advance from JNCASR. I will wait for funds from CSIR/UGC/ICMR/DBT/INSPIRE. ☐

Signature of the student

Date:

Place:

Form

Fellowship bill for the academic year -August to July

Full name: Unit:
Bank: S.R. No.:
Branch: Degree registered:
A/c No: Date of registration:
IFSC CODE: Thesis Supervisor:
PAN.: Name of the fellowship: Centre/ CSIR/
UGC/ ICMR/ DBT/ INSPIRE/ or any other
Aadhaar No.: xxxx xxxx _ _ _ _
(only last four digits) JNCASR email I.D:

Month	From	To	Amount	Signature of the student	Thesis Supervisor/ Faculty In-charge / Unit Chair
August					
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
July					

Note: To process the fellowship, the form should be submitted by 23rd of every month.

Mid-Year Admission

Fellowship bill for the period - January to December

Full name: Unit:
 Bank: S.R. No.:
 Branch: Degree registered:
 A/c No: Date of registration:
 IFSC CODE: Thesis Supervisor:
 PAN.: Name of the fellowship: Centre/ CSIR/
 UGC/ ICMR/ DBT/ INSPIRE/ or any other
 Aadhaar No.: xxxx xxxx _ _ _ _
 (only last four digits) JNCASR email I.D:

Month	From	To	Amount	Signature of the student	Thesis Supervisor/ Faculty In-charge / Unit Chair
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

Note: To process the fellowship, the form should be submitted by 23rd of every month.

विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार के अधीन एक स्वायत्त संस्था
सम विश्वविद्यालय संस्थान

Jawaharlal Nehru Centre for Advanced Scientific Research

An Autonomous Institution under the Department of Science and Technology, Govt. of India
An Institution Deemed to be University

Full Name Unit Date

Travelling Authorization Ref. No. – JNC/

, Date - / / 20

[illegible]

Date	Hotel/GH Charges*	Food Bill	Local Transport	Date	Hotel/GH Charges*	Food Bill	Local Transport

Booking Exp.		Cancellation Fee		Registration Fee		Misc. Exp.	
--------------	--	------------------	--	------------------	--	------------	--

Name of the Claimant (as per the bank account) :

Account No. : _____, IFSC : _____, MICR : _____

Bank Name, Branch & Address :

PAN :, Other information if any :

I, Mr./Ms. _____ hereby declare that the claims made above are based on the actual amount spent by me and have not been claimed by me and/or paid to me from any other source.

☐ The Air ticket was booked on in the cheapest available flight [please ✓ if applicable.]

Forwarded [to Accounts Office]

For Academic office use only

S.R. No.:

Degree registered for

Date of degree registration

Signature of the HoU/HoO

Signature of Academic Coordinator

Signature of the Claimant

* N.B. – Please enclose original Air/Railway [III AC & above] ticket, Boarding Pass, Receipt for Hotel/GH charges, documents in support of other claims.

FOR OFFICIAL USE ONLY

#	HEAD OF EXPENSE	ADMITTED BY ACCOUNTS OFFICE
1	Centre Travel Grant	
a	Road mileage	
b	Air/Ship/Train/Bus Fare	
c	Booking/Canc. Expenses	
d	Lodging Expenses	
e	Boarding Exp. / Food Bills	
f	Local Transportation Exp.	
	Total of 1	
2	Staff Training	
3	Honorarium / Sitting Fees	
4	Other	
	Grand Total	
5	Less: Advance	
	Payable (Recoverable)	

Under Rs. (Rupees

 only).

Acct. Asst. Jr. Acct. Officer Accounts Officer

Passed for Rs. (Rupees

 only).

Administrative Officer / President

Acct. Asst.

Please process the payment as passed above by the competent authority through RTGS/NEFT /ECS/Account Payee Cheque.

Jr. Acct. Officer

Paid through RTGS/NEFT/ECS/Ch. vide batch No.
 for Rs. dated – / / 20....

Acct. Asst. Jr. Acct. Officer Accounts Officer



Challan for Payment of Fees

Name of the student		Unit	
<i>If the information is available</i>			
S. R. No.:		Ph.D.	<input type="checkbox"/>
Date of degree registration		M.S. Engg./Research	<input type="checkbox"/>
		M.S. Engg. – Ph.D. Dual degree	<input type="checkbox"/>
Thesis supervisor(s)		M.S. Research - Ph.D. Dual degree	<input type="checkbox"/>
		Int. Ph.D.	<input type="checkbox"/>

Sl. No.	Details	When to pay	Amount to pay (INR)	Amount (INR)
1	Tuition fees	First year	10,000/- per year	
		Second year onwards	5,000/- per semester	
2	Contributory Medical Scheme (CMS)	Every semester	1,200/- per semester	
3	Janatha Personal Accident Insurance	Every semester	150/- per semester	
4	Statutory and Library Deposit	First year	10,000/- (One time deposit and refundable)	
5	Mess Deposit	First year	10,000/- (One time deposit and refundable)	
6	Thesis Fee	During thesis submission	Ph.D. (1,500/-)	
			M.S. through Int. Ph.D./ M.S.(Engg.) (500/-)	
7	Fine			
8	Any other payment			
Total				

Date:

Signature of the student

-----**(For Account office use only)**-----

This is to certify that accounts have received the above mentioned amount on..... with transaction no.

Date:

Signature of Accounts Officer

Annexure II

Annexure IIA

- GSAC Forms
- Templates

Annexure IIB

- Course Registration
- Course audit
- Course drop
- Break-in studies
- Leave application
- No dues
- Fee Challan
- Student Travel Grant
- Travel allowance Claim

GSAC Form 1

GSAC Composition

1.	Name of the student:		2.	Unit:
3.	S. R. No.:	5.	Regular Ph.D. <input type="checkbox"/> M.S. Engg. – Ph.D. Dual degree <input type="checkbox"/> M.S. Research - Ph.D. Dual degree <input type="checkbox"/> Int. Ph.D. <input type="checkbox"/> (If Int. Ph.D., name of the Coordinator)	
4.	Date of Degree registration:			
6.	Thesis supervisor: (name, unit, and designation)			
7.	Co-supervisor: <i>if applicable</i> (name, unit and designation)			
8.	Internal member 1: (name, unit and designation)			
9.	Internal member 2: (name, unit and designation)			
10.	External member: (name, designation, department, Institution)			
11.	Signature of the Thesis supervisor		Signature of the Co-Supervisor, <i>if applicable</i>	
12.	Forwarded (with remarks, if any):			
13.	Signature of the Unit Chair		Date:	
Note: In case Unit Chair is the Thesis supervisor, a senior Professor may serve as GSAC Chair. For Int. Ph.D. stream, Coordinator(s) will be part of GSAC till the completion of M.S. formalities.				
Note: 1. The formality associated with this form is to be completed during the 1 st semester for Ph.D.; for Int. Ph.D. stream, during the 5 th semester. 2. The next GSAC formality will be due before the beginning of 3 rd semester for Ph.D.; for Int. Ph.D., before the beginning of 6 th semester.				

I,, have noted the contents of the form.

Student's signature

Date:

At the Academic office

Date of submission:

The student is from Int. Ph.D. stream and has passed the Qualifying examination and may be awarded JRF.

☐

The composition of the Graduate Student Advisory Committee as proposed is in order/needs revision for reasons stated below.

Academic Coordinator

Recommended (with remarks, if any):

Dean, Academic Affairs

President

Note: The Academic Office to send out communication to the GSAC.

GSAC Form – 2

Seeking GSAC inputs by email circulation

Name of the student		S. R. No.:
Unit		Ph.D. <input type="checkbox"/>
Date of degree registration		M.S. Engg. – Ph.D. Dual degree <input type="checkbox"/>
Thesis Supervisor(s)		M.S. Research - Ph.D. Dual degree <input type="checkbox"/>
		Int. Ph.D. <input type="checkbox"/>
Present fellowship	Rs. /per month	(If Int. Ph.D., name of the Coordinator)

Courses credited in previous semester(s)

Course No.	Title of the Course	Grade
TGPA/CGPA		

Courses being credited in forthcoming semester(s) (if applicable)

Course No.	Title of the Course	Credits

Title of the M.S. thesis (applicable to Dual degree and Int. Ph.D. streams)
<i>(can be tentative)</i>
Broad area of the research work

Overall workplan for the next two semesters (pointwise)

I circulated the above information among the GSAC members and the comments received are ☐ attached along with the annual progress report.

I have cleared the applicable fees and other payments till 3rd semester (Ph.D.)/6th semester (Int. Ph.D.) and the receipt copy is attached. ☐

I have also completed the Fellowship extension formalities as applicable to the funding agency. ☐

Signature of the student

Date:

Signature(s) of Thesis supervisor(s)

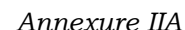
Recommendation for extension of fellowship (Ph.D.) with specific comments on research progress, if any:

Signature of the Chair

Date:

Note:

- a. The formality associated with this form is to be completed by Ph.D. students before the beginning of the 3rd semester; for Int. Ph.D. stream, before the end of 5th semester.
- b. After filling-in details as above, the student should send the form by email to the Chair and members of GSAC. GSAC members may send inputs/recommendations, if any, within a week, in the Reply-all mode. The student should submit the form enclosing comments received from GSAC members, to the Academic office (academic@jncasr.ac.in) forwarded by the Chair.
- c. For a Dual degree registrant, the next step after completing this formality will be at the beginning of 4th semester, requesting to schedule M.S. thesis colloquium (Form MS thesis colloquium, not applicable to Regular Ph.D. & Int. Ph.D.). GSAC members are requested to make effort in attending the colloquium.
- d. For both Regular Ph.D. and Dual degree streams, the next GSAC meeting should be scheduled before the beginning of the 5th semester; for Int. Ph.D. stream, before the beginning of 9th semester.



Scheduling of Comprehensive/M.S. thesis viva/GSAC meeting

Note: If external funding agency (CSIR, UGC, etc.), JRF-SRF upgradation formalities as per the requirements from the funding agency, are also to be completed during this meeting.

Course No.	Title of the Course	Grade
TGPA/CGPA		

Note: Data available may be filled in. If a Grade Report is available, the same may be attached with the form, instead of filling up the above table.

Thesis title (can be tentative)

Time:

Report on the progress made in respect of Thesis work is attached with this form.

I have cleared the applicable fees and other payments till 4th semester for Ph.D.; 7th semester for Int. Ph. D. and the receipt copy is attached.

Date:

Signature(s) of Thesis supervisor(s)
with remarks, if any:

Recommendation with remarks, if any:

Signature of the Chair

Date:

Note:

- (a) The formality associated with this form is to be completed during the 4th semester for Ph.D.; for Int. Ph.D. stream, during 6th semester.
- (b) The student should submit the duly filled-in form to the Academic office (academic@jncasr.ac.in) forwarded by the Chair.
- (c) After completion of exam, duly filled-in Form 3b needs to be submitted to the Academic Office.

GSAC Form – 3b

Comprehensive/M.S. thesis viva cum GSAC meeting report

Name of the student		S. R. No.:	
Unit		Ph.D.	<input type="checkbox"/>
Date of degree registration		M.S. Engg. – Ph.D. Dual degree	<input type="checkbox"/>
Thesis Supervisor(s)		M.S. Research - Ph.D. Dual degree	<input type="checkbox"/>
		Int. Ph.D.	<input type="checkbox"/>
		(If Int. Ph.D., name of the Coordinator)	
Present fellowship	Rs. /per month	
Fellowship- Centre's/CSIR/UGC/INSPIRE/ICMR/DBT/(If others, specify):			

Deliberations of the Committee

The student made a presentation on the progress of thesis work carried out. The Committee interacted with the student asking several technical questions pertaining to the methodology, results obtained, observations made, data analysis as well as inventive aspects. The Committee also examined the depth of knowledge paying attention to the courses undertaken by the student and credits secured. The examination also included queries related to prospects of the student.

Additional Comments/Observations by the Committee Members (if any):

- 1.
- 2.

Recommendation (to tick the relevant box and strike-off the rest)

Based on overall performance (the courses, research work, Committee deliberations as well as attendance), the Committee recommends the following:

Note: Below, a) is applicable to Ph.D., b) to Dual degree; c) to Int. Ph.D. degree and d) for unsatisfactory case (of any stream).

a) Ph.D.

- As presented and on examination, the student performance in this examination was found to be

Very good/ Excellent/ Outstanding

The student has, therefore, successfully completed the viva examination and the GSAC formalities. *Below, tick the relevant box.*

- The Ph.D. registration may be confirmed and the student may receive the enhanced scholarship as per norms of the funding agency. ☐
Note: The student may be advised to attach with this report, the duly filled-in JRF-SRF upgradation form as applicable to the funding agency.
- The student desires to discontinue Ph. D. at the Centre. A Pre-Ph.D. course certificate may be issued. The Ph.D. registration at the Centre may be cancelled. ☐

- The overall performance is just satisfactory. Further the student is not motivated enough to pursue Ph.D. The student may be given a Pre-Ph.D. course certificate and asked to discontinue. The Ph.D. registration may be cancelled. ☐

b) Dual degree

- As presented and on examination, the student performance in this examination was found to be

Very good/ Excellent/ Outstanding

The student has, therefore, successfully completed the viva examination and the GSAC formalities. *Below, tick the relevant box(s).*

- i) The Committee recommends the award of M.S. degree. The student may now continue with the Ph.D. with the SRF term as per norms of the funding agency. ☐
Note: The student may be advised to attach with this report, the duly filled-in JRF-SRF upgradation form as applicable to the funding agency.
- ii) The Committee recommends the award of M.S. thesis. As the student desires to discontinue Ph. D. at the Centre, the Ph.D. registration may be cancelled. ☐
- The Committee is not satisfied with the M.S. thesis and therefore, does not recommend the award of M.S. degree. However, based on the satisfactory performance in the courses and the motivation/interest shown by the student towards research work, the student may continue as a Regular Ph.D. registrant. ☐
- The Committee does not recommend the award of M.S. thesis and considers the overall performance as just satisfactory. The Ph.D. registration may be cancelled. The student may leave with the Pre-Ph.D. certificate. ☐

c) Int. Ph.D. degree

- As presented and on examination, the student performance in this examination was found to be

Very good/ Excellent/ Outstanding

The student has, therefore, successfully completed the M.S. thesis viva examination and the GSAC formalities. The M.S. degree may be awarded. *(tick the relevant one).*

- i) The Ph.D. registration may be confirmed and the student may receive the scholarship as per norms. ☐
Note: The student may be advised to attach with this report, the duly filled-in JRF extension form as applicable to the funding agency.
- ii) The student desires to discontinue Ph. D. at the Centre. The Ph.D. registration may be cancelled. M.S. degree may be awarded. ☐

d) for unsatisfactory case (of any stream)

- As presented and on examination, the performance of the student is found to be not so satisfactory. The student may be allowed to appear for a repeat Comprehensive/M.S. thesis viva within two months from the date of this examination. ☐
- As presented and on examination, the performance of the student is found to be entirely unsatisfactory. It is recommended that the student may be asked to discontinue at the Centre. The Ph.D. registration may be cancelled. ☐

Signatures

Thesis supervisor(s)		
GSAC Internal member	GSAC Internal member	GSAC External member
Name:	Name:	Name:
Signature:	Signature:	Signature:
<p style="text-align: center;">Chair of the Unit/GSAC</p> <p>With remarks, if any</p>		

Note:

- (a) The formality associated with this form is to be completed before the beginning of the 5th semester; in case of Int. Ph.D., before the beginning of 7th semester.
- (b) A delay in conducting CE is permitted only on valid grounds but with prior approval.
- (c) The student should submit the duly filled-in form, along with attachments as applicable, to the Academic office (academic@jncasr.ac.in) forwarded by the Chair.



GSAC Form – 4

Seeking GSAC inputs by email circulation

Name of the student		S. R. No.:
Unit		Ph.D. <input style="float: right;" type="checkbox"/> M.S. Engg. – Ph.D. Dual degree <input style="float: right;" type="checkbox"/> M.S. Research - Ph.D. Dual degree <input style="float: right;" type="checkbox"/> Int. Ph.D. <input style="float: right;" type="checkbox"/>
Date of degree registration		
Thesis Supervisor(s)		
Present fellowship	Rs. /per month	
Fellowship- Centre's/CSIR/UGC/INSPIRE/ICMR/DBT/(If others, specify):		

Proposed Thesis Title

Summary of Thesis work progress

Details of Publications and Patents (including those under process at different stages)

Summary of workplan for the following two semesters (pointwise)

I circulated the above information among the GSAC members and the comments received are attached along with the annual progress report. ☐

I have cleared the applicable fees and other payments till 7th semester (Ph.D.)/9th semester (Int. Ph.D.) and the receipt copy is attached.

☐

I have also completed the Fellowship extension formalities as applicable to the funding agency.

☐

Signature of the student

Date:

Signature(s) of Thesis supervisor(s)

Recommendation for extension of fellowship (Ph.D.)/ upgradation to SRF (Int. Ph.D.) with specific comments on research progress, if any:

Signature of the Chair

Date:

Note:

- a. The formality associated with this form is to be completed before the beginning of the 7th semester; for Int. Ph.D. stream, before the beginning of 9th semester.
- b. If the Thesis work is completed by now, scheduling of the Thesis colloquium and an early submission of thesis may be taken up.
- c. After filling-in details as above, the student should send the form by email to the Chair and members of GSAC. Inputs/Recommendations from GSAC members, if any, may be sent within a week in Reply-all mode. The student should submit the form enclosing comments received from GSAC members to the Academic office (academic@jncasra.c.in) forwarded through the Chair.
- d. The next GSAC meeting should be scheduled before the beginning of the 9th semester; for Int. Ph.D. stream, before the beginning of 11th semester or 13th semester, as applicable. GSAC Form 5 is to be used in both cases.

GSAC Form – 5

Seeking GSAC inputs by email circulation

Name of the student		S. R. No.:	
Unit		Ph.D.	<input type="checkbox"/>
Date of degree registration		M.S. Engg. – Ph.D. Dual degree	<input type="checkbox"/>
Thesis Supervisor(s)		M.S. Research - Ph.D. Dual degree	<input type="checkbox"/>
Present fellowship	Rs. /per month	Int. Ph.D.	<input type="checkbox"/>

Thesis Title (with revision if any)

Summary of Thesis work progress

Details of Publications and Patents (including those under process at different stages)

Summary of workplan for the remaining period (pointwise)

I circulated the above information among the GSAC members and the comments received are attached along with the annual progress report. ☐

I have cleared the applicable fees and other payments till 9th semester for Ph.D./ 11th or 13th semester for Int. Ph.D. (as applicable) and the receipt copy is attached. ☐

I have also completed the Fellowship extension formalities as applicable to the funding agency. ☐

Signature of the student

Date:

Signature(s) of Thesis supervisor(s)

Recommendation for extension of fellowship with specific comments on research progress, if any:

Signature of the Chair

Date:

Note:

- a. The formality associated with this form is to be completed before the beginning of the 9th semester; for Int. Ph.D. stream, before the beginning of 11th semester or 13th semester, as applicable.
- b. If the Thesis work is completed by now, scheduling of the Thesis colloquium and an early submission of thesis may be taken up.
- c. After filling-in details as above, the student should send the form by email to the Chair and members of GSAC. Inputs/Recommendations from GSAC members, if any, may be sent within a week in Reply-all mode. The student should submit the form enclosing comments received from GSAC members to the Academic office (academic@jncasr.ac.in) forwarded by the Chair.
- d. The next scheduled GSAC meeting will be during the Thesis colloquium, which should take place before the beginning of the 11th semester, or earlier. A request for scheduling the Thesis colloquium is to be sent during the 10th semester; for Int. Ph.D. stream, during the 14th semester (Form 6a).
- e. If there be anticipated delay in scheduling the Thesis colloquium, the same is to be communicated at this time.



GSAC Form – 6a

Scheduling of Thesis Colloquium/GSAC Meeting

Name of the student		S. R. No.:
Unit		Ph.D. <input style="float: right;" type="checkbox"/>
Date of degree registration		M.S. Engg. – Ph.D. Dual degree <input style="float: right;" type="checkbox"/>
Thesis Supervisor(s)		M.S. Research - Ph.D. Dual degree <input style="float: right;" type="checkbox"/>
Present fellowship	Rs. _____ /per month	Int. Ph.D. <input style="float: right;" type="checkbox"/>

Details of Publications and Patents (including those under process at different stages)

Note:

- Delayed colloquium: Conducting Thesis colloquium before the beginning of the 11th semester (for Int. Ph.D. stream, before the beginning of 15th semester) is highly recommended. If there is an anticipated delay, then proceed to section: **Delayed Thesis colloquium/submission**
- Colloquium close to the deadline: The Ph.D. thesis must be submitted within 10 weeks from the date of the Thesis colloquium (08 weeks from the date of the synopsis submission). If the Thesis colloquium is being held without a delay but close to the deadline, then the Thesis submission date may fall into the following semester. However, for the sake of processing, the case will be treated as the one without any delay. Proceed to fill the sections below.

Thesis colloquium title

Proposed date of the colloquium:

Time:

(in consultation with GSAC Chair and members)

Note: The participation of GSAC members in the thesis colloquium, is optional; however, the members are requested to be present.

I have noted that the synopsis of the thesis in the desired format (Template Synopsis), finalized in consultation with the Thesis supervisor(s), is to be submitted to the Chair within 02 weeks from the date of Thesis colloquium.

I will be sharing a copy of the synopsis with the committee, by email, prior to the colloquium. ☐

I have cleared the applicable fees and other payments till 10th semester for Ph.D.; 14th semester for Int. Ph.D. and the receipt copy is attached. ☐

Signature of the student

Date:

Signature(s) of Thesis supervisor(s)

Signature of the Chair

Date:

Note:

- a. The formality associated with this form is recommended to be completed during the 10th semester; for Int. Ph.D. stream, during the 14th semester.
- b. After filling-in details as above, the student should send the form by email to the Chair and members of GSAC. Inputs/Recommendations from GSAC members, if any, may be sent within a week in Reply-all mode. The student should submit the form enclosing comments received from GSAC members to the Academic office (academic@jncasr.ac.in) forwarded by the Chair.
- c. The next formality is Thesis colloquium Report (GSAC Form 6b).

Delayed Thesis colloquium/submission

(Below is for use, in case of delay in scheduling the Thesis colloquium/submission)

Note: GSAC meeting is to be held **in-person** to access the progress in pending Thesis research/writing works.

Reasons for delay in scheduling Thesis colloquium/submission

Plan for the pending works

Proposed timeline to complete pending works (preferably within six months)

GSAC recommendation *(tick the relevant box)*

The Committee is satisfied with the justifications provided by the student for extending the term. The student has been advised to complete the thesis formalities within the next semester. Financial assistance for a period of 6 months beyond the fellowship term, is recommended. ☐

The Committee is not satisfied with the justifications provided by the student for extending the term. The student has been asked to discontinue the work; the Ph.D. registration may be cancelled. A Research experience certificate may be issued, as appropriate. ☐

Additional comments/recommendations, if any:

Signatures

Thesis supervisor(s)		
GSAC Internal member	GSAC Internal member	GSAC External member
Name:	Name:	Name:
Signature:	Signature:	Signature:
<p>Chair of the Unit/GSAC</p> <p>With remarks, if any</p>		

Acknowledgement

I have noted the recommendations/inputs of the Committee.

I have cleared the applicable fees and other payments till 10th semester for Ph.D.; 14th semester for Int. Ph.D. and the receipt copy is attached.

☐

Signature of the Student

Date:

Note:

- The formality associated with this form is to be completed before the beginning of the 11th semester; for Int. Ph.D. stream, before the beginning of 15th semester.
- After filling-in details as above, the student should send the form by email to the Chair and members of GSAC. Inputs/Recommendations from GSAC members, if any, may be sent within a week in Reply-all mode. The student should submit the form enclosing comments received from GSAC members to the Academic office (academic@jncasr.ac.in) forwarded by the Chair.
- During the extended period, the student may refer to GSAC Form 7 and proceed with the desired formalities.



GSAC Form – 6b

Thesis colloquium Report

Name of the student		S. R. No.:
Unit		Ph.D. <input type="checkbox"/> M.S. Engg. – Ph.D. Dual degree <input type="checkbox"/> M.S. Research - Ph.D. Dual degree <input type="checkbox"/> Int. Ph.D. <input type="checkbox"/>
Date of degree registration		
Thesis supervisor(s)		
Present fellowship	Rs. _____ /per month	

Summary of the Thesis colloquium

The student made a presentation on the progress of thesis work carried out. Several technical questions were asked pertaining to proposed chapters of the thesis that covered aspects of methodology used, results obtained, observations made, data analysis as well as inventive aspects in comparison to literature.

The synopsis of the proposed Thesis has been received. ☐

Recommendation *(tick/ strike-off as applicable)*

- Based on the research work carried out and the performance in the Thesis colloquium, it is recommended that the student may proceed to submit the Thesis within the stipulated period. ☐

Note: The Thesis Supervisor may then forward the soft copy of the synopsis along with the list of examiners *confidentially*, to the Unit Chair for forwarding to thesiseva@jncasr.ac.in. The list of examiners should contain 6 examiners from within India and 6 from abroad. This information should reach the said email, within 02 weeks from the date of the Thesis colloquium. Any delay may require the student to repeat the colloquium.

If there is a delay in thesis submission beyond 10 weeks from the date of the Thesis colloquium, the student may submit a request with proper justification, to the GSAC and the signed document may be forwarded by the Chair to the Academic Office for further processing. An unauthorized delay may require the student to repeat the colloquium or may even lead to cancellation of degree registration.

- The research work and the performance in the Thesis colloquium are found to be unsatisfactory. The Unit Chair recommends that the thesis content may be evaluated in a GSAC meeting and that its recommendations be forwarded for suitable extension. The student may refer to GSAC Form 7 and proceed with the desired formalities including repeating of Thesis colloquium. ☐

Alternate recommendation, if applicable:

Signatures

Thesis supervisor(s)

GSAC Internal Member <i>(if present)</i>	GSAC Internal Member <i>(if present)</i>	GSAC External member <i>(if present)</i>
Name:	Name:	Name:
Signature:	Signature:	Signature:
<p style="text-align: center;">Chair of the Unit/GSAC</p> <p>With remarks, if any</p>		

Note:

- It is recommended that the formality associated with this form be completed before the beginning of the 11th semester; for Int. Ph.D. stream, before the beginning of 15th semester.

GSAC Form – 7

GSAC in-person meeting

(for Ph.D. during 11th semester; Int. Ph.D., during 15th semester)

GSAC meeting is to be held in-person to assess the progress in Thesis work and pending works. Following GSAC meeting, the student should complete the form and submit the same to the Academic Office before the end of the relevant semester.

Name of the student			S. R. No.:
Unit		Date of degree registration	
Thesis supervisor(s)			
Student status:			
Is the student receiving financial assistance from the Centre for the present semester? Yes/No			
If no, is the student occupying a R&D position at the Centre? Yes/No			
If yes,	Details of the position		Rs. /per month
If no,	present occupation of the student (if the information is available)		Rs. /per month (optional)

Progress Report (as per the Template Progress Report) enclosed ☐

Proposed date of the Thesis colloquium:

(in consultation with GSAC Chair and members)

Time:

Title of Thesis colloquium

Reasons for delay in scheduling the Thesis colloquium (Strike-off, if not applicable)

Plan for the pending works (Strike-off, if not applicable)

Proposed timeline to complete pending works (Strike-off, if not applicable)

--

Recommendation for financial assistance (if applicable) with specific comments on research progress, if any

Thesis supervisor(s)

Signature(s)

GSAC Internal Member	GSAC Internal Member	GSAC External member
Name:	Name:	Name:
Signature:	Signature:	Signature:

Chair of the Unit/GSAC

Recommendation for financial assistance with specific comments on research progress remarks if any:

Signature:

Acknowledgement

I have noted the recommendations/inputs of the Committee and will follow accordingly. I also acknowledge that the “student status” information filled as above is correct.

I have cleared the applicable fees and other payments till 12th semester for Ph.D.; 16th semester for Int. Ph.D. and the receipt copy is attached.

☐

I have applied for/secured a new ID card (*applicable if converted to a R&D position*).

☐

Signature of the Student

Date:

Note:

- The student should submit the soft copy of the thesis synopsis (Template Synopsis), finalized in consultation with the Thesis supervisor(s) to the Unit Chair before the date of the Thesis colloquium.

- The Thesis Supervisor(s) is to forward the soft copy of the synopsis and the list of examiners *confidentially*, to the Unit Chair, who sends it to thesiseva@jncasr.ac.in. The list should contain six examiners from within India and six from abroad. This information should reach the said email within two weeks from the date of the Thesis colloquium. Any delay may require the student to repeat the colloquium.
- The student should share a copy of the synopsis with the committee, by email, within 02 weeks from the date of the colloquium.
- Although the participation of GSAC members during the colloquium is optional, they are requested to be present to further interact with the student and provide critical comments on the thesis work.
- If there is a delay in thesis submission beyond 10 weeks from the date of the Thesis colloquium, the student may submit a request, with proper justification, to the GSAC and the signed document may be forwarded by the Chair to the Academic Office for further processing. In the absence of such a request, student may have to repeat the colloquium or may even lead to cancellation of degree registration.
- The next GSAC meeting will be held during 12th semester for Ph.D. and 16th for Int. Ph.D. (GSAC Form 8).



GSAC Form – 8

GSAC in-person meeting

(for Ph.D. during 12th semester; Int. Ph.D., during 16th semester)

GSAC meeting is to be held in-person to assess the progress in Thesis work and pending works. Following GSAC meeting, the student should complete the form and submit the same to the Academic Office before the end of the relevant semester.

Name of the student		S. R. No.:	
Unit		Date of degree registration	
Thesis supervisor(s)			
Student status:			
Is the student receiving financial assistance from the Centre for the present semester? Yes/No			
If no, is the student occupying a R&D position at the Centre? Yes/No			
If yes,	Details of the position		Rs. /per month
If no,	present occupation of the student (if the information is available)		Rs. /per month (optional)

Progress Report (as per the Template Progress Report) enclosed

☐

Proposed date of the Thesis colloquium:

(in consultation with GSAC Chair and members)

Time:

Title of Thesis colloquium

Reasons for delay in scheduling the Thesis colloquium (Strike-off, if not applicable)

Plan for the pending works (Strike-off, if not applicable)

Proposed timeline to complete pending works (Strike-off, if not applicable)

Recommendation for financial assistance (if applicable) with specific comments on research progress, if any

Thesis supervisor(s)

Signature(s)

GSAC Internal Member	GSAC Internal Member	GSAC External member
Name:	Name:	Name:
Signature:	Signature:	Signature:

Chair of the Unit/GSAC

Recommendation for financial assistance with specific comments on research progress remarks if any:

Signature:

Acknowledgement

I have noted the recommendations/inputs of the Committee and will follow accordingly. I also acknowledge that the “student status” information filled as above is correct.

I have cleared the applicable fees and other payments till 13th semester for Ph.D.; 17th semester for Int. Ph.D. and the receipt copy is attached.

☐

I have applied for/secured a new ID card (*applicable if converted to a R&D position*).

☐

Signature of the Student

Date:

Note:

- The student should submit the soft copy of the thesis synopsis (Template Synopsis), finalized in consultation with the Thesis supervisor(s) to the Unit Chair before the date of the Thesis colloquium.
- The Thesis Supervisor(s) is to forward the soft copy of the synopsis and the list of examiners *confidentially*, to the Unit Chair, who sends it to thesiseva@jncasr.ac.in. The list should contain six examiners from within India and six from abroad. This information

should reach the said email within two weeks from the date of the Thesis colloquium. Any delay may require the student to repeat the colloquium.

- The student should share a copy of the synopsis with the committee, by email, within 02 weeks from the date of the colloquium.
- Although the participation of GSAC members during the colloquium is optional, they are requested to be present to further interact with the student and provide critical comments on the thesis work.
- If there is a delay in thesis submission beyond 10 weeks from the date of the Thesis colloquium, the student may submit a request, with proper justification, to the GSAC and the signed document may be forwarded by the Chair to the Academic Office for further processing. In the absence of such a request, student may have to repeat the colloquium or may even lead to cancellation of degree registration.
- The next GSAC meeting will be held during 13th semester for Ph.D. and 17th for Int. Ph.D. (GSAC Form 9).



GSAC Form – 9

GSAC in-person meeting

(for Ph.D. during 13th semester; Int. Ph.D., during 17th semester)

GSAC meeting is to be held in-person to assess the progress in Thesis work and pending works. Following GSAC meeting, the student should complete the form and submit the same to the Academic Office before the end of the relevant semester.

Name of the student		S. R. No.:	
Unit		Date of degree registration	
Thesis supervisor(s)			
Student status:			
Is the student occupying a R&D position at the Centre? Yes/No			
If yes,	Details of the position		Rs. /per month
If no,	submit the duly filled and signed “Request to overstay” form. <input style="float: right;" type="checkbox"/>		

Progress Report (see the Template Progress Report) enclosed ☐

Proposed date of the Thesis colloquium:

(in consultation with GSAC Chair and members)

Time:

Title of Thesis colloquium

Reasons for delay in scheduling Thesis colloquium (Strike-off, if not applicable)

Plan for the pending works (Strike-off, if not applicable)

Proposed timeline to complete pending works (Strike-off, if not applicable)

Recommendation with specific comments on research progress, if any: <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> Thesis supervisor(s) <div style="border: 1px solid black; height: 40px;"></div> Signature(s)		
GSAC Internal Member	GSAC Internal Member	GSAC External member
Name:	Name:	Name:
Signature:	Signature:	Signature:
Chair of the Unit/GSAC Recommendation with specific comments on research progress, if any: Signature:		

Acknowledgement

I have noted the recommendations/inputs of the Committee and will follow accordingly. I also acknowledge that the “student status” information filled as above is correct.

I have cleared the applicable fees and other payments till 13th semester for Ph.D.; 17th semester for Int. Ph.D. and the receipt copy is attached. ☐

I have applied for/secured a new ID card (*applicable if converted to a R&D position*). ☐

Signature of the Student

Date:

Note:

- The student should submit the soft copy of the thesis synopsis (Template Synopsis), finalized in consultation with the Thesis supervisor(s) to the Unit Chair before the date of the Thesis colloquium.
- The Thesis Supervisor(s) is to forward the soft copy of the synopsis and the list of examiners *confidentially*, to the Unit Chair, who sends it to thesiseva@jncasr.ac.in. The list should contain six examiners from within India and six from abroad. This information

should reach the said email within two weeks from the date of the Thesis colloquium. Any delay may require the student to repeat the colloquium.

- The student should share a copy of the synopsis with the committee, by email, within 02 weeks from the date of the colloquium.
- Although the participation of GSAC members during the colloquium is optional, they are requested to be present to further interact with the student and provide critical comments on the thesis work.
- If there is a delay in thesis submission beyond 10 weeks from the date of the Thesis colloquium, the student may submit a request, with proper justification, to the GSAC and the signed document may be forwarded by the Chair to the Academic Office for further processing. In the absence of such a request, student may have to repeat the colloquium or may even lead to cancellation of degree registration.
- If the thesis is not submitted before the end of the semester, 13th for Ph.D. and 17th for Int. Ph.D., the degree registration gets cancelled. To request for revoking the cancellation of degree registration, GSAC Form 10 may be used.



GSAC Form – 10

GSAC meeting for revoking a cancelled Ph.D. registration

Name of the student		S. R. No.:	
Unit		Date of degree registration	
Thesis Supervisor(s)		Date of cancellation of degree registration	
Student status:			
Is the student occupying a R&D position at the Centre? Yes/No			
If yes,	Details of the position		Rs. /per month
If no,	Is the student self-supporting? Yes/No		
Yes,	the duly filled and signed "Request to overstay" form enclosed <input type="checkbox"/>		
If no,	present occupation of the student (if the information is available)		Rs. /per month (optional)

Title of Thesis colloquium

Draft of the Thesis is attached with this form. ☐

Proposed date of the Thesis colloquium:
(in consultation with GSAC Chair and members)

Time:

Recommendations:

The Committee has gone through the draft of the thesis and has examined the progress made by the student. Based on the deliberations, the Committee recommends revoking the canceled Ph.D. registration of the student.

Specific comments, if any:

Recommendation with specific comments on research progress remarks if any Thesis supervisor(s) Signatures		
GSAC Internal Member	GSAC Internal Member	GSAC External member
Name:	Name:	Name:
Signature:	Signature:	Signature:

Chair of the Unit/GSAC

Recommendation for financial assistance with specific comments on research progress remarks if any:

Signature:

Acknowledgement

I have noted the recommendations/inputs of the Committee and will follow accordingly. I also acknowledge that the “student status” information filled as above is correct.

I have applied for/secured a new ID card (*applicable if converted to a R&D position*).



Signature of the Student

Date:

Note:

- GSAC meeting is to be held in-person to examine the case. Following GSAC meeting, the student should complete the form and submit the same to the Academic Office.
- Upon receipt of approval of revoking of registration, the student should refer to Form 6a and proceed with the formalities.
- In cases where the student chooses to stay outside (not taking up any position at the Centre and not opting for an approved overstay) and completes the required procedures *without* using any facilities of the Centre, no ID card will be issued. In such a scenario, the student may contact the Academic Office for completing the required procedures.



Template

Annual Progress Report/Half yearly Report*

Full name:

Degree registered for:

Date of degree registration

Unit:

Period of report:to.....

Thesis title/Broad area of Research:

Thesis Supervisor(s):

The report may be written covering broadly the following aspects of the research work.

- Introduction/Background
- Objective(s)
- Description of the work
- Review of literature
- Results and discussion
- Conclusion
- References

Report may also provide the following information:

- a. Major research output (Publications/patent filed etc.)-
- b. Conferences/Seminars/Workshops attended,
- c. Any changes made to already set objectives,
- d. Plan for the next one year,
- e. Course work exams / Comprehensive exams,
- f. Any other training,
- g. Difficulties or problems encountered.

Note: Discretion to be exercised wherever IPR is involved.

Total word count: 2000 to 2500, Times New Roman font and references in the ACS/Wiley style. Figures/images/tables can be used.

*On completion of five years, half yearly report is to be submitted for continuation of financial assistance

Template

Synopsis

Full name:

Degree registered for:

Date of degree registration:

Unit:

Thesis Title:

Thesis Supervisor(s):

--

Synopsis

The synopsis should contain the introduction/background, motivation, objectives, scope, and the proposed outline of thesis along with chapter-wise summary of important results and conclusions with relevant citations. The list of publications relevant to the thesis work should be mentioned at the end of the synopsis.

--

Layout of the synopsis:

1. Introduction/Background
2. Motivation, Objectives and Scope
3. Chapters
 - a. Summary
 - b. Results and Discussion
 - c. Conclusions
4. References (Standard ACS/Wiley format)
5. List of Publications (thesis work)
(Do not include manuscripts under submission)

Form

Course Registration (to be submitted to the Instructor)

Full name:

S.R. No:

Date of joining:

Unit:

Student signature:

Degree registered for:

Course:	Code	Title	No. of Credits	Grade
			:	

Semester: August- December/ January – May

Year

20 _ _

Thesis
Supervisor(s)

Name	Unit	Signature with date

Instructor(s)

Name	Unit	Signature with date



Course Registration

(to be submitted to the Academic Office)

Full name:

S.R. No:

Date of joining:

Unit:

Candidate signature:

Degree registered for:

Course:	Code	Title	No. of Credits	Grade
			:	

Semester: August- December/ January – May

Year

20 _ _

Thesis
Supervisor(s)

Name	Unit	Signature with date

Instructor(s)

Name	Unit	Signature with date

**Form****Course Audit***(to be submitted to the Instructor)***Full name:****S.R. No:****Date of joining:****Unit:****Student signature:****Degree registered for:**

Course:	Code	Title	No. of Credits	Grade
			:	

Semester: August- December/ January – May**Year**

20 __

**Thesis
Supervisor(s)**

Name	Unit	Signature with date

Instructor(s)

Name	Unit	Signature with date

**Course Audit***(to be submitted to the Academic Office)***Full name:****S.R. No:****Date of joining:****Unit:****Candidate signature:****Degree registered for:**

Course:	Code	Title	No. of Credits	Grade
			:	

Semester: August- December/ January – May**Year**

20 __

**Thesis
Supervisor(s)**

Name	Unit	Signature with date

Instructor(s)

Name	Unit	Signature with date

Form

Course Drop

(Ph.D./M.S.(Engg.)/M.S.(Research)/Int. Ph.D./PGDMS)

Full name: _____ **S.R. No** _____

Unit: _____

Degree registered for: _____ **SEMESTER: August-December** **Year: 20__ - 20__**
January-April

Course Name	Course No.	No. of Credits	Course Instructor(s)	Signature of the Thesis Supervisor/Int. Ph.D. Coordinator/ Course Coordinator	Signature of the Course Instructor

Specific reasons for dropping of course(s):

Request to kindly process the form.

Signature of the Student

Date:

Place:

Submitted for the approval of Dean Academic Affairs

Note: Dropping of the course is permissible within 45 days of the commencement of the course

Form

Break-in Studies

Full name		
S.R. No.		Unit:
Date of degree registration		
Degree registered for		
Thesis Supervisor(s)		
Current Semester/Year		

Status of Thesis (Chapter wise)

Reasons for Break-in Studies: Job* ☐ Medical** ☐

(Tick appropriate)

Details of the last GSAC Meeting held (if you have ticked “Job”, enclose copy of duly filled and signed GSAC Form 5)

I undertake to follow the norms of the Centre for rejoining and after rejoining.

Signature of the student

Date:

Signature(s) of Thesis supervisor(s)
with remarks, if any:

Signature of the Unit Chair
Recommendation with remarks, if any:

Date:

Approval of the President

Date:

President

*To enclose a request letter for break-in studies addressed to the Thesis Supervisor, along with the copy of the offer letter received.

**To enclose documents certified by CMO, JNCASR.

Note: For fees/fellowships and the terms of rejoining norms, see Student Guidelines



Form

Application for Leave

(For students only)

Full name: _____

Unit: _____

Type of leave: Casual leave / Medical Leave# / Leave on duty* (Tick appropriate)

Leave duration: From _____ to _____

Reason: _____

Address during leave: _____

Student rules will be followed. CMO, JNCASR certified leave to be attached with this form and medical fitness to be submitted on joining.

*Applicable to students attending workshops, conferences within or outside the country

Forwarded through

Signature of the student

Date:

Place:

Signature of the Thesis Supervisor(s)

Signature of the Academic Coordinator

Cc to Warden

Student (SRF) Travel Grant Request

Name of the student		Unit	
S. R. No.:		Ph.D.	<input type="checkbox"/>
Date of degree registration		M.S. Engg./Research	<input type="checkbox"/>
		M.S. Engg. – Ph.D. Dual degree	<input type="checkbox"/>
Thesis supervisor(s)		M.S. Research - Ph.D. Dual degree	<input type="checkbox"/>
		Int. Ph.D.	<input type="checkbox"/>
Email ID		Mobile no.	

Details regarding the Conference	
Name of the Conference:	Dates:
	From: To:
<i>(Invitation letter to be attached)</i>	
Country:	Venue:
Mode of Conference: Online <input type="checkbox"/> In-person* <input type="checkbox"/> Hybrid <input type="checkbox"/>	
<i>(Tick in appropriate box)</i>	
*If the participation is in-person for a meeting which is hybrid in nature, justification is to be provided.	
Type of Presentation Accepted:	
Paper/Abstract <input type="checkbox"/> Poster <input type="checkbox"/> Oral <input type="checkbox"/> Invited Talk <input type="checkbox"/>	
Title:	

Sl. No.	Estimated expenditure	In relevant amount as applicable (Conversion to Indian rupee is not required)	
		Currency	Amount
1	Registration fee		
2	Travel (if within the country)		
3	Accommodation		
Total			

Is financial support availed previously?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, attach a copy of the Sanction Letter/Office Order		

Is financial Support requested /will be requested from other agencies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, communication to be attached		
Funding agency	Rs.	Requested/Confirmed

Please attach copy for the below, *(tick in the appropriate box)*

Copy of the Invitation letter	
Copy of the Accepted Abstract	
Copy of the Conference brochure (if available)	

It is hereby certified that the information given above is correct. I consider myself eligible as per the terms of the grant.

Signature of the Student

Date:

Forwarded and Recommended

Thesis Supervisor(s)

Unit Chair

Academic Coordinator

Recommended/Remarks

Dean Academic Affairs

Approved

President

विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार के अधीन एक स्वायत्त संस्था
सम विश्वविद्यालय संस्थान

Jawaharlal Nehru Centre for Advanced Scientific Research

An Autonomous Institution under the Department of Science and Technology, Govt. of India
An Institution Deemed to be University

Full Name Unit Date

S. R. No. Debit head Designation

Travelling Authorization Ref. No. – JNC/

, Date - / / 20

PART – A : TRAVELLING ALLOWANCE

[illegible]

PART – B : DAILY ALLOWANCE*

Date	Hotel/GH Charges*	Food Bill	Local Transport	Date	Hotel/GH Charges*	Food Bill	Local Transport

PART – C : OTHER CLAIMS

Booking Exp.		Cancellation Fee		Registration Fee		Misc. Exp.	
--------------	--	------------------	--	------------------	--	------------	--

Bank details for online fund transfer through NEFT / RTGS

Name of the Claimant (as per the bank account) :

Account No. : IFSC : MICR :

Bank Name, Branch & Address :

PAN : _____, Other information if any : _____

I, Mr./Ms. _____ hereby declare that the claims made above are based on the actual amount spent by me and have not been claimed by me and/or paid to me from any other source.

☐ The Air ticket was booked on in the cheapest available flight [please ✓ if applicable.]

Forwarded [to Accounts Office]

Signature of thesis supervisor

Signature of the HoU/HoO

Signature of the Claimant

* N.B. – Please enclose original Air/Railway [III AC & above] ticket, Boarding Pass, Receipt for Hotel/GH charges, documents in support of other claims.

FOR OFFICIAL USE ONLY

#	HEAD OF EXPENSE	ADMITTED BY ACCOUNTS OFFICE
1	Centre Travel Grant	
a	Road mileage	
b	Air/Ship/Train/Bus Fare	
c	Booking/Canc. Expenses	
d	Lodging Expenses	
e	Boarding Exp. / Food Bills	
f	Local Transportation Exp.	
	Total of 1	
2	Staff Training	
3	Honorarium / Sitting Fees	
4	Other	
	Grand Total	
5	Less: Advance	
	Payable (Recoverable)	

Under Rs. (Rupees

 only).

Acct. Asst. Jr. Acct. Officer Accounts Officer

Passed for Rs. (Rupees

 only).

Administrative Officer / President

Acct. Asst.

Please process the payment as passed above by the competent authority through RTGS/NEFT /ECS/Account Payee Cheque.

Jr. Acct. Officer

Paid through RTGS/NEFT/ECS/Ch. vide batch No.
 for Rs. dated – / / 20....

Acct. Asst. Jr. Acct. Officer Accounts Officer



Challan for Payment of Fees

Name of the student		Unit	
<i>If the information is available</i>			
S. R. No.:		Ph.D.	<input type="checkbox"/>
Date of degree registration		M.S. Engg./Research	<input type="checkbox"/>
		M.S. Engg. – Ph.D. Dual degree	<input type="checkbox"/>
Thesis supervisor(s)		M.S. Research - Ph.D. Dual degree	<input type="checkbox"/>
		Int. Ph.D.	<input type="checkbox"/>

Sl. No.	Details	When to pay	Amount to pay (INR)	Amount (INR)
1	Tuition fees	First year	10,000/- per year	
		Second year onwards	5,000/- per semester	
2	Contributory Medical Scheme (CMS)	Every semester	1,200/- per semester	
3	Janatha Personal Accident Insurance	Every semester	150/- per semester	
4	Statutory and Library Deposit	First year	10,000/- (One time deposit and refundable)	
5	Mess Deposit	First year	10,000/- (One time deposit and refundable)	
6	Thesis Fee	During thesis submission	Ph.D. (1,500/-)	
			M.S. through Int. Ph.D./ M.S.(Engg.) (500/-)	
7	Fine			
8	Any other payment			
Total				

Date:

Signature of the student

-----**(For Account office use only)**-----

This is to certify that accounts have received the above mentioned amount on..... with transaction no.

Date:

Signature of Accounts Officer



Form No Dues

(For processing of the relieving order, experience certificate etc.)

Note: Dues, here refer to pending payments, pending returning of books/lab materials/ stationery or such articles including the ID card.

Name of the Student		S.R. Number	
Degree registered for		Date of degree registration	
Thesis supervisor(s)			
Fellowship/Financial assistance was received up-to (mention date):			
Date of leaving the Centre		Reason:	
<i>If leaving the Centre prior to completion of studies, proceed to the next table.</i>			
Date of Thesis Submission		Date of Thesis Defense (If applicable)	

Note: Once initiated the process with Thesis supervisor(s) signing, proceed for other entries. The form is to be submitted within 03 working days. If delayed, fresh entries are to be made.

No.	Section/Office	Dues, if any	Signature	Date	Remarks, if any
1	<u>Laboratory</u> <ul style="list-style-type: none"> Keys – Door/ Store/ Cupboard/Table drawer /Storage Rack Samples/Equipment/Tools Lab Note Book Project completion report, if applicable Laptop/Hard Disk/ Pen drive Other 		Signature of the Thesis supervisor with date		
2	Unit office				
3	Accounts section (Fellowship, fees, advance, TA/DA etc.)				
4	Establishment office (Medical and Group Insurance)				
5	<u>Library</u> <ul style="list-style-type: none"> Reference Books/Journals/ Magazines Library late fee, if any 				
6	Hostel office/ NVSH				
7	Dining hall				

8	Computer lab Retaining of domain email ID				
9	Radiation card (if applicable)				
10	Security office Identity Card is invalidated <input type="checkbox"/>				
11	Academic office Information to fellowship agency <input type="checkbox"/>				

- I have cleared the dues mentioned above and the copies of documents are attached. ☐
- Dues, if any, subsequent to my relieving order will be paid by me as soon as I receive the intimation. ☐
- Subsequent to me leaving the Centre, I can be contacted on Phone/Mobile No.....
or on Email (give email id external to JNCASR domain):

I request for processing of my relieving order.

Signature of the Student

Date:

Note: Submit the duly filled in form to the Academic office for further processing.

-----**Academic office use**-----

Forwarding for processing of the relieving order with remarks, if any.

Signature of the Academic Coordinator

Date:

-----**Administration office use**-----

Approved to issue the relieving order.

Administrative Officer

Date.

Annexure III

- Fee Challan
- Ph.D./M.S.(Engg.)/M.S. through Int. Ph.D. Thesis Submission
- Copyright Declaration
- Institutional Repository Submission
- Declaration of the student status post Ph.D. thesis submission
- Request for Overstay
- No dues



Form
Ph.D./M.S.(Engg.)/M.S. (through Int. Ph.D.)
Thesis Submission

Full name		S.R. No.	
Date of degree registration		Unit	
Degree registered for			
Date of - • Thesis Colloquium • Submission of thesis synopsis with list of referees (soft-copy) • Submission of Thesis (soft copy) : <i>(Note: At the request of the thesis referees, hard-copies of the thesis may be required to be submitted to the Academic Office at a short notice)</i>		_____ _____ _____	
Along with below mentioned forms, <ul style="list-style-type: none"> • Fee challan receipt <input type="checkbox"/> • Declaration of the student status post Ph.D. thesis submission <input type="checkbox"/> • Request for overstaying as a self-supporting student/staff <input type="checkbox"/> 			

DECLARATION

I declare that the thesis entitled _____

submitted by me for the Ph.D./M.S.(Engg.)/M.S. (through Int. Ph.D.) degree of the JNCASR did not form the subject matter for any other thesis submitted by me for any outside Degree and the original work done by me and incorporated in the thesis is entirely done at the JNCASR, Bangaluru.

Place:
Date:

Signature of the Student

We endorse.

Signature of the Thesis Supervisor(s)

Signature of the Unit Chair
Date:

**Form****Copyright Declaration**

Full name	
S.R. No.	
Date of degree registration	
Degree registered for	
Unit	
Thesis title	
Thesis Supervisor(s)	1.
	2.

I declare that I have obtained copyright permission(s) and clearance from the copyright owner(s) for the relevant contents (original and modified) that have been reproduced in my thesis.

I have complied with the requirements applicable for this process and am herewith submitting all permissions declared above as entered in the enclosed table.

Signature of the Student

Date:

To furnish the following details as declared; expand Table as required:

Sl. No.	Copyrighted content reproduced / modified in the thesis Furnish Chapter no., & page no. (& figure no., if applicable)	Complete citation of the source	Copyright Permission s acquired & enclosed (tick ✓ as applicable)	Remarks

Definition of the terms:

- 1. Copyrighted content reproduced/modified in the thesis:** The specific page no., title/figure/statements/etc. of the thesis which has been produced elsewhere earlier needs to be quoted.
- 2. Complete citation of the source:** The reference against the item quoted in column 2 should be mentioned. Example: if it is a publication in a Journal then the Journal Reference should be given correctly. If it's part of a thesis publication, then accordingly it should be referenced.
- 3. Copyright permissions acquired:** copyright permissions acquired from all sources mentioned in column 2 should be checked (✓) and enclosed with this form. If a source allows free usage of the copyrighted material without permission, such usage should also be mentioned. If, in an instance, the permission does not arrive till the time of submission of thesis, the request for permission is to be enclosed and suitable remarks are to be made.



Form

Institutional Repository Submission

Full name	
S.R. No.	
Date of degree registration	
Degree registered for	
Unit	
Thesis Title	
Thesis Supervisor(s)	
JNCASR Email Id:	
Personal Email Id:	
Mobile No.:	

Generally, a 'full text access worldwide' is given to a thesis at the Centre's online Repository, unless otherwise opted as below.*

PREFERENCES	Tick <input type="checkbox"/> as applicable
Release only the selected part(s) for Worldwide online access after submission to JNCASR Digital Repository (Specify the parts to be made accessible online)	
Release the selected parts(above)/entire thesis for Worldwide access only after:	
6 months	
12 Months	
24 months	

* The preferences opted as above are applicable only to external access. Thesis remains accessible in full text to Centre's students and faculty.

Forwarded through

Signature of Student
Date:
Place:

Thesis Supervisor(s)



Declaration of the student status post Ph.D. thesis submission

Note: A Ph.D. or an Int. Ph.D. student who submits thesis within the stipulated period (5 and 7 years, respectively, from the date of degree registration), would be eligible for Centre's Provisional Research Associateship (P-RA), given to the **Individual**. See Part A. Others submitting thesis beyond the stipulated period, may follow Part B, including those whose Ph.D. registration has been revoked.

1.	Name of the student:	2.	Unit:
3.	S. R. No.:	5.	Regular Ph.D. <input type="checkbox"/> M.S. Engg. – Ph.D. Dual degree <input type="checkbox"/> M.S. Research - Ph.D. Dual degree <input type="checkbox"/> Int. Ph.D. <input type="checkbox"/>
4.	Date of Degree registration:		
6.	Date of thesis submission: Note: if within the stipulated period, fill Part A, else Part B.		
7.	Part A: Tick the position requesting for/as relevant and complete the process as indicated.		
	Position	Option chosen /available	Procedure to follow
	Centre's P-RA given to the Individual		To opt for P-RA in thesis submission form and receive the appointment order from the Establishment office within 5 working days.
	A Project/Centre's position available under a faculty member Name of the Faculty member:		To coordinate with the faculty member to submit the relevant form within 5 working days.
	Leaving the Centre within 5 working days to pursue career elsewhere.		Submit the Form No-dues
8.	Part B: Tick the position requesting for/as relevant and complete the process as indicated.		
	Position	Option chosen /available	Procedure to follow
	A Project/Centre's position available under a faculty member. Name of the Faculty member:		To coordinate with the faculty member to submit the relevant form within 5 working days.
	Continuing with the remaining period of receiving financial assistance from the Centre		No action required.
	As a self-supporting student to complete pending tasks		Submit the form, <i>Request for overstaying as a self-supporting student/staff</i>

	Leaving the Centre within 5 working days to pursue career elsewhere.		Submit the Form No-due
11.	<p>I,, have noted the contents and will follow the related procedure.</p> <p>Student's signature _____ Date: _____</p>		
12.	<p>Forwarded (with remarks, if any):</p> <p>Signature of the Thesis supervisor(s) _____ Date: _____</p>		
13.	<p>Forwarded (with remarks, if any):</p> <p>Signature of the Unit Chair _____ Date: _____</p>		



Challan for Payment of Fees

Name of the student		Unit	
<i>If the information is available</i>			
S. R. No.:		Ph.D.	<input type="checkbox"/>
Date of degree registration		M.S. Engg. /Research	<input type="checkbox"/>
		M.S. Engg. – Ph.D. Dual degree	<input type="checkbox"/>
Thesis supervisor(s)		M.S. Research - Ph.D. Dual degree	<input type="checkbox"/>
		Int. Ph.D.	<input type="checkbox"/>

Sl. No.	Details	When to pay	Amount to pay (INR)	Amount (INR)
1	Tuition fees	First year	10,000/- per year	
		Second year onwards	5,000/- per semester	
2	Contributory Medical Scheme (CMS)	Every semester	1,200/- per semester	
3	Janatha Personal Accident Insurance	Every semester	150/- per semester	
4	Statutory and Library Deposit	First year	10,000/- (One time deposit and refundable)	
5	Mess Deposit	First year	10,000/- (One time deposit and refundable)	
6	Thesis Fee	During thesis submission	Ph.D. (1,500/-)	
			M.S. through Int. Ph.D./ M.S.(Engg.) (500/-)	
7	Fine			
8	Any other payment			
Total				

Date:

Signature of the student

-----**(For Account office use only)**-----

This is to certify that accounts have received the above mentioned amount on..... with transaction no.

Date:

Signature of Accounts Officer



Form No Dues

(For processing of the relieving order, experience certificate etc.)

Note: Dues, here refer to pending payments, pending returning of books/lab materials/ stationery or such articles including the ID card.

Name of the Student		S.R. Number	
Degree registered for		Date of degree registration	
Thesis supervisor(s)			
Fellowship/Financial assistance was received up-to (mention date):			
Date of leaving the Centre		Reason:	
<i>If leaving the Centre prior to completion of studies, proceed to the next table.</i>			
Date of Thesis Submission		Date of Thesis Defense (If applicable)	

Note: Once initiated the process with Thesis supervisor(s) signing, proceed for other entries. The form is to be submitted within 03 working days. If delayed, fresh entries are to be made.

No.	Section/Office	Dues, if any	Signature	Date	Remarks, if any
1	<u>Laboratory</u> <ul style="list-style-type: none"> Keys – Door/ Store/ Cupboard/Table drawer /Storage Rack Samples/Equipment/Tools Lab Note Book Project completion report, if applicable Laptop/Hard Disk/ Pen drive Other 		Signature of the Thesis supervisor with date		
2	Unit office				
3	Accounts section (Fellowship, fees, advance, TA/DA etc.)				
4	Establishment office (Medical and Group Insurance)				
5	<u>Library</u> <ul style="list-style-type: none"> Reference Books/Journals/ Magazines Library late fee, if any 				
6	Hostel office/ NVSH				
7	Dining hall				

8	Computer lab Retaining of domain email ID				
9	Radiation card (if applicable)				
10	Security office Identity Card is invalidated <input type="checkbox"/>				
11	Academic office Information to fellowship agency <input type="checkbox"/>				

- I have cleared the dues mentioned above and the copies of documents are attached. ☐
- Dues, if any, subsequent to my relieving order will be paid by me as soon as I receive the intimation. ☐
- Subsequent to me leaving the Centre, I can be contacted on Phone/Mobile No.....
or on Email (give email id external to JNCASR domain):

I request for processing of my relieving order.

Signature of the Student

Date:

Note: Submit the duly filled in form to the Academic office for further processing.

-----**Academic office use**-----

Forwarding for processing of the relieving order with remarks, if any.

Signature of the Academic Coordinator

Date:

-----**Administration office use**-----

Approved to issue the relieving order.

Administrative Officer

Date.



Request for overstaying as a self-supporting student/staff

The fellowship given to a student is up to 5 years since registration or till the date of the thesis viva voce, whichever is earlier. Following this date, if desiring to stay for an extended period (beyond 5 working days) on the campus to complete any remaining tasks, the student may rely on limited financial assistance from the Centre, join a project or even self-support. In any case, an update on the student status is important for smooth functioning of the Academic office. This is also applicable to R&D staff (RA, R&D Assistant, Project staff) who report to the Establishment office. In order to formalize the stay, the student/staff should make a request for overstaying with self-support.

1. The request form for overstaying should be submitted at least 5 working days prior to completion of the term- Degree students should submit at the Academic office and Staff, at the Establishment office.
2. The individual should clear all financial dues with regard to Schemes and facilities- advance settlement, CMS contribution, dining hall charges, library late fees etc.
3. Overstaying on campus implies continued access to Centre's facilities. Those staying in the hostel should follow applicable rules for overstaying.
4. Self-supporting implies covering all expenses oneself while paying in advance for each service availed such that under any circumstance, there will be no dues getting accumulated. However, filling up a no-dues form is not required at this stage.
5. Overstaying while self-supporting is allowed for a maximum period of 06 months only on approval of the competent authority. Beyond this term, no-dues formalities are to be followed.
6. It is not applicable to those, who will be leaving within 5 working days following completion of the term/thesis submission/viva voce. However, such individuals should complete the no-dues formalities, secure a relief order and leave within the same period.
7. A fresh ID is to be issued during the self-supporting period.
8. An unauthorized overstay is not permitted and may lead to disciplinary action.

1.	Name of the student/staff:	2.	Unit:
3.	S. R. No./ Staff No. (as applicable)	5.	Ph.D. <input type="checkbox"/> M.S. Engg. – Ph.D. Dual degree <input type="checkbox"/> M.S. Research - Ph.D. Dual degree <input type="checkbox"/> Int. Ph.D. <input type="checkbox"/> M.S. Engg./M.S. Research <input type="checkbox"/>
4.	Date of Degree registration/ Date of joining the Centre (as applicable)		
	Date of thesis submission (if applicable):		

	Date of thesis viva voce (if applicable):	M.Sc.	<input type="checkbox"/>
	Date of cancellation of Degree registration (if applicable):	PGDMS	<input type="checkbox"/>
		RA	<input type="checkbox"/>
		R&D Assistant	<input type="checkbox"/>
		Other, specify	<input type="checkbox"/>
6.	Details of the support (fellowship/remuneration/financial assistance) receiving at present or last received.		
	Fellowship/remuneration/financial assistance (name it)	Amount/per month (Rs.)	Duration From To
Note: Students who have migrated to a R&D position (or vice versa) should fill all relevant information.			
8.	At the Academic office (in case of student): This is to certify that there are no financial dues from the student.		
	Signature of the Academic Coordinator		Date:
9.	At the Hostel office (in case of student): This is to certify that there are no financial dues from the student.		
	Signature of the Warden:		Date:
10.	At the Establishment office (in case of R&D staff): This is to certify that there are no financial dues from the staff.		
	Signature of the AAO:		Date:
11.	At the Accounts section: This is to certify that there are no financial dues from the student/staff.		
	Signature of the AcO:		Date:
11.	I,, have provided the correct information. I have also noted the contents provided by the different offices/section. I will follow all related procedures including requesting for a new ID.		
	Student's signature		Date:
12.	Forwarded (with remarks, if any):		
	Signature of the Thesis/Research supervisor(s)		Date:

Annexure IV

- Provisional Certificate Request
- No dues
- Declaration of the student status post thesis viva
- Request for Overstay



Declaration of the student status post Ph.D. thesis viva

Note: A Ph.D. or an Int. Ph.D. student who submitted the thesis within the stipulated period (5 and 7 years, respectively, from the date of degree registration), would be eligible post thesis viva, for Centre's Research Associateship (RA) given to the **Individual**. See Part A. Others may follow Part B, including those whose Ph.D. registration has been revoked.

1.	Name of the student:	2.	Unit:
3.	S. R. No.:	5.	Regular Ph.D. <input type="checkbox"/> M.S. Engg. – Ph.D. Dual degree <input type="checkbox"/> M.S. Research - Ph.D. Dual degree <input type="checkbox"/> Int. Ph.D. <input type="checkbox"/>
4.	Date of Degree registration:		
6.	Date of thesis submission:		Date of thesis viva:
	Note: if within the stipulated period, fill Part A, else Part B.		
7.	Part A: Tick the position requesting for/as relevant and complete the process as indicated.		
	Position	Option chosen /available	Procedure to follow
	Centre's RA given to the Individual (If already P-RA under this scheme, convert to RA for the remaining term).		To receive relevant appointment order from the Academic Office within 5 working days.
	A Project/Centre's position available under a faculty member Name of the Faculty member:		To coordinate with the faculty member to submit the relevant form within 5 working days
	Leaving the Centre within 5 working days to pursue career elsewhere		Submit the No-due form
8.	Part B: Tick the position requesting for/as relevant and complete the process as indicated.		
	Position	Option chosen /available	Procedure to follow
	A Project/Centre's position available under a faculty member Name of the Faculty member:		To coordinate with the faculty member to submit the relevant form within 5 working days
	As a self-supporting student to complete pending tasks		Submit the form, <i>Request for overstaying as a self-supporting student/staff</i>
	Leaving the Centre within 5 working days to pursue career elsewhere		Submit the Form No-due

9.	<p>I, , have noted the contents and will follow the related procedure including issuing a new Identity card.</p> <p>Student's signature _____ Date: _____</p>
10.	<p>Forwarded (with remarks, if any):</p> <p>Signature of the Thesis supervisor(s) _____ Date: _____</p>
11.	<p>Forwarded (with remarks, if any):</p> <p>Signature of the Unit Chair _____ Date: _____</p>



Form

Provisional Certificate Request

Date:

To
The Academic Coordinator
JNCASR

Forwarded through: Thesis Supervisor(s):

Sir/Madam,

I request you to issue a provisional certificate stating that I have submitted my Ph.D./M.S. thesis on _____, pending the defense and award of the degree. I need this certificate for the purpose of

or

I request you to issue a provisional certificate stating that I have successfully defended my Ph.D./M.S. thesis on _____, pending the award of the degree. I need this certificate for the purpose of.....

Kindly do the needful and oblige.

Thanking you,

Sincerely,

Signature

Name of the student:

S.R. No:

Signature of the Recommending Authority
(Thesis Supervisor(s))

Signature of the Approving Authority



Form No Dues

(For processing of the relieving order, experience certificate etc.)

Note: Dues, here refer to pending payments, pending returning of books/lab materials/ stationery or such articles including the ID card.

Name of the Student		S.R. Number	
Degree registered for		Date of degree registration	
Thesis supervisor(s)			
Fellowship/Financial assistance was received up-to (mention date):			
Date of leaving the Centre		Reason:	
<i>If leaving the Centre prior to completion of studies, proceed to the next table.</i>			
Date of Thesis Submission		Date of Thesis Defense (If applicable)	

Note: Once initiated the process with Thesis supervisor(s) signing, proceed for other entries. The form is to be submitted within 03 working days. If delayed, fresh entries are to be made.

No.	Section/Office	Dues, if any	Signature	Date	Remarks, if any
1	<u>Laboratory</u> <ul style="list-style-type: none"> Keys – Door/ Store/ Cupboard/Table drawer /Storage Rack Samples/Equipment/Tools Lab Note Book Project completion report, if applicable Laptop/Hard Disk/ Pen drive Other 		Signature of the Thesis supervisor with date		
2	Unit office				
3	Accounts section (Fellowship, fees, advance, TA/DA etc.)				
4	Establishment office (Medical and Group Insurance)				
5	<u>Library</u> <ul style="list-style-type: none"> Reference Books/Journals/ Magazines Library late fee, if any 				
6	Hostel office/ NVSH				
7	Dining hall				
8	Computer lab Retaining of domain email ID				

9	Radiation card (if applicable)				
10	Security office Identity Card is invalidated <input type="checkbox"/>				
11	Academic office Information to fellowship agency <input type="checkbox"/>				

- I have cleared the dues mentioned above and the copies of documents are attached. ☐
- Dues, if any, subsequent to my relieving order will be paid by me as soon as I receive the intimation. ☐
- Subsequent to me leaving the Centre, I can be contacted on Phone/Mobile No.....
or on Email (give email id external to JNCASR domain):

I request for processing of my relieving order.

Signature of the Student

Date:

Note: Submit the duly filled in form to the Academic office for further processing.

-----**Academic office use**-----

Forwarding for processing of the relieving order with remarks, if any.

Signature of the Academic Coordinator

Date:

-----**Administration office use**-----

Approved to issue the relieving order.

Administrative Officer

Date.



Request for overstaying as a self-supporting student/staff

The fellowship given to a student is up to 5 years since registration or till the date of the thesis viva voce, whichever is earlier. Following this date, if desiring to stay for an extended period (beyond 5 working days) on the campus to complete any remaining tasks, the student may rely on limited financial assistance from the Centre, join a project or even self-support. In any case, an update on the student status is important for smooth functioning of the Academic office. This is also applicable to R&D staff (RA, R&D Assistant, Project staff) who report to the Establishment office. In order to formalize the stay, the student/staff should make a request for overstaying with self-support.

1. The request form for overstaying should be submitted at least 5 working days prior to completion of the term- Degree students should submit at the Academic office and Staff, at the Establishment office.
2. The individual should clear all financial dues with regard to Schemes and facilities- advance settlement, CMS contribution, dining hall charges, library late fees etc.
3. Overstaying on campus implies continued access to Centre's facilities. Those staying in the hostel should follow applicable rules for overstaying.
4. Self-supporting implies covering all expenses oneself while paying in advance for each service availed such that under any circumstance, there will be no dues getting accumulated. However, filling up a no-dues form is not required at this stage.
5. Overstaying while self-supporting is allowed for a maximum period of 06 months only on approval of the competent authority. Beyond this term, no-dues formalities are to be followed.
6. It is not applicable to those, who will be leaving within 5 working days following completion of the term/thesis submission/viva voce. However, such individuals should complete the no-dues formalities, secure a relief order and leave within the same period.
7. A fresh ID is to be issued during the self-supporting period.
8. An unauthorized overstay is not permitted and may lead to disciplinary action.

1.	Name of the student/staff:	2.	Unit:
3.	S. R. No./ Staff No. (as applicable)	5.	Ph.D. <input type="checkbox"/> M.S. Engg. – Ph.D. Dual degree <input type="checkbox"/> M.S. Research - Ph.D. Dual degree <input type="checkbox"/> Int. Ph.D. <input type="checkbox"/> M.S. Engg./M.S. Research <input type="checkbox"/>
4.	Date of Degree registration/ Date of joining the Centre (as applicable)		
	Date of thesis submission (if applicable):		

			M.Sc.	<input type="checkbox"/>
	Date of thesis viva voce (if applicable):		PGDMS	<input type="checkbox"/>
			RA	<input type="checkbox"/>
	Date of cancellation of Degree registration (if applicable):		R&D Assistant	<input type="checkbox"/>
			Other, specify	<input type="checkbox"/>
6.	Details of the support (fellowship/remuneration/financial assistance) receiving at present or last received.			
	Fellowship/remuneration/financial assistance (name it)	Amount/per month (Rs.)	Duration From To	
Note: Students who have migrated to a R&D position (or vice versa) should fill all relevant information.				
8.	At the Academic office (in case of student): This is to certify that there are no financial dues from the student.			
	Signature of the Academic Coordinator		Date:	
9.	At the Hostel office (in case of student): This is to certify that there are no financial dues from the student.			
	Signature of the Warden:		Date:	
10.	At the Establishment office (in case of R&D staff): This is to certify that there are no financial dues from the staff.			
	Signature of the AAO:		Date:	
11.	At the Accounts section: This is to certify that there are no financial dues from the student/staff.			
	Signature of the AcO:		Date:	
11.	I,, have provided the correct information. I have also noted the contents provided by the different offices/section. I will follow all related procedures including requesting for a new ID.			
	Student's signature		Date:	
12.	Forwarded (with remarks, if any):			
	Signature of the Thesis/Research supervisor(s)		Date:	

