

Academic Bye-Laws PG & Ph.D. Programmes

(Modified in the 31st Academic Council meeting held on 29th February, 2020)



North Eastern Regional Institute of Science and Technology
Deemed to be University under section-3 of the UGC Act, 1956
Nirjuli, Arunachal Pradesh -791 109

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About The Institute

North Eastern Regional Institute of Science and Technology (NERIST) is a unique Institute of its kind in the Country. It was established in 1983 by Govt. of India and foundation stone was laid by former President Late Giani Zail Singh on 4th March, 1984. It is located in a picturesque valley at the foothills of the Eastern Himalayas and is situated at Nirjuli in the Papum Pare district of Arunachal Pradesh on National Highway 415 and is about 390 kms. away from Guwahati and 10 kms. from Banderdewa, the entry Gate to the Capital complex, Itanagar (Arunachal Pradesh). The Capital town, Itanagar is about 20 km away from the Institute. The Institute is fully residential and is spread over 500 acres of land.

In the 1st Meeting of NERIST Society held on July 19, 1983, the "Project Report for NERIST" was accepted and subsequently, the Institute was set up initially as a project ⁽¹⁾ of the North Eastern Council, Shillong to provide a system of education to create technical manpower at various levels for the development of the North Eastern Region of the Country. Its approach is to encourage a policy for vocationalisation at the +2 level and to allow only motivated students to go for the Degree level while others go out of the Institute in serve the people.

The Institute is autonomous, fully funded and controlled by the Ministry of Education, New Delhi. The Institute was notified ⁽²⁾ as Deemed to be University on 31st May, 2005 under section 3 of the UGC Act, 1956. The Institute is governed by a Board of Management (BoM) that comprises of the representatives of the MoE, Govt. of India, the eight beneficiary north eastern states and eminent educationists.

The alumni of the Institute not only occupy important positions in the North Eastern region, but a number of them are working in premier industries and institutions in the country and abroad.

For more information, please visit to the website www.nerist.ac.in or contact at the following telephone/fax number(s):

Director	:	(0360) 2257584/2258534
Registrar	:	(0360) 2257446 (Tel)/2257470(Fax)
EPABX	:	(0360) 2257401 - 2257410 (10 lines)
FAX	:	(0360) 2258533

(1) F.25-1/81-T.5, G.O.I, Min. of Education, New Delhi, 12th September, 1985

(2) F.9-15/2002-U.3, Govt. of India, Min. of Human Resource Development dated 31st May, 2005, Department of Secondary & Higher Education, Shastri Bhavan, New Delhi

About The Institute



The Institute Logo

The Institute's emblem was adopted by the NERIST Society⁽³⁾. The original idea of this emblem was derived from Lotus and Sun by Shri Rajesh Thiam, a former student of this Institute from Manipur and developed into an artistic symbol by Shri Vijay T. Choudhari, New Delhi.

Lotus, the symbol of pristine purity of the Vedas and that of peace in Buddha's teachings, is symbolically shown to hold the mighty source of life, enlightenment and energy at its core. The eight North Eastern States are seen knotted together to form a 'mechanical' worm, depicting the achievement of a golden confluence of technology with the faculties of higher learning and enlightenment.

The motto depicted in the logo means: the Confluence, the Region of Eight States

(3) Held on 14th October, 1988

1.1.0 Establishment of Departments of teaching [U/s 26 (a) of NERIST MoA, 2005]

1.1.1 The following Departments of teaching have been established in the Institute:

- (1) Department of Agricultural Engineering
- (2) Department of Civil Engineering
- (3) Department of Computer Science and Engineering
- (4) Department of Electronics and Communication Engineering
- (5) Department of Electrical Engineering
- (6) Department of Mechanical Engineering
- (7) Department of Forestry
- (8) Department of Chemistry
- (9) Department of Mathematics
- (10) Department of Physics
- (11) Department of Humanities and Social Sciences

1.1.2 Any other Department may be established by the Institute to meet its aims and objectives as per the MoA.

1.1.3 Each Department may run Under Graduate, Post Graduate and Ph.D. programmes in its respective area(s) as approved by the Academic council from time to time.

1.1.4 Each Department shall be placed under the charge of Head of the Department.

1.1.5 The medium of instruction shall be English.

1.2.0 Halls of Residence [U/s 26 (a) of NERIST MoA, 2005]

The Institute is envisaged to be fully residential. The following hostels have been established and maintained by the Institute for providing accommodation to the bonafide students. Every student is required to reside in the hostel unless otherwise permitted to reside outside. Hostel rules are given in Appendix-A.

<u>Hostels</u>		<u>Capacity</u>
1. Block-A	-	124
2. Block-B	-	124
3. Block-C	-	124
4. Block-D	-	124
5. Block-E(Double Storied)	-	254
6. Block-F (Double Storied)	-	260
7. Block-G (For Girls, D/S)	-	260
8. Block-H (PG Boys, D/S)	-	250
9. Subansiri (PG Girls Triple Storied)	-	250
10. Brahmaputra	-	416
<hr/>		
Total Capacity	-	2186

1.3.0 Establishment of Special Centres [U/s 26 (a) of NERIST MoA, 2005]

- 1.3.1 The following Centres of studies have been established in the Institute:
1. Centre for Appropriate Technology & Rural Development
 2. Centre for Management Studies
- The Institute may establish any other Centre to meet its aims and objectives as per the MoA.
- 1.3.2 The organizational set up of the Centres and the assignment of work to the Centre shall be to encourage the continuing education programmes and the R & D works for strengthening various on-going academic activities in the Institute.
- 1.3.3 Each centre shall be placed under the charge of Head of the Centre.

1.4.0 Admission and Enrolment of Students to the Institute [U/s 26 (b) of NERIST MoA, 2005]

- 1.4.1 Without prejudice to the provisions of Memorandum of Association and rules of the Institute, no student shall be eligible for admission to any postgraduate and Ph.D. programme under this Institute unless he/she has passed the qualifying examination or examinations of University or Institute as prescribed by this Institute for admission to the concerned programme.
- 1.4.2 The Institute shall admit eligible candidates to Post Graduate Programmes (M.Tech, M.Sc., MBA) and Ph.D Programme through written tests and/or interviews conducted by the Institute.
- 1.4.3 The admission of a candidate shall be subject to :-
- i. submission of College leaving/transfer and migration certificate from the concerned College/Institute or University, respectively.
 - ii. good conduct certificate from the Principal of the College/Institute last studied, and
 - iii. medical fitness certificate.

1.5.0 Courses of Study and award of Degrees [U/s 26 (c) and (d) of NERIST MoA, 2005]

1.5.1 Master of Technology (M.Tech.)

Sl. No.	Name of the Course	Department
1.	Farm Machinery & Power (FMP)	Agricultural Engineering
2.	Soil and Water Conservation Engineering (SWCE)	Agricultural Engineering
3.	Environmental Science & Engineering (ESE)	Civil Engineering
4.	Geo-technical Engineering (GTE)	Civil Engineering
5.	Computer Science & Engineering (CSE)	Computer Science &

		Engineering
6.	Information Technology (IT)	Computer Science & Engineering
7.	Power System Engineering (PSE)	Electrical Engineering
8.	Electronics & Communication Engineering (ECE)	Electronics & Communication Engineering
9.	Computer Integrated Manufacturing (CIM)	Mechanical Engineering
10.	Thermal & Fluid Engineering (TFE)	Mechanical Engineering

1.5.2 Master of Science (M.Sc.)

- i. M.Sc. in Physics
- ii. M.Sc. in Chemistry
- iii. M.Sc. in Mathematics
- iv. M.Sc. in Forestry

1.5.3 Master of Business Administration (MBA) under the Centre for Management Studies.

1.5.4 Doctor of Philosophy (Ph.D.)

Ph.D. Programme has been running in all the aforesaid Departments/Centre of the Institute.

1.6 Fees to be charged for Admission to the Courses of Study, Examination of Degrees [U/s 26 (e) of NERIST MoA, 2005]

- (i) The fee structure shall be as approved by the Academic Council (AC) and Board of Management (BoM) of the Institute and shall be notified from time to time.
- (ii) The fee structure will be revised every alternate year by 10% ⁽⁶⁾ and any new fee may be charged as decided by the Institute authority from time to time. The latest fee structure has been revised during 2018^(6a).
- (iii) The fees shall be deposited by the students on the day of registration as per notification issued by the Institute. The fees shall be paid through online mode or through Bank Draft.
- (iv) If a student does not register for admission on the specified /notified date and time, s/he shall be charged a fine as decided by the competent authority of the Institute from time to time for late registration on the specified date.
- (v) The Director or on his behalf any other officer to whom power has been delegated, may on the recommendation of Dean (Academic) waive the fine on genuine grounds.

(6) Approved in 2nd Academic Council Meeting held on 29th April, 2007

(6,a) 28th Academic Council Meeting held on 15th December, 2018.

- (vi) After completion of a course of study or withdrawal from the Institute, security deposits or caution money shall be refunded to a student subject to submission of application in prescribed format Annexure-XXVII by the student, after deduction of all dues, fines and other claims against him.
- (vii) If a student does not claim the refund of Security deposit/Caution money within one year (reckoning with date of result/withdrawal) of passing or withdrawing from the Institute, the money will be treated as donated to the Institute.
- (viii) An employee of the Institute who is admitted to a course of study in the Institute shall be required to deposit all fees except hostel mess advance. However, if an employee joins the mess, he/she shall pay the entire hostel and mess dues.

1.7 Institution and Prescription of the conditions of the Award of Fellowships, Scholarships, Studentships, Medals and Prizes
[U/s 26 (f) of NERIST MoA, 2005]

NERIST has instituted award of Gold Medals for its passed out PG students.

Gold Medals will be awarded to P.G. pass out [branch toppers only] with a minimum 9.0 CGPA. In case of a tie, it will be decided by taking the percentage of marks in the Programme.

1.8 Appointment of Question paper setters, Examiners, Conduct of Examination, Approval & Publication of Results
[U/s 26 (g) of NERIST MoA, 2005]

1.8.1 The Course Coordinators act as the Question Paper-setters and Examiners. Other faculty members involved in handling the course are also associated with the evaluation process.

1.8.2 The question paper for the End-semester Examination will be set by the Course Coordinator. The End-Semester Examination related question paper shall be moderated by the Question-paper Moderation Board (QMB) of the concerned Department.

The required number of Question paper after moderation shall be submitted by the Course Coordinators to Controller of Examinations in strictly confidential sealed envelopes by a specified date.

1.8.3 **Question-Paper Moderation Board (QMB) shall comprise of:**

- i. Head of the Department/Centre Chairperson
- ii. One Internal Subject expert Member
- iii. One External Subject expert Member
- iv. Course Coordinator Member

Functions of the Question Paper Moderation Board

The Board shall ensure that the question paper has been set strictly in accordance with the syllabus, and the Academic Regulations of the Institute. The Board may,

- (i) Delete question(s) set from outside the syllabus and make necessary corrections and substitutions, if required.
- (ii) Remove ambiguity in the language of a question, if any.
- (iii) Moderate some or all questions giving ample opportunity to candidates with average and exceptional capabilities.
- (iv) Ensure proper distribution of marks to each question or part(s) thereof, duration, modify the questions and correct errors, in this regard.
- (v) The decision of the QMB will be final and binding on the question setter.

1.8.4 Normally, Course Coordinator, who is the Paper-setter shall act as an Examiner. In case, the Course Coordinator is not available due to unavoidable reasons, a Course Instructor or a faculty member having expertise in the subject may be appointed as an Examiner by the concerned HoD/HoC. The Examiner/Evaluator of the Answer-Scripts shall ensure the correct entries of Marks obtained by students in Mid-Semester Examination, tests/quizzes/assignments etc. and End Semester Examination in the format for the break up of marks provided by the Controller of Examinations (CoE) for the purpose. S/he shall round off a fraction equal to half or more to the next higher figure in the total marks. A fraction less than one-half will be neglected.

The break up of marks and Grade-sheet duly signed by the Course Coordinator and Head of the concerned Department/Centre shall be sent to the Controller of Examinations within the stipulated date in strict confidence.

1.8.5 All examinations of the Institute shall be conducted in accordance with the Academic Regulations framed for the purpose and modified from time to time by the Institute Authority and ratified in the AC.

1.8.6 Subject to the Rules and Regulations framed approved by Academic Council and Board of Management, the Controller of Examinations shall be responsible for all arrangements for the smooth conduct of examinations and all matters connected therewith.

- 1.8.7 The Centre Superintendent shall have the disciplinary control over candidates appearing in the examination at the centre. S/he shall have the power to expel and refuse to allow a candidate from taking the examination for reasons to be recorded in the presence of Invigilator(s). Any such action taken shall be immediately reported to the Controller of Examinations. The Controller of Examinations shall place all such cases of malpractices and indiscipline in the examination to the Examination Board of the Institute (EBI).

The Examination Board of the Institute (EBI) will have the following composition, functions and powers.

1.8.7.1 Composition of EBI:

- | | | |
|-------|---|------------------|
| (i) | Dean (Academic) | Chairperson |
| (ii) | All Heads of the Departments/Centre or their nominees | Member |
| (iii) | Controller of Examinations | Member-Secretary |

Centre Superintendent/Invigilators or any other official may be invited to the meeting of the Board, on the approval of Chairperson (EBI).

1.8.7.2 Functions of EBI:

- (i) To award punishment for malpractices during the examination.
- (ii) To recommend the cases of gross indiscipline and misbehavior to the Institute's Disciplinary Committee.
- (iii) To suggest measures for improvement in discipline/conducting examination.
- (iv) To consider request(s) for showing of End-Semester or Supplementary examination answer script of aggrieved students.
- (v) To show the evaluated answer scripts to the students in the presence of the Course Coordinator and make necessary changes, if any, in totaling of marks, grades and examination result.

1.8.7.3 Powers of EBI:

The EBI shall be empowered to:

- (i) award FA grade for malpractices and M grade on valid ground(s).
- (ii) recommend to the Director for the award of up to **THREE BLACK DOTS** as per the Institute norms for an act of indiscipline in the examination or misbehavior with an invigilator/officials engaged in the examination.

- (iii) recommend issue of warning to a student for improvement in his/her behavior.
- (iv) arrange scrutiny for marking of unchecked questions or part(s) thereof and totaling of marks in an answer script.

1.8.8 On approval of the Director, the Controller of Examinations shall notify the name(s) of Centre Superintendents for different days and time of the examination who shall be responsible for over all conduct of the examination.

1.8.9 The Controller of Examinations may engage other staff required to conduct the examinations. S/he shall arrange the handing over of Examination Question papers in sealed envelopes to the Invigilators. Immediately after the Examination, s/he shall arrange the handing over of Examination Answer-Scripts in sealed envelopes to the concerned course Co-ordinators.

1.8.10 If a candidate falls sick or is suffering from a contagious disease and wishes to appear at the Examination on notified date and time, special arrangement may be made by the Controller of Examinations at the request of the candidate subject to the production of evidence in support of such illness, duly certified by Medical officer in-charge of the Institute/other recognized Hospitals in the Capital Complex of Arunachal Pradesh, and countersigned by the MO, NERIST Health Unit (NHU), provided that for such special arrangement, the candidate shall pay additional fees to be fixed per paper by the Institute from time to time.

1.8.11 The End-Semester practical examination shall be jointly conducted by an external and one internal examiner. In case, the external examiner is not available, a committee of two internal examiners shall conduct the practical examination(s).

1.8.12 The dissertation evaluation, viva-voce examination for dissertation/field report in subjects where applicable shall be conducted as per provisions in the academic regulation of the Institute.

1.8.13 The Centre Superintendent, Question Paper Setters, Invigilators, Examiners /Evaluators, Tabulators and Assistants shall be paid honorarium as decided by the Institute from time to time, for the End Semester/supplementary/"I" grade/Practical examinations and project evaluation as may be applicable. The internal and external examiners shall be paid honorarium and allowances as per Institute norms.

A person shall not accept any of the above examination related works in which his/her relative is appearing. An invigilator will not perform invigilation duty in the room/hall/laboratory etc. where his/her relative is writing the examination.

- 1.8.14 Notwithstanding anything contrary to the provisions contained herein above, the Director shall have the power to take such steps and order such actions, as s/he may consider necessary in order to ensure fair and smooth conduct of the Institute examinations.
- 1.8.15 The grades/ marks from the grade-sheet/ marks-list shall be tabulated by Tabulators appointed for the purpose. They shall be primarily responsible for correct entries in the tabulation sheets of grades / marks and calculation of grade point average (GPA/CGPA) in accordance with the Academic regulations of the Institute. They shall be assisted by Assistants in tabulation work and preparation of Result.
- 1.8.16 The Result prepared by the Tabulators and Controller of Examinations shall be presented to the Result Moderation Board (RMB) of the Institute. The Board shall comprise of:
- | | | |
|-------|--------------------------------------|------------------|
| (i) | Director | Chairperson |
| (ii) | Dean (Academic) | Member |
| (iii) | All Heads of the Departments/Centres | Member |
| (iv) | Registrar | Member |
| (v) | Controller of Examinations | Member Secretary |
- (At least four members shall constitute the Board)
- 1.8.17 **Power & Functions of the Result Moderation Board (RMB):**
- The Result Moderation Board may moderate the result of a student submitted by the Controller of the Examinations.
 - The RMB may award 3 grace marks to a student for passing the semester or upgrading the semester grades of different subjects with highest possible credits.

COURSE WISE DETAILS OF MARKS TO BE GIVEN BY MODERATION COMMITTEE FOR PG STUDENTS (Passing Marks 46%)

Sl. No	L	T	P	Credit	Theory Marks			Practice Marks			
					Total	Passing	Grace*	Total	Passing	Grace*	
1	2	0	2	3	67	30.82	3	33	15.18	3	
2	2	0	4	4	50	23	3	50	23	3	
3	3	0	2	4	75	34.50	3	25	11.50	3	
4	4	0	2	5	80	36.80	3	20	9.20	3	
5	3	1	2	5	80	36.80	3	20	9.20	3	
6	2	0	6	5	40	18.40	3	60	27.60	3	
7	2	0	5	5	40	18.40	3	60	27.60	3	
8	3	0	3	5	60	27.60	3	40	18.40	3	
9	*All theory courses					100	46	3	--	--	--
10	*All Practice courses					--	--	--	100	46	3

* (Applicable only either in theory/practice in only one subject of full marks 100, for a student.)

- 1.8.18 On the approval of the Director, the moderated result shall be published by the Controller of Examinations on a specified date mentioned in the Academic Calendar.
- 1.8.19 Notwithstanding anything above, the Director may quash the result of a candidate, if
- i. S/he has used unfair means in the examination.
 - ii. A mistake is found in the result of the candidate.
 - iii. S/he has willfully suppressed any important information pertaining to his/her admission in the Institute.
- 1.8.20 In view of the provision at 1.8.7.2 (iv) and (v) no evaluated answer script of the end semester examination shall be given out on RTI request.
- 1.8.21 All evaluated answer scripts of the End Semester Examination will be destroyed/disposed off after six months from the date of publication of the result.

1.9 Controller of Examinations (CoE)

- (i) The Controller of Examinations shall be a whole-time salaried officer of the Institute and shall be appointed by the Board of Management on recommendation of a selection committee. S/he shall exercise his powers and duties under the immediate directions of the Director.
- (ii) The Controller of Examinations shall receive salary in such scale of pay as may be prescribed or revised from time to time. S/he shall be of Professor grade with at least 02 years of experience in academic administration. The Controller of Examinations shall retire on attainment of 65 years of age, which may be extended to a maximum of six months only in case he/she is due to retire in the currency of semester or his substitute has not joined.
- (iii) Under special circumstances, the Controller of Examinations may be appointed by the Director, NERIST from among the existing regular Professors considering suitable seniority.

1.10 Academic Calendar

The curricular and extra curricular activities during a semester are planned in advance and are listed in the Academic Calendar. This Calendar provides details of the dates of registration, teaching schedule, withdrawal, schedule of examinations, declaration of results, holidays, breaks, vacation etc., and students must adhere to the specified dates in the calendar for each activity.

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PG Regulations

REGULATIONS FOR MASTERS PROGRAMME

2.1 GENERAL

- 2.1.1 North Eastern Regional Institute of Science and Technology (NERIST), Nirjuli, awards the degrees of Master of Technology (M.Tech.), Master of Science (M.Sc.) and Master of Business Administration (MBA) to those who have successfully completed all the requirements of the Post-graduate Masters Programme.
- 2.1.2 The governing rules and regulations of the Post-graduate Masters Programme are formulated by the Academic Council (AC) and approved by the Board of Management (BoM) of the Institute. The BoM, on the recommendations of the AC, can modify or change the structure, the governing rules and regulations from time to time.
- 2.1.3. The Board of Post Graduate Studies (BPGS), constituted by the Academic Council of the Institute and assisted by Departmental Board of Studies (BoS) and Departmental Post Graduate Committees (DPGC), administers all aspects of the above programme. The composition, power, and functions of the BPGS, BoS, and DPGC are given in Appendix-D.
- 2.1.4 A candidate becomes eligible for the award of the M. Tech./M.Sc./MBA degree after fulfilling all the academic requirements prescribed by the Academic Council.

2.2 CATEGORIES OF M. TECH./M.Sc./MBA STUDENTS

The Institute admits M. Tech./M.Sc./MBA students under the following categories:

I. REGULAR (FULL TIME)

Students under this category study full time for their M. Tech./M.Sc./MBA. GATE qualified students admitted to the M.Tech. Programme will receive GATE scholarship for the duration of four semesters subject to the GATE scholarship rules of the MHRD. Besides, other students of M.Tech./M.Sc./MBA will be self sponsored or may receive financial assistance from any other agency/ Government.

II. SPONSORED (FULL-TIME) STUDENTS

A candidate in this category is sponsored by a recognized organization for doing M. Tech./M.Sc./MBA in the Institute on full time basis. He/She will not receive any financial support from the Institute. Sponsorship letter (**Form-III**) should be attached with the application.

III. PART-TIME STUDENTS

This category refers to the candidates who are locally and professionally employed personnel who can attend classes at the Institute while employed. These candidates should be able to attend regular classes as per the schedule of the Institute.

No financial assistance will be provided by the Institute to such students.

No-Objection certificate from the Head of the Institution/Organisation in which he/she is employed (**Form-IV**) must be submitted along with the application.

Institute employees may be sponsored as part-time students by the Director, on the recommendation of the Head of the employee's Department.

Part-time M. Tech. Courses may only be floated by the Departments depending on the availability of sufficient faculty members and technical man power in the Laboratories/workshops on prior approval from Academic Council.

2.3 MINIMUM QUALIFICATIONS

Minimum qualifications are given in the following Table.

Sl. No.	Programme	Category	Eligibility	Mode of Selection
1.	M. Sc.	Full Time	B.Sc. or equivalent degree in appropriate/relevant disciplines as notified in the Admission Notice with a minimum of 60% marks in aggregate or CGPA of 6.5 on a 10.0 point scale. There will be a relaxation of 5% marks for SC/ST/PD candidates.	Written Test and/or Interview
2.	M. Tech.	(a) Full Time	B. Tech. or equivalent degree in appropriate/relevant disciplines as notified in the Admission Notice with a minimum of 60% marks in aggregate or a CGPA of 6.5. on a 10.0 point scale with valid GATE Score. There will be a relaxation of 5% marks for SC/ST/PD candidates. Sponsored candidates are also eligible to apply for this Programme. Sponsorship Certificate from the employer is required stating that period of study will be treated as on duty with usual salary/allowances and s/he will be relieved during the period of studies and all fees will be paid by the sponsoring organization. Self-sponsored candidates having the required 60% marks or a CGPA of 6.5 on a 10.0 point scale without GATE score may be considered subject to availability of seats.	Written Test/ Seminar and/or Interview. GATE qualified students may be exempted from the written examination
		(b)Part Time	Same as M. Tech. full time except the GATE Score. Such candidates must submit No Objection Certificate from the employer, if admitted.	-do-
3.	MBA	Full Time	Bachelor's Degree in any discipline recognized by the Association of Indian Universities (AIU) with a minimum of 55% marks in aggregate or equivalent CGPA. There will be a relaxation of 5% marks for SC/ST/PD candidates.	Written Test, Group Discussion and/or Personal Interview. However, MAT/CAT qualified candidates are exempted to seat in written test.

2.4 ADMISSION PROCEDURE

- 2.4.1 For admission to M.Tech./M.Sc./MBA programme, advertisement will be issued in the month of April/May and the admission process will be completed by the end of July every year.
- 2.4.2 The applicants must apply online in the prescribed form which must be submitted to the NERIST Post Graduation Entrance Test (NEPGET) Cell.
- 2.4.3 Admission to the M.Tech. programme shall be granted on the basis of GATE score and performance in the interview of the candidates. Candidates without GATE score shall have to appear in the written test and/or personal interview.
- 2.4.4 Admission to the M.Sc. programme shall be granted on the basis of marks in the qualifying examination and written test and/or personal interview.
- 2.4.5 Admission to the MBA programme shall be granted on the basis of marks in the qualifying examination, written test, group discussion and/or personal interview. CAT with 50 percentile and MAT (including ATMA) qualified candidates with 75 percentiles and 75 percentiles shall be exempted from written test.
- 2.4.6 Candidates who have appeared in the qualifying examination may apply for admission to the programme. However, they have to produce the evidence of having passed the qualifying examination with the specified minimum marks/CGPA at the time of admission.
- 2.4.7 Selected candidates will be admitted to the M. Tech./M.Sc./MBA Programme of the Institute after payment of the prescribed fees.
- 2.4.8 In case any candidate fails to take admission within the specified date, the claim for admission will stand cancelled, and the admission will be offered to the candidate in the waiting list, if any, in order of merit.

2.5 REGISTRATION

2.5.1 General

All students pursuing M.Tech./M.Sc./MBA are required to register themselves online every semester with the Academic Office on the date of registration as notified in the Academic Calendar. No student will be allowed to attend classes or given credit for attendance before the date of his/her registration.

2.5.2 Clearance of Dues

All students, except at the time of first entry in NERIST, should produce "No Dues" Certificate for the following before every semester registration:

- (a) Hostel dues
- (b) Library dues
- (c) Institute dues (Department, Library, Finance and Gymkhana)
- (d) Academic Section

The Institute dues and current semester's fee should be paid through online mode only.

At the time of first entry to the Institute, students have to submit all documents in original along with attested copies as mentioned in their admission letter/call letter. All original documents shall be returned to the students concerned after verification.

2.5.3 Course Advisor

The DPGC of the Department shall nominate a faculty member as the Course Advisor for the Masters Programme offered by the Department. The Course Advisor will advise the students in the selection of the elective courses. A student registering for thesis credits must have a thesis supervisor assigned to him/her.

2.5.4 Registration Procedure

- (a) Each student shall do the course registration online as per Academic Calender or notification issued from the Academic Branch.
- (b) S/he shall contact the Course Advisor to finalize the courses for the semester.
- (c) S/he shall submit the filled in course registration Form and the "no dues certificate" (except the first time entrants) to the Academic Branch for registration.
- (d) In exceptional case, when a student is not able to present himself/herself for registration due to serious illness or due to extraordinary circumstances, the registration may be done *in absentia* by a person, duly authorized by the student with the approval of the Dean (Acad).

2.5.5 Late Registration

Under normal circumstances, late registration is not permitted. However, for reasons beyond the control of the student such as severe illness, natural calamities etc. it may be allowed only upto a specified period as per Academic Calendar with the permission of the Dean (Acad.) on payment of late fee of Rs. 1000/- or as modified from time to time.

2.5.6 Termination of Registration

The registration of a student in Masters Programme may be terminated on any of the following grounds:

- (a) On the recommendation of the Institute's Disciplinary Committee for misconduct or breach of discipline
- (b) On having been found to have produced false document(s) or having made false declaration(s) at the time of admission/during his/her studentship.
- (c) On having been found pursuing regular studies including correspondence courses in any other educational institutions or concurrently employed or carrying out business.
- (d) For not registering in a semester without prior permission from the institute.
- (e) For not obtaining a minimum of 30 credits in one Academic year.

2.5.7 Withdrawal of Courses in a semester / from a semester

2.5.7.1 Withdrawal from a Semester

In case of serious illness or any other circumstance beyond the control of student, a student may be permitted by the Dean (Academic) to withdraw from a semester provided :

- a) S/he was duly registered for the semester but was unable to attend classes continuously for a period of more than 25 working days in that semester and had intimated about it to the DR/AR (Academic).
- b) The application for such a withdrawal in the prescribed form (**Form-V**) will be submitted to the Dean (Academic) through HoD concerned at least one week before the commencement of the End Semester Examination. Such a student will be allowed to register only in the corresponding semester of next academic year, provided that s/he has applied for withdrawal within one year of his/her entry in that programme.

2.5.7.2 In addition, the DPGC in consultation with the course coordinator and with the approval of the BPGS may allow a student at his/her request to withdraw from one or more courses during the semester, if s/he has been sick for considerable time and has submitted a certificate to the satisfaction of the DPGC. However, the reduced load shall not be less than the minimum semester load (specified in section-2.6.1).

2.5.8 Withdrawal from the Academic Programme of the Institute

A student can withdraw from the Institute on a written request to the Director at any time of his/her period of study. S/he shall be issued Institute Leaving Certificate and Migration Certificate on submission of the "No Dues" certificate.

2.5.9 Change of Registration from Full-Time to Part-Time/ Part-Time to Full-Time Programme

The BPGS may allow such changes on the recommendation of the DPGC before registering in a semester. Once a full time student has converted his registration to part time, no further change in registration shall be permitted.

2.6 Courses

The courses are floated as per the approved curricula of the institute. Any modifications in the course structure or details of the courses are made with the prior approval of the Academic Council of the Institute which considers the proposal after it has been prepared by the Board of Studies (BoS) for PG programme and subsequently examined and recommended by the Board of Postgraduate Studies (BPGS) of the Institute.

2.6.1. Course Code

All courses offered by the Institute under Masters programme are denoted by codes comprising of two letters and four digits in that sequence. The letter symbols of the departments are as follows:

AE	-	Agricultural Engineering
CE	-	Civil Engineering
CS	-	Computer Science and Engineering
CY	-	Chemistry
EC	-	Electronics & Communication Engineering
EE	-	Electrical Engineering
FR	-	Forestry
HS	-	Humanities and Social Sciences
MA	-	Mathematics
ME	-	Mechanical Engineering
PH	-	Physics
MB	-	Management

In addition courses of Engineering Science are floated with ES code.

The four digits of the number used for denoting a course have the following description.

- The first digit from the left stands for the year.
- The second digit 1 or 2 from left stands for the odd or even semester respectively for regular courses.
- The second digit 3 or 4 from left stands for the odd or even semester respectively for the bridge courses.
- The second digit "0" from the left in either semester represents an elective course.
- The third and fourth digits from the left are used for course number of which 00 to 50 are for theory or courses with major theory component and 51 to 99 are for practice or courses with major practice component.

Thus AE-7101, CE-8101 and CY-8101 denote course code for Base, Diploma and Degree modules respectively.

Besides, the following course numbers are fixed in case of all the departments:

YS89	--	Seminar
YS99	--	Projects

(Y stands for year and S for semester)

2.6.2. Course Credits

Lecture/Tutorial: One hour per week per semester will be equivalent to one credit. Extra tutorials, wherever applicable, do not carry any credits.

Practice: Two hours per week per semester or part thereof will be equivalent to one credit. If the number of practice hour is an odd number and more than one, then the credits equivalent to half of the next higher even number of hours will be assigned. For example, 3 hours of practice will carry 2 credits. Five hours of practice will carry 3 credits and so on.

2.6.3. Course Coordinator/Instructor

2.6.3.1. Course Coordinator

Each course has a Course Coordinator who has full responsibility for conducting the course, coordinating the work of the other teachers involved in teaching that course, holding the test, quizzes etc., practical examination and evaluating the answer-scripts. In case of any difficulty, the students should approach the Course Coordinator for advice and clarification.

A teacher of a course other than the course coordinator is called a Course Instructor. S/he will assist the course coordinator in teaching, holding test, quizzes, practical examination etc. and evaluating the answer-scripts.

2.6.4 Academic Calendar

The curricular and extra curricular activities during a semester are planned in advance and are listed in the Academic Calendar, which is approved by the Academic Council. This Calendar provides details of the dates of registration, teaching schedule, withdrawal, examinations, declaration of results, holidays, breaks, vacation etc., and all concerned must adhere to the specified dates in the calendar for each activity. Any change in the academic calendar must be ratified by the Academic Council.

2.6.5 Audit Course

The audit courses specified in a curriculum shall not be counted towards calculation of GPA or CGPA of a student. However, the student must register for these courses and have satisfactory performance.

2.6.6 Parallel Course(s)

These are courses in which a student has obtained F, FA or I grade during the regular or bridge semester and which can be cleared in a subsequent semester within specified duration of a module. These courses are concurrently done by the student along with regular courses subject to attendance requirement as given in Clause C.6.7 for FA grade subject to the fulfillment of all the requirement of continuous evaluation.

Degree (Lateral, Technology) students are not allowed to repeat bridge courses (as parallel) along with the courses of Degree second year.

Degree (Forestry) odd year courses shall be allowed (as parallel) only during even year of study and similarly even year courses shall be allowed only during odd year of study.

2.7 ACADEMIC REQUIREMENTS

2.7.1 Credit Requirements, Minimum Residence and Maximum Duration

The following table lists the credits requirements, minimum and maximum duration for graduation in various programmes:

Programme	Minimum Total Credits	Maximum Total Credits	Credits Through Course Work (Minimum)	Credits Through Thesis (Minimum)	Min Semester Credits (Course Work)	Max Semester Credits (Course Work)	Minimum Number of Courses in the Programme	Minimum Duration	Maximum Duration	Minimum CGPA required for the award of Degree
M Tech. (Full Time)	64	70	40	24	16	24	10	4 semesters	3 yrs	6.00/10.00
M Tech (Part Time)	64	70	40	24	8	12	10	6 semesters	4 yrs	6.00/10.00
MBA	90	96	78	8	16	28	20	4 semesters	3 yrs	6.00/10.00
M Sc (FO)	64	70	56	8	16	28	20	4 semesters	3 yrs	6.00/10.00
M.Sc. (PH/ CY/MA)	86	98	78	8	16	28	20	4 semesters	3 yrs	6.00/10.00

2.7.2 Thesis/Dissertation

2.7.2.1 The DPGC will appoint a **Project Coordinator** for the Department and thesis supervisor(s) for each student, and communicate the same to the Academic Branch by the end of the second semester of the Programme. No change in thesis supervisor will be allowed without the consent of the DPGC. A student may be allowed to have a co-supervisor from outside the Department/Institute on the recommendation of the DPGC and approval of the BPGS. A student will not be allowed to register for thesis credit without a thesis supervisor.

2.7.2.2 Thesis/Dissertation Examination Committee:

The thesis/dissertation will be examined by a thesis examination committee consisting of the following members:

- | | | |
|-----|--|-------------|
| (1) | Chairman of DPGC or his nominee | Chairperson |
| (2) | Project Coordinator | Member |
| (3) | Supervisor(s) | Member(s) |
| (4) | One internal expert | Member |
| (5) | One external expert (from outside the Institute) | Member |

The thesis examination committee for each student shall be approved by Dean (Academic) on recommendation of the DPGC. The following will be the distribution of weightage for thesis evaluation for M.Tech. programme. But Phase-1 part of the evaluation will not be applicable for MBA and M.Sc. programme.

Phase - I (at the end of the third semester)			
S.No.	Evaluators	Reports	Presentation
1.	Supervisors	20	50
2.	Internal Experts	10	20
Total		30	70

Phase - II (at the end of the fourth semester)			
1.	External Experts (Outside of the Institute)	20	25
2.	Supervisors	20	15
3.	Internal Experts	10	10
Total		50	50

2.7.2.3 Project Coordinator will be the Course Coordinator of all theses in the Department in that particular year and will be responsible for evaluation and submission of the grades.

2.7.3 Attendance

2.7.3.1 Attendance Requirements

Every student must attend classes regularly. A student should have a minimum of 75% attendance overall in lectures and tutorials, and separately in laboratory classes held in each course in which the student has registered, failing which s/he shall be debarred from appearing in the End Semester Examination. Attendance is not compulsory in a parallel course provided that the student had completed the attendance requirement in the course in an earlier semester.

2.7.3.2 Calculation of Attendance

Attendance in a course shall be counted from the date of commencement of classes of the semester. However, if a student has registered late, his/her attendance shall be counted from the actual date of registration. The percentage of attendance shall be calculated on the basis of total number of classes held in the course in the semester.

2.7.3.3 Concession

A student who has been absent for short period due to valid reasons (Clause 2.6.4.4) shall get an additional concession of 10% in attendance in each course in a semester. Under no circumstances, the actual attendance shall fall below 65% of the total classes held.

2.7.3.4 Valid reasons for absence

The valid reasons for absence may be any of the following

- i) Student's illness
- ii) Absence on account of interview/test for higher studies or job.
- iii) Participation in a cultural/sports event in the interest of the institute or the state.
- iv) Any other ground which has been found acceptable by the Director for a particular case.

2.7.3.5 Procedure of availing of concession

For availing concession in attendance, a student shall have to formally apply to each of the Course Coordinators concerned within 2 days of his/her resuming the classes. All such applications should be accompanied by necessary documents in support of his/her claim.

In case of illness, a medical certificate from the NERIST Medical Officer or a Government Medical Officer or a Registered Medical Practitioner should invariably be produced. In all cases, the certificate must either be issued by NERIST Medical Officer or must be countersigned by him. If the student was absent from the hostel during the period of illness, the Warden concerned and the Chief Warden should certify the period of absence. In case, a student requires to go out of NERIST for treatment, s/he must get his/her case referred by the NERIST Medical Officer and intimate to the Controller of Examinations through the Warden before leaving the hostel.

Before availing concession on grounds other than illness given in Clause 2.6.4.4 (ii) and (iii), the student shall have to apply to the Controller of Examinations through the respective in-charges/Head of the Departments along with necessary documents. Also on return to the Institute, he/she shall be required to inform the Controller of Examinations about his/her participation with documentary evidence, within a week. Controller of Examinations shall notify the list of students permitted under such conditions with copies endorsed to Course Coordinators and concerned HoDs.

2.7.3.6 Warning for falling short of attendance

The Course Coordinator/Instructor should give the attendance to the students after expiry of time-table classes on attendance portal on regular basis throughout the semester. The Course Coordinator/Instructor shall notify the shortage in attendance at the end of every month in writing with intimation to the HOD. The Course Coordinators/Instructors shall report the cases of students who do not meet the attendance requirement in writing through the respective Head of the Department to the Controller of Examinations two days before the commencement of the End Semester Examination. The Course Coordinator shall award FA grade to such students in the course, and intimate it to the Controller of Examinations.

2.7.4 FA Grade

A student having shortage of attendance as per clause 2.7.3.1 is awarded FA grade. Such a student is not allowed to appear in the End Semester Examination of that course. In case such a student is found to have appeared in the Examination, his/her answer scripts shall not be evaluated. If considered necessary, disciplinary action may be initiated against such a student. Further, a student with an FA Grade will be required to fulfill the attendance requirement in a regular semester when registered in a parallel course or a period of grace year.

2.7.5 Parallel Course(s)

These are courses in which a student has obtained F, FA or I grade during the regular semester and which can be cleared in a subsequent semester within specified duration of the programme. These courses are concurrently done by the students along with regular courses. Students who obtain FA grade will be subject to usual attendance requirements.

2.8 EXAMINATION AND EVALUATION

2.8.1 Question Paper Setting

- (a) In order to have continuous evaluation of the performance of the students, the Institute has a system of a mid semester, an end semester examination, and teacher evaluation through quizzes, assignments, class tests etc. spread over the semester. The mid and end semester examinations for the theory components are centrally conducted by the Examination Cell. The course coordinators with the help of course instructors conduct other evaluations like class tests/quizzes/assignments/practice components.
- (b) The duration of the theory component in the mid and end semester examination is two and three hours respectively. The duration of quizzes, tests and practical examinations is decided by the Course Coordinator concerned.
- (c) The quizzes/class tests/assignments must be completed before the start of End Semester Examination and these should be evenly spread over the entire semester. There shall not be any make up for the missed quizzes/class tests.
- (d) The pattern of theory question papers shall be as under:
 - (i) Number of questions to be set, are equal to 1.5 times (with internal choices only) the number of questions to be answered, raised to next higher integer, if it is a fraction. All questions shall carry equal marks.

- (ii) The Course coordinator shall set the questions covering all the units for End Semester examinations and atleast 40% unit coverage for Mid Semester examination.
- (iii) The above rules shall be applicable for mid semester as well as end semester examination.
- (iv) A duly constituted Moderation Board shall moderate the question papers of the end semester examination.
- (e) The weightage of various components of evaluation shall be as follows:

(i) For courses having only lecture classes and tutorial:

Teacher's Evaluation (Quizzes, home assignments, class tests etc.)	20%
Mid Semester Examination	30%
End Semester Examination	50%

(ii) For courses having only Laboratory Classes

Internal Assessment	60%
End Semester Examination	30%
Viva-Voice	10%

(iii) For Projects

Evaluation of work by Project Supervisor	15
Evaluation of Project Report by Project Supervisor	35
Evaluation of the Project Work by Project Evaluation Committee	35
Presentation and Viva-voce by Project Evaluation Committee	15

The Project Evaluation Committee shall comprise of the Project Co-ordinator and all Project Supervisors of the Department.

- (f) The question papers for practical examination shall be set by the Course Coordinator in consultation with the Course Instructor (s).
- (g) The question papers shall be answered by the candidate in English.
- (h) The Paper Setter shall be guided as to the scope of the subject of examination by the syllabus prescribed; the paper set shall be such that a candidate, fairly well prepared in the subject can reasonably be expected to answer it within the time allotted. The questions in each subject shall be fairly distributed over the entire syllabus.

- (i) The Paper Setter shall as far as practicable avoid any marked change of standard from examination to examination but shall not be required to set same type of question in every examination. As far as possible, 50 percent marks shall be allotted to long answer questions and 50 percent marks shall be allotted for short answer questions. It should be ensured that no question(s) of regular examination is repeated in the supplementary examination.
- (j) A format will be provided by the Controller of Examinations for setting of question paper.

2.8.2 Moderation of question paper

Moderation of question papers of End-semester examination shall be governed by the provisions given in 1.8.3.

2.8.3 Admission to Examination

- (a) Examination schedule will be notified by the Examination Cell. No change whatsoever in the schedule shall be made after the notification is issued, except for unforeseen circumstances.
- (b) Only relevant design codes, design handbooks, data books, tables and charts permitted by the course co-ordinators with prior information to the Controller of Examinations are allowed during the examination.
- (c) Students must bring their identity card and Admit card to the examination hall and produce them on demand by the invigilator(s). **STUDENTS ARE NOT ALLOWED TO BRING MOBILE PHONES INSIDE THE EXAMINATION HALL.** The students shall refrain from adopting unfair means during the examinations and anyone found indulging in such activities will be penalized. All cases of indiscipline must be reported to the Centre Superintendent of the session by the invigilators immediately and subsequently to the Controller of Examinations for necessary action. A statement by the student must be recorded in the answer script and countersigned by the invigilator.
- (d) If a student is found using unfair means in the examination, s/he shall be awarded the following penalty by the Dean (Academic) on recommendation of the Examination Board of the Institute.
 - (i) FA grade will be awarded, if found copying or using any other unfair means during the theory or practical examination.

- (ii) If a student is caught using unfair means for second time during the entire period of his/her studies in a module, s/he shall be expelled from the current semester.
- (e) If a student falls sick during the mid and end semester examinations, s/he must immediately contact the Controller of Examinations for seeking permission to appear in the examination in sick room on the recommendation of the NERIST Medical Officer as per the rules of the Institute.

2.8.4 Make-up for Mid Semester Examination

Students missing mid semester examination in any of the courses during regular semester on valid grounds (as per clause 2.6.4.4) may apply for make-up examination in those courses. Application for Make-up examination duly forwarded by the Course Coordinators should be made in the prescribed format (Form-VI) to the Controller of Examination within the date specified in the Academic Calendar. The EBI shall consider all such applications and the Controller of Examination shall notify the cases cleared by the Board. The Course Coordinators concerned shall conduct the examination of all such students at least one month before the end semester examination. These examinations shall be of two hours' duration and should cover the topics taught in that course till the date of the make-up examination.

2.8.5 Makeup for End Semester Examination

A candidate is allowed for make up examination if:-

- (a) S/he fails to appear at the centrally conducted end semester examination in a particular course (Theory component only) on valid grounds (as per clause 2.6.4.4). For this the student shall have to apply through the Course Coordinator in the prescribed form (Form-VI) as per the notification of Controller of Examinations. Then "M" grade will be awarded by the Dean (Acad) on the recommendation of the EBI. For practice components and examinations conducted by the course coordinator, the "M" grade shall be awarded by the Course coordinator.
- (b) A student who has secured "M" grade(s) in the End Semester examination may appear in the "M" grade examination(s) of the course(s). Subject to other rules of the examination, the "M" grade examination shall be governed by the following rules :-
 - (i) A candidate will be required to fill up an application form within three days from the date of declaration of "M" grade above with the prescribed examination fee of Rs.300/- (Rupees three hundred) per course for theory as well as practice courses or practice component of a paper.

- (ii) The examination for the first semester courses will be conducted within a week from the last date of late registration in the month of January. Whereas, the examination for the second semester courses will be conducted within two weeks from the date of declaration of "M" grade in the month of May - June, as notified in the academic calendar. The examination of theory papers will be conducted centrally.
- (iii) The moderated question papers for the examination will be submitted by the concerned departments to the Controller of Examinations by a specified date.
- (iv) The marks obtained in the "M" grade examination shall be counted as the marks for the End Semester examination, in deciding the grade in that course. If a student fails to appear in the examination, for any reasons, grading in that paper will be done by marking zero in the End Semester examination. However, the entry in the mark-list shall reflect as **ABSENT** in the break-up of marks.
- (v) The examination for practice courses and practice components will be conducted by the course coordinator/course instructor/other faculty member duly authorized by the Head of the Department.
- (c) "I" grade obtained under clause 2.8.6.3 can be converted into a valid grade if the student resubmits the project or delivers the seminar or completes the industrial training within an extended period as recommended by the Course/Project/Departmental Training coordinator and approved by the HoD, in consultation with the In-charge, Training and Placement in case of industrial training.
- (d) For conversion of "I" grade in project/seminar/industrial training, student shall have to register in the following semester if the "I" grade is not converted into a valid grade at least one day before the first date of semester registration. The result may be declared within the semester.

2.8.6 Evaluation of answer scripts

Course coordinator of every course will show the evaluated answer scripts of quiz, assignment, class- test and mid-semester examination to the students within two to three weeks of the date of respective examination/test, etc. Further, s/he will notify the marks obtained by the students in different components of evaluation, except the end semester examination, in a course, as per the academic calendar. Normally, the answer-scripts of the End-Semester examination and the marks shall not be shown to the students.

In a practical examination, the laboratory note book of the candidate shall also be inspected by the examiner who shall take it into consideration along with the candidate's performance at the practical examination. A note book which has not been signed at frequent and regular intervals by the teacher, under whom the candidate worked, shall not be accepted.

**2.8.6.1 Grading (Modified vide Notification No. Acad/Not/Cir/Order/2015;
Dated: 14th August, 2015)**

The Institute has a 10- point absolute grading systems as detailed below:

Letter Grade	Grade Point	Range of Marks(%)	Description of Grade
S	10	86- 100	Excellent
A	09	76- 85	Very Good
B	08	66- 75	Good
C	07	56- 65	Fair
D	06	46- 55	Pass
F	00	≤ 45	Fail
FA	00	--	Fail due to shortage of attendance
I	00	--	Incomplete
M	00	--	Makeup examination for Mid/End allowed by the EBI

(a) A student must secure a minimum of 46% marks each in theory and practice components of a course separately, failing which he/she will be awarded F grade. If a student has an aggregate of 46% or more but has secured less than 46% marks in anyone of the components, he/she will be awarded I-grade. Such an I-grade can be cleared either by appearing in the parallel course in a regular semester or in the grace period of additional one year by repeating only that component in which he/she has obtained less than 46% marks. In both cases, the registration of that particular course is required in the Examination Cell.

(b) If a student fails to appear in the end semester examination, his/her grade shall be prepared by assuming zero mark in that examination, however the entry shall reflect as "ABSENT" in the break-up of marks.

2.8.6.2 F Grade

If a student has secured "F" Grade, in a course in the current semester, s/he can clear the course by registering as a parallel course in a regular semester.

2.8.6.3 I Grade(s)

An incomplete grade (I-grade) shall be awarded to a student if s/he fails to secure at least 46% marks in one component of a course having theory and practice components, provided s/he has secured 46% marks or more in aggregate.

2.8.6.4 Conversion of 'I' Grade(s)

"I" grade is converted into a valid grade as under:-

A student who gets "I" grade due to Clause 2.8.6.3 may repeat that course either as a parallel course in a regular semester or in the period of grace year.

2.9 CONDUCT AND DISCIPLINE

2.9.1. General

A student shall conform to the highest standard of discipline and shall conduct himself/herself within and outside the precincts of the institute in a befitting manner. The student shall have the seriousness of purpose and shall, in every way, train himself/herself to acquire proficiency in the career s/he has chosen. The students shall show due courtesy and consideration to teachers, wardens, officers and functionaries of the Institute, and concern for their fellow students.

In case a student, receiving scholarship/stipend from any source, is found to indulge in misconduct or indiscipline, the Institute authority can recommend or stop payment of scholarship/stipend of such a student.

All instances of misbehavior or gross misconduct other than reprimand, shall be reported to the Institute's Disciplinary Committee. The Institute reserves the right to award black dots, rusticate or expel any student from the Institute for a given period of time or forever on the recommendation of the Institute's Disciplinary Committee.

2.9.2. Award of Punishment for Indiscipline during Examination

A candidate shall not use unfair means during any examination. A candidate shall not possess Notes, Books, Mobile Phones, papers (blank or written), programmable calculators or any other material related to the course in the examination hall. S/he shall not write anything on his/her instruments, body parts, clothes, table or desk etc. A candidate shall not help other examinee through conversation, consultation, by handing over paper(s) or answer scripts and impersonation.

The above malpractices or any other such acts not mentioned herein committed by a candidate shall be a punishable act under these regulations.

- a) The Center Superintendent will forward all cases of indiscipline in the examination to the Controller of Examinations, who in turn will report the matter to the Examination Board of the Institute (EBI).

- b) The Examination Board of Institute (EBI) shall have the powers to recommend the punishment for malpractices, like use of unfair means, copying through audio-visual devices/gadgets and misbehavior by an examinee during the examination etc. as per Clause-1.8.7.3 .

The Examination Board of the Institute may recommend cases of misbehavior with and threatening to an invigilator to the Institute's Disciplinary Committee for additional punishment.

- c) The Examination Board shall scrutinize the "I" grade applications under clause 2.8.6.3 presented by Controller of Examination, and award "I" grade for cases considered genuine. In case of dispute the decision of Chairman of the EBI shall be final & binding.
- d) The decision of Examination Board of Institute (EBI) shall be implemented by the Controller of Examinations.

2.10 LEAVE RULES

2.10.1 A postgraduate student receiving scholarship/financial assistance from the Institute may be allowed vacation during any period of the Institute's vacation or during the mid-semester break up to a maximum of 15 days per semester, subject to a maximum of 30 days at a time. Leave not availed in one semester may be carried over to the next semester up to a maximum of 15 days. Leave shall not be carried over to the next year if the maximum admissible limit of 30 days is availed in first semester.

2.10.2 In addition, a student may be allowed casual leave upto 8 days in the second year

2.10.3 There will be no loss of financial assistance for students allowed to go on leave for 15 days during vacation or casual leave.

2.10.4 Absence without obtaining prior sanction of leave will be considered as an act of indiscipline and shall entail deduction from scholarship/financial assistance on a pro rata basis, besides any other action that may be decided by the Institute. Any absence over and above the prescribed limit of admissible leave shall also entail deduction from scholarship/financial assistance, besides other actions as may be decided by the Institute.

2.11 RESULTS

2.11.1 Result Preparation, submission of marks list, tabulation and moderation of grades

- a) The Course Coordinator shall prepare the break-up of marks, grades and send it to the Controller of Examinations through the HoDs and also fill up the break-up of marks in LS Academia portal. Corrections, if any, must be authenticated by the course coordinators.
- b) Use of white fluid for correction is not acceptable.
- c) The break-up of marks prepared by the Course Coordinators shall be checked, and entered in the tabulation sheet by the tabulators. They shall also enter the grades in the tabulation sheets. The tabulators are responsible for the correct entry of break up of marks and grades.
- d) The grades so prepared by the tabulators shall be sent to the Result Moderation Board for moderation.

2.11.2 Approval of Results

The final results shall be submitted to the Director through Dean (Academic) for approval. The approved results shall be published by the Controller of Examination.

2.12 Evaluation of Performance

The performance of the student in a Module is evaluated in terms of two indices, viz., the Grade Point Average (which is the average grade point for a semester) and Cumulative Grade Point Average (which is the average grade point for all the semesters completed). The GPA/CGPA will be computed as under.

$$\text{GPA or CGPA} = \frac{[\sum (\text{Course Credit} \times \text{Grade Point})]}{[\sum (\text{Course Credits})]}$$

2.13 Redressal of Grievances

A candidate aggrieved by the evaluations of his/her answer scripts may apply to Controller of Examination who will present the case(s) to the Examination Board of the Institute (EBI) for consideration as per the rules.

2.14 Grade Card, Certificate and Degree

The issue of grade cards, certificates and degrees to a candidate shall be subject to completion of all requirements under the Rules and Regulations of the Institute.

2.14.1 Issue of Grade Cards and Provisional Certificates.

Subject to completion of all requirements, the Examination Section shall issue grade cards to the students under the seal and signature of Controller of Examination.

The Examination Section will also issue provisional certificates and other related certificates required by students from time to time.

2.14.2 Issue of Certificates and Degrees (Original)

All degrees with Institute seal will be signed by the Director and issued from the Examination Section.

The Degrees can be obtained at the Institute's Convocation in person or afterwards by post.

Besides above, rank certificate will be issued to the topper of each Department.

2.15 Award of Medals

Medals are awarded at the time of Convocation by the Institute to the PG students. A committee recommends the names based on the following criteria.

- (i) The student should have highest CGPA in the module (without any 'I', FA for F grade) among the passed out students in the year.
- (ii) In case there is a tie, the GPA of fourth semester will be taken into account. In case there is still a tie, GPA of third semester will be considered.
- (iii) The students appearing in Make-up test or those having withdrawn from a semester shall not be considered.
- (iv) The student should not have been awarded any **BLACK DOT** or expelled from the Institute.
- (v) The students should not have been awarded pass grade by the Moderation Board.

Ph.D. Regulations

Ph.D. Regulations

3.1 GENERAL

- 3.1.1 The North Eastern Regional Institute of Science and Technology, Nirjuli, Itanagar, Arunachal Pradesh awards the degree of Doctor of Philosophy (Ph.D.) in Engineering / Sciences / Humanities and Social Sciences / Business Administration.
- 3.1.2 The programme of Ph.D. with the governing rules and regulations are formulated by the Academic Council and approved by the Board of Management of the Institute. The Board of Management can modify or change the structure, governing rules and regulations from time to time on the recommendation of the Academic Council.
- 3.1.3 A candidate has to submit a thesis embodying the findings of his/her research work carried out under Ph.D. programme. The thesis should make an original contribution of high quality to the advancement of knowledge, as recommended by the Doctoral Committee (DC) and judged by the external experts, in the relevant area of research.
- 3.1.4 A candidate becomes eligible for the award of the Ph.D. degree after completing all the academic requirements prescribed by the Academic Council of the Institute and UGC minimum standards for Ph.D. such as (i) prescribed course work(s), (ii) seminar(s), (iii) submission of thesis (iv) a final viva voce / presentation of research work and, (v) publication of papers in UGC approved/Scopus/SCI journals.
- 3.1.5 The Ph.D. degree shall be awarded on the recommendation of the Chairman, Academic Council.
- 3.1.6 A joint Ph.D. degree may be awarded by NERIST and another premier academic institution with which NERIST has MoU to this effect. However, such cases shall have to be approved by the respective Academic Councils of both the Institutions
- 3.1.7 The Institute promotes interdisciplinary research in all relevant areas.
- 3.1.8 The medium of communication, instruction, examination, seminars and the defense of Ph.D. thesis will be English.

3.2 Categories of Ph. D. Students for admission

The Institute admits Ph.D. students under the following categories:

3.2.1 (a) REGULAR (FULL TIME) STUDENTS

Students under this category shall work full time for their Ph.D. and they may receive assistantship from the Institute as per the laid down norms of MHRD or fellowship from CSIR/UGC or any other recognized funding agency or may be self-financed.

(b) SPONSORED (FULL TIME) STUDENTS

A student in this category is sponsored by a recognized R&D organization, academic institutions, Government or industrial organization for doing research in the Institute on a full-time basis. S/he should have at least one year of work experience in the respective field. S/he shall not be entitled to any financial support from the Institute. Sponsorship letter (**Annexure-I**) from the parent institute/organization must be presented at the time of counselling.

(c) PROJECT STAFF

This category refers to a student who is working on sponsored projects in the Institute and is admitted to the Ph.D. programme of the Institute to work on a full-time or part-time basis. The remaining duration of the project at the time of admission should be at least one year. If the project gets completed before the student completes his/her PhD Programme, his/her category will be converted to that of **SELF-FINANCED** unless s/he is granted an assistantship/fellowship from the Institute or any other agency. S/he may be considered for admission provided s/he satisfies the eligibility criteria, subject to the consent and 'No objection' (**Annexure-III**) from the Principal Investigator of the project.

3.2.2 PART TIME STUDENTS

This category refers to those students who are professionally employed against a regular post in a recognized R&D organization, academic institutions, Government or industrial organization at the time of admission and be engaged in professional work in the discipline in which admission is sought. No financial assistance will be provided by the Institute to such students.

A No Objection Certificate (NoC) from the Head of the Institute/Organization in which s/he is employed (**Annexure - II**) must be presented at the time of counselling.

3.2.3 SPONSORED STUDENTS (EXTERNAL REGISTRATION)

This category refers to a student employed in R&D organizations/academic institution/industry having adequate research facilities. Such laboratories are to be recognized by the Institute (**Annexure - IV**). Such students must fulfill the admission criteria (written examination, interview/ GD etc.) as adopted by the Department/Centre in which s/he is seeking admission at NERIST. The research work leading to the Ph.D. degree may be carried out by the candidate under a Co- Supervisor (who must be recognized by NERIST) from his/her parent organization but with the overall guidance and advice provided by a permanent/regular faculty member of the Department/Centre (Institute Supervisor) in which s/he is registered at NERIST. Sponsorship certificate from the Head of the organization where the candidate is employed (**Annexure - IV**) must be presented at the time of counselling. No financial assistance from the Institute will be provided to such students.

3.2.4 FOREIGN NATIONAL STUDENTS

Foreign Nationals sponsored by the Govt. of India (with scholarship) can be admitted provided they possess the required qualifications for admission.

3.2.5 INSTITUTE (NERIST) EMPLOYEES

Institute employees against a regular post may be permitted as part-time students by the Director, on the recommendation of the Head of the employee's Department/Centre. They will also have to complete the required course work without affecting his/her normal duties. A No Objection Certificate (NOC) from the Head of the Institute/Organization in which s/he is employed (**Annexure - II**) **must be presented at the time of counselling.**

3.3 Eligibility Criteria for admission to Ph.D. programme

(a) A candidate may take up research work leading to Ph.D. degree in a field of the branch in which he obtained Master's degree or in a related field or in an interdisciplinary area under any appropriate branch subject to his/her qualifying for enrolment in that branch of study.

(b) Students having a master's degree in Engineering/Science/Humanities & Social Sciences / Commerce/ Management (except MCA) will be allowed to enroll as Ph.D. candidates.

Students for admission to Ph.D. Programme in various disciplines must satisfy one of the following criteria:

- 3.3.1 Master's Degree in Engineering/Technology or equivalent in an appropriate area with consistently good academic record and a minimum of 60% marks or equivalent CGPA (6.5 or above).
- 3.3.2 A Master's degree in the relevant discipline of the Science departments through regular course with a minimum of 60% marks or equivalent CGPA (6.5 or above) along with consistently good academic record.
- 3.3.3 Students for Humanities and Social Sciences (HSS) and Centre for Management Studies must have a Master's degree with a minimum of 55% marks or equivalent CGPA (6 or above) along with consistently good academic record.
- 3.3.4 A relaxation of 5% of marks may be allowed for those belonging to SC/ST/OBC (**non-creamy layer**) and differently-abled candidates as per the decision of the Commission from time to time. In case of the OBCs, a recent certificate (not older than one year) must be presented at the time of counselling.

3.4 Reservation: As per Government of India norms

3.5 ADMISSION PROCEDURE

- 3.5.1 The Institute shall notify/advertise the details of Ph.D. programme including entrance test, seats available in March/April for the July – December semester. Admission to the Ph.D. Programme of the Institute **shall** be done in the months of July every year.
- 3.5.2 Interested candidates may apply online for admission as per Notification / advertisement in the institute website.
- 3.5.3 Admission to all categories of students is granted on the basis of Entrance Test and interview/group discussion conducted by the Institute usually during the month of June/ July every year and or any dates as fixed and notified by the Institute.

- 3.5.4 An Entrance Test shall be conducted for 100 marks. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific. The Entrance Test shall be conducted centrally or as notified in advance.
- 3.5.5 A candidate has to score at least 50% marks to go to the next step i.e. interview.
- 3.5.6 Candidates who have cleared NET/GATE/JRF/M.Phil/ICAR NET in the relevant disciplines shall be exempted from the Entrance test during the period of the validity of the concerned test. They will, however, be required to appear for the Personal Interview.
- 3.5.7 An interview shall be organized by the Department/Centre where the candidates are required to discuss their research interest/area through a presentation before a duly constituted admission committee as approved by the Director, NERIST.
- 3.5.8 On the basis of merit, the list of candidates recommended by the admission committee for admission through Chairman, NEPGET shall be approved by the Director/ Chairman, Academic Council.
- 3.5.9 The approved list of finally selected candidates for admission to Ph.D. Programme shall be displayed on the notice board of the respective Department/Centre and also in the institute web site.
- 3.5.10 The selected candidates shall be informed by the Academic Section for getting themselves admitted through counseling to the Ph. D. Programme according to the specified schedule notified in the Institute website.
- 3.5.11 The selected candidates would be required to attend the counseling on the given date (as per notification) in person and get their eligibility documents verified by the Counseling Committee.
- 3.5.12 After submission and verification of all eligibility documents and payment of prescribed fees, a candidate is provisionally admitted to the Ph.D. programme.
- 3.5.13 In the case of external registration of candidates, the following additional conditions are to be satisfied:
- 3.5.13.1 The candidates will be required to be at the Institute from time to time during his/her Ph.D. Programme. The candidate will have to produce a certificate from his/her employer (**Annexure - IV**) that s/he will be fully relieved from all the duties of the organization as and when required to complete his/her Ph.D course work at NERIST.
- 3.5.13.2 The candidate must submit full details of the facilities relevant to the research programme available in the Organization where s/he is employed, duly certified by the sponsoring authority that the facilities will be made available by the organization during the period of research (**Annexure - V**).
The facilities may be verified by NERIST for recognition before admitting such candidates.
- 3.5.13.3 In the case of these students, the Bio-data of the Co-Supervisor (**Annexure – VI**) should be submitted for consideration of DPGC and BPGS, and then approval of the Academic Council.
- 3.5.14 Hostel facilities may be extended to Ph.D. students, if available. Otherwise, the student must submit the **Annexure - XXIV**.

3.6 FINANCIAL SUPPORT/FELLOWSHIP/ASSISTANCESHIP

3.6.1 Students admitted to the Ph.D. (Full time) Programme on the basis of the order of merit in the final selection for admission will be considered for Institute scholarship/fellowship according to the following norms:

3.6.1.1 Students having M.Tech./M.E. degree with valid GATE Score shall be eligible for MHRD/Institute fellowship on the merit basis only and the number of eligible scholars for fellowship shall be fixed by the Institute.

3.6.1.2 Students with a post graduate qualification in Science/Humanities & Social Sciences/Management must have a valid GATE/UGCNET score for the award of MHRD fellowship.

3.6.1.3 Students receiving fellowship from the Institute or from any other funding agency such as CSIR/UGC/DST/AICTE, etc. will be required to perform academic duties assigned to them by the departments as per rules in force from time to time.

3.6.1.4 The continuation of the scholarship/fellowship will be subject to satisfactory performance of the duties assigned by the Department/Centre and satisfactory progress in the Programme.

3.6.1.5 The MHRD/Institute fellowship shall be for a period of three years initially and it may be extended up to another 2 (Two) years subject to satisfactory progress. The total tenure shall not exceed five years from the date of joining (date of first registration). Fellowship shall be granted till the date of submission of the Ph.D. thesis for final evaluation or 5 years, whichever is earlier.

3.6.1.6 The progress report through power point/seminar presentation for Scholarship/Institute fellowship should be evaluated before the semester registration by DC of the concerned student. It is only on the basis of the satisfactory recommendation (**Annexure - XIII**) by the DC and the Chairperson of the DPGC that a scholar shall be allowed to register in the next semester.

3.6.2 No financial assistance from the Institute shall be available to part-time students and those who are currently enrolled in Projects. The students who are working on a Project shall receive assistance from the project fund only as per the laid down rules.

3.6.3 No Ph.D. student shall be eligible for scholarship/fellowship from more than one source. In the event of a student being awarded another Scholarship/Assistantship of the Institute or of any external organization/Institution, S/he will have the option to retain any of the fellowship according to his/her choice, which he/she will communicate immediately in writing to the Dean (Academic).

3.7 LEAVE RULES

A Ph.D. student is required to carry out his/her research work regularly under the guidance of the Supervisor(s), without any interruption during the period of his/her Ph.D. Programme. The attendance of the full-time Ph.D. scholar is mandatory and a record of the leave shall be

maintained at the respective Department/Centre. They are required to apply for leave in the prescribed format (**Annexure – XXV**). After availing leave, a Ph.D. student is required to submit a joining report to the Head of the concerned Department/Centre through the Supervisor (**Annexure – XXVI**).

3.7.1 Leave and Casual Leave:

- 3.7.1.1 A Ph.D. student shall be eligible for 30 (Thirty) days of leave and 08 (Eight) days of casual leave for every completed Academic Year.
- 3.7.1.2 Of the 30 (Thirty) days leave, a maximum of 15 (Fifteen) days of leave shall be credited in a semester.
- 3.7.1.3 However, if a student accumulates his/her leave, s/he can avail a maximum of 30 days leave towards the end of the second semester.
- 3.7.1.4 The Head of the Department/Centre shall grant the above mentioned leave on the recommendations of his/her Supervisor.

3.7.2 Maternity/Paternity Leave:

- 3.7.2.1 Married Ph.D. students admitted to the research programme of the Institute shall, in addition to casual leave be entitled for 180 days of maternity leave or 15 days of paternity leave or as per Government of India rules as applicable only once during the entire period of Ph.D. Programme.
- 3.7.2.2 The Dean (Academic) shall grant maternity/paternity leave on the recommendation of Head of the Department/Centre and Supervisor. Maternity/Paternity leave shall be granted subject to submission of a certificate from the Medical Officer of the Institute or Central/State Govt. Medical Officer.

3.7.3 Duty Leave:

- 3.7.3.1 A maximum of 15 days of Special Casual Leave is permissible during Academic Year for attending conferences / seminars / workshops / trainings / short-term courses pertaining to their area of research.
- 3.7.3.2 A maximum of 30 days of leave in a calendar year is permissible for field trips such as data collection, survey, etc.
- 3.7.3.3 The Head of the Department/Centre shall grant academic leave on the recommendation of the Supervisor.
- 3.7.3.4 Duty Leave exceeding 30 days but up to the maximum of 45 days shall be sanctioned by the Dean (Academic) on the recommendation of the Supervisor, the Chairperson, DC and Chairperson, DPGC.
- 3.7.3.5 Duty Leave of more than 45 days but up to the maximum of 90 days may be permitted by the Dean (Academic) to carry out part of the research work in another Govt. Institute / R& D Labs subject to the submission of the consent letter from the host institute, clearing the comprehensive examination, and completing a part

of the research work at NERIST. This kind of Duty Leave may also be extended to carry out the field-based research work.

- 3.7.3.6 In case the Duty Leave is more than 90 days, the approval of Chairman, Academic Council should be obtained. Such cases are to be reported to the Academic Council.

3.8 RESEARCH SUPERVISORS

3.8.1 Supervisor(s)

- 3.8.1.1 Every student admitted to the Ph.D. programme of the Institute must carry out his/her research work under the guidance of a faculty member of the Department/Centre which admits the students. This faculty member will be the Supervisor of the student.
- 3.8.1.2 In case of a sponsored (full time) student, a faculty member of the concern Department of NERIST will be the Supervisor. The student may have a faculty/ scientist from the parent organization (external) as a Co-Supervisor (duly recognized by NERIST).
- 3.8.1.3 Any regular Professor of the Institute with at least five research publications in UGC-CARE approved/Scopus/SCI journals and any regular Associate/Assistant Professor of the Institute with a Ph.D. degree and at least two research publications in UGC-CARE approved/Scopus/SCI journals may be recognized as a Supervisor. There should be a minimum period of three years of service left before the retirement.
- 3.8.1.4 Co-Supervisor can be allowed in inter-disciplinary areas from the department / other departments of the same institute or from other related institutions with the approval of the BPGS on the recommendation of the DPGC
- 3.8.1.5 Faculty members from other educational institutions/research organizations with requisite qualifications need to apply for recognition as a Co-Supervisor for the Ph.D. programme at NERIST in the prescribed format (**Annexure - VI**). Such applications will be scrutinized by the DPGC. The recommendation of the DPGC will be sent to BPGS for its approval.
- 3.8.1.6 In case a Supervisor leaves the Institute permanently or temporarily or retires from service, s/he shall continue to supervise the student(s), provided s/he has supervised the student (s) till the completion of comprehensive seminar.
- 3.8.1.7 During the period of deputation/ lien, Co-Supervisor (if any) will supervise the candidate. If the candidate is without a Co-Supervisor, then a faculty member appointed by DPGC of the Department/ Centre will act as the acting Supervisor.
- 3.8.1.8 In case a Supervisor or Co-Supervisor is not in a position to continue supervision due to the factors beyond his/her control or before comprehensive seminar declines (**Annexure - VII**) to supervise a student, another faculty member qualified to be Supervisor(s) and actively engaged in the similar area of research, consents to supervise the research student, new Supervisor(s) may be appointed by the DPGC as per the choice of the student and shall have the approval of the BPGS. After that, the DC may be reconstituted.

3.8.1.9 If the DPGC finds that a Supervisor or Co-Supervisor is/are not contributing to the supervision of their Ph.D. students after leaving the Institute on retirement/ deputation/lien, then DPGC may recommend a new Supervisor or Co-Supervisor for the student for approval of the Director.

3.8.1.10 At the most, a Ph.D. candidate shall have one Supervisor and one Co-Supervisor.

3.8.2 Appointment of Supervisor(s)/ Co-Supervisor(s)

3.8.2.1 The Departmental Post Graduate Committee (DPGC) will appoint Supervisor(s)/ Co-Supervisor(s) of Ph.D. students.

3.8.2.2 The Supervisor(s) / Co-Supervisor(s) **shall** be identified and appointed before the first registration.

3.8.2.3 In case, a Ph.D. candidate needs a Co-Supervisor at a later stage (but not more than two years from first date of registration), s/he should apply in the prescribed format (**Annexure –VII**).

3.8.2.4 A faculty member/scientist should have been awarded Ph.D. degree before the first date of Ph.D. registration of the Ph.D. scholar.

3.8.2.5 Maximum limit of Ph.D. students an eligible faculty member can supervise is as follows:

Professor	:	08
Associate Professor	:	06
Assistant Professor	:	04

A Supervisor/Co-supervisor with two part time research scholars shall be counted as guiding one research scholar.

In case of joint supervision, one research scholar shall be counted as 0.5 to the credit of Supervisor/ Co-supervisor.

3.8.3 Change of Supervisor(s)

On the request of research scholar in the prescribed format (**Annexure –VII**), the Chairman, Academic Council may permit a student to change his/her Supervisor(s) on the recommendation of the DC, DPGC and approval of the BPGS. **The change of Supervisor shall be permitted only on valid reasons/grounds, any time before the comprehensive seminar.**

3.9 Doctoral Committee (DC)

3.9.1 To monitor the progress of research work of the student, there will be a committee called Doctoral Committee (DC), consisting of:

- (i) One faculty member other than the Supervisor(s) : Chairperson
to be nominated by the DPGC (Professor or Associate Professor), from **relevant area of research**
- (ii) The Supervisor : Convener
- (iii) Two other faculty members of which at least one : Members
must be from the other Department/Centre (interdisciplinary)

(iv) The Co-Supervisor (if any) : Member

- 3.9.2 The DC shall be constituted by the DPGC within six months from the first registration of the candidate for Ph.D.
- 3.9.3 The Chairperson, DC may convene the DC meetings as and when necessary in addition to the mandatory meetings.
- 3.9.4 Until the DC is constituted, the DPGC will perform the duties of the DC.

3.10 Course Work and Course Registration

- 3.10.1 A candidate admitted to a Ph. D Programme shall be required to complete 12 credits of course work as per UGC regulations.
- 3.10.2 The course work will be completed as regular course/self-study as decided by the DC/DPGC. Under normal circumstances, a student is required to complete all course work within two semesters, and registering for at least two courses in the first semester.
- 3.10.3 A candidate may be permitted to transfer his/her earned course credits only from the CFTIs or Central and State Universities to NERIST in lieu of the course work required for the Ph.D. programme on the recommendation of the DC, the DPGC and approval of the BPGS. The candidate shall have to apply for such transfer in the prescribed form (**Annexure - IX**) to the AR/DR (Academic).
- 3.10.4 A candidate may also apply for course credit transfer in the prescribed form (**Annexure - IX**) from NERIST to any other institution.

3.11 Comprehensive Seminar on proposed research works

- 3.11.1 On completion of course work and within 18 months from the first date of registration (initial registration), each candidate shall submit an application in the prescribed format (**Annexure - X**) for the comprehensive seminar to the DC along with a "Proposed Research Plan" duly forwarded by the supervisor. The Chairperson, DC shall then notify as per format (**Annexure - XI**) and arrange a seminar for presentation of the plan by the student. The plan shall indicate the area/issue/problems to be taken up along with the reference to previous literature/research and mention methodology/type of experiments/field works/approaches to be adopted, expected outcome/significance/relevance of the research.
- 3.11.2 The DC is expected to assess the feasibility of the Proposed Research Plan and the capability/preparedness of the student for carrying out research and recommend for the final registration for Ph.D. programme to the DPGC or ask the student to modify the plan incorporating suggestions made and re-submit within a month (**Annexure - XII**). If the student fails in the second attempt, **his/her candidature into the PhD Programme shall be terminated.**

3.12 Final Registration for Ph.D. Programme

- 3.12.1 The Chairperson, DPGC, along with the minutes of DC meeting, will forward recommendation of the DC (**Annexure - XII**) for the final registration into the Ph.D. programme of a candidate to the Academic section for notification with a copy to the Chairperson, BPGS, for information. The DR/AR (Academic) will notify such

recommendation with copy to the candidate, concerned HoD/HoC, CoE and the Dean (Academic).

3.12.2 Students of all categories in the Ph.D. Programme will have to register in person each semester on the stipulated date till the submissions of their thesis for evaluation. Under unavoidable circumstances, Dean (Academic) may allow, *in absentia*, registration on valid grounds on the recommendation of the Supervisor and Chairperson, DPGC.

3.12.3 Students of all categories in the Ph.D. programme are required to pay the prescribed fees till the submission of their theses within stipulated time.

3.13 Monitoring the Progress of Research

A Ph.D. student shall present his/her progress of the semester before the DC through seminar along with a report in the prescribed format (**Annexure - XIII**) at the end of each semester through the supervisor to the Chairperson, DC. The Chairperson, DC, will forward his/her recommendation to the Chairperson, DPGC, who in turn will communicate it to Academic section before next semester registration.

3.14 Cancellation of Registration

The Ph.D. registration of a student is liable to be cancelled for any of the following reasons:

- (a) Providing false information at the time of application/admission.
- (b) Non-completion of course work, non-completion of comprehensive Seminar in time and non-submission of Proposed Research Plan of work
- (c) Consistent lack of progress in research.
- (d) Violation of Discipline and Conduct Rules of the Institute (as given in the Regulations for the M. Tech Programme).
- (e) Not registering for a semester within the stipulated dates.
- (f) Non-submission of the No-objection Certificate (NoC) from the parent department in case of the employed candidates.
- (g) Non-submission of the thesis within the stipulated period.

3.15 Minimum Duration of the Ph.D. Programme

The minimum duration of the Ph.D. Programme will be as follows:

- (i) Full time Ph.D. students must have completed six semesters in the programme from the date of first registration.
- (i) Part-time Ph.D. students must have completed eight semesters from the date of first registration.

3.16 Maximum Duration of the Ph.D. Programme

The maximum duration of the Ph.D. Programme will be 6 years from the date of admission (first registration) for full time students. For the part-time students, this period shall be of 7 years. The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In case of the female candidate who has availed the maternity leave (as per GOI rules), her maximum duration

shall be extended proportionately. Accordingly, the student should register in each semester till the submission of thesis for examination. The duration of Ph.D. may be extended for one year on valid grounds duly forwarded by the Supervisor(s) and recommended by the DPGC. The Chairman, Academic Council, may grant permission for such an extension on the recommendations of the Dean (Academic).

3.17 Change of status from full time to part time/from part time to full time.

- 3.17.1 If a student desires to change his/her status from full time to part time or from part time to full time, s/he shall apply to the Chairperson of the DPGC through his/her supervisor at any time after the completion of the course work in the prescribed form (**Annexure - XIV**). The DPGC, if satisfied, shall recommend the change for the approval by the BPGS. However, the change from full-time to part-time and vice versa shall be allowed only on valid grounds. NOC should be produced for change from part time to full time and from full time to part time.
- 3.17.2 When the status of the candidate is changed from part-time to full-time, s/he will be governed by all the rules as applicable to other full-time candidates.
- 3.17.3 Conversion of status from full-time to part-time and vice versa shall be permitted only once after the successful completion of his/her course work but not after completion of 4th year.

3.18 Pre -submission Seminar

- 3.18.1 After completion of the thesis work and minimum stipulated time, a student shall present his/her thesis work in front of the DC and others in a Pre-submission seminar. The student can request (**Annexure - XVI**) along with the synopsis submission form (**Annexure - XV**) to the DC through supervisor for finalizing the date of the Pre-submission seminar. The student shall present the details of his research work as per the objectives and hypothesis approved in the comprehensive seminar of proposed research plan.
- 3.18.2 The student shall prepare and submit five (05) copies of the draft Synopsis of the thesis to the DC during the presentation along with the Proposed Research Plan approved by the DC during comprehensive seminar.
- 3.18.3 The synopsis of the thesis shall be within the range of 1500-3000 words and must include the introduction, objectives and hypotheses (if any), methodology, the summary of the results and conclusion.
- 3.18.4 If necessary, the DC can advise the student to make minor changes or modifications of the title.
- 3.18.5 In case the DC finds the thesis unsatisfactory and needs major revision and inclusion of more inputs, the student will be advised by DC for a revised presentation of his/her thesis within 6 weeks or earlier from the date of his/her original presentation.

- 3.18.6 The student shall present his/her Pre-submission seminar three months prior to the date of expiry of his/her registration.
- 3.18.7 For any change in the research plan proposed at the time of comprehensive seminar, the student shall submit a request (**Annexure – XXIII**) through supervisor to the Chairperson, DC.

3.19 Submission of Synopsis and Thesis for evaluation

- 3.19.1 If the DC recommends the thesis for submission, 3 (three) hard copies of the Synopsis (**Annexure – XVI**) and the report of the Doctoral Committee (**Annexure - XVII**) shall be submitted to the Dean (Academic) through the Chairperson of the DPGC, along with Panel of six (6) to ten (10) Examiners with their Curriculum Vitae in the format (**Annexure - XVIII**) within 2 (two) weeks from the date of the Pre-submission seminar.
- 3.19.2 The student shall submit his thesis (**Annexure – XIX**) within two months from the date of Pre- submission seminar. Three copies of soft/book bound thesis with a soft copy of the same in .pdf format on a compact disk shall be submitted by the scholar which will be forwarded to the Dean (Academic) through the DC and DPGC but in exceptional cases not later than six months with permission from Dean (Acad) from the date of presentation of pre submission seminar provided s/he fulfills all requirements for Ph.D. thesis.
- 3.19.3 Ph.D. scholars must publish at least one (1) research paper in UGC-CARE approved/Scopus/SCI journals and make two paper presentations in conferences/seminars before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.
- 3.19.4 The thesis shall be written in English in the prescribed format of thesis (**Appendix – I**).
- 3.19.5 The student and supervisor(s) shall ensure that no part of the thesis should have been submitted for the award of any degree/diploma of NERIST or any other University.
- 3.19.6 At the time of the submission of the thesis for evaluation, the scholar must submit the originality report duly endorsed by the Supervisor after having the work checked by a proprietary and approved software for checking plagiarism **conforming to** the latest UGC guidelines on the same.
- 3.19.7 The student shall fulfill the minimum requirements prescribed by the UGC through latest regulation (s) for submission of the thesis and the award of the PhD degree.

3.20 Panel of Examiners

- 3.20.1 The DC will forward a panel of at least six (06) to ten (10) examiners in the prescribed format (**Annexure - XVIII**) along with their area of research in a sealed cover through the Head of the Department to Dean (Academic) for necessary action and for approval of the Chairperson, Academic Council, along with the copies of synopsis.

- 3.20.2 The panel must include at least 50% examiners from outside the State. There shall be no examiner from the same organization and city as that of the student. The chairperson, Academic Council, may ask DC, through Dean (Academic) and Head of the Department, to include additional name(s) in the panel of examiners.
- 3.20.3 The faculty member of other University/Institution/Organization who has done his/her Ph.D. from NERIST during the last three years shall not be included in the panel of examiners.
- 3.20.4 The panel of examiners suggested for evaluation of the PhD thesis shall be from the rank of Associate Professors and Professors or of an equivalent rank in a research organization.

3.21 Examination of Thesis and Oral Defense

- 3.21.1 The Dean (Academic) shall refer the thesis for evaluation to the two external examiners (either two Indian examiners or one Indian and one examiner from abroad) and the supervisor along with thesis examiners' report format (**Annexure - XX**) chosen by the Chairperson, Academic Council from the panel of examiners recommended by the DC. All correspondence with the thesis examiners shall be handled by Dean (Academic) on behalf of the Chairperson, Academic Council.
- 3.21.2 After the receipt of the reports from the examiners, the Dean (Academic) shall send the reports to the DC through Head of the Department. The DC will take appropriate steps for incorporation of the suggested corrections, if any, and forward the minutes of the DC along with the reports of the examiners with a request to conduct the Oral Defense to the Dean (Academic) through the DPGC.
- 3.21.3 After having consultation with the examiners for date and time of defense and the concerned Department, the Dean (Academic) shall seek the approval of the Director, NERIST.
- 3.21.4 On the advice of the Dean (Academic), the Academic section shall notify the date for Oral Defense with a copy to the finance section for making necessary arrangement for release of funds towards payment of honorarium, TA/DA and other expenses of the examiner.

3.22 Submission of the Final Thesis (hard-bound) for award of the Degree

After successful defense before the Oral Examination Board (OEB) and incorporation of the corrections and suggestions made by the experts, the student shall submit the hard-bound copies of the thesis to the Dean (Academic) along with a copy each to the Controller of Examinations, Central Library, the respective Department and the Supervisor(s). Along with the hard-bound copies, a student shall also submit a soft copy of

his/her thesis in .pdf format on a compact disc, to Dean (Academic). The file shall not be password protected. The compact disc shall be titled with the name of the candidate, his/her Roll number, Registration number, and complete title of the thesis. The thesis and the compact disc shall be submitted along with the following documents

- i. Report of the OEB (Oral Examination Board)
- ii. Minutes of the DPGC
- iii. No dues Certificate from the concerned Department(s) / Centre/ Section(s) / Office(s) / Central Library
- iv. Originality report for plagiarism check signed by the student and the Supervisor
- v. Soft copy of thesis in .pdf format having signature in the Certificate/Declaration
- vi. Thesis submission Form (**Annexure - XIX**) by the student

3.23 Thesis Reports

- (a) The examiners are expected to send the reports on the thesis (**Annexure - XX**) within two months from the date of receipt of the thesis.
- (b) If an examiner does not send the report within 3 months, a reminder will be sent by the Dean (Academic). If the report is not received within 2 months from the date of reminder, the Chairperson, Academic Council, will refer the thesis to another examiner from the approved panel. The appointment of the earlier examiner shall be deemed to be cancelled.
- (c) If one of the two external thesis examiners does not recommend the thesis for the award of the Ph.D. degree, the Chairperson, Academic Council, will refer the thesis to a third examiner from the approved panel.
- (d) If an examiner suggests resubmission of the thesis, the student is allowed to resubmit the thesis after due revision within the time stipulated (maximum six months) by the DC.
- (e) If two of the examiners do not recommend the thesis for the award, the thesis will be rejected.
- (f) In all other cases, not covered by the above Regulations, the matter will be referred to the Academic Council for a decision.

3.24 Oral Examination Board (OEB)

- (a) The following is the composition of the Oral Examination Board (OEB):
 - (i) Chairperson of the DC Chairperson
 - (ii) The Indian examiner of the thesis and if he/she is not available, an expert from the same panel nominated by the Chairman, Academic Council. Member

- | | | |
|-------|---------------------------|-----------|
| (iii) | Supervisor/ Co-Supervisor | Member(s) |
| (iv) | All the DC members | Member(s) |

However, the oral defense will be open to all.

- (b) Candidate should submit hard bound copies of the thesis after incorporating all the suggestions given by the examiners on the date of OEB. Supervisor(s) and Chairperson, DC should certify that all such suggestions by examiners are incorporated.
- (c) The OEB shall conduct the defense of the thesis by the candidate ensuring that he/she answers all the written queries of the thesis examiners satisfactorily.
- (d) If the OEB finds the performance of the students unsatisfactory, the student will be asked to reappear for another oral examination on a later date (not earlier than a month and not later than six months from the date of the first oral examination).
- (e) If the OEB evaluates performance of the Research Scholar as unsatisfactory on the second occasion also, then the matter will be referred to the Academic Council for a decision.
- (f) The OEB may also recommend revisions to be made in the final version of the thesis after taking into consideration the suggestion of the examiners who evaluated the thesis and the discussion at the oral examination. The Chairman of the OEB shall forward the report (**Annexure - XXI**) to the Dean (Academic) certifying that the recommended revisions by the OEB, if any, have been incorporated in all copies of the thesis.

3.25 Depository with INFLIBNET:

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree, an electronic copy of the Ph. D. thesis will be submitted to the INFLIBNET by the Academic Section for hosting the same so as to make it accessible to all Institutions/Colleges.

3.26 Award of the PhD Degree

- 3.26.1 The DC, shall give final recommendations for the award of a Ph.D. degree on the basis of performance in the viva-voce examination and the examiners' reports. The DR/AR (Academic) will send the recommendations to the Director, NERIST for approval for the award of Ph.D. degree, in his/her capacity as Chairperson of the Academic Council.
- 3.26.2 The Controller of Examinations shall publish the result and issue a provisional certificate certifying to the effect that the degree has been awarded in accordance with the provisions of UGC Minimum Standards and Procedure for award of Ph.D. Degree Regulation, 2016.

3.26.3 The DR/AR (Academic) will get the approval of the Ph.D. degree awarded to the candidate through Chairperson, BPGS and Academic Council of the Institute.

3.26.4 Ph.D. degree awarded to the candidate will be valid from the date of notification by the Controller of Examinations.

3.27 Honorarium and sitting fee to the external examiners

The external examiners shall be paid an honorarium ₹ 6000/- and \$ 300 (US) to the Indian and foreign examiners, respectively (or as decided by the Institute from time to time) on submission of signed honorarium form (**Annexure - XXII**) along with the report of examination of the Ph.D. thesis. The external examiner (Indian Examiner) shall be paid ₹ 4000/- as sitting fee or as decided by the Institute from time to time for the *viva-voce/defense* of the Ph.D. student.

Appendix –A



Hostel Rules & Discipline

A.0 Maintenance of Discipline among the students and the condition of Residence and Health of Students of the Institute [U/s 26 (h) and (j) of NERIST MoA, 2005]

A.1 Hostel Management Council (HMC): Its functions

1. Accommodation of Students in Hostels
2. Mess Facility & Staff Management
3. Purchase of Perishable and Non-Perishable Items
4. Accounting of Students' Deposits and Hostel Expenditure

1. The Institute is fully residential. At present, it has seven Boys' hostels and a Girls' hostel. The Boys' hostels are designated A, B C, D, E, F & P and Girls hostel as Block G. Each hostel is self-contained with amenities such as a reading room, a lounge, a dining hall with a mess. Hostel rooms are adequately furnished. The administrative head of each hostel is Warden, who is a faculty member.
2. The mess facility to the students is highly subsidized as the salary expenditure of mess staff is borne by the Institute in addition to other facilities provided to them like LTC, Medical reimbursement etc.
3. The non-perishable items for hostel mess are purchased by HMC from Arunachal Pradesh State Co-operative whereas the perishable items are purchased by mess committees under the administrative control of Warden of the Hostel.
4. A student is required to pay Mess Fee, per semester, as prescribed by the competent authority from time to time, Hostel Mess Establishment charge of Rs.500/- per Module and one time Caution money of Rs.1000/- in favour of Chairman, HMC through SBI draft.
5. For the management of hostel mess, cleanliness etc, Cooks, Cook Helpers and other appropriate manpower are provided by the Institute.
6. Gardeners and sweepers are provided by the I.E. Office as per requirement of the hostels.

A.2 Hostel Rules for Students

1. Only bonafide students of Institute and research staff, if vacancy exists, as may be permitted by the Chairman, HMC will be given accommodation in the Hostel. Allotment of hostel rooms is made at the start of the July-Dec. Semester every year for one academic session only i.e from start of class of July-Dec. Semester to the end of Jan-May Semester examination excluding special examination if any. For P.G. Programmes, the allotment is valid up to the end of the last semester. For Research Scholars the allotment is up to the tenure of the fellowship/submission of Ph.D. thesis or as may be decided by Guide/HOD/Dean. At the expiry of the allotment period, the allotment stands cancelled automatically. In case the room is not handed over after expiry date or a student is absent from hostel for 10 days or more without prior permission from the hostel Warden, the possession of the room will be taken by the concerned Warden, and hostel administration will not be responsible for loss or damage of personal belongings of the student, if any.

2. **Ragging inside or outside the campus is viewed as serious offence and is forbidden.** Any one indulging in ragging is liable to be summarily expelled.
3. It is the responsibility of the students to safeguard all the properties including furniture, fittings and different gadgets of the hostel. For damage or loss of any Institute property from room, the occupant(s) will be directly responsible and elsewhere it will be collective responsibility of hostel occupants. The hostel administration will recover the loss individually or collectively as the case may be. In this respect, the decision of the Warden will be final.
4. Students should wear proper dresses in the hostel. **They must keep their identity cards with them.** The students should keep only such items as required for beddings, clothings, dress and study purposes, in their rooms.
5. **The student must not be involved directly or indirectly, in fighting, gambling, anti-social activities, strike, picketing, gheraos, fasts, arousing of the sentiments of the students' body and the public.** Use of outside agency for redressal of grievances or possession or consumption of alcoholic drink, intoxicating drugs, will be viewed as serious offence; and he/she would be summarily expelled.
6. Students should not keep valuable and costly items in their rooms. They are to deposit extra cash in Bank.
7. Use of audio-equipment in hostels is acceptable only if it is not objectionable to other residents.
8. Screening of films/video shows in the hostel is strictly prohibited.
9. Students should not display obscene posters or calendars, wall writings, etc. in the rooms or anywhere in the hostel.
10. Students should not transfer articles, fittings, furniture or gadgets from common room, dining hall etc to their rooms or any other place.
11. Students are expected to share the duties involved in keeping the hostels and campus clean and tidy and in running their messes.
12. **Male Students should not remain absent from their hostels during the night between 9 p.m and 5 a.m without prior permission of the Warden and female students should remain inside their hostel between 7.00 p.m. and 5.30 a.m. If a girl student requires remaining absent from the hostel beyond the prescribed limit, she must obtain a written permission from warden under information to Chief Warden.**
13. Visitors are not permitted to stay in the hostels after 8 p.m. The guests of students are not allowed to stay in the hostels except with the prior permission of the Warden.
14. Male visitors are not permitted to enter the Girls Hostel. However, parents or guardians are permitted to meet their wards in the **Visitors Room from 4.30 p.m to 7 p.m** with written permission from the Warden only.

15. Female visitors are not allowed in the Boys Hostels. However, parents and visitors can meet the student in the **Common Room/Visitors Room from 4.30 p.m to 8 p.m only.**
16. Each student is supplied with a cot, a chair, a table, and electric ceiling fan for the safety of which he or she will be responsible. No extra furniture or electrical fittings are allowed in the rooms without the prior permission of the Warden. Each student shall be completely responsible for his/her belongings. The Institute shall not be responsible for any loss or damage to property belonging to the residents of the hostels.
17. Two students will have to share a room in the hostel and shifting of rooms or readjustment of seats will be done only with the written permission of Warden.
18. Students shall not leave the hostels without the prior permission of the Warden. They shall apply to the Warden stating reasons of leaving and address of destination. Students who leave without application and permission shall be deemed to be missing and police authorities/parents may be intimated as such.
19. The room of any student can be inspected at any time by the Warden or any member of the Institute staff, so authorized.
20. At the end of each semester a student shall vacate the room and hand over the charge of the room including all items on the inventory to the Caretaker or any other official of the Hostel authorized by the Warden. Any student desirous of retaining his/her room on genuine ground during the vacation must seek prior permission of the Warden.
21. Every student residing in the Hostel must compulsorily join the co-operative mess attached to the Hostel. Individual cooking and messing is not permitted.
22. The cost of the food is to be met by students themselves. Mess fee advance should be paid during registration in the respective hostels. A Mess Committee, comprising of 18 student members (two from each state and all India) is elected/nominated by the students in each hostel. The Chairman of the Mess Committee is Warden of the concerned Hostel and the Secretary of the Committee is one of the nominated/elected members. The term of a Mess Committee is one academic year. In case of delay in the formation of a new committee at the expiry of the term of previous committee, the HMC takes care of the mess requirement until new mess committee is formed.
23. The Mess Committee shall meet at least once a month and more often if necessary.
24. The proceedings of the meetings of the Mess Committee shall be duly recorded in a register and be approved by the Warden; and a copy be sent to Dean (SA) and Chairman, HMC.
25. The Mess Committee shall determine the menu in the mess. The Warden will ratify the menu thus drawn.
26. The Mess Committee will act as an advisory body and report to the Warden about the quality of food and on the general cleanliness in and around the messes. The Mess Committee will also bring to the notice of the Warden and Chairman (HMC) about the quality of service given by the Mess Staff.

27. The Mess Committee shall ensure that the Common Room facilities (i.e TV, furniture, items of indoor games etc) are properly maintained and are not removed.
28. Entertaining guests for breakfast, lunch, tea and dinner can be done only with prior information to Caretaker/Mess Manager. The rates to be charged for above shall be as fixed by the Mess Committee from time to time with the prior approval of the Warden. Mess Committee will ensure that only bonafide boarders and their guests eat in the hostel mess. A guest shall not be allowed to take food for more than three days in a hostel mess.
29. The Mess Manager shall convene a General Body meeting if there is a requisition for such a meeting from more than 50% resident members of the Hostel. The quorum for a General Body meeting shall be two-third of resident members present.
30. Any change in rules suggested by General Body must be examined by Dean (SA) before being ratified by the Director in order to become effective.
31. The Caretaker with the assistance of the Mess Committee shall ensure that the mess staff prepares items according to the menu given by the Mess Committee. Any variation to this should be brought to the notice of Warden for necessary action.
32. Food shall not be served in the hostel rooms. However, as a special case on the advice of a Doctor, sick members may be served food in their rooms.
33. Rebate on mess charges will be given for absence from the mess for three or more consecutive days for which due prior intimation should be given to the Warden. In case of emergency, when the above procedure can not be followed, intimation of the absence may be conveyed at the earliest opportunity to the Warden, who may consider the request for rebate according to the merit of the case.
34. There shall be a Hostel Prefect in every hostel. He/She will be elected from amongst the pre-final year students of each hostel. He is to ensure overall peace and harmony within the hostel and will report to the Warden if need arises. A Black dotted student cannot become prefect.
35. The mess will remain open normally during the following hours

<u>Item</u>	Working days	Sunday and Holidays
Breakfast	7: 00 a.m. - 8:00 a.m	7:30 a.m. - 9:00 a.m
Lunch	12:00 p.m.- 1:30 p.m	12:30 p.m. - 2:00 p.m
Tea	4:30 p.m.- 5:30 p.m	4:30 a.m. - 5:30 p.m
Dinner	7:30 p.m.- 9:00 p.m	7:30 a.m. - 9:00 p.m

In case of any dispute, the decision given by the Director shall be final and binding.

VIOLATION OF ANY OF THE ABOVE RULES WILL ATTRACT DISCIPLINARY ACTION**A.3 Disciplinary Committee**

Institute has a standing disciplinary committee consisting of the following members:

Dean (SA)	Chairman
Chief Warden	Member
Concerned Warden	Member
Concerned HOD	Member
President/Secretary (SUN)*	Member
Deputy Registrar (Admin) / Deputy Registrar (Academic)	Member Secretary

***SUN – Students' Union of NERIST**

A.3.1 Conduct and Discipline

A student shall conform to the highest standard of discipline and shall conduct himself/herself within and outside the precincts of the Institute in a befitting manner. The student shall have the seriousness of purpose and shall, in every way, train himself/herself to acquire proficiency in the Career he/she has chosen. The students shall show due courtesy and consideration to Teachers, Wardens, Officers and functionaries of the Institute and concern for their fellow students.

The residential students of a hostel are expected to be considerate to mess workers, help the sick fellow students, show modesty and mutual respect for one another. They should cooperate with the Institute authorities, when appealed to do so, in an emergent situation.

All instances of misbehavior or gross misconduct involving punishment, other than reprimand shall be reported to the Institute's Disciplinary Committee. The Institute reserves the right to rusticate or expel any student from the Institute for a given period of time or forever on the recommendation of the Institute's Disciplinary Committee on the reasons considered sufficient by it.

A.3.2 Rules Governing Maintenance of Discipline and Grievance Procedure**1.0 Definition**

For the purposes of these Rules, unless there is anything repugnant in the subject or context.

- (i) **Authority** means the Academic Council, the Director, the Deans, Heads of Departments, teachers and officers and includes other similar authorities contained in the Bye-Laws/Rules of the Institute.
- (ii) **Director** means the Director of the Institute.
- (iii) **Officer** includes Registrar, Deputy Registrars, Assistant Registrars, Medical Officer, Sports Officer, Security Officer, Estate Officer, Hostel Warden, NCC Officer, Coordinator (NSS), Librarian, Assistant Workshop Superintendent and includes such others as may be notified to be officers.

- (iv) **Registrar** means the Registrar of the Institute.
- (v) **Institute** means the North Eastern Regional Institute of Science and Technology, Nirjuli, Itanagar, Arunachal Pradesh.
- (vi) **Student** means a candidate registered or admitted for undergoing a course of study and/or research at the Institute.
- (vii) **Teacher** means a Professor, Associate Professor or Assistant Professor of the Institute.

A.3.3 Recognition of Exemplary Conduct

1. A teacher or officer of the Institute may at any time make a confidential report to the Director about an act of exemplary good conduct by a student, which in his/her opinion deserves recognition.
2. Every recommendation for recognition of exemplary good conduct shall be considered by the Academic Council, which, if it is satisfied that the conduct deserves recognition, may award a Certificate of Exemplary Conduct with or without monetary reward.
3. (i) The report recommending recognition shall precisely state the facts of the case and the reasons for the recommendation.
(ii) The Certificate shall succinctly describe the conduct for which it is issued.
(iii) Save in exceptional cases for stated reasons, the Academic Council shall grant a certificate of Exemplary Conduct only if the performance and conduct of the student is otherwise satisfactory.
4. Any certificate granted aforesaid may be withdrawn for sufficient cause but only after giving the recipient an opportunity to be heard.

A.3.4 Grievance Procedure

Grievances against legislative action directly affecting students:

1. A draft of all rules and regulations related to hostel management (including amendments thereof) directly affecting students shall be notified by the respective authority through a notice put on the General Notice Board of the Institute, and a student shall be entitled to submit, within the stipulated time, a Memorandum commenting on the provisions contained therein.
2. The concerned authority shall take every such Memorandum into consideration and shall thereafter frame such provisions as it may deem fit and proper.
3. If in the course of implementation of any Rule or Regulation, any authority whether suo moto or on the representation of any student, feels that there is need to amend any provision thereof it shall forward its recommendation to the Academic Council whose decision thereon shall be final.

A.3.5 Grievances against administrative action directly affecting students in academic matters

1. A student who feels aggrieved by an administrative action in academic matters (including admission, pursuing regular course of study, examination, promotion, payment of dues, grant of financial assistance, freship or scholarship) shall first take it up with the Deputy/Assistant Registrar (Academic) who shall look into the matter or have it looked into expeditiously. If, the student concerned is not satisfied with the action taken, he may make a representation in the matter to the Dean of Student Affairs. A student aggrieved by the decision of the Dean of Student Affairs may appeal to the Director who shall consider the same in consultation, if necessary, with the Heads of Department.
2. A student aggrieved by the decision of the Director may appeal to the Academic Council whose decision thereon shall be final.

A.3.6 Grievances against administrative actions in Matters of Discipline

1. Any student who is rusticated or expelled, or is suspended for a period exceeding 15 days under these rules, may make a written representation to the Director, within seven days of the notification of the disciplinary action. The representation shall be made through the authority that took the disciplinary action and the said authority shall forward the representation to the Director ordinarily within three days of its receipt, together with its comments and relevant documents or materials, if any.
1. The Director shall, on the receipt of such representation, enquire the cause by such a Committee (consisting of senior teachers) as he may appoint. The Committee shall, on the basis of the records and evidence available to it, consider the representation expeditiously and make recommendations to the Director in a written report.
2. The Director is empowered to take decision which may be placed In the Academic Council for its ratification subsequently.

A.3.7 Grievances against administrative actions directly affecting students in other matters

1. A student who feels aggrieved by an administrative action directly affecting students in any other matter, may make a representation to the concerned Head of Department or the Chairman, Hostel Management Council who shall expeditiously pursue the matter for further action.
2. A person aggrieved by such a decision may make a written representation to the Director within seven days of notification of the disciplinary action. The representation shall be made through the authority, which took the disciplinary action, and the said authority shall forward the representation to the Director ordinarily within three days of its receipt, together with its comments and relevant documents or materials, if any.
3. The Director shall, on the basis of the records available to him, pass appropriate orders, which shall be final.

A.3.8 Grievances against the conduct of clerical or subordinate staff

1. A student who feels aggrieved by the conduct of a clerical or subordinate staff may make a representation to the person immediately in charge of such personnel, who shall expeditiously take a decision in the matter.
2. A student who feels aggrieved by a decision may appeal to the Head of the concerned department or the Registrar as the case may be, whose decision thereon shall be final. The final year students

A.3.9 Grievances against lack of welfare facilities

A representation about lack of welfare facilities shall be made to Dean (SA), who shall consider the matter and submit recommendation expeditiously to the Director whose decision thereon shall be final.

A.3.10 Grievances against fellow students

1. Without any prejudice to the provisions relating to disciplinary action, a student who is aggrieved by the conduct of a fellow student may make a representation to the Student's Welfare Committee, which shall decide the matter expeditiously.
2. The Student's Welfare Committee shall not proceed with any case of student's indiscipline in case any authority has started disciplinary proceedings, if the Student's Welfare Committee has conducted partial enquiry, all papers relating to such enquiry shall be sent to the concerned authority for further consideration.

A.4.0 Acts of indiscipline and disciplinary procedure

Condemnation of Acts of indiscipline and action thereon:

(1) An 'Act of indiscipline' includes:

- a) An act punishable under any law for the time being in force;
- b) **Misconduct (including ragging) or criminal offence** or an act violative of any rule of discipline or of any provision of the Rules and Regulations of the Institute;
- c) an act in **breach of an agreement or undertaking** or direction or failure or refusal to obey instructions or direction of any authority.
- d) resorting to mass bunking of classes, tests or examinations and of other compulsory activity of the Institute;
- e) non-payment of Institute and other dues including mess and canteen charges;
- f) an act which interferes with personal liberty of another, or subjects another to indignity or involves physical violence or use of abusive language;

- g) dissemination and assertion of any false statement, whether with a view to bring into disrepute another person or to question the impartiality of his/her action or to impute malice or to create public opinion against him/her or with any other malicious motive;
- h) an act which hampers (whether through pressure or threats or other improper ways) the discharge of duties or exercise of free discretion (wherever so vested) by persons entrusted with the task of performing such duties or exercise of such discretion;
- i) collection of funds for any student programme, project or activity without permission of appropriate authority;
- j) organizing of a procession or meeting without permission of the appropriate authority, or participation therein;
- k) use of agitational means including strikes, picketing, gheraos, fasts arousing of the sentiments of the students body and the public, or use of any outside agency for redressal of grievances;
- l) destruction or defacing of Institute property and breaking into any Institute building or premises; and rowdy or other forms of misbehaviour;
- m) an act which disrupts the running of the Institute or environment conducive to the pursuit of knowledge of harmonious relationship between different peoples living in the Institute Campus;
- n) an act which brings the Institute (and its teachers, officers or authorities) into disrepute;
- o) an act attempting to commit an act of indiscipline, abetting an act of indiscipline, inciting others to commit an act of indiscipline or causing others to do an act of indiscipline, individually or in collusion with others;
- p) refusal to give evidence or establish or reveal identity, when required; and
- q) such other acts as may be notified by the Institute authorities from time to time.

(2) **Disciplinary action** may comprise of one or more of the following:

(A) Disciplinary Action of Category I:

- (i) an order rustivating a student for a stated period, under intimation to other universities in India;
- (ii) an order expelling a student from the Institute whether for all time to come or for a stated period under intimation to other universities in India;
- (iii) an order suspending a student for a period exceeding 15 days; whether from all activities of the Institute, Departments or Hostel, or only from specified activities;

(iv) **AWARD OF BLACK DOTS**

With a view to improve general discipline among the students, a scheme of awarding black dots depending upon the severity of the act of indiscipline has been in operation. The scheme provides for accumulation of black dots up to a maximum of six dots resulting in expulsion from the Semester/Institute. The scheme also provides for improvement resulting in removal of dots.

- (a) The maximum number of black dots, which can be awarded, shall be six depending upon the severity of the act of indiscipline.
- (b) If a student accumulates six black dots for different acts of indiscipline, it will result in a punishment leading to expulsion for one semester, or for one year or from the Institute.
- (c) The award of black dots shall also affect the extra curricular and discipline (ED) grade out of the marks assigned to Chief Warden, HOD and Dean (SA). The award of each black dot shall carry a fine of Rs. 1000/- per dot.
- (d) In case after the award of black dots, a student shows marked improvement in overall discipline, the concerned student may make an appeal through the same authority on whose recommendation the case was considered and the black dot was awarded, i.e Chief Warden/HOD/Controller of Examination etc., to get his case placed before the Disciplinary Committee for removal of black dots. Even if the black dots are removed, the corresponding fine @ Rs. 1000/- per dot is not refundable.
- (e) The black dots shall be awarded to a student by the Director on the recommendation of the Examination Board/Inquiry/Disciplinary Committee.

Explanation

- a. **Rustication** means debarring the student from studying in any university, college or educational institution.
- b. **Expulsion** means debarring the student from studying in the Institute.

(B) Disciplinary Action of Category II:

- (i) an order suspending a student for a period not exceeding 15 days whether from all activities of the Institute, Departments or Hostel or from specified activities;
- (ii) an order directing a student to pay fine up to but not exceeding Rs. 100/-;
- (iii) an order directing entry of adverse remarks in the character roll of a student.

(C) Disciplinary Action of Category III:

- (i) an order directing a student to vacate the premises and prohibiting him from re-entering the same for a period not exceeding 3 days;
- (ii) an order directing a student to cease and desist from indulging in any act of indiscipline;
- (iii) an order warning a student.

- (3) A student who has been rusticated or expelled or directed to vacate any premises, shall be deemed to be a trespasser if he remains in, or enters the premises, without prior permission during the period of operation of the order.
- (4) The disciplinary jurisdiction under these Rules shall extend from the date on which a candidate applied for admission to the Institute to the date on which the student receives his degree/diploma/certificate or the date on which his migration certificate is issued whichever is earlier.

Provided that a candidate who is not admitted to the Institute (or in the case of a casual student, to an examination), the jurisdiction shall not extend beyond a period of three months from the date of rejection of his application unless he was enrolled in the Institute.

A.4.1 Disciplinary Authorities:

- 1.(a) The Director is empowered to take any disciplinary action against any student in respect of any act of indiscipline, whether committed within the Campus or elsewhere.
- (b) The Dean (SA) is empowered to take disciplinary action against any student in respect of any act of indiscipline committed within the campus.
2. (a) The Heads of Department are empowered to take any disciplinary action, other than those of Category I aforesaid against any student in respect of any act of indiscipline committed within the premises of their respective departments or in the vicinity thereof.
- (b) If the Head of a Department is of the opinion that the relevant act of indiscipline deserves any of the disciplinary action of Category I, he shall refer the matter to the Director and subject to the limitation of his own power, may take such interim disciplinary action, as he deems fit and proper.
3. (a) The teachers and /or the Officers (Gymkhana/NSS/NCC etc.) of the Institute are empowered to take any of the disciplinary actions of category III aforesaid against any student of their respective department in respect of any act of in discipline committed within their respective sphere of activity.
- (b) If a teacher is of the view that the relevant act of indiscipline deserves any of the disciplinary actions of Categories I or II, he shall refer the matter to the concerned Head of Department and, subject to the limitations of his own power, may take such interim disciplinary action as he deems fit and proper.
4. (a) The Chief Warden will be the In-charge of Hostel Management Council, and empowered to take any disciplinary action, other than those of Category I aforesaid, against any student in respect of any act of indiscipline committed within or in the vicinity of a hostel/hall and against any other resident of a hostel for any act of indiscipline committed within or outside the hostel/hall premises.

- (b) If the Chief Warden/In-charge, HMC is of the opinion that the relevant act of indiscipline deserves any of the disciplinary actions of Category I aforesaid, he shall refer the matter to the Director for necessary action and, subject to the limitations of his own power, may take such interim disciplinary action as he deems fit and proper.
5. (a) The Hostel Wardens are empowered to take any of the disciplinary actions of Category III aforesaid against any student in respect of any act of indiscipline committed within or in the vicinity of their respective hostels and against any other resident of their respective hostels in respect of any act of indiscipline committed within or outside the hostel premises.
- (b) If a Hostel Warden is of the view that the relevant act of indiscipline deserves any of the disciplinary actions of Categories I or II aforesaid, he shall refer the matter to the Chief Warden/In-charge, HMC for necessary action and, subject to the limitations of his own powers, the Chief Warden may take such interim disciplinary actions as he deems fit and proper.
6. (a) Notwithstanding anything aforesaid, the Librarian, the Assistant Workshop Superintendent and the Medical Officer are empowered to direct any student to vacate the Library/Workshop/Dispensary premises (as the case may be) and to prohibit entry of any student for a period not exceeding seven days for any act of indiscipline committed within or in the vicinity of the said premises.
- (b) If the Librarian or the Assistant Workshop Superintendent or the Medical Officer, whether suo moto or on the report of subordinates, is of the opinion that the relevant act of indiscipline deserves any further disciplinary action he shall refer the matter to the Director for necessary action and, subject to the limitations of his own powers, may take such interim disciplinary action as he deems fit and proper.
7. (a) The Registrar, the Deputy Registrar and the Assistant Registrar are empowered to direct any student to vacate the office premises for any act of indiscipline committed within or in the vicinity of the said premises.
- (b) If the Registrar or Deputy Registrar or an Asst. Registrar, whether suo moto or on the report of subordinates is of the opinion that the relevant act of indiscipline deserves any further disciplinary action, he shall report the matter to the Director for necessary action and subject to the limitations of his own powers, may take such interim disciplinary action as he deems fit and proper.
8. (a) The Sports Officer and the Coaches are empowered to direct any student to vacate the playground and to prohibit entry of any student on the playground for a period not exceeding seven days for act of indiscipline committed on the playground or in the vicinity thereof.
- (b) If the Chairman (Gymkhana)/NSS coordinator/NCC Officer/ Sports Officer, whether suo moto or on the report of others, is of the opinion that the relevant act of indiscipline deserves further disciplinary action, he shall report the matter to the Director for necessary action, subject to the limitation of his own powers, may take such interim disciplinary action as he deems fit.

A.4.2 Disciplinary Procedure

- (i) It shall be the duty of the authorities empowered under these rules to take disciplinary actions, to maintain discipline among the students within the sphere of its authority.
- (ii) (a) If in the opinion of any authority circumstances so demand, it may direct the erring student to cease and desist from indulging in an act of indiscipline and warn him that if he does not obey the directions, disciplinary action will be taken against him.
- (b) If, despite the warning, the erring student continues to indulge in the said or any other act of indiscipline, the authority may, within the limitations of its own powers take such action as it deems fit and proper. Provided that, if, in the opinion of the authority the relevant act of indiscipline deserves disciplinary action, which, it is not, empowered to take, it shall refer the matter to the Director and, subject to the limitation of its own powers, may take such interim disciplinary action as it deems fit and proper.
- (c) Except, as aforesaid, disciplinary action may not be taken without serving a show-cause notice on the erring student and without giving him a hearing in person.
- (iii) Wherever a superior authority has initiated disciplinary proceedings, a person Subordinate to it shall not initiate any further proceeding in the matter; or, if he has already initiated proceedings, such proceedings shall be suspended and the matter reported to the said authority together with all relevant materials.
- (iv) Where two or more authorities have concurrent jurisdiction and one of them has already initiated disciplinary proceedings, the other authorities shall not initiate further proceedings in the same matter but shall send their reports (together with all relevant materials) to the authority, which first initiated the proceedings.
- (v) (a) Nothing in these provisions shall be deemed to affect the power of an authority to review its orders or to suspend the operation of a disciplinary action taken by it until the erring student commits another act of indiscipline.
- (b) Nothing in these provisions shall be deemed to affect the power of appropriate authorities to withdraw a degree/diploma/certificate/ scholarship/ assistantship/medal or any other recognition/award/assistance/ facility granted to a student, and the concerned authorities, bodies or persons may take such action, whether in addition to the disciplinary action taken under these provisions or otherwise as they deem fit and proper.

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Appendix-B



Guidelines for preparation of the thesis



Appendix - I

NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY ACADEMIC OFFICE

GUIDELINES FOR PREPARATION OF THESES/DISSERTATIONS/REPORTS FOR Ph.D./M.Tech. /M.Sc./MBA Students

Guidelines for preparation of Theses/Dissertations/Reports

Preamble

While utmost attention must be paid to the content of the thesis/dissertation/report (hereinafter called the 'thesis'), which is being submitted in partial fulfillment of the requirements of the respective degree, it is imperative that a standard format be prescribed. The same format shall also be followed in preparation of the final soft copies to be submitted to the Library in future.

1. Organization of the Thesis/Dissertation/report

This thesis shall be presented in a number of chapters, starting with Introduction and ending with Summary and Conclusions. Each of the other chapters will have a precise title reflecting the contents of the chapter. A chapter can be subdivided into sections, sub-sections and sub-sub-section so as to present the content discretely and with due emphasis.

When the work comprises two or more mutually independent investigations, the thesis may be divided into two or more parts, each with an appropriate title.

However, the numbering of chapters will be continuous right through, for example Part 1 may comprise Chapters 2-5, Part Two, Chapters 6-9.

1.1 Introduction

The title of Chapter 1 shall be Introduction. It shall justify and highlight the problem posed, define the topic and explain the aim and scope of the work presented in the thesis. It may also highlight the significant contributions from the investigation.

1.2 Review of Literature

This shall normally form Chapter 2 and shall present a critical appraisal of the previous work published in the literature pertaining to the topic of the investigation. The extent and emphasis of the chapter shall depend on the nature of the investigation.

1.3 Report on the present investigation

The reporting on the investigation shall be presented in one or more chapters with appropriate chapter titles.

- Due importance shall be given to experimental setups, procedures adopted, techniques developed, methodologies developed and adopted.
- While important derivations/formulae should normally be presented in the text of these chapters, extensive and long treatments, copious details and tedious information, detailed results in tabular and graphical forms may be presented in Appendices. Representative data in table and figures may, however, be included in appropriate chapters.
- Figures and tables should be presented immediately following their first mention in the text. Short tables and figures (say, less than half the writing area of the page) should be presented within the text, while large table and figures may be presented on separate pages.
- Equations should form separate lines with appropriate paragraph separation above and below the equation line, with equation numbers flushed to the right.

1.4 Results and Discussions

This shall form the penultimate chapter of the thesis and shall include a thorough evaluation of the investigation carried out and bring out the contributions from the study. The discussion shall logically lead to inferences and conclusions as well as scope for possible further future work.

1.5 Summary and Conclusions

This will be the final chapter of the thesis. A brief report of the work carried out shall form the first part of the Chapter. Conclusions derived from the logical analysis presented in the Results and Discussions Chapter shall be presented and clearly enumerated, each point stated separately. Scope for future work should be stated lucidly in the last part of the chapter.

1.6 Appendix

Detailed information, lengthy derivations, raw experimental observations etc. are to be presented in the separate appendices, which shall be numbered in Roman Capitals (e.g. "Appendix IV"). Since reference can be drawn to published/unpublished literature in the appendices these should precede the "Literature Cited" section.

1.7 Literature Cited

This should follow the Appendices, if any, otherwise the Summary and Conclusions chapter. The candidates shall follow the style of citation and style of listing in one of the standard journals in the subject area consistently throughout his/her thesis. However, the names of all the authors along with their initials and the full title of the article/monogram/book etc. have to be given in addition to the journals/publishers, volume, number, pages(s) and year of publication.

Citation from websites should include the names(s) of author(s) (including the initials), full title of the article, website reference and when last accessed.

Reference to personal communications, similarly, shall include the author, title of the communication (if any) and date of receipt.

1.7.1 Publications by the candidate

Articles, technical notes etc. on the topic of the thesis published by the candidate may be separately listed after the literature cited. This may also be included in the contents. The candidates may also include reprints of his/her publications after the literature citation.

1.8 Acknowledgements

The acknowledgments by the candidate shall follow the citation of literature, signed by him/her, with date.

2 THESIS FORMAT

2.1 Paper

2.1.1 Quality

The thesis shall be printed/photocopied on white bond paper, whiteness 95% or above, weight 70 GSM.

2.1.2 Size

The size of the paper shall be standard A 4; height 297 mm, width 210 mm:

2.1.3 Type• Setting, Text Processing and Printing

The text shall be printed employing laserjet or Inkjet printer, the text having been processed using a standard text processor. The standard font shall be Times New Roman of 12 pts with 1.5 line spacing.

2.1.4 Page Format

The Printed Sheets shall have the following written area and margins:

Top Margin 15 mm Head Height 3 mm Head Separation 12 mm Bottom Margin 22 mm

Footer 3 mm. Foot Separation 10 mm. Text Height 245 mm. Text Width 160 mm. When header is not used the top margin shall be 30 mm. Left and Right Margins.

The printing of the thesis should be double-sided and paginated in even numbers with the left and right margins of 30 mm and 20 mm respectively.

2.1.5 Pagination

Page numbering in the text of the thesis shall be Hindu•Arabic numerals at the center of the footer. But when the candidate opts for header style the page number shall appear at the right and left top corner for the odd and even number pages, respectively.

Page number "1" for the first page of the Introduction chapter shall not appear in print, only the second page will bear the number "2". The subsequent chapters shall begin on a fresh page (fresh odd number page in case of double sided printing). When header style is chosen the first page of each chapter will not have the header and the page number shall be printed at the center of the footer. Pagination for pages before the Introduction chapter shall be in lower case Roman numerals, e.g., "iv".

2.1.6 Header

When the header style is chosen, the header can have the Chapter number and Section number (e.g., Chapter 2, Section 3) on even numbered page headers and Chapter title or Section title on the odd numbered page header.

2.1.7 Paragraph format

Vertical space between paragraphs shall be about 2.5 line spacing.

The first line of each paragraph should normally be indented by five characters or 12mm. A candidate may, however, choose not to indent if s/he has provided sufficient paragraph separation.

A paragraph should normally comprise more than one line. A single line of a paragraph shall not be left at the top or bottom of a page (that is, no windows or orphans should be left). The word at the right end of the first line of a page or paragraph should, as far as possible, not be hyphenated.

2.2 Chapter and Section Format

2.2.1 Chapter

Each chapter shall begin on a fresh page (odd number page in case of double sided printing) with an additional top margin of about 75mm. Chapter number (in Hindu• Arabic) and title shall be printed at the center of the line in 6mm font size (18pt) in bold face using both upper and lower case (all capitals or small capitals shall not be used). A vertical gap of about 25mm shall be left between the Chapter number and Chapter title lines and between chapter title line and the first paragraph.

2.2.2 Sections and Sub•sections

A chapter can be divided into Sections, Sub•sections and Sub•sub•Sections so as to present different concepts separately. Sections and sub•sections can be numbered using decimal points, e.g. 2.2 for the second section in Chapter 2 and 2.3.4 for the fourth Subsection in third Section of Chapter 2. Chapters, Sections and Sub•sections shall be included in the contents with page numbers flushed to the right. Further subsections need not be numbered or included in the contents.

The Section and Sub•Section titles along with their numbers in 5 and 4mm (16 and 14 pt) fonts, respectively, in bold face shall be flushed to the left (not centered) with 15 mm space above and below these lines.

In further subdivisions character size of 3 and 3.5 with bold face, small caps, all caps and italics may be used for the titles flushed left or centered. These shall not feature in the contents.

2.2.3 Table / Figure Format

As far as possible tables and figures should be presented in portrait style. Small size table and figures (less than half of writing area of a page) should be incorporated within the text, while larger ones may be presented on separate pages.

Table and figures shall be numbered chapter wise. For example, the fourth figure in chapter 5 will bear the number Figure 5.4 or Fig 5.4

Table number and title will be placed above the table while the figure number and caption will be located below the figure. Reference for Table and Figures reproduced from elsewhere shall be cited in the last and separate line in the table and figure caption, e.g. (after McGregor[12]).

3 Auxiliary Format

3.1 Binding

The evaluation copies of the thesis/dissertation/report may be spiral bound or soft bound. The final hard bound copies to be submitted after the viva-voce examination will be accepted during the submission of thesis/dissertation/report with the following colour specification:

PhD Thesis : Maroon

M.Tech. Dissertation : Black

M.Sc. Project Report : Blue

3.2 Front Covers

The front covers shall contain the following details:

- Full title of thesis shall be in block letters, properly centered and positioned at the top.
- Full name of the candidate shall be positioned at the middle of the page.
- A 40 mm diameter replica of the Institute emblem followed by the name of department, name of the Institute and the year of submission, each in a separate line and properly centred and located at the bottom of page.

3.3 Blank Sheets

In addition to the white sheets (binding requirement) two white sheets shall be put at the beginning and the end of the thesis.

3.4 Title Sheet

This shall be the first printed page of the thesis and shall contain the submission statement: the Thesis/Dissertation/project Report submitted in partial fulfillment of the requirements of the Degree, Ph.D. /M.Tech./M.Sc., the name and Roll No. of the candidate, Department, Institute with its complete address, and month and year of submission. Sample copy of the 'Title Sheet' is appended (Specimen 'A')

3.5 Dedication Sheet

If the candidate so desires(s) he may dedicate his/her thesis, which statement shall follow the title page. If included, this shall form the page 1 of the auxiliary sheets but shall not have a page number.

3.6 Abstract

The 500 word abstract shall highlight the important features of the thesis/ dissertation / report and shall correspond to the electronic version to be submitted to the Library for inclusion in the website. The Abstract in the thesis, however, shall have two more parts, namely, the layout of the thesis giving a brief chapter wise description of the work and the key words.

3.7 Contents

The contents shall follow the Abstract and shall enlist the titles of the chapters, section and sub-section using decimal notation, as in the text, with corresponding page number against them, flushed to the right.

3.7.1 List of Figures and Tables

Two separate lists of Figure captions and Table titles along with their numbers and corresponding page numbers against them shall follow the Contents.

3.8 Abbreviation Notation and Nomenclature

A complete and comprehensive list of all abbreviations, notations and nomenclature including Greek alphabets with subscripts and superscripts shall be provided after the list of tables and figures. (As far as possible, generally accepted symbols and notation should be used).

Auxiliary page from dedication (if any) to abbreviations shall be numbered using Roman numerals in lower case, while the text starting from the Introduction shall be in Hindu-Arabic. (The first pages in the both the cases shall not bear a page number).

Specimen 'A': Title Sheet

(Title in Block Letters)

Submitted in partial fulfillment of the requirements of the degree of
(Doctor of Philosophy/Master of Technology/and so on)

By

(Name of the Student)

(Roll No. _____)



(Name of the Department/Centre)

**North Eastern Regional Institute of Science & Technology
(Deemed to be University)
Complete Address**

(Month and Year of submission)

FORMAT OF COPY RIGHT

(To be placed at the reverse of Title page)



**© NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE AND TECHNOLOGY
(Deemed to be University)
NIRJULI, 20.....**

ALL RIGHTS RESERVED

NOTE FOR Ph.D. CANDIDATES

To avoid delay in processing your thesis please read the following note carefully

- a) You should complete the thesis submission form at least two months ahead of the actual date of submission.
- b) Your supervisor(s) should sign the thesis in the appropriate place.
- c) The following items must be included with the thesis submission form
 - i. Declaration concerning reproduction of thesis
 - ii. An abstract of the thesis preferably within minimum of 1500 words in triplicate and maximum of 2500 words.
 - iii. Before producing final copies of a thesis for submission, the candidate should ensure that all the spellings, punctuation, vocabulary and grammar are correctly used and the bibliography is prepared according to internationally accepted conventions.
 - iv. Cover Page should be replica of title page
Spine: AUTHOR'S SURNAME _____ Ph.D. title (vertically in brief) _____ YEAR _____
 - v. A No dues certificate from departments/sections/offices/library concerned.
 - vi. Thesis examination fee payment receipt.



Appendix - II

NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY

**CANDIDATE'S DECLARATION
(To be included in the thesis)**

I hereby certify that the work which is being presented in the thesis entitled

in partial fulfillment of the requirements for the award of the Degree of Doctor of Philosophy and submitted in the Department of

of the NERIST, Nirjuli, is an authentic record of my own work carried out during a period from to under the supervision of

I declare that this written submission represents my ideas in my own words and wherever others' ideas or words have been included, I have adequately cited and referenced the original sources in the bibliography and has been tested through the standard plagiarism detection software.

Signature of the Candidate

This is to certify that the above statement made by the candidate is correct to the best of my (our) knowledge.

Date : _____

Signature of Supervisor (s)

The Ph.D. viva voce of **Name of the candidate** is held today, the **Day, Date**.

Signature of the Supervisor

Signature of the External Examiner

Appendix –III



ANNEXURES

Annexure -1

(Format of No-Objection Certificate for Sponsored Full-time student in Official Letter Head)

Ref. No.
Date:

NO OBJECTION CERTIFICATE

This to certify that Mr./Ms _____ has been working in this organization as
..... against regular post w.e.f. (Date).....

This organization has no objection to his/her being admitted to the Ph.D. programme at
NERIST, Nirjuli, from the session starting on _____ as a full time student.

The employee will be relieved from his/her duties in the organization to join the Ph.D.
programme of NERIST.

Date:

Signature:

Place:

Name:

Designation:

Seal of sponsoring authority.

Annexure – II

(Format of No - Objection Certificate for Part-time student in Official Letter Head for employed candidates)

Ref No:

Date:

NO OBJECTION CERTIFICATE

This is to certify that Mr./Ms _____ has been working in this organization as
..... against regular post w.e.f. (Date).....

This organization has no objection to his/her being admitted to the Ph.D. programme at
NERIST, Nirjuli, from the session starting on _____ as a part-time student. S/he will
be relieved from this organization from time to time to complete his/her Ph.D. programme.

Date:

Place:

Signature:

Name:

Designation

Seal of competent authority.

Annexure - III

[Format for No-Objection Certificate from Principal Investigator]

(In case of Project Staff) in the official Letter Head of Principal Investigator)

Ref No:

Date:

NO OBJECTION CERTIFICATE

This is to certify that Mr./Ms. _____, is working as a _____ in the project (title of the Project) _____ in the Department/Centre _____ Funded by _____ since _____. I have no objection in allowing him / her to join the Ph.D. Programme(FT/PT) at NERIST under the category of project staff.

Further, s/he will be allowed to carry out his/her research for the Ph.D. programme without hampering the project work.

Date:

Place:

Signature:

Name:

Designation

Seal of Principal Investigator

Annexure - IV

Sponsorship Certificate

(This should be typed on the Letter Head of the sponsoring organization)

Reference No.

Date:

1. Name of the sponsoring organization:

Address

2. Designation of the applicant:

3. Present status of the applicant:

4. Division/Section where research work is proposed to be done:

5. Name of the Co - Supervisor(External):

(Bio-data of the Local Supervisor to be enclosed giving details of designation, qualification, research experience, etc.)

6. Details of relevant facilities which will be made available to the candidate (separate sheet may be attached):

7. Statement of Co - Supervisor(External):

If Mr./Ms. is admitted to the PhD programme at NERIST, Nirjuli, I agree to supervise his/her research programme jointly as a co-supervisor with the main Supervisor from NERIST, Nirjuli.

Signature of Co - Supervisor (External)

If Mr./Ms. is admitted to the Ph.D. Programme, we agree to relieve him/her to enable him/her to be at NERIST, Nirjuli from time to time during his/her Ph.D. Programme.

Mr./Ms. will be permitted to carry out research leading to the Ph.D. degree at our organization under the guidance of Dr. The necessary facilities will be provided for the purpose.

Signature and Seal of the Sponsoring Authority

Annexure - V

(To be typed on the Letter Head of the research organization)
(Application form for Recognition of outside Laboratory/Department)
(To be filled by the Head of the Laboratory/Department/Centre)

1. Name of the Laboratory/Department/Centre:
2. Address: (with Tel/Fax/e-mail/web-site)
3. Name of the University/Institute/Organization:
4. Type of the Organization Central Govt./State Govt./Public sector/Private sector/Autonomous body:
5. Name, designation and Address of the Head of the Organisation:
6. Name, designation and Address of the Head of the Lab/Dept/Centre:
7. Major areas of activities: *Please attach separate sheets, if required.*
8. Any other information: *Please attach separate sheets, if required*

Technical and Scientific Information *(Please attach separate sheets giving details)*

1. Major activities of the Organization:
2. Details of facilities available with list of major equipments/Instruments/Setup/Softwares/Plant /other mechanisms):
3. Details of Library facilities (books and Journals):
 - a) Total books in the related field:
 - b) Journals in the related field (give names):
4. List of computational/internet facilities available:

Certified that the information given above on this Laboratory/Department/Centre are furnished in connection with recognition of this Laboratory/ Department/ Centre by NERIST for Ph.D. programme. Further, certified that all the facilities available will be extended to the candidate during his/her period of research.

Signature of the Head of the Laboratory/Department/Centre

Name :

Designation :

Office seal with date :

For office use only

Approval by DPGC vide

Resolution No. _____

Date _____

Signature of Chairperson: _____ Date: _____



Annexure - VI

NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY

(Application form for recognition as Co- Supervisor)

1. Name: Dr./Prof. :
2. Designation:
3. Name of the Institution/Organisation:
4. Department/Centre:
5. Address for Correspondence with Email and Phone number:
6. Date of Birth:
7. Date of joining at present organization :
8. Length of service completed at present Organization:
9. Date of superannuation:
10. Details of educational qualification:

Degree Obtained	University /College	Year	Division	Subjects/Specialisation

11. Professional experience:

(a) Teaching:

Organization	Position held	Nature of work	Period

(b) Research experience (Attach separate sheet)

Organization	Position held	Nature of work	Period

12. Areas of research:

13. List of publications: (Attach separate sheet if necessary and enclose reprints of 3 latest publication)

14. Ph.D. Supervision:

(a) Number of students already awarded with Ph.D.

(b) Number of students presently working for Ph.D.

15. Conference/Workshops attended (Indicate status: National/International) (Attach separate sheet)

16. Conference/Workshop organized:

17. Membership/Fellowship in Professional Societies/Editorial Board of Journal/any other:

Declaration:

I hereby declare that the information made in this application form are correct to the best of my knowledge and belief.

Place:

Signature of the applicant

Date:

Forwarded & recommended by: Chairperson, DPGC

Place:

Date:

Signature

Dean (Acad.)



NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY
(Application for a new supervisor/co-supervisor/change of supervisor/co-supervisor/decline to supervise a student)

(To be filled by the Student/Supervisor)

1. Name of the Research Scholar:
2. Roll No:
3. Regn.No. _____ Date _____
4. Department/Centre:
5. Category (Please tick): Full time/ Part time/ Sponsored/ Project fellow
6. a) Name of Supervisor: _____ Department _____
b) Name of Co-Supervisor _____
7. Date of first registration _____
8. Title proposed at the time of submission of Synopsis [Plan of Research]:
9. Stage of Work: (Tick the relevant one) or Work completed:
 - a. Literature survey
 - b. Methodology
 - c. Field work / data collection
 - d. Analysis
 - e. Writing the thesis
10. Name of the proposed Supervisor/Co-supervisor:
11. Reason(s) for the change of Supervisor/Decline to supervise a student(specify):

Signature of the Student/Supervisor

For office use only

Date _____

12. Comments of existing supervisor/co-supervisor:
13. Comments of proposed supervisor/co-supervisor:
14. Comments of HoD in case of the proposed change to other Department (indicating his /her consent or otherwise with specific reason):

Signature

Supervisor/Co-supervisor

Recommendation of the Chairperson, DPGC: Recommended/Not recommended

Signature:

Dean (Acad.)

Name:



NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY

(Ph.D. COURSE REGISTRATION FORM)

Fee paid Receipt No _____ Date _____ Semester 1st/2nd, Year _____

Roll No:

Regn. No.

Department _____

Name of Research Scholar _____ Status: _____

Name of the Supervisor _____

Co-Supervisor _____

Course Code	Course Title	Credit	Signature of Course Co-ordinator

Sign. of Student

Sign. of Supervisor

Sign. of HoD

Copies to: Student/Head of Department/Centre/Supervisor/Co-Supervisor/Controller of Examinations.



Annexure - IX

NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY

(Application form for transfer of credit of course work to and from NERIST to other University)

(To be filled in by the Student)

1. Name :
2. Roll No :
3. Registration No. & Date :
4. Department, in which enrolled:
5. Address for Correspondence:
6. Permanent Address:
7. Discipline/Area of Research:
8. Name of Supervisors at NERIST:
9. Details of Ph.D. course work completed:
(submit the course registration forms)

Course Code	Course title	Course credits	Grade	Year

10. Name of the Supervisor:

Forwarded by Supervisor	
Name _____	Designation _____
Signature _____	Date _____
Forwarded by Chairperson, DC::Name _____ Sign. _____	
Forwarded by Chairperson, DPGC::Name _____ Sign. _____	

FOR OFFICE USE

Checked and Verified by DR/AR(Academic) Signature of DR/AR (Academic) with office seal

Approved by Dean(Academic)



Annexure – X

NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY
(Request by student for Comprehensive Seminar/Proposed Research Plan)

To

The Chairperson, DC
 Deptt. / Centre

(Through the Supervisor)

I have earned the required credit(s) in the course work for Ph.D. programme as per the details given below:

S.No.	Course Code and Course Title	Semester-Session	Credits	Grade Obtained
1.				
2.				
3.				
4.				

Date of initial registration:

It is requested that my seminar may kindly be arranged for finalization of my proposed plan of research work.

Signature

(Name of Research Scholar)

- Encls: (i) Self attested photocopies of the grade sheet(s).
 (ii) Plan of research *(Format of the same should include a brief introduction, literature review, objectives/hypotheses, methodologies to be adopted, proposed outcomes and bibliography. The proposed research plan should be within 12 pages)*



Annexure - XI

NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY

NOTIFICATION

Department /Centre:

The comprehensive seminar of Mr./Ms. _____ Registration No. _____ shall be held on _____ at _____ (am/pm).

The Venue of comprehensive seminar is: _____.

Chairperson, DC

Copyto:

1. All members of DC
2. Chairperson, DPGC, for information.
3. Dean (Academic), for information.



Annexure-XII

NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY

(Report on Comprehensive Seminar and Candidacy for Ph.D. Degree)

1. Name of the Research Scholar:
2. Roll No:
3. Registration No. with date:
4. Department/Centre:

5. Details of the Comprehensive Seminar:

Date of Seminar:

Result of Seminar: Passed / Failed / To reappear after _____ months

The DC approves/doesn't approve the research proposal entitled: (Copy attached)

The DC recommends that the student be accepted as a candidate for Ph.D. work at the Institute on this date.

Member, DC(External Expert)

Member, DC (Internal Expert)

Supervisor

Chairperson, DC

Copy to:

1. All Members
2. The Candidate (Mr./Ms. _____)
3. Chairperson, DPGC/Head of the Department
4. Dean (Academic), for information.
5. CoE, for information



Annexure - XIII

**NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY
(Progress report of Ph.D. scholar for July-Dec./Jan-May semester of the session)**

1. Name of the Research Scholar:
2. Roll Number:
3. Registration No. with date:
4. Department/Centre:
5. Status: Full-Time/Part-Time:
6. Sponsored/Self finance/NERIST assistantship /Assistantship from other sources
7. Date of Passing the Comprehensive Seminar (wherever applicable)
8. Title of the Proposed research (in capital letters)
9. Date of final registration of applicant (if applicable)
10. Brief report of the work for the period from _____ to _____
(Please attach on separate sheet)
11. Any other information regarding work done

Dated: _____

Signature of Student

PERFORMANCE REPORT AND RECOMMENDATION FROM DEPARTMENT/ CENTRE

Period:(From _____ to _____)

- (a) Performance (Satisfactory /Unsatisfactory)
- (b) Recommendation.

Signature of Supervisor (s)

Name:

Chairperson, DC

Name:

Chairperson, DPGC

Name:

FOR USE OF ACADEMIC SECTION ONLY

Checked and the recommendations of the Department/Centre are submitted for consideration of Dean (Academic)

Dealing Assistant

Deputy Registrar (Academic)

Semester Registration Permitted/Not Permitted

DEAN (Academic)



Annexure - XIV

NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY
(Application form for change of status from Part-time/Full-time to Full-time/Part-time)
(To be filled in by the student)

1. Name: Mr./Ms. _____
2. Regn. No.: _____, Roll No.: _____
3. Department/Centre: _____
4. Category (please tick): Full time/Part time/Sponsored/Project fellow
5. a) Name of the Supervisor _____
 b) Name of Co-Supervisor _____ Affiliation _____
6. Date of Admission: _____
7. Semester No. _____ Year _____
8. Details of Course work completed:

Course Code	Course title	Credits	Name of Course Co-ordinator	Grade points

9. Change desired: a) full-time to part-time; b) part-time to full-time
10. Reasons for the change: _____
11. If change is sought to full-time category whether study leave will be allowed (if the student is employed)?
 (Submit the No objection certificate from employer, if employed)

Date: _____

Signature of student _____

Forwarded by the Supervisor _____

Signature _____ Date _____

Name: _____

*For office use only***Recommended by Chairperson, DPGC:**

Signature of the chairperson _____ Date _____



Annexure - XV

NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY
(Ph.D. Synopsis submission form)

1. Name of the Candidate:
2. Roll No:
3. Regn. No.:
4. Deptt/Centre:
5. Name of the Supervisor:
6. Name of the Co-Supervisor with his/her affiliation:
7. Title of the thesis:

(Areas to be covered in the synopsis)

- i Introduction:
 - ii Objectives:
 - iii Methodology:
 - iv Results:
 - v Bibliography:
8. Collaboration with /assistance from other depts. of NERIST/other institutes/universities/laboratories (if any):

Signature of Scholar

Signature of Supervisor

Co-Supervisor

Signature of Chairperson, DC

Place _____ Date _____



Annexure – XVI

NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY
(Request by student for Pre-submission Seminar)

To

The Chairperson, DC
Department / Centre

(Through the Supervisor)

I have fulfilled the stipulated requirements for the submission of the PhD thesis as per the details given below:

- (i) Details of the publications
- (ii) Details of the conferences attended

Date of initial registration:

It is requested that my pre-submission seminar may kindly be arranged.

Signature

(Name of Research Scholar)

Roll No.

- Encls: (i) Self attested photocopies of the publications and conference attending certificates.
(ii) Five copies of the synopsis.
(iii) Proposed research plan approved by the DC during the Comprehensive Seminar (Annexure-XII)



Annexure - XVII

NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY

(Final report of the Doctoral Committee after pre-submission seminar)

1. Name of the Research Scholar:
2. Roll No:
3. Registration No. with date:
4. Department/Centre:
5. Status: Full-Time/Part-Time:
6. Title of Thesis in English (Limited to 80 characters):
7. Name of the Supervisor and Co-supervisor, if any
 1. _____
 2. _____
8. Date of first registration:
9. Date of last registration:
10. Members of the Doctoral Committee:
 - i.
 - ii.
 - iii.
11. Recommendation of the DC:
 - (a) Work is satisfactory, and
 - (i) The title of the thesis remains unchanged / is reworded for clarity as specified below (Capital letters limited to 80 characters, in English)
 - (ii) Recommended list of Examiners (at least five/six).
(Please indicate Designation, Telephone No. Fax No., E-Mail Address for the panel)
 - (b) (i) Work is not adequate. Another DC may be held after a period of _____ months.
(ii) Suggestions required to be incorporated:

Signature of DC Members: _____

Chairperson DC:

Chairperson DPGC:

Dean (Acad.)



Annexure- XVIII

NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY*(Format of panel of examiners)***(a) Panel of Examiners**

	Contact Details	No. of times the examiner examined thesis supervised by the present supervisors earlier.
1.	[Name] [Designation] [Full Postal Address] [Mobile/Telephone No.] [E-Mail Address] Area of Research:	
2.	[Name] [Designation] [Full Postal Address] [Mobile/Telephone No.] [E-Mail Address] Area of research	
3.	[Name] [Designation] [Full Postal Address] [Mobile/Telephone No.] [E-Mail Address] Area of Research:	
4.	[Name] [Designation] [Full Postal Address] [Mobile/Telephone No.] [E-Mail Address] Area of research	
5.	[Name] [Designation] [Full Postal Address] [Mobile/Telephone No.] [E-Mail Address] Area of Research:	
6.	[Name] [Designation] [Full Postal Address] [Mobile/Telephone No.] [E-Mail Address] Area of Research:	

(B) Likely submission date of thesis: _____

(C) Supervisor/Co-Supervisor will submit a brief resume of all the examiners in the format given below: [Attach separate sheet]

S/No.	Name	Designation	Teaching/Research Experience	Area of Specialization	No. of Ph.D. guided	No. publication

DC certifies that the names given above are actively involved in Research. The concerned candidate has submitted 05 copies of synopsis (Not exceeding ten pages) and electronic version (C.D.)

Signature of DC Member(s):-

- i.
- ii.
- iii.

CHAIRPERSON, DC

Head of the Department/Centre

(Note: All members of DC should sign on each page of the Final report & list of Examiners

Annexure – XVII and XVIII (a)

For use of academic section only

APPROVED/NOT APPROVED

DEAN (Academic)

- (a) Thesis may be accepted.
- (b) Board of Examiners may please be appointed.

Dealing Assistant

**Asstt. Registrar
(Academic)**

Approved Priority-wise

DEAN (Academic)

Annexure - XIX



NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY
Office of the Dean (Academic)

(Thesis submission form)

(To be filled in by candidate)

1. Name of the student: Mr/Ms _____
2. Roll No.: _____ Regn. No.: _____ Department _____
3. Address for correspondence: _____

- E-mail: _____ Tel _____ Mobile : _____
4. Date of admission _____
5. Date of submission of Synopsis _____
6. Details of fees paid (enclose photocopy):
7. Approved title of thesis (BLOCK LETTERS) _____

8. Plagiarism report of the thesis (enclose report) :
9. Any IPR involved in the thesis : _____

(Confidentiality Declaration to be submitted)

Signature of student _____ Date _____

Recommendations:

Certificate of having completed the course Registration for Ph.D.

I/We hereby certify that Mr/Ms _____ is a registered student of NERIST. S/he has already completed all the prescribed requirements for submission of thesis in accordance with the Regulation under supervision of the undersigned.

Name of Supervisor _____ Signature _____

Name of Co-supervisor _____ Signature _____

Date _____

Forwarded by:

Chairperson, DC

Chairperson, DPGC _____

Signature _____ Date _____

FOR OFFICE USE

Dealing Assistant

DR (Academic)

Signature of Dean (Academic)

Annexure - XX



**NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY
Ph.D. THESIS EXAMINER'S REPORT**

1. Name of the candidate: _____

2. Department: _____

3. Title of the Thesis: _____

It is my considered opinion that (please put \checkmark mark)

- (a) The thesis is found suitable for oral defense evaluation without further examination or amendment.
- (b) The thesis is found suitable for oral defense evaluation, subject to incorporating the corrections and/or additions/modifications marked by me in the thesis and given in the attached sheet as well. It shall suffice if the Oral Defense Examination Committee (ODEC) without further reference to me is satisfied with the incorporation of the suggestion.
- (c) The thesis is not suitable for oral defense evaluation, and the candidate should re-submit the thesis in a revised form for re-examination. Areas requiring major modifications are detailed in my attached report.
- (d) The thesis is rejected.

Date: _____

(Examiner's Signature)

Name:

Designation:

Address:

Annexure - XXI

Report

(Since Ph.D. is the highest academic degree, the examiner is requested to examine the thesis critically and give an exhaustive report, justifying its acceptance/revision/rejection for the award of Degree).

Please fill in each column with details as far as possible, extra sheet may be used, if required.

1. General

2. Strength of the Thesis

3. Weakness of the Thesis

Name and address: _____

Phone No.: (O) _____ (R) _____

Mobile No.: _____

Fax No.: _____

Email: _____

(Examiner's Signature)

Annexure- XXI



**NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY
[REPORT OF EXAMINERS OF ORAL DEFENCE EVALUATION COMMITTEE]**

The Oral Defence Evaluation Committee (ODEC) certify that the thesis entitled _____
_____ Submitted by _____ Roll

No. _____ to the NERIST in partial fulfillment of requirement for the award of the Ph.D. degree in the discipline of _____ under the Department/Centre of _____ has been examined by us and recommend that:

- a. the degree be awarded
- b. the candidate be further examined on another date not later than _____.

(Note: Please delete the clause which is not applicable)

Signatures

Supervisor _____ Co-supervisor (if any) _____ External Examiner _____

Date: _____

Chairperson, DC _____ Member, DC _____ Member, DC _____

Signature: _____

Head of the Department _____

Dean (Academic)



Annexure - XXII

NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY

No.NERIST/HB/

Date. _____

Honorarium of Dr./Prof/Sri _____.

My honorarium as _____ is Rs. _____
 (Rupees _____) in connection with
 the following

Examination	Honorarium	Remarks
1. Thesis Examining		
2. Project Report Examining		
3. Viva-voce		
4. Any other		
5. Postal charge, if any, is to be added		
TOTAL		

FOR OFFICE USE ONLY

Signature _____

Name in Full _____

Official designation _____

Address for communication: _____

Pay Rs. _____ (Rupees _____)

Countersigned by

Section Officer(Audit) DR(Fin) Dean, Academic



Form-XXIII

NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY
(Application form for changes in Synopsis in Ph.D. programme)
(To be filled in by the student)

1. Name: _____
2. Roll No.: _____ Regn. No. _____ Deptt./Centre _____
3. Status (please tick): Full time/part time/Sponsored/Project Fellow ::
4. a) Name of Supervisor: _____

	b) Name of Joint Supervisor: _____	Affiliation _____
5.	Title of the thesis proposed at the time of submission of synopsis :	
6.	New title proposed (if any) :	
7.	Changes, modifications proposed in research/or other changes (Write about 50 words) : (Submit herewith the new synopsis in triplicate)	
		Signature of Student

FOR OFFICE USE ONLY		
Forwarded by Supervisor(s) :		
Name _____	Sign. _____	Date _____
Name _____	Sign. _____	Date _____
Recommended by Chairman, DPGC :		
Name _____	Sign. _____	Date _____
Approved by BPGS vide resolution No _____ Date _____		
Signature of Chairman, BPGS _____		Date _____
CoE for notification/permission letter		



Annexure - XXIV

NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY
[DEEMED TO BE UNIVERSITY]

(Format of application for staying outside NERIST)

Date: _____

The Dean (Students' Affairs),
 NERIST, Nirjuli- 791 109,
 Arunachal Pradesh.

Sub: Request for staying outside NERIST during the course of study.

Sir,

I would like to inform you that I have been admitted to Ph.D. Programme of the Institute and my Roll

No. is _____ and Regn. No. is _____.

As REASON TO BE SPECIFIED BY THE STUDENT, I, therefore, request you to kindly permit me to opt out of hostel accommodation and allow as day scholar during the course of study.

Thanking you,

Yours sincerely,

Name of the student: _____

Complete local address for correspondence including phone number(s): _____



Annexure - XXV

NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY

[DEEMED TO BE UNIVERSITY]

APPLICATION FORM FOR GRANT OF LEAVE TO Ph.D. SCHOLAR

Academic Session: _____ Semester: July-Dec./Jan-May Department/Centre: _____

1.	Name of Scholar	Mr./Ms.
2.	Roll Number	
3.	Registration Number	
4.	Date of Semester Registration	
5.	Type of Leave applied for	Leave/CL/SCL/Duty leave/ Maternity/Paternity
6.	No. of Days Leave requested for	
7.	Ground of Leave	
8.	Leave required	From _____ to _____

Date

Signature of the Ph.D.
Scholar

FOR OFFICIAL USE OF THE CONCERNED DEPARTMENT/CENTRE

1.	Total No. of Leave at Credit during the current semester	
2.	Recommendation of Concerned Supervisor / Co-Supervisor	Recommended/Not Recommended Signature of Supervisor / Co-Supervisor with date
3.	Approved/Not Approved	HoD/HoC / Dean (Academic)

Annexure – XXVI



NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY
[DEEMED TO BE UNIVERSITY]
(Format for joining report of the Ph.D. Scholar)

To,
The Head,
Department / Centre
NERIST
Nirjuli-791109

Through : Supervisor/Co-Supervisor

Sub : Joining Report

Sir,

After availing of CL / SCL / Maternity leave / Paternity leave with effect from _____ to _____, I hereby join the department in the Forenoon / Afternoon of today i.e. _____.

Thanking you,

Signature of the Ph.D. Scholar with date

Roll Number: _____

Regn.No.: _____

Annexure – XXVII



NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY
[DEEMED TO BE UNIVERSITY]

(Format of application for refund of Caution Money after completion of the
course of study/withdrawal from the Institute)

To
The Dean(Academic),
NERIST,
Nirjuli- 791 109,
Arunachal Pradesh.

Subject: Request for refund of Caution Money from the Institute.

Sir,

This is to inform you that I was a registered student of Ph.D programme of the Institute and my Roll No. is _____ and Regn.No. is _____. I have **completed/couldn't complete** my course of study for which I have been admitted to this Institute. (In case of withdrawal, a copy of the withdrawal letter shall be closed).

Further, it is to inform you that to the best of my knowledge, I have paid all the dues, fines and claims and nothing is outstanding against my name. However, if any unsettled amount is found against my name, the same may be deducted from the security deposit or the caution money. I have attached a 'no dues' certificate from the concerned offices for the said purpose.

Thanking you,

Yours sincerely,

Signature

Name of the Student _____

Full address

Appendix –D

Composition, Power & Functions of different bodies

APPENDIX-D

D.I Composition, Powers and Functions of Board of Studies (BOS), Departmental Post Graduate Committee (DPGC) and Board of Post Graduate Studies (BPGS)**D.I.1. Composition, Powers and Functions of Board of Studies**
[Applicable for UG, PG & Ph.D. programmes]

There shall be one Board of Studies for each department of the Institute.

(1) Composition:

- | | |
|---|-------------|
| a) Head of the Department/Centre | Chairperson |
| b) All Professors of the Department | } |
| c) Two Associate Professors of the Department by rotation according to seniority. | |
| d) Two Assistant Professors of the Department by rotation according to seniority. | |
| e) Two persons to be co-opted for their expert knowledge including those belonging to the concerned profession or industry. | |
| | Members |

Term of Office: The term of the nominated members of Board of Studies shall be for 3 years

(2) Powers and Function:

- a) To coordinate teaching activities in the Department for both UG and PG studies.
- b) To finalize the PG course(s) of studies recommended by DPGC and submit the same to the Board of Post Graduate Studies for consideration and recommendation to Academic Council.
- c) To recommend to the BPGS and/or AC for creation and abolition of PG/UG teaching posts, opening of new course of PG/UG studies, abolition of courses, change/ modification of PG/UG Syllabi and all other works related to PG and UG studies (curriculum development).
- d) To consider schemes for the advancement of standard of teaching and to submit such proposals to the Academic Council through BPGS.
- e) To perform all other functions which may be prescribed by the Academic Bye laws, and to consider all such matters as may be referred to it by the BPGS, Academic Council, Board of Management or the Director of the institute from time to time.
- f) The Board of Studies shall meet at least once in each semester with the approval of the Director. Special meeting, if and when necessary, may also be convened by the Chairman.
- g) Presence of at least 50% of the BoS Committee members will form the quorum of the meeting.

D.I.2. Composition, Power and Functions of Departmental Post Graduate Committee (DPGC)

There shall be one Departmental Post Graduate Committee (DPGC) in each Department/Centre of the Institute.

(1) Composition:

- | | |
|--|-------------|
| a) Head of the Department/Centre | Chairperson |
| b) Two Faculty Members
(nominated by the HOD) | } Members |
| c) Two Faculty Members
(nominated by the Director. One Member from the Institute and other from the outside. In absence of suitable Member, Director may nominate from the Institute) | |
| d) Concerned Supervisor or Co-Supervisor | |
| e) A Faculty Member appointed by the Department | Convener |

Term of Office:: The term of the nominated members of DPGC shall be for 03 years.

In addition the committee may invite one Masters and one PhD registered student for discussing any item other than the evaluation, as and when felt necessary.

(2) Powers and Function:

- a) The DPGC shall scrutinize all the applications for Ph.D. programme received by the Academic Branch concerning the Department.
- b) The DPGC shall recommend the list of eligible candidates for admission/registration to a programme (both part time and full time) based on holding admission test and/or interview organized by the respective DPGC. The recommendations of DPGC shall require further examination by the BPGS before the Academic Council accords approval.
- c) The Committee is made for 3 years and subject to ratification by the next Academic Council meeting.
- d) The DPGC can appoint an Acting Supervisor/new Supervisor, if the Supervisor/Co-Supervisor is found absent for more than a year/leaves or retires from the Institute.
- e) The DPGC shall meet from time to time and review the six monthly progress of each candidate in course work, as well as research work, by any means, including oral examination of the candidate, if necessary, and recommend, after due consultation with the Supervisor (s), such steps to the candidate as are necessary to improve the performance.
- f) The progress of each candidate will be monitored by the DPGC. For this purpose, the following procedure is to be followed :-
 - (i) Ph.D. Research work will be compulsory given a course no. DTD. 999 (Doctoral Thesis) for all candidates across the Institute.

- (ii) The Chairman or Chairperson of DPGC will be coordinating collection (in the prescribed proforma) of progress reports written and signed by the Scholars and forwarded by the Supervisor every semester.
- (iii) The DPGC/DC Supervisor(s) will evaluate the progress of the student every semester.
- (iv) "S" Grade is to be awarded during that semester if the progress is "Satisfactory".
- (v) If the progress is 'Unsatisfactory', "U" grade will be awarded. For the first appearance of "U" grade, a warning is to be issued to the candidate by the Dean (Academic), who is the Chairman fo the BPGS. If his performance does not improve after warning, the fellowship (for full time candidates) may be withheld. If there are two consecutive "U"s, the registration will stand terminated. Submission of progress report should continue till submission of thesis.
- (vi) Like all other courses, the grades of DTD 999 will be discussed in the Department as per semester schedule.
- (vii) The above process will continue till the thesis is submitted.

D.I.3 Composition, Powers and Functions of Board of Post Graduate Studies (BPGS)

(1) Composition:

1. Dean (Academic)	Chairman
2. Conveners of the DPGC	Member
3. One nominee of the Director from Engineering Departments	Member
4. One nominee of the Director from Science/Humanities Departments	Member
5. Controller of Examinations	Member
6. Deputy Registrar (Academic)/ Assistant Registrar (Academic)	Non-Member Secretary.

The Director's nominee shall not be below the grade of Professor and their term shall normally be for three years. The term of the nominated members of Board of Post Graduate Studies shall be for 3 years.

(2) Powers and Functions of Board of Post Graduate Studies (BPGS):

The functions of the committee shall consist primarily of general policy determination, coordination and review, but the academic Council shall retain the power of final review. In discharge of its responsibilities, the BPGS shall make full use of the appraisals and recommendations of the various academic department concerned. The BPGS shall be assisted by the Departmental Post Graduate Committee.

The Board of Post Graduate Studies shall

- a) Translate the academic plans and proposals related to Post Graduate Studies of the Institute into action. It shall play a pivotal role for advancement of teaching and research in the Institute.

- b) Scrutinize all the proposals for Post Graduate studies recommended by Board of Studies and/or Departmental Post Graduate Studies leading to M. Tech. (full time/part time), Ph.D. (full time/part time) degrees, and other PG degrees and send its recommendations for consideration of the Academic Council.
- c) Coordinate teaching and research works amongst departments and centers.
- d) Consider and recommend the proposals for creation and abolition of teaching posts and programmes of studies received from the departments to the Academic Council.
- e) Consider the list of candidates selected by the Department for admission to PG programmes leading to MA/ M.Sc./M.Tech./MBA/MCA etc and also by the DPGS for research programmes for admission to Ph.D. programmes. The list of candidates shall be placed to the Director for his approval and for subsequent notification by Academic Branch and intimation to the selected candidates for admission.
- f) Recommend the list of examiners submitted by the HoD and the supervisor (in the prescribed proforma) to the Director for constitution of Board of examiners for M.Tech. (full time/part time) and Ph. D (full time/part time) and other PG programmes.
- g) Promote inter-disciplinary research and may also appoint/ recommend a committee to organize teaching and/or research of such nature.
- h) Perform all other functions as may be prescribed under Academic Bye laws and as may be directed by the Academic Council and Board of Management from time to time.
- i) Act on any proposal(s) concerning PG studies such as signing of MoU, introduction of new PG programmes, collaborative research programmes with other Institutes/Industries, etc.

(3) Meeting of BPGS

- a) The meeting of BPGS shall be convened as and when required and last meeting, if any, at least 10 days ahead of Academic Council meeting.
- b) The Chairman of the Academic Council reserves the right to accept or reject the proposal accepted by the BPGS.
- c) Presence of at least four members will form the quorum for the meeting.

Term of Office: The term of the nominated members of Board of Studies/ Departmental Post Graduate Committee/ Board of Post Graduate Studies shall be for 3 years.

A.II. Terminology

BoS	Board of Studies
DPGC	Departmental Post Graduate Committees
BPGS	Board of Post Graduate Studies
IPR	Intellectual Property Right
AC	Academic Council



