बिरला प्रौद्योगिकी संस्थान
BIRLA INSTITUTE OF TECHNOLOGY
(वि० अनु० आयो अधिनियम १९५६ की धारा ३ के तहत मानित विश्वविद्यालय | A Deemed to be University u/s 3 of UGC Act, 1956)
मेसरा, राँची - ८३५२१५ (भारत) | MESRA, RANCHI - 835 215 (INDIA)

पीएचडी कार्यक्रम के लिए अध्यादेश
Ordinance for Ph.D. Programme

(Approved by the Academic Council in its 123rd Meeting held on 23rd September 2026)

(एम०ओ०-2026 से प्रभावी)
(EFFECTIVE FROM MO-2026)

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Abbreviations:

List of Abbreviations

- AC – Academic Council
- ACAP – Advisory Committee for Academic Programme
- ABDC – Australian Business Deans Council
- AHCI – Arts & Humanities Citation Index
- AICTE – All India Council for Technical Education
- BIT – Birla Institute of Technology
- BIT-PET – BIT Ph.D. Entrance Test
- CBCS – Choice Based Credit System
- CGPA – Cumulative Grade Point Average
- CIF – Central Instrumentation Facility
- CSIR – Council of Scientific and Industrial Research
- CSIR-NET – CSIR National Eligibility Test
- DAC – Departmental Academic Committee
- DBT – Department of Biotechnology
- DBT-JRF – DBT Junior Research Fellowship
- DC – Doctoral Committee
- DPGS – Dean (Post Graduate Studies)
- DST – Department of Science and Technology
- ERP – Enterprise Resource Planning
- GATE – Graduate Aptitude Test in Engineering
- GPAT – Graduate Pharmacy Aptitude Test
- ICMR – Indian Council of Medical Research
- ICMR-JRF – ICMR Junior Research Fellowship
- IFAC – Institute Faculty Affairs Committee
- IRS – Institute Research Scholar
- JRF – Junior Research Fellowship
- LS – Lectureship
- MCA – Master of Computer Applications
- MOOC – Massive Open Online Course
- NOC – No Objection Certificate
- NIRF – National Institutional Ranking Framework
- NEP – National Education Policy
- PG – Postgraduate
- Ph.D. – Doctor of Philosophy
- PI – Personal Interview

- PSU – Public Sector Undertaking
- QS – Quacquarelli Symonds (World University Rankings)
- SC – Scheduled Caste
- SCIE – Science Citation Index Expanded
- SCOPUS – Elsevier Abstract and Citation Database
- SSCI – Social Sciences Citation Index
- ST – Scheduled Tribe
- UG – Undergraduate
- UGC – University Grants Commission
- UGC-NET – University Grants Commission National Eligibility Test
- VC – Vice Chancellor
- WT – Written Test

The Ordinances / Office Orders of the Institute, issued time to time, shall take precedence over the PhD Ordinance in the matter of any dispute.

1. INTRODUCTION

Birla Institute of Technology, Mesra, Ranchi, a deemed to be University under Section 3 of the UGC Act, 1956 (hereinafter referred to as the "Institute"), shall, consistent with the availability of the required infrastructure, provide facilities for research in various disciplines including Science, Technology, Engineering, Architecture, Pharmacy, Management, Humanities, and other interdisciplinary fields, leading to the award of the Degree of Doctor of Philosophy (Ph.D.).

i. The Ordinance, herein after specified, lays down the procedure to be adopted for the research programme for the Ph.D. Degree of the Institute.

ii. Department, wherever mentioned in this Ordinance refers to an Academic Department of the Institute.

iii. Academic Council, wherever mentioned in this Ordinance, refers to the Academic Council of the Institute.

iv. A scholar is an eligible person who is enrolled at the Institute for a specific Ph.D. programme. Prior to enrollment, this person is referred to as an applicant.

v. Guide/ Joint Guide / External joint Guide is a person approved by the Academic Council for the guidance of the scholar while pursuing the programme of research leading to Ph.D. degree of the Institute.

2. DEPARTMENTAL ACADEMIC COMMITTEE (DAC)

Each Department shall have a Departmental Academic Committee (DAC) duly approved by the Academic Council with the following composition:

a)	Head of the Department	Chairperson
b)	Two Professors by rotation of two years in order of seniority	Member
c)	Another four Faculty Members (including Associate & Assistant Professors) of the department with Ph. D. degree (by rotation of two years and to be nominated by the concerned Head)	Member
d)	Two Faculty Members from allied department with Ph. D. Degree (by rotation of two years and to be nominated by the Head concerned through departmental meeting)	Member

For Ph.D. related issues, Guide/ Joint Guide / External joint Guide shall be Invited Member(s) of DAC only for that purpose.

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2.1. ***Role of the Departmental Academic Committee (DAC)***

The Departmental Academic Committee shall call the scholar after admission for counselling to discuss his/her research interest, selection of Guide/ Co-Guide/Joint Guide / External Joint Guide and assignment of coursework before filling in the enrollment form. If necessary, the DAC may consult the proposed Guide/ Joint Guide / External joint Guide. The recommendation for the coursework must be submitted within the specified time mentioned in the academic calendar to the Dean of Post Graduate Studies (DPGS) for approval (**Annexure-II**).

2.2. ***Role of the DAC in the case of Guide allocation***

In cases where the Guide has supervised the scholar for at least three years or more, the following shall be taken into consideration.

i. A faculty superannuating will continue to be the Guide if the thesis is deemed to be ready for submission within one year after superannuation (or end of two academic semesters whichever is early). However, a Joint Guide who is in service will be appointed in addition two years before superannuation. After superannuation, the Guide shall become the Joint Guide, and the Joint Guide shall become the Guide. If the thesis is not submitted within two semesters from the date of superannuation, the superannuating faculty ceases to be the Joint Guide.

ii. In case of superannuation, the Joint Guide ceases to be Joint Guide, and full responsibility shall be devolved on the Guide. A new Joint Guide may be appointed if deemed necessary by DAC.

iii. Faculty members who cease to be in the service of the Institute may serve as External Joint Guide, if the candidate has successfully completed Pre-Ph.D. seminar and shall submit the thesis within a maximum period of three months, else he/she ceases to be the Guide / Joint Guide of the scholar and a new Guide / Joint Guide must be recommended by the DAC.

iv. In case of demise of the Guide, the DAC shall recommend a suitable replacement at the earliest as required.

v. The Scholar / Guide / Joint Guide should intimate the Institute within a fortnight regarding any change of his/ her employment status, if any.

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3. DOCTORAL COMMITTEE (DC)

3.1. ***The Doctoral Committee for a scholar in any Department of the Institute shall consist of at least six members as given below:***

a)	Head of the concerned Department	Chairperson
b)	The Guide and Joint Guide / External Joint Guide if any	Member
c)	Two faculty members of the Department with Ph.D. degrees (One related to the domain of research and another related to discipline of research)	Member
d)	Two experts from the Allied Departments (with Ph.D. degree) related to the domain of research	Member

i. Change of DC member(s) shall be done through the DAC, and any such change(s) shall be reported to the Dean of Post Graduate Studies (DPGS) office within 10 days.

ii. Each DC member should be a full-time faculty member of the Institute holding Ph.D. Degree with at least two publications of SCI/SCIE/SSCI/AHCI/ ABDC/ non-paid Scopus indexed journals in last three years.

iii. The process of allocation of DC members should be free from all sorts of conflicts of interest. (Spouses shall not be members of the same committee and parents shall not be in the DC of their children/ relative. The faculty members under whom Guide had done Ph.D. shall not be the member of same DC and *vice versa*.)

iv. In case, if Chairperson is a Guide, another senior member of the Department shall be nominated as the Chairperson of the concerned DC in consultation with Dean of Post Graduate Studies (DPGS).

3.2. Functions of the doctoral committee:

The Doctoral Committee shall perform the following functions after the registration of the scholar for the Ph.D. Programme,

i. Shall make one progressive review of the scholar just after enrollment **(Annexure III)** as well as every subsequent semester **(Annexure IV)**, in association with the Guide, Joint Guide and External Joint Guide, as may be feasible.

ii. Each Doctoral Committee (DC) member is responsible for reviewing the candidate's submitted document (in the prescribed **Annexure V** format), which outlines the proposed

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work and its progress, at least seven days prior to the semester presentation. Based on this document and the candidate's presentation, every DC member must evaluate the work and submit a detailed review report in the prescribed **Annexure VI** format.

iii. The chairman of the DC shall forward progress report to the Dean of Post Graduate Studies (DPGS) on the progress of scholar's research Programme in the specified format (**Annexure-IV**) along with the reports of individual DC members **(Annexure VI).**

iv. The DC shall organize a Pre-Ph.D. submission Seminar after completion of the research work of the scholar with due verification of the **compliance report.** The research scholar should submit the complete text of his/her thesis in typed and soft-bound form at the time of the seminar. The Doctoral Committee shall submit its recommendation on the seminar in the specified format to the Dean of Post Graduate Studies (DPGS) (**Annexure VII**).

v. When scholar submits his/her thesis, the Doctoral Committee in consultation with the Guide, after due re-verification of the compliance requirements, shall recommend names of Ten (10) reputed researchers in that research area as Examiners from reputed Institutions or Research Laboratories/ Industries (5 from foreign countries and 5 from within India) at the level of Associate Professor/ Professor/ Emeritus Professor / Senior Scientist / Industry professionals or Equivalent, working in the relevant field for the evaluation of the Thesis. The foreign examiners must be from different reputed organizations, however, they may be from the same country. The examiners who have evaluated another thesis from BIT within last one year from the same research group should be avoided in the panel.

vi. An industry expert may be appointed as an external examiner for PhD thesis evaluation provided that the individual holds a PhD in the relevant discipline, has a proven research record through quality publications, patents, or significant R&D contributions, and possesses at least 10 years of experience in research or innovation roles in reputed organizations. Such appointment shall be subject to the Vice Chancellor's approval through DPGS.

vii. On receipt of the observations/ recommendations of the examiners of the thesis, the Doctoral Committee shall submit these with the Committee's recommendations to the office of the Dean of Post Graduate Studies (DPGS) for further necessary action. In the event, if the reports of the examiners are favorable to the scholar as provided, then the Doctoral Committee would also recommend names for the viva-voce Board of the scholar.

Note: The recommendation(s) of the DAC and DC of a scholar shall be referred to the office of Dean of Post Graduate Studies (DPGS) for approval and reporting to Academic Council.

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4. OFFICE OF THE DEAN (POSTGRADUATE STUDIES)

The Dean (Postgraduate Studies), Birla Institute of Technology, Mesra, Ranchi, shall be responsible for the implementation of the Ordinance of the Doctoral Programme and for executing all academic decisions pertaining to postgraduate and doctoral studies.
The Office of the Dean (Postgraduate Studies) shall:

i. Receive, process, and maintain all records related to Doctoral Programmes, including curricula, courses offered, academic calendar, registration.

ii. Disseminate information pertaining to all academic matters related to postgraduate and doctoral programmes.

iii. Issue necessary memoranda, notifications, and orders as required from time-to-time Act as a channel of communication between students, instructors/supervisors, and various academic entities such as Departments, Interdisciplinary Programmes.

5. ADMISSION TO PHD PROGRAMME

The Ph.D. Programme shall be open to candidates of any Nationality in true spirit of a University Education.
The admission into the Ph.D. programme shall be made twice a year only, in January/ July each year, through the BIT PhD Entrance Test (BIT-PET), followed by an Interview for those qualifying in the BIT-PET. Any applicant seeking admission to the Ph.D. Programme shall in the first instance submit an application in the prescribed Application Form as per the Institute notification through advertisement in the Newspapers / Notification on the Institute Website (www.bitmesra.ac.in).

6. CATEGORIES OF RESEARCH SCHOLARS

Categories of Research Scholars in the Ph.D. Programme

i. Full-Time Research Scholars with Institute Research Scholarship (IRS)/ Fellowship from Funding agencies

- Candidates in this category are awarded a fellowship by the Institute in accordance with BIT, Mesra guidelines or funding agencies like AICTE/ UGC/ CSIR/ DST etc.

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- Applicants must clear the Institute's entrance examination, and selection is made strictly on merit based on the marks/score obtained.

ii. Sponsored Full-Time Research Scholars

- These scholars receive financial support from their parent organizations/industries, typically through study leave provisions.
- International candidates are sponsored either by their respective governments or by agencies of the Government of India.

iii. Self-Financed Full-Time Research Scholars

- Individuals in this category bear their own educational expenses
- They are not entitled to any financial assistance from the Institute.

iv. Self-Financed Part-Time Research Scholars

- These candidates are generally employed in industries, research organizations, or academic institutions.
- Submission of a No Objection Certificate (NOC) from the employer is mandatory.
- They must also provide confirmation from their employer permitting them to attend academic requirements such as classes and examinations.

v. Faculty/ Staff (Part time)

- This category comprises regular faculty members, staff, associated with the Institute.
- They may enroll in the Ph.D. programme on a part-time basis in their respective or related disciplines.

7. ELIGIBILITY CRITERIA FOR SELECTION TO THE PHD PROGRAMME

7.1. Candidates with the following qualifications shall be eligible for admission to the Ph.D. Program of the Institute:

i. Candidates possessing M.Tech./ M.E./ M.Sc. (Engg.)/ M.Arch./ M.Pharm./ M.Plan. / M.Sc. / MCA / MBA /MA or equivalent Degree in relevant branch from a recognized University / Institute with minimum 60% marks or 6.0 CGPA on a ten-point scale in the qualifying examination are eligible to apply for admission in the relevant departments

ii. Candidates possessing B.Tech./B.E/B.Sc.(Engg.) / B.Pharm / B.Arch ./ B.Plan.

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'or' Equivalent Degree in relevant branch from a recognized University/Institute, with minimum of 75 % marks or 7.5 CGPA on a ten-point scale in the qualifying examination are eligible to apply for admission in the departments as per their specialization.

iii. Postgraduate applicants who have qualified UGC-CSIR/DBT/BINC/ICMR (JRF/LS/PhD) and graduate applicants who have secured 80 percentile or above in GATE/GPAT (or similar All India fellowship exams) are exempted from the BIT-PET but must appear for an interview.

iv. Candidates who have qualified for the NET exam will be eligible for admission to Ph.D. in the institute in the following categories

   a. **Category 1 (JRF):** JRF qualified students shall be admitted into the Ph.D. programme based on an interview as per the UGC (Minimum standards and procedures for Award of Ph.D. degree) Regulations, 2022.
   b. **Category 2 (LS) and 3 (Ph.D.):** 70% weightage shall be given for test scores and 30% weightage for the interview for admission to Ph.D. programmes. The Ph.D. admission shall be based on the combined merit of NET marks and the marks obtained in the interview/ Viva-voce.

v. However, the marks obtained in the NET exam by the candidates who have qualified in categories 2 and 3 shall be valid for a period of one year for admission to Ph.D.

vi. Sponsored candidates should have valid sponsorship for a minimum of three years.

vii. NOC from the Institute is mandatory for employees of the Institute which shall be obtained before appearing at the admission test for the PhD Programme.

viii. Employees from other organizations shall produce NOC and self-undertaking from his/her respective employers at the time of admission.

***Note**: In case of the candidates with other grade point scale, the decision of the equivalence made by the assigned committee of the Institute shall be final.*

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7.2. Relaxation for SC/ ST candidates

- Eligibility criteria will be relaxed by 5% marks for SC/ ST candidates.

8. SELECTION PROCEDURE FOR THE PHD PROGRAMME

8.1. *Selection Criteria for Ph.D. Programme.*

Selection to the Ph.D. programme shall be carried out through a **two-stage process comprising Written Test (WT) and Personal Interview (PI).**

i. Written Test (WT)

- The Written Test shall be conducted in physical mode at Birla Institute of Technology Mesra and its off-campuses (Patna, Deoghar, Noida, Jaipur).
- The syllabus shall be aligned with that of UGC-NET / GATE / CSIR-NET, as applicable to the discipline.

ii. Personal Interview (PI)

- Candidates qualifying in the Written Test shall be shortlisted for the interview.
- The interview shall be conducted online/ physical mode as per the notified schedule.

9. ENROLLMENT & SEMESTER REGISTRATION

9.1.

- After submission of the required fees, a Roll Number will be assigned to the applicant by the Admission Office. Applicants provisionally admitted to the Ph.D. Programme will be required to contact the Head of the Department concerned to get acquainted with research facilities & faculty members of the Department at Main/Off-Campus.

- The Department shall call the meeting of the Departmental Academic committee (DAC) to finalize the field of interest of the admitted candidate, Guide / Joint Guide for the candidate in the department and course work allocation for his enrolment to the Ph.D. Programme. The candidate is then required to fill up the enrollment form **(Annexure – I mandatorily for all , & Annexure – I (A) for IRSs)** and deposit the same to the office of the Dean of Post Graduate Studies (DPGS) within the specified date.

- Each scholar shall register in the beginning of every semester. If a scholar does not

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register at the beginning of semester, his/her PhD admission is liable to be cancelled. **In case a scholar fails to register for two successive semesters his/her admission shall be cancelled automatically.**

i. No progress presentation will be considered for any Ph.D. scholar who fails to register in a regular semester. All Ph.D. scholars are therefore advised to ensure timely registration in every regular semester as per the Institute's academic schedule.

ii. All PhD students should create their Institute email ID so that they may be added to the respective Batch Email ID group, enabling clear and effective communication regarding academic matters.

9.2. Ph.D. Thesis Code for ERP registration

It is mandatory for all Ph.D. scholars to register each semester through the Institute ERP portal. After completing their coursework, including term papers. Scholars are required to register on the ERP portal using the uniform Thesis Registration Code **TH701**.

10. COURSEWORK, ATTENDANCE AND WITHDRAWAL IN THE PHD PROGRAMME

10.1. A research scholar immediately after admission in the Ph.D. Programme has to undertake course work as prescribed by DAC. Pre-Ph.D. qualifying courses shall be recommended from the list of approved courses of PG Programme of the Institute under the CBCS and NEP-2020. The following will be taken into consideration while assigning the coursework:

a) All Ph.D. scholars who have passed either of the **M.E./ M. Tech./ M. Pharm/ M. Arch/ M. Planning/ Equivalent,** or **M.Sc. along with M. Phil**. will be required to complete the following courses in maximum of two semesters.

Theory courses (minimum credit requirement):

Research Methodology	4.0 Credits
Two theory courses related to the discipline of research	6.0 Credits
Term Paper-1: Literature review (*in the domain of research*)	3.0 Credits
Total Credits	**13.0 Credits**

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b) All Ph.D. scholars who have passed **MBA/ M.Sc./ MCA** or equivalent qualification will be required to complete the following courses in a maximum of two semesters.

Theory courses (minimum credit requirement):

Research Methodology	4.0 Credits
Three theory courses related to the discipline of research	9.0 Credits
Term Paper-1: Literature review (in the domain of research)	3.0 Credits
Total Credits	**16.0 Credits**

A) All Ph.D. scholars with **B.Tech./ B. E/ B.Sc. (Engg.)/ B.Pharm/ B.Arch./ B.Plan.** or equivalent Degree will be required to complete the following courses in three semesters after registration to the Ph.D. Programme.

Semester – I

Theory courses (minimum credit requirement):

Research Methodology	4.0 Credits
Three theory courses related to the discipline of research	9.0 Credits
Term paper-1: Literature review (in the domain of research)	3.0 Credits
Total Credits (Sem-1)	**16.0 Credits**

Semester – II

Theory courses (minimum credit requirement):

Four theory courses related to the discipline of research	12.0 Credits
Term paper-2: Literature review (in the domain of research)	3.0 Credits
Total Credits (Sem-2)	**15.0 Credits**
Total Credit (Sem–1+Sem–2)	**31.0 Credits**

i. Each scholar needs to qualify Pre-Ph.D. papers within a **maximum of two attempts** and should obtain at least 55% of marks or equivalent letter Grade to continue with the Ph.D. Programme. Examination, Assessment, and Awarding of grades shall be similar to those for PG papers.

ii. The theory courses shall be offered through classroom instructions. However, Ph.D. students can also complete their coursework (except the term paper) from SWAYAM portal through Massive Online Open Courses (MOOC) fulfilling all course requirements of PG level, credits and duration following 1 credit = 4 weeks duration MOOC.

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The above coursework is the minimum requirement for submission of the Ph.D. thesis for evaluation. However, the Doctoral Committee may assign additional coursework to the scholar if required.

Note: *The scholar shall present a Seminar and submit two copies of each Term Paper to the Doctoral Committee for Evaluation. The Doctoral Committee will submit the evaluation marks to the examination office for processing the result. A scholar of the Ph.D. Programme may be advised to take/ audit appropriate course(s) of the postgraduate levels at the Institute to make up for his/her deficiencies or as a help in preparation for the written qualifying courses.*

10.2. Attendance of Ph.D. students

All full-time Ph.D. students at the institute are required to mark their biometric attendance mandatorily.

10.3. Temporary withdrawal

i. Temporary Withdrawal for Ph.D. Scholars for a semester is permitted only under exceptional cases (e.g., Maternity Leave, serious illness etc.).

ii. The period of such Temporary-Withdrawal will not be counted, while counting the number of semesters of Ph.D. duration.

iii. The Chairman and members of the respective Doctoral Committee shall deliberate upon and make recommendations for Temporary- Withdrawal of Ph.D. scholars only under exceptional cases (e.g., Maternity Leave, serious illness etc.) and submit the Minutes of the Meeting of the Doctoral Committee, along with the Medical Certificates and other supporting documents to the Office of the Dean of Post-Graduate Studies for consideration in ACAP.

iv. The Ph.D. scholars shall not be allowed to take Temporary-Withdrawal as a rule, but as an exception only with effect from SP 2022 Session.

v. Temporary withdrawal fee will be charged as per Institute norm per semester for the PhD students admitted.

11. REGISTRATION TO THE PHD PROGRAMME

i. Registration for the Ph.D. The program shall be allowed only after successful completion of the coursework.

ii. The seminar presentation for registration will be delivered in the presence of the DC. If the seminar is satisfactory, then the candidate will be allowed to register to continue his/her Ph.D. Programme. However, if thc DC is not satisfied with the seminar presentation, the

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candidate will be required to deliver another presentation with suitable modification or improvement within the next two months.

iii. The Ph.D. program shall have a **minimum duration of six semesters**, including coursework, and a **maximum of twelve semesters**. The Programme duration shall be counted from the beginning of the semester in which the scholar has taken admission. However, in special cases, this limit may be extended to a maximum of sixteen semesters as per the decision of ACAP to be reported to the Academic Council. The extension shall be for one semester at a time.

11.1. Residential Requirement for Ph.D. Candidate

Residential requirements are essential for building a research atmosphere at the Institute. The residential requirement for part-time Ph.D. candidates shall be a minimum period of one semester at the Institute for the candidates having PG degree and two continuous semesters at the Institute for the candidates having UG Degree. For full-time scholars, the minimum residential requirement is six semesters.

11.2. Leave Rules for Ph.D. Students

i. All research scholars are entitled to leave for a maximum of fifteen days for every six months, i.e., in proportion to the number of months (January – June cycle / July – December Cycle).
ii. Leave is intended essentially for short periods of absence due to unexpected contingencies. Such leave shall ordinarily be granted for short periods of 1.2 or 3 days but not exceeding 5 days at any one time.
iii. Unutilized leave(s) shall lapse and not be carried forward.
iv. Public holidays and weekly–offs falling within the period of leave, or proceeding or following it, shall not be counted as part of the leave. However, the total duration of leave availed, including the public holidays and weekly–offs, shall not exceed 09 (nine) days.
v. The leave may be granted for half a day also.
vi. Prior approval of leave is mandatory. In the event of exigencies, exemption may be granted.
vii. Any deviation or changes from the above shall require the prior approval of the competent authority

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viii. In addition to the above-mentioned leave rules, women scholars are also entitled to maternity leave for a period of two hundred forty (240) days. This should be supported by a medical certificate. The Dean of Post Graduate Studies (DPGS), as per the recommendation of the Head of the Department, is authorized to sanction the above leave. However, the leave granted in such cases to IRSs and other fellows who receive financial assistance from the institute shall be treated as "Leave without Pay" and semester count will be zero.

ix. No vacation in the Summer is admissible.

x. Special Leave to attend Seminars / Conferences in India / abroad to present research papers with the permission of the Dean of Post Graduate Studies (DPGS) through the proper channel is admissible.

xi. Research scholars under-funded projects may also be subject to the rules of the funding agencies as required.

12. GUIDE / JOINT GUIDE FOR THE RESEARCH SCHOLAR

There shall be a Guide for each scholar embarking on a Program of research for a Ph.D. degree. If required, another expert may serve as a Joint Guide.

12.1. A Guide / Joint Guide shall be:

i. A Full-time regular faculty member of the Institute holding a Ph.D. Degree with at least two publications of SCI/SCIE/SSCI/AHCI/ABDC//Non-paid SCOPUS in the last three years. He / She shall have at least three years of service remaining in the Institute.

ii. A Guide or Joint Guide who is a Professor, at any given point in time, can guide up to a maximum of eight Ph.D. scholars. An Associate Professor as Guide or Joint Guide can guide up to a maximum of six Ph.D. scholars, and an Assistant Professor as Guide or Joint Guide can guide up to a maximum of four Ph.D. scholars.

iii. If considered necessary, the Academic Council may approve another Guide who could be a faculty member or an external expert from any reputed Academic/Research organization / industry working in a similar domain of proposed research, for joint supervision and guidance of the scholar. In such a case, a faculty member or expert appointed shall be designated as the External Joint Guide.

iv. External Joint Guides from industry should be distinguished experts with at least 15

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years of proven professional experience, preferably at a senior level in relevant fields in organized sector companies, listed private companies or PSUs and has proven track record of innovation, research activities, technology transfer e.t.c.

v. External Joint Guide from higher educational institutes or research institutions must hold a Ph.D. Degree with at least two publications of SCI/SCIE /SSCI/AHCI/ABDC/ Non-Paid SCOPUS in the last three years.

vi. If an external joint guide is to be engaged for a Ph.D., prior approval must be obtained from the Vice Chancellor of BIT Mesra through an application submitted via the Dean (PGS).

In addition to these, the following criteria should be followed to choose a Guide / Joint Guide / External Joint Guide.

i. The allocation of the Guide / Joint Guide / External Joint Guide shall be taken up by the DAC of the respective Department. The process for allocating Joint Guide/External Joint Guide should be free of any conflicts of interest.

ii. Spouses may be the Guide / Joint Guide / External Joint Guide of the same scholar only in case of joint projects, where the spouses are the Principal Investigator and Co-Principal Investigator, respectively.

iii. Parents or Relatives shall not be the Guide / Joint Guide / External Joint Guide of their children/ relative.)

iv. A scholar may have a Joint Guide from another Department, provided there is ample overlap between the research topic and demonstrated expertise of the faculty concerned.

v. A faculty member may be permitted to co-supervise Ph.D. scholar(s) from another institute if it has an MoU with BIT Mesra; otherwise, such cases require special approval by the DPGS, to be subsequently ratified by the Academic Council.

Ph.D student allocation guidelines for faculties will be as per the guidelines mentioned below.

An eligible Professor/ Associate Professor/ Assistant Professor can guide the following no. of Ph.D. scholars at any given time.

Sl. No.	Designation	No. of PhD Scholars
1	Professor	08

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2	Associate Professor	06
3	Assistant Professor	04

In case of joint supervision, 0.5 unit shall be allocated to each faculty member for all Joint Guide(s)/ External Joint Guide(s). 01 unit shall be allocated for the Guide.

Professor			
Sl. No.	**Singly**	**Jointly**	**Total**
a	8	0	8
b	7	2	8
c	6	4	8
d	5	6	8
e	4	8	8
f	3	10	8
g	2	12	8
h	1	14	8
i	0	16	8
Associate Professor			
Sl. No.	**Singly**	**Jointly**	**Total**
a	6	0	6
b	5	2	6
c	4	4	6
d	3	6	6
e	2	8	6
f	1	10	6
g	0	12	6
Assistant Professor			
Sl. No.	**Singly**	**Jointly**	**Total**
a	4	0	4
b	3	2	4
c	2	4	4
d	1	6	4
e	0	8	4

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In addition to this, each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified above.

12.2. Change of Guide

Change of Guide / Joint Guide / External Joint Guide may be permitted by Dean (PGS) on recommendation of the DAC and to be reported to the Academic Council after obtaining the feedback from (i) the student (ii) the present Guide / Joint Guide / External Joint Guide and (iii) the proposed Guide / Joint Guide / External Joint Guide. However, preference may be given to the choice of the student. Any matter unresolved through ACAP will be referred to Institute Faculty Affairs Committee (IFAC) whose decision shall be final.

12.3. Arrangement for Ph.D. student when the Guide proceeds on leave

i. Whenever a Guide leaves the Institute temporarily for a period not more than six months, the DC shall make appropriate alternate arrangement. The continuation of the original Guide on his/ her return to the Institute may remain in the form of Guide.

ii. Whenever a Guide leaves the Institute for a period exceeding six months but not more than two years, the DAC followed by AC shall appoint a new Guide and the original Guide may continue as Joint Guide.

iii. If the Guide takes leave for more than two years, he/she ceases to be a Guide/ Joint Guide.

13. INSTITUTE RESEARCH SCHOLARSHIP (IRS)

13.1. (IRS- REGULAR)

i. The institute shall support a fixed number of full-time Ph.D. scholars under the Institute Research Scholarship scheme, referred to as Institute Research Scholar (IRS). This number will vary from semester to semester and by department.

ii. There shall be a break of scholarship at the end of two (02) years if the IRS fails to secure **7.5 CGPA in aggregate** and complete all the courses of the coursework **in one attempt within one year** and **publish one (01) journal paper indexed in SCI/ SSCI/ AHCI/ SCIE or two (02) journal papers indexed in Scopus/ ABDC under the authorship of the IRS, Guide, and Joint Guide(s) only with IRS as the first author.**

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iii. The scholarship shall be provided for a maximum period of four (04) years from the date of joining* or till submission of thesis, whichever is earlier.

** The date of joining shall be ascertained by the Academic Program Office (APO) based on the available records, as per the date of admission or registration. From MO24 onwards, the date of Joining shall be as per the joining report submitted by the newly admitted Ph.D. scholars to APO.*

13.2. (IRS - SPECIAL)

i. Self-financed full-time Ph.D. students admitted to the institute since July 2018 or full time PhD students who had earlier received fellowship from funded projects but are currently continuing their PhD after completion of the project and are presently without fellowship shall be eligible to apply for the Special Round of the Institute Research Scholarship on a competitive basis in the category of IRS (special) subject to satisfactory performance during the project period.

ii. Full-time PhD students who had earlier received fellowship from funded projects shall be eligible for the Institute Research Scholarship (IRS) only for the duration during which they have not received any fellowship under JRF, and only up to a maximum limit of four (04) years or till the submission of thesis, whichever is earlier.

Eligibility is based on the following criteria.

- Having a CGPA of 7.5 or above in Ph.D. coursework in one attempt only.
- Number of papers published/ accepted in journals indexed by non-paid SCI/ SCIE/ SSCI/ AHCI/ ABDC/ SCOPUS.
- The candidate must be the first author in at least one paper published/ accepted in such a journal.

13.3. Academic Load to the IRSs.

The IRSs shall be assigned an Academic load **(6 hours/ week)** to assist the teachers in the Departmental laboratories/ CIF/ University Polytechnic from 2nd to 3rd year. They will be exempted from any such duty during their 1st and 4th year.

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14. FINANCIAL ASSISTANCE TO THE FULL-TIME Ph.D. STUDENTS FOR PRESENTING RESEARCH PAPERS

i. The IRS and the full-time self-financed Ph.D. students shall get financial assistance for presenting research papers in National and International Conferences, Seminars, or Workshops.

ii. They can apply for financial assistance twice in their entire Ph.D. tenure.

iii. The application should be routed through the Department Policy Committee of the respective departments well in advance before attending the conference/ seminar/ workshop.

iv. If a full-time self-financed Ph.D. student and IRS registered in such an event at BIT, Mesra, and asks for financial assistance for registration, the institute might waive their registration fee (only once in the entire Ph.D life cycle) instead of reimbursement of the registration fee.

15. CONVERSION FROM FULL-TIME TO PART-TIME SCHOLAR AND VICE VERSA

15.1. In general, a conversion from Full-Time to Part-Time may be permitted only under unavoidable circumstances (to be decided by DAC with consent of ACAP) or if the candidate has a job **three years** after the date of admission. In such cases, a Full-Time research scholar may be considered to be designated as a Part-Time research scholar on request, provided he/she fulfills the following conditions:

i. The prescribed coursework has been successfully completed.
ii. In all such cases, the fellowship awarded to him/her shall stand withdrawn.
iii. Fee and other terms and conditions will be applicable as per the rules and regulations of the Institute.
iv. The Institute may also permit a Part-Time research scholar to switch over to a Full-Time scholar with the consent of DAC and ACAP.

16. ORGANIZATION AND SUBMISSION OF PHD THESIS

The thesis shall be a factual record of the scholar's research work characterized by the discovery of facts, or an incremental knowledge in facts and theories, or an independent design

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or development of a new product. It should bear evidence of the scholar's judgment and ability to carry out independent investigation, design, and/or development work.

The thesis must contain, besides the text and common matters like Review of Literature, Methodology, Results and Discussion, References and Conclusions:

i. A brief Introduction in which the scholar shall state whether the thesis is based on the discovery of new facts or a new interpretation of established facts by others, or based on exhaustive study and critical analysis of published work of others, or design, or development work undertaken.

ii. The research scholar shall further furnish a statement indicating the sources from which the information has been derived, and the extent to which he/she has based his/her work on the work of others, and shall indicate which portion of the thesis is claimed as original. The scholar shall furnish a declaration in the thesis given in **Annexure VIII**.

iii. An Abstract of the thesis (about 500 words) with key words (about 10).

The thesis shall be composed as per the IEEE Transactions template and instructions on how to create your article (Website:http://ieeeauthorcenter.ieee.org/create-your-ieee-article/use-authoring-tools-and-ieee-article-templates/ieee-article-templates/templates-for-transactions/).

i. The content of the PhD thesis will be written on both sides of the paper.

ii. A Certificate (in standard format, **Annexure IX**) from the Guide/ Joint Guide/ External Joint Guide that (a) the work has been carried under his/her/their supervision, (b) the research scholar has fulfilled all prescribed requirements and (c) the thesis which is based on his/her own work has not been submitted elsewhere for a Degree/Diploma.

iii. The cover page of the thesis shall be sky–blue in color and in the standard format as given in **Annexure X**.

iv. The text in the thesis shall be **Times New Roman font size 12**. All Figures and Tables shall have appropriate legends.

v. The Thesis submitted for the Ph.D. degree shall not be one for which any degree or diploma has already been awarded by any other Institution or for any other candidate at BIT itself. No two theses shall have common content even if the work has been shared between different individuals.

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The Ph.D. students shall submit only the soft copy of the thesis and synopsis during the time of Ph.D. thesis submission.

17. COMPLIANCE REPORT PRIOR TO SUBMISSION OF PHD THESIS

Prior to the submission of the thesis, the scholar registered for the Ph.D. Programme at the Institute should have complied with the following requirements:

i. The research scholar must have carried out the research work for a minimum period of 6th Semesters after his/ her registration for Ph.D. Programme.

ii. The research scholar should have satisfied the minimum residential requirement.

iii. The research scholar should have taken and passed the prescribed qualifying examination and coursework.

iv. The research scholar must have publications with the minimum criteria as written below:

A. To comply with the submission of Ph.D thesis, all Ph.D. scholars admitted MO2018 onwards need to publish either

   a) Two journal papers indexed in SCI/ SCIE/ SSCI/ AHCI/ ABDC, OR Two Patents granted

   b) One paper in SCI/ SCIE/ SSCI/ AHCI indexed journal or one Patent granted and two papers in Scopus indexed journal OR

   c) Three papers in Scopus-indexed journals

   d) Three papers in Journals from the list of journals submitted by the Department and approved by the Dean (PGS).

B. At least one publication must be authored exclusively by the research scholar and the guide(s), and in a second publication additional co-authors may be included provided the research scholar is the **first author**; however, if no publication exists exclusively between the scholar and guide/joint guide/external joint guide, then proof of collaboration must be submitted.

C. Apart from this, the Ph.D. scholar shall need to present two papers at national or international level seminars / colloquium/ workshop.

D. In both publications, the research scholar should be the first author.

E. The research scholar must have made Pre-Ph.D. thesis submission seminar presentation of his/ her thesis work In the concerned Department of the Institute before the DC.

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F. The thesis must be checked with Anti-plagiarism software packages like Turnitin /Ithenticate and be certified to be 90% (12 words count) free of any plagiarism excluding self-published papers. In addition to that, the thesis must be checked through Grammatical Software, e.g., White Smoke, Grammarly, etc.

G. The Ph.D. scholar submitting the PhD thesis shall get the Plagiarism report checked by the Guide, Doctoral committee, Chairman of the Doctoral Committee and Librarian and get the report endorsed by the Librarian before submission.

H. **Publication affiliation:** All Ph.D. scholars are required to give affiliation of the Department and the Institute in all their papers published based on their research work in the institute. However, part-time Ph.D. students may include the details of the organization they are working with in the acknowledgement section, along with the affiliation of the Department and the Institute they are engaged with.

18. EVALUATION OF THE PH.D THESIS

i. The research scholar shall submit a soft copy of the thesis on a pen drive for evaluation, and after evaluation but before the viva voce, submit one hard-bound copy for the department—along with additional copies if required by the Research Scholar, Guide/ Joint Guide/ External Joint Guide—after incorporating all corrections recommended by the examiners, if any.

ii. Correspondence with the two Examiners (one from India and one from abroad), chosen from the approved panel of ten Examiners (five from India (within NIRF rank 100 or from reputed government laboratories like CSIR, DBT, DST etc./ industry professionals) and five from foreign (within QS rank 800), will be undertaken by an officer of the Institute specifically authorized for this task by the Vice Chancellor. An industry professional may be appointed as a Ph.D. thesis evaluator if they are a distinguished expert with at least 15 years of relevant professional experience, possessing demonstrated domain expertise through significant contributions such as technology development, patents, industrial projects, or innovation, with no conflict of interest, and whose exemplary professional practice is considered equivalent to academic credentials.

iii. Each examiner shall be required to examine the thesis independently and forward his/her report with his/her recommendations directly addressed to the assigned officer. All the reports so received shall be considered by the Doctoral Committee

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which shall then forward these reports with its own observations/recommendations to the office of Dean of Post Graduate Studies (DPGS).

iv. If all these reports are unanimously favorable to the scholar, the Doctoral Committee shall submit its recommendations for the constitution of the viva voce Board for the scholar to the office of the Dean of Post Graduate Studies (DPGS). The viva voce board shall be approved by the VC.

v. If there is no unanimity in the recommendation of the Board of Examiners, and if they do not recommend outright rejection of the thesis, the DC may permit resubmission of the thesis after revision within one month for minor revision and three months from the date of the concerned DC meeting. The revised thesis will then be sent to the same set of examiners for their opinion. If, however, any of the previous examiners decline to examine the resubmitted thesis the same will then be sent to another examiner of the previous panel. If the report is still unsatisfactory, the thesis shall be rejected, and the research scholar shall be declared ineligible for award of the Ph.D. degree.

vi. If the thesis is not accepted for the award of the Ph.D. degree by one of the external examiners, the DC shall recommend that the thesis be sent to another examiner out of the approved panel of examiners of same category (from India or from abroad) and the viva voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the thesis shall be rejected, and the research scholar shall be declared ineligible for award of the Ph.D. degree.

19. VIVA VOCE BOARD AND AWARD OF THE Ph.D. DEGREE

19.1. A viva-voce Board shall be composed as follows:

(a) Chairperson (Doctoral Committee): Chairperson (Ex-Officio)

(b) Indian Examiner: Member

(c) All members of the Doctoral Committee: Members

Dean of Post Graduate Studies (DPGS): Observer and be submitted for approval by the VC. The viva voce Board shall conduct an oral examination of the scholar with a view to test the scholar's insight and power of comprehension in his/her field of research and his/her understanding of the allied fields. The viva voce Board shall submit its report(s)/recommendation(s) to the Vice Chancellor. The Academic Council may recommend

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the award of the Ph.D. degree to the scholar if the recommendations are favorable to the scholar. If, for any reason, the recommendations of the viva voce Board are not favorable to the scholar, he/she will be permitted to appear before the viva voce Board again, within a period of six months from the date of the previous meeting of the Board.

19.2. The Ph.D degree in Engineering/ Technology/ Science/ Arts. etc. will be awarded based on the following conditions.

Sl. No.	Qualification at UG/PG Level	Pursuing Ph.D. Department	Award of Ph.D. Degree
1	B.Tech./M.Tech./B.E./M.E./4-year B.Sc. (Engg.)/ M.Sc (Engg)	Engineering	Ph.D. in Engineering
2	B.Sc. (Hons./H+R)/M.Sc.	Engineering	Ph.D. in Science
3	B.Tech./M.Tech./B.E./M.E./ B.Sc. (Engg.)/B.Tech+M.Sc. (Engg.)	Science	Ph.D. in Technology
5	M.Sc.	Pharmaceutical Sciences	Ph.D. in Science
6	M.Pharm.	Pharmaceutical Sciences	Ph.D. in Pharmacy
7	M.Arch./M.Plan.	Architecture/Planning	Ph.D. in Architecture/Planning
8	MBA / B.Tech./M.Tech./M.Sc./M.A./B.A. (Hons.)/B.Sc. (Hons.)	Management Studies	Ph.D. in Management
9	M.A./B.A. (Hons.)	Humanities & Social Sciences	Ph.D. in Humanities/Social Sciences

19.3. Student Approval Form for Shodhganga repository of Inflibnet-UGC and Embargo

i. After the completion of Ph.D. Viva-voce examination, the scholar needs to submit a duly filled and signed student approval form (**Annexure XIV**) to transfer the copyright to the University to share it with the Shodhganga repository of Inflibnet-UGC. The latest soft copy of the thesis will be submitted to the Central Library for this purpose.

ii. PhD students may apply for a one-year embargo for uploading their thesis to Shodhganga by submitting the prescribed form, if a related paper or patent is under process.

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20. CONDUCT AND DISCIPLINE

The following rules govern the conduct and discipline of all research scholars of the Institute:

1. Research scholars shall maintain utmost respect towards faculty members, hostel wardens, and Institute officials. They are expected to extend courtesy and consideration to all staff members, hostel authorities, and visitors within the Institute.
2. Scholars shall foster a spirit of mutual respect, cooperation, and camaraderie among peers. They must be supportive towards newly admitted students. Ragging in any form is strictly prohibited and is punishable under law; any such act shall be treated as a serious violation of discipline and dealt with accordingly.
3. Possession or consumption of alcohol or any prohibited substances, including narcotic or hallucinogenic drugs, by scholars of the Institute shall be considered a serious violation of the code of conduct and will be dealt with strictly.
4. Submission of plagiarized material in any form, including reports, assignments, research papers, dissertations, or thesis, shall constitute a serious academic offence. Any such act will be treated as a violation of academic integrity and may invite strict disciplinary action, including rejection of the submitted work, debarment from evaluation or examination, suspension, or expulsion from the Institute, depending on the severity of the offence.
5. In cases of misconduct occurring in hostels, academic departments/classrooms, or other areas of the campus, the Warden, Head of the Department, and Dean of Students' Affairs respectively shall have the authority to take appropriate action, including issuing warnings or imposing fines.
6. Any other act or behaviour deemed derogatory to the dignity, reputation, or functioning of the Institute shall be treated as a punishable offence and may invite appropriate disciplinary action as decided by the competent authority.

Date : 29th September 2026
Place: Mesra

Dr. Rajesh Jain
Registrar

Registrar
Birla Institute of Technology
Mesra, Ranchi-835215

Birla Institute of Technology
Mesra
Ranchi

Date : _____/_____/20_____

Application Form for PhD Scholars

Please tick (√) in the following box:

	Registration		Extension		IRF/IRS Renewal		Temporary Withdrawal		Permanent Withdrawal
	Leave		Others (specify in case of others) :						

Subject:

PhD Scholar's Information

Name:
Department:
Duration:
Enclosures:

Roll No. :
contact Number (Student) :
Email id (Student):
Contact Number (Parents):

Dear Sir/Madam,

Signature of Student

FOR OFFICIAL USE ONLY

Department Office Main Campus/Off-Campus

Comments: Recommended/Not Recommended (Specify reason in either case)

Signature of Guide
Date: _____

Signature of Chairman Doctoral/Director
Date: _____

N.B.: Application without comments by the forwarding authorities may not be considered. Signature of Director/In-charge in mandatory for off-campus only

Comments:	**Approved/Not Approved**
Assistant Registrar (Academic Programmes)	**Dean (Postgraduate Studies)**

JOINING REPORT FOR Ph.D. SCHOLARS

Annexure -I

Please affix recent passport size color photograph.

1. Name:
2. Roll No.:
3. Session: SP____/ MO_____
4. Category of Ph.D (IRS / Self-Financed / Sponsored / Project):
5. Status (Full Time / Part Time):
   [in case of Part Time, please attach copy of Experience Certificate & NOC]
6. Department: Campus:
7. Date of Birth (DD/MM/YYYY):
8. Gender (Male/Female/Other):
9. Category (UR/EWS/OBC/SC/ST):
10. PwD (Yes/No):
11. Marital Status (Single/Married):
12. Permanent Address:
13. Correspondence Address:
14. Contact No.:
15. E-Mail:
16. Details of Academic Qualifications (starting from matriculation to the highest degree obtained)

Examination	Institute/University	Passing Year	Percentage of Marks / CGPA	Division

17. Details of Professional Experience (in reverse chronological order, if any)

Name and Address of the Organization	Designation	Job Description (in brief)	Tenure (From – To)	Emoluments (in INR)

18. Details of National Level Examinations Passed (GATE, UGC-NET etc.):

Place: Date: Signature:

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Candidate Status (Full Time/Part Time):	Date of Joining:	Jr. Sudpt. (Acad. Prog.):
Asst. Registrar (Acad. Prog.)	Dean (Post Graduate Studies)	

Annexure – I(A)

JOINING REPORT FOR INSTITUTE RESEARCH SCHOLARSHIP (IRS)

Please affix recent passport size colour photograph.

To,

The Registrar,

Birla Institute of Technology Mesra,

Ranchi.

With reference to the offer of Institute Research Scholarship vide Letter No. _____dated _____, I am reporting myself for the above in the Department of_____ dated _____.

I have accepted the financial assistance (IRS) of Rs. _____ (Rupees _____) which I know is not negotiable.

I agree and accept to be and remain bound by the terms and conditions of the above order of the Birla Institute of Technology, Mesra for IRS as amended from time to time.

I am not accepting any type of financial assistance from any other funding agency/organization.

Yours faithfully,

Signature:

Date: Full Name:

Place: Roll No.:

Permanent Address:

Correspondence Address:

Contact No.: E-Mail:

Account Details:

Enclosure: Copy of UCO Bank Passbook (for account details), Aadhar, PAN & Undertaking (Original)

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Guide: Head of the Department:

Asst. Registrar (Acad. Prog.): Dean (Post Graduate Studies):

UNDERTAKING FOR INSTITUTE RESEARCH SCHOLARSHIP (IRS)

To be submitted along with Annexure – I (A)

I, Mr. / Ms. _____, Roll No._____, Department _____ hereby undertake that if I leave the Ph.D. programme in between without completion of the degree requirements, I shall make full refund of the received scholarship amount.

Signature of the Student: _____

Date: _____

Place: _____

ALLOTMENT OF COURSE WORK & GUIDE(S)

Annexure -II

1. Name:
2. Roll No.:
3. Category of Ph.D. (IRS / Self-Financed / Sponsored / Project):
4. Status (Full Time / Part Time):
5. Department: Campus:
6. Gender (Male / Female / Other): Contact No.:

Course Work Assigned by Departmental Academic Committee (DAC): Session (SP/MO)_____

Sl. No.	Course Code	Course Name	Course Category (Regular / MOOC)	Credit(s)	Name & Signature of the Faculty (in case of Regular Course Category)

Name and Signature of the Doctoral Committee (D.C.) Members

Sl. No.	Name of the D.C. Member	Role	Signature with Date

Signature of DAC Members:

Ph.D. SEMESTER REGISTRATION FORM

Annexure - III

1. Name:
2. Roll No.:
3. Category of Ph.D (IRS / Self-Financed / Sponsored / Project):
4. Status (Full Time / Part Time):
5. Department: Campus:
6. Last Semester Registered: 7. Last Session: SP_____/ MO_____
8. Date of Birth (DD/MM/YYYY): 9. Gender (Male/Female/Other):
10. Category (UR/EWS/OBC/SC/ST): 11. PwD (Yes/No):
12. Marital Status (Single/Married):
13. Permanent Address:
14. Correspondence Address:
15. Contact No.: 16. E-Mail:
17. Name of the Ph.D. Guide:
18. Name of the Ph.D. Joint Guide(s):
19. Name of the Ph.D. External Joint Guide (External, if any):
20. Date of Joining in Ph.D. (as per Joining Report):
21. Course Work Completed (Yes/No):
22. Ph.D. Registration (Synopsis) Completed (Yes/No): If Yes, Date:
23. Research Topic:

24. Semester to be Registered: 25. Session: SP_____/ MO_____
26. Fee Details (attach proof of payment)
27. Amount:
28. Date of Payment:
29. Transaction Reference No.:
30. Mode of Payment (Online/Offline):
31. Courses to be taken in the Semester:

Sl. No.	Course Code	Course Name	Credit(s)

32. Progress made during the last semester (within 50 words) [Detailed Progress Report may be attached as an additional sheet, if required]:
33. Progress Seminar Completed for the last Semester (Yes/No): If Yes, Date:

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Publications

Sl. No.	Name of the Journal	Indexed In (SCI / SCIE / SCOPUS etc.)	Title	Authors	Status (Communicated/Under Review/Accepted/Published)

Place: Date: Signature:

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34. Progress made by the Ph.D. Scholar is satisfactory (Yes/No) [to be filled in by the Guide]:
35. Ph.D. Scholar is eligible for Semester Registration (Yes/No) [to be filled in by the Guide]:
36. Additional Comments, if any:

Signature of the Guide
Date:

Signature of the Chairman of Doctoral Committee
Date:

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Registration (Completed/Pending/Ineligible): Semester: Session:	Jr. Sudpt. (Acad. Prog.):
Remarks: Asst. Registrar (Acad. Prog.)	Permitted / Not Permitted: Dean (Post Graduate Studies)

Ph.D. REGISTRATION SEMINAR FORM ***Annexure – IV***

(to be submitted post completion of Course Work and Ph.D. Registration Seminar)

1. Name:
2. Roll No.:
3. Category of Ph.D (IRS / Self-Financed / Sponsored / Project):
4. Status (Full Time / Part Time):
5. Department: Campus:
6. Last Semester Registered: 7. Last Session: SP_____/ MO_____
8. Contact No.: 9. E-Mail:
10. Name of the Ph.D. Guide:
11. Name of the Ph.D. Joint Guide(s):
12. Name of the Ph.D. Joint Guide (External, if any):
13. Date of Joining in Ph.D. (as per Joining Report):
14. Course Work Completed (Yes/No):
15. Ph.D. Registration (Synopsis) Completed (Yes/No): If Yes, Date:
16. (a) Course Work (total credits assigned): (b) Course Work (total credits completed):

S. No.	Course Code	Course Name	Credit(s)

17. Proposed Area of Research (two copies of the brief outline of proposed research work duly signed by the Ph.D. Scholar and Guide (s) to be submitted as Synopsis and attached with the form)

Name and Signature of the Doctoral Committee (D.C.) Members

Sl. No.	**Name of the D.C. Member**	**Role**	**Signature with Date**

Ph.D. SEMESTER PROGRESS FORM *Annexure – V*

(applicable for Ph.D. Scholars who have completed Ph.D. Registration)

1. Name:
2. Roll No.:
3. Category of Ph.D (IRS / Self-Financed / Sponsored / Project):
4. Status (Full Time / Part Time):
5. Department: Campus:
6. Semester Registered: 7. Session: SP_____/ MO_____
8. Contact No.: 9. E-Mail:
10. Name of the Ph.D. Guide:
11. Name of the Ph.D. Joint Guide(s):
12. Name of the Ph.D. Joint Guide (External, if any):
13. Date of Joining in Ph.D. (as per Joining Report):
14. Course Work Completed (Yes/No):
15. Ph.D. Registration (Synopsis) Completed (Yes/No): If Yes, Date:
16. Title of the Thesis:
17. Extension of Ph.D. Tenure (>06 years, if required): Yes / No Session: MO _____ / SP _____
18. Progress made during the last semester (within 50 words) [Detailed Progress Report may be attached as an additional sheet, if required]:
19. Progress Seminar Completed for the Current Semester (Yes/No): If Yes, Date:
20. Publications

Sl. No.	Name of the Journal / Conference	Indexed In (SCI / SCIE / SCOPUS etc.)	Title	Authors	Status (Communicated/Under Review/Accepted/Published)

Progress made by the Ph.D. Scholar is satisfactory (Yes/No) [to be filled in by the Guide]:

Ph.D. Scholar is eligible for next Semester Registration (Yes/No) [to be filled in by the Guide]:

Recommendation of Scholarship for next session: Yes / No From (Date): _____ To (Date): _____

Signature of the Guide Date:	Signature of the Chairman of Doctoral Committee Date:

Comments of Individual Doctoral Committee (D.C.) Members:

Sl. No.	Name of the D.C. Member	Role	Comment on the progress of the work (Satisfactory / Not Satisfactory)	Signature with Date

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Registration (Completed/Pending/Ineligible): Semester: Session:	Jr. Sudpt. (Acad. Prog.):
Remarks: Asst. Registrar (Acad. Prog.)	Permitted / Not Permitted: Dean (Post Graduate Studies)

ENHANCEMENT OF Ph.D. SCHOLARSHIP FORM ***Annexure – VI***

(applicable for Ph.D. Scholars who have completed Ph.D. Registration)

1. Name:
2. Roll No.:
3. Category of Ph.D (IRS / Self-Financed / Sponsored / Project):
4. Status (Full Time / Part Time):
5. Department: Campus:
6. Semester Registered: 7. Session: SP_____/ MO_____
8. Contact No.: 9. E-Mail:
10. Name of the Ph.D. Guide:
11. Name of the Ph.D. Joint Guide(s):
12. Name of the Ph.D. Joint Guide (External, if any):
13. Date of Joining in Ph.D. (as per Joining Report):
14. Course Work Completed (Yes/No):
15. Ph.D. Registration (Synopsis) Completed (Yes/No): If Yes, Date:
16. Title of the Thesis:
17. Progress made during the last semester (within 50 words) [Detailed Progress Report may be attached as an additional sheet, if required]:
18. Progress Seminar Completed for the current Semester (Yes/No): If Yes, Date:
19. Publications

S. No.	Name of the Journal	Indexed In (SCI / SCIE / SCOPUS/ABDC, etc.)	Title	Authors	Status (Communicated/Under Review/Accepted/Published)

20. Progress made by the Ph.D. Scholar is satisfactory (Yes/No) [to be filled in by the Guide]:
21. Ph.D. Scholar is eligible for next Semester Registration (Yes/No) [to be filled in by the Guide]:
22. Effective Date for Enhancement in Ph.D. Scholarship (date of acceptance of publication) [to be filled in by the Guide]:
23. Additional Comments, if any:

Signature of the Guide

Date:

Signature of the Chairman of Doctoral Committee

Date:

24. Comments of Individual Doctoral Committee (D.C.) Members:

Sl. No.	Name of the D.C. Member	Comment on the progress of the work	Relevant suggestion if the Ph.D. Scholar's progress report is not satisfactory for any reason	Is the work relevant with the topic concerned? Yes/No/Unable to make comment (if no, give justification)	Is the work novel as per your knowledge? Yes/No/Unable to make comment (if no, give justification)	Signature with Date

---

FOR OFFICE USE ONLY

Jr. Sudpt. (Acad. Prog.):

Remarks:

Asst. Registrar (Acad. Prog.)

Permitted / Not Permitted:

Dean (Post Graduate Studies)

Annexure–VII

MINUTES OF THE MEETING OF THE DOCTORAL COMMITTEE ON PRE-PH.D. THESIS SUBMISSION SEMINAR

1. Date of Pre-Ph.D. Thesis Submission Seminar Presentation: _____

2. Name of the Department: _____ Campus: _____

3. Name and Roll No.: _____

4. ERP Generated Registration Slip, Receipt No. & date of submission of Registration Fees: (Mandatory for conducting the meeting): _____

5. Title of the thesis: _____

6. Guides (Guide, Joint Guide, External Joint Guide as applicable):

   _____

7. Comments of the Doctoral Committee:

   Does the title of the thesis require any modification: If yes:

   _____

   Previous Title of the thesis:

   _____

   Proposed Title of the thesis:

   _____

   Reason for change of title: _____

   **Prior approval of DPGS is mandatory.*

8. Recommendation of the Doctoral Committee:

   _____

   _____

   _____

   _____

9. Signatures of the members of the Doctoral Committee:

Declaration

I certify that

a) The work contained in the thesis is original and has been done by myself under the general supervision of my Guide/Guides.

b) The work has not been submitted to any other Institute for any degree or diploma.

c) I have followed the guidelines provided by the Institute in writing the thesis.

d) I have conformed to the norms and guidelines given in the Ethical Code of Conduct of the Institute.

e) Whenever I have used materials (data, theoretical analysis and text) from other sources, Ihavegivenduecredittothembycitingtheminthetextofthethesisandgivingtheirdetailsinthereferences .

f) Whenever I have quoted written materials from other sources, I have put them under quotation marks and given due credit to the sources by citing them and giving required details in the references.

Signature

Scholar's Name:_____

Roll No.: _____

APPROVAL OF THE GUIDE(S)

Annexure-IX

Recommended that the thesis entitled

"

.....

.....

....." prepared by Mr. / Ms./Mrs.....……..under my / our supervision and guidance be accepted in partial fulfillment of the requirements for the degree of Doctor of Philosophy.

To the best of my/our knowledge, the contents of this thesis did not form the basis for the award of any previous degree to anybody else.

Department:_____

(Name & Signature of the Guide)

(Name & Signature of the Joint Guide/External Joint Guide, if any):

Date:

Annexure–X

Margins	**TITLE OFTHE THESIS**
Top:1.25", Bott:80.36"	
Left:1.5", Right:1"	A Thesis
1.5Line spacing throughout	***SUBMITTED TO***
18,ArialBlack	BIRLA INSTITUTE OF TECHNOLOGY
Bold Upper Case	
2 Blank Lines,14Font	
	FOR AWARD OF THE DEGREE OF DOCTOR OF PHILOSOPHY
22,Monotype Corsiva	**By**
	NAME OF THE RESEARCH SCHOLAR
	NAME OF THE DEPARTMENT
14,Arial, Bold, Italics	YEAR
16, Arial Black, Bold	
1Blank Lines,14 Font 1"x1" Logo	

Annexure - XI

PHD NO DUES FORM

☐ CONVOCATION ☐ PROVISIONAL CERTIFICATE ☐ PERMANENT WITHDRAWAL

1. Full Name in English Ms./Mrs./Mr. _____

   (As per Matriculation Certificate in Block Letter)

2. Full Name in Hindi _____

3. Gender (Male/Female/Other): _____

4. Date of Birth (DD/MM/YYYY): _____

5. Category (UR/OBC/EBC/SC/ST): _____

6. Father's Name : _____

7. Mother's Name _____

8. Date of Admission : _____

9. Date of Joining : _____

10. (a) Department _____

    (b) (Campus (Mesra/Lalpur/Jaipur/Noida/Patna/Deoghar): _____

11 Roll No.: _____

12. Ph.D. Degree in (Engineering/Technology/Science/Pharmacy/Architecture/Management)

_____

13. Mode: (Full Time/Part Time): _____ 14. Contact No. +91 - _____

14. E-Mail : _____

This information has been filled in Own handwriting and the entries made are correct.

Date _____ Signature _____

(Students are required to fill up their respective Forms in their own handwriting. No one else Should sign in place of the student concerned)

Name _____

Roll No _____

Name of the Guide _____

Annexure - XII

NO DUES CERTIFICATE

1. Institute Dues (Account Office) _____
2. Mess Dues (Mess Account) _____
3. Hostel Clerk _____ 4. Hostel Suptds. _____
5. Head of the Department _____
6. Guide : _____ Joint Guide : _____
7. Library Dues _____

Note: Students who do not reside in hostels do not need to get no dues signed from hostel clerk/Suptds. They should produce valid Day Scholar certificate for the last registered semester.

Checked by
(Student Section)

Declaration

I, hereby request you to send my original degree certificate to the below-mentioned Permanent Address/Communication Address, in case I am unable to attend the convocation in person. This may be treated as my advance application for degree-in-Absentia. In case of non-delivery/loss in transit of my degree certification, I hereby declare that the Institute shall have no liability.

Permanent Address
(Block Letter)

_____

_____

_____

Pin Code _____

State : _____

Contact/Mobile No. _____

Communication Address
(Block Letter)

_____

_____

_____

Pin Code _____

State: _____

Contact/Mobile No. _____

Activity Schedule for PhD students (wherever applicable)

Sl. No.	Schedule	Date
1.	Seminar Presentation for Registration (Synopsis)	Within one semester after the completion of the course work.
2.	Term Paper Presentation	Before last day of submission of marks as declared in the Academic calendar.
3.	Semester Progress Report	Two weeks before the registration date as declared in the Academic calendar.
4.	Thesis Submission	Before registration to next semester

All the related documents and Term paper marks are to be submitted to Dean (PGS)

Dean (PGS)

Student Approval Form (Shodhganga)

Name of the research scholar	
Department	
University	Birla Institute of Technology, Mesra, Ranchi
Name of the Guide(s)	
Thesis Title	
Year of Award	

Agreement:

1. I hereby certify that, if appropriate, I have obtained and attached hereto a written permission/statement from the owner(s) of each third party copyrighted matter to be included in my thesis/dissertation allowing distribution as specified below.
2. I hereby grant to the university and its agents the non-exclusive license to archive and make accessible, under the conditions specified below, my thesis / dissertation, in whole or in part in all form of media, now or hereafter known. I retain all other ownership rights to the copyright of the thesis / dissertation. I also retain the right to use in future works (such as article or books) all or part of thesis, dissertation, or project report.
3. I understood it to be a mandatory requirement for award of degree as per UGC regulation

Conditions:

Please tick (√) any one option*

Release the entire work for access worldwide	
Release the entire work for BIT Mesra, Ranchi only for year ii) 2 years iii) 3 years and after this time release the work for access worldwide.	
Release the entire work for BIT Mesra, Ranchi only, while at the same time releasi the following parts of the work (e.g. because other parts relate to publications) for worldwide access: Bibliographic details and Synopsis only Bibliographic details, synopsis and chapters..... only. Preview / Table of Contents / maximum 24 pages only	
View Only (No Downloads) (worldwide)	

*In case of condition no. **2, 3 & 4**, this application should be approved through Chairperson, DoctoralCommittee and Registrar on the basis of valid reasons such as Patent, Book or Article publishing *etc.*

Signature of the Scholar
Place:

Signature of the Guide(s)

Date:

Chairperson, Doctoral Committee

University Coordinator (Shodhganga)/Librarian

Signature of the Registrar

Check List for Ph.D. Thesis Submission

Annexure – XV

Name of the Ph.D. Scholar: ....Roll No.: .....

Name of Guide / Joint Guide: ..... Mode – FT/PT: .....
Session(SP/MO).....

Title of the Ph.D. Thesis: .....

Sl. No.	Items	Remarks
1.	Basic degree of the Scholar with percentage of marks (before joining for Ph.D. Programme attached)	UG,PG (Mark sheet & Certificates) Scanned Copy (Via Mail)
2.	Period of research work	From: To:
3.	Residential requirement	Yes/No
4.	Qualifying courses and their status (Grade Card attached)	Scanned Copy (Via Mail)
5.	List of papers in the journals with indexing identity attached	First Page (By Mail)
6.	Minutes attached Pre-Ph.D. thesis submission date If there is any change in the title prior approval is mandatory from Dean (PGS)	Scanned Copy (Via Mail)
7.	Minutes of the Doctoral Committee meeting (in the specified proforma attached)	Original Hardcopy to be shared by the concerned Department
8.	Plagiarism report	
9.	List of Examiners (From Institutes/Universities having NIRF Ranking Under 100/QS Ranking Under 500)	
10.	Fee paid (Semester/ Annual with course work fee receipt attached)	Scanned Copy (Via Mail)
11.	Thesis submission fee receipt attached	
12.	Soft copy of the synopsis – CD/Pendrive	To be shared by the concerned Department
13.	Soft copy of the thesis - CD/Pendrive	
14.	Compliance Report	
15.	Semester Progress Report	Scanned Copy (Via Mail)
16.	Evaluation Report (Guide/Joint Guide /External Joint Guide)	Hard Copy Separate for each guide
17.	Conference Certificate (2 Nos.)	Scanned Copy (Via Mail)
18.	Minutes of DAC Course work	
19.	Registration Slip of Last Registered Semester	To be attached with Checklist

Signature of Members of the Doctoral Committee:

Annexure - XVI

Ph.D. Thesis Submission Form

(Please refer to the Checklist/Notifications for submission of other Required Documents)
(The filled-up soft copies in PDF format (with Signature) must be sent from the Institute email address of the Chairperson, PhD coordinator, or Guide to the DPGS only.

1. Name of the Scholar:
2. Roll No.:
3. Date of Admission:
4. Date of Registration:
5. Department:
6. Date of Submission of Thesis:
7. Title of the thesis:
8. Thesis submission fees (Enclose relevant documents as proof):
   a) Amount (Rs):
   b) Transaction Details:
   c) Date of payment of fees:
9. Details of Semester registration fees due (As applicable):
10. Recommendation of D.C.:

Name and Signature of the D.C. Members			
Sl.No.	**Name of the D.C. Member**	**D.C. Member**	**Signature with date**
1		HOD (Chairman)	
2		Guide	
3		Co-Guide	
4		Member	
5		Member	
6		Member	

DPGS

Annexure - XVII

Ph.D. Thesis Re-Submission Form

(Please refer to the Checklist for submission of other Required Documents)

The filled-up soft copies in PDF format (with Signature) must be sent from the Institute email address of the Chairperson, PhD coordinator, or Guide to the DPGS only.

1. Name of the Scholar:
2. Roll No.:
3. Date of Admission:
4. Date of Registration:
5. Department:
6. Earlier Date of Thesis submission:
7. Title of the thesis:
8. Recommendation/Decision of the Indian Examiner on original thesis:
9. Decision of the Foreign Examiners on original thesis (To be revised and sent/back/Not recommended):
10. Date of communication of the evaluator's decision to the Guide:
11. Recommendation of Comments D.C.

Name and Signature of the D.C Members			
Sl.No.	**Name of the D.C. Member**	**D.C Members**	**Signature with date**
1		HOD (Chairman)	
2		Guide	
3		Co-Guide	
4		Member	
5		Member	
6		Member	

DPGS

Annexure - XVIII

Viva –Voce Board

(The filled-up soft copies in PDF format (with Signature) must be sent from the Institute email address of the Chairperson, PhD coordinator, or Guide to DPGS only)

1. Name of the Scholar:
2. Roll No:
3. Date of Admission:
4. Date of joining:
5. Department: Campus:
6. Title of the thesis:
7. Whether the modification/Correction (if any) as suggested by the External Examiners has been incorporated and modified version of the thesis submitted:
8. Recommendation:

   a) Performance (Please attached additional sheet for any comments, if required):

   b) Degree, if recommended, to be awarded (Yes/No):

9. Degree of Ph.D. recommended as (Doctorate in _____)
10. Name and Signature of Members of the Board Examiners:

Sl. No.	Name of D.C. Members	Role	Signature of the D.C. members with date
1.		External Examiner	
2.		Chairman of the Committee	
3.		Observer (DPGS)	
4.		Guide/Joint Guides	
5.		DC members	
6.			

DPGS

Annexure - XIX

Date:

VIVA-VOCE EXAMINATION REPORT

Department _____

Report on the Viva-voce Examination of _____ on the Ph.D. Thesis Title "

_____

_____ held on

_____ (date at): _____ (time) in _____)

(Venue) _____

_____.

The viva –voce examination of _____ on the above-mentioned Ph.D. thesis was conducted by the following VIVA-Board:-

1. Prof./Dr. (External Indian Examiner)
2. Prof./Dr. (Internal Examiner)
3. Prof./Dr. (Internal Examiner)
4. Prof./Dr. (Internal Examiner)

The candidate presented his/her work identifying major contributions made and thereafter was examined by the members of the Vova-Board. Specially the questions/clarifications raised by the all the thesis examiners were asked. The audience present also asked the questions.

The Viva –Board is fully satisfied by the performance of the candidate in the Viva-voce examination. He has satisfactorily answered all the questions put to him/her and the Viva-Board certifies that all the questions/clarifications/corrections suggested by the examiners in their respective reports are incorporated by the candidate to the satisfaction of the Viva-Board, in the hard bound copy to be submitted to the Institute

Based on Viva-voce examination and in the light of examiners reports on the thesis, the Viva –Board recommends that Shri/Kum./Smt. _____ be awarded the degree of Doctor of Philosophy of BIT Mesra, Ranchi.

(External Examiner) (Internal Examiner) (Internal Examiner) (Internal Examiner)

(HOD) Dean (PGS)

Annexure - XX

PHD GUIDANCE CERTIFICATE

Name of the Faculty:		Employee Code: (for internal only)	
Designation		No. of Ph.D. Students guided	
Department		No. of Ph.D. Students guiding	

Details of Ph.D. students (Guided)

Sr. No.	Name of the Scholar	Roll No.	Name of Guide(s)	Year of Award of Degree	Name of the Institute (Degree Awarded)

The information as stated above is true and correct to the best of my knowledge.

Full Signature of the Faculty Member

Date:
Approved by HOD – (signature with date)

Checked and verified by the academic office –

Recommendation by AR(AP) –

Approved By DPGS