

National Institute of Technical Teachers' Training and Research, Bhopal
(Deemed to be University under Distinct Category)
Ministry of Education, Govt. of India



*Ordinance
of
Doctor of Philosophy (Ph.D.)*



Deemed to be University under
Distinct Category

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ORDINANCE
for
Doctor of Philosophy (Ph.D.)

1. About the University:

The National Institute of Technical Teachers' Training and Research (NITTTR), Bhopal (formerly known as Technical Teachers' Training Institute, Bhopal), was established in 1965 by the Government of India as part of an ongoing scheme to enhance the quality of technical education. Initially, the institute offered short-term and long-term teacher training programmes for technical educators, aiming to develop professional competence among polytechnic teachers. The objectives were incorporated in EFC Memo no. 23-24/65/T.1 of June 1966. The institute provided need-based training to improve the overall technical education system in the states of Chhattisgarh, Goa, Gujarat, Madhya Pradesh, Maharashtra, and the Union Territory of Daman, Diu, Dadra, and Nagar Haveli.

The NITTTR, Bhopal, is recognized as a centrally funded technical institution governed by the Department of Higher Education, Ministry of Education, Government of India. The Board of Governors, appointed by the Department of Higher Education (MoE), oversees the institute, representing various stakeholders, including the technical education system, industry, society, and the government. Based on recommendations from different review committees appointed by the Ministry of Education (formerly MHRD), the institute was upgraded and renamed as the "National Institute of Technical Teachers' Training and Research (NITTTR), Bhopal" in 2003 (Ministry letter no. F-7-27/2002-TS.IV dated 20 October 2003). This transformation expanded the institute's mandate, enabling it to function as a resource institution at the national and international levels for the entire spectrum of the technical education system.

The NITTTR, Bhopal, has evolved into a major resource institution and a center of excellence for the growth and expansion of the country's technical education system. It plays a crucial role in contributing to a diverse labor market beyond polytechnics and engineering colleges. The institute serves professional institutions, industry, public service organizations, vocational education, and the community at large, addressing their human resource development needs. NITTTR Bhopal has demonstrated its potential to cater to the training and development requirements of developing countries' technical education systems. Academically, it operates at the intersection of Technological, Pedagogical, and Content Knowledge areas.

NITTTR Bhopal has attained the status of a Deemed University (under the Distinct category) and is significantly contributing to implementing the National Education Policy 2020 in its true spirit. The institute is transitioning into a multidisciplinary institution of higher education, offering interdisciplinary programmes that transcend traditional boundaries. All programmes, courses, learning practices, and assessment mechanisms will have strong pedagogical underpinnings rooted in experiential learning, critical thinking, and problem-solving approaches. In line with NEP 2020's vision, NITTTR Bhopal aims to

prepare self-driven, motivated educators with a learner-centric focus, incorporating a flexible multi-entry and multi-exit system across its diverse academic offerings.

The university comprises the following Schools:

1.1 School of Sciences:

- i. Department of Applied Science Education

1.2 School of Engineering & Technology:

- i. Department of Civil & Environmental Engineering Education
- ii. Department of Computer Science and Engineering Education
- iii. Department of Electrical & Electronics Engineering Education
- iv. Department of Mechanical Engineering Education

1.3 School of Management Studies:

- i. Department of Management Education

1.4 School of Creative Education and Liberal Arts:

- i. Department of Curriculum Development and Assessment Education
- ii. Department of Media Research and Development Education
- iii. Department of Technical Vocational Education & Research

2. Vision, Mission of the University:

2.1 Vision Statement:

To be the world class leader for integrated development of technical education and training systems catering to the changing needs while achieving highest level of client satisfaction, quality, professional values and contributing to technological, economic and social development of the country.

2.2 Mission Statements:

- Incorporate principles of leadership in capacity building in technical teacher education through its courses encompassing future of work, green and sustainable development, women led development, development of faculty with diverse abilities and harnessing technology, etc.
- Provide leadership in technical teacher education that result in all technical faculty being made abreast with curriculum upgradation, future of work skills, pedagogy in the domain of technical teacher education.
- Intensify teacher education for improving quality and performance of technical institutions.
- Make the technical education a vibrant learning system for producing competent manpower to steer technological and economic development.
- Provide a wide spectrum of client driven services and products through various modes.
- Strengthen networking and synergic partnership with technical institutions, industries, field agencies, and premier national and international organizations.
- Promote creativity, innovations, research and development, professional management practices, concept of learning organization, benchmarking and economics of education amongst client systems.
- Enthuse the spirit of professionalism, values, and work ethics, networking, and partnership with industry and other organizations and technical institutions.

3. Preamble:

In exercise of the powers conferred by the University Grants Commission (UGC) Act, 1956 (No. 37 of 1956), and in accordance with the Deemed University notification issued by the Government of India, NITTTR, Bhopal, hereby frames the following Ordinance for the award of the Doctor of Philosophy (Ph.D.) degree in various disciplines, in accordance with UGC (minimum standards and procedures for the award of PhD degree) the Gazette notification dated November 7, 2022

4. Categories of Ph. D. candidates:

The student registered in a Ph.D. Programme shall be called as Research Scholar.

- a) Scholars will remain present in the university or earmarked institutions for conducting their research work minimum for a period as mandated under stay conditions as per clause 6b.
- b) The scholars getting fellowships will have to remain on campus or at earmarked institutions throughout their research work during their fellowship period, subject to the fulfilment of a condition of the stay period.
- c) An applicant who is in employment will submit Application Form through his/her employer. If applicant joins service after submission of Application Form, shall also submit No Objection Certificate (NOC) from his/her employer before his/her enrolment. In case, Research Scholar joins service after enrolment in Ph.D. course, he/she will have to submit an application to the concerned Head of the Department/Institute to seek permission from the competent authority of the University, subject to fulfillment of stay condition required under clause 6b. Undertaking from the candidate is required to devote sufficient time to fulfil his/her research work and quality in accordance with UGC minimum standards and procedures for the award of Ph.D. degree and shall candidates personal responsibility.
- d) **External/Internal Sponsored Candidate:**
 - i. The Candidates having teaching/research/related experience from DST recognised R&D Institutions are permitted to register for the Ph.D. programme with their workplace recognized as Research Centre by NITTTR, Bhopal. A certificate from the employers that he will be relieved for the coursework and have a research facility at their workplace in the chosen field of research is required.
 - ii. Candidates working in any other institute or industry are admitted for the Ph.D. programme as scholar will require to have submission of a certificate from the institute or industry stating that the candidate is sponsored for the duration of the Ph.D. programme, however it will be candidates responsibility to comply the UGC minimum standard requirements.
 - iii. Candidates working in NITTTR Bhopal are permitted for the Ph.D. programme with approval from the Head of the Institution.
 - iv. Project Staff/ Junior Research Fellow (JRF) working under Externally funded Projects may be admitted to PhD programme in the institute. The student getting financial Assistantship/Fellowship through Projects or through QIP, CSIR, AICTE, UGC, DAE, DST, or any other agencies are not eligible for any financial support from the institute.

5. Eligibility:

a) Minimum Qualifications:

A candidate seeking admission to the Ph.D. programme shall possess a Master's degree in a relevant field from a recognized university. The Master's degree programme can be as follows:

- i. A one-year/two-semester programme following a four-year/eight-semester Bachelor's degree programme.
- ii. A two-year/four-semester programme following a three-year Bachelor's degree programme.
- iii. Qualifications declared equivalent to a Master's degree by the corresponding statutory regulatory body will also be considered.

b) Minimum Marks:

The candidate shall have secured a minimum of 55% marks in aggregate (or an equivalent grade in a point scale system, if applicable) during their Master's degree programme. The candidates from Universities following the National Higher Education Qualification Framework (NHEQF) or National Qualifications Framework (NCrF) can be considered as equivalent qualifications. Foreign university qualifications will be considered if they are accredited by an assessment and accreditation agency approved by the relevant authorities in the candidate's home country.

c) Relaxation for Reserved Categories:

Candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC - Non-Creamy Layer), Differently-Abled persons, Economically Weaker Section (EWS), and other categories as determined by the University Grants Commission (UGC) from time to time, may be eligible for a relaxation of 5% marks (or an equivalent grade) in the minimum eligibility requirement.

6. Important Rules:

- a. It will be the responsibility of the candidate to ensure his/her eligibility and fulfillment of such other condition(s) as may be prescribed for admission in the rules and regulations of the University. The admission to Ph.D. programme will be done in order of merit and subject to availability of seat(s) and expert(s) for guidance/supervision in the area of research. Before submission of Application Form, the candidate is required to ascertain their eligibility etc. on the recommendation of admission committee. Merely qualifying the entrance test or having qualified under exempted category will not ipso-facto entitle a candidate to get himself/herself enrolled for Ph.D. course in the concerned Department.
- b. After approval of the research topic by the DRC, the full time Research Scholar shall have to stay for a minimum period of Two years (including field work) in the concerned Department at NITTTR Bhopal to pursue his/her research work. One year shall be considered as minimum 180 days. However, in exceptional genuine cases, DRC may recommend the relaxation in minimum stay condition on the request of the candidate, duly recommended by the supervisor, to the Board of Studies (BOS) for its approval. Provided further that such relaxation can't exceed 90 days in total.
- c. All research scholars, who are getting any kind of fellowship/scholarship/stipend or financial aids for doing Ph.D., shall have to mark their attendance regularly in the department subject to leave rules of University.

- d. For calculating percentage of marks for Master's Degree in the case of Education and Library & Information Science, percentage marks obtained in B.Ed. + M.Ed. (when each is a one year course) and B.Lib.Sc. + M.Lib.Sc. (when each is a one year course) shall be halved.
- e. A candidate who qualifies either of the following is considered for admission under exempted category and shall not require to appear in Ph.D. entrance test: a) UGC-JRF or Joint CSIR-UGC JRF in the main subject (with validity period) b) UGC-NET or Joint CSIR-UGC NET/Teacher Fellowship holder/ DST Inspire fellow (with validity period) in the main Subject c) GATE (with validity period)/ GPAT (with validity period) in the main subject.
- f. All fellowship holders under UGC-JRF or Joint CSIR-UGC JRF (with validity period) / UGC-NET or Joint CSIR-UGC NET/Teacher fellowship holder/ DST Inspire fellow (with validity period)/GATE (with validity period) are required to give an Undertaking at the time of enrolment to Ph.D. Course that he/she will join for Fellowship after enrolment, failing which his/her admission will be cancelled by the NITTTR Bhopal. However, this shall not apply to GATE and GPAT candidates who are not getting fellowships for Ph.D.
- g. When the CGPA is given in the qualifying examination of a candidate, then the candidate will have to provide the document(s) from the concerned university supporting the conversion formula to compute percentage marks from CGPA. In the absence of conversion formula, the CGPA shall be multiplied by 9.5 to obtain the equivalent percentage by default. In cases when both CGPA as well as obtained marks are provided, then CGPA shall be considered to compute the percentage marks. In case of a tie, conflict shall be resolved on the basis of age of the candidate. Senior in age shall be given the preference.

7. Duration of Ph.D. Programme:

- i. Ph.D. Programme shall be for a minimum duration of three (3) years, including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. programme.
- ii. A maximum of an additional two (2) years can be given through a process of re-registration. However, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme. Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.
- iii. Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. programme.
- iv. The specific leave policy and its impact on programme timelines shall be determined by NITTTR, Bhopal, in accordance with relevant regulations.

8. Admission Procedure:

Admission to Ph.D. programme involves a rigorous selection process, ensuring that qualified candidates join the vibrant academic community in the university. The admission to Ph. D. programme will be given through following process:

a) NITTTR Bhopal shall notify predetermined seats (reservation of seats will be as per the Govt. of India norms). The vacant seats, if any, out of category-I candidates shall be filled through Entrance Test (category-2).

b) The Admission process will be through following two categories:

Category-1:

A candidate who qualifies either of the following is considered for admission process under exempted from entrance test and based on the interaction (Total Marks – 50), merit list will be prepared mentioning selected/Not selected candidate:

- i. UGC-JRF or Joint CSIR-UGC JRF in the main subject (with validity period).
- ii. UGC-NET or Joint CSIR-UGC NET/UGC NTA/Teacher Fellowship holder/ DST Inspire fellow (with validity period) in the main Subject.
- iii. GATE (with validity period)/ GPAT (with validity period) in the main subject.

Category-2:

- i. 50% weightage of the entrance test marks (Maximum 50 Marks, minimum 25 marks are required to qualify)
- ii. 20% weightage will be given to experienced candidates having a maximum of 4 years of experience. only completed years will be counted on the last date of application form submission, 5 marks for each year of experience. (Maximum 20 Marks)
- iii. 30% weightage will be given on the basis of statement of purpose for Ph.D and Personal Interview. (Maximum 30 Marks)

Based on the merit and reservation criteria the vacant seats will be offered to the candidates.

c) The vacant seats, if any, out of category-1 candidates shall be filled through Entrance Test (category-2). There will be single entrance test for Main and Allied Subjects in each Department.

d) The admission under category-2 (Through Entrance Test) shall be made in order of merit and preference, subject to availability of seats and experts for guidance /supervision in the area of Research on the recommendation of admission committee.

e) A candidate may apply for admission to Ph.D. Course (through Entrance Test) in the main subject (in which he/she has passed his/her Master's Degree) as well as allied subjects, if any.

f) NITTTR Bhopal shall hold Entrance Test as per schedule notified subject to availability of seats in each department.

g) The Entrance Test Paper will consist of Objective type questions as per following scheme:

Marks: 100

Number of MCQ Questions: 100

Total Duration: 2 (Two) hours.

h) The syllabus of the Entrance Test shall consist of up to 50% of Research methodology and remaining shall be subject specific. Syllabus of the Entrance Test will be available on the university website. There shall be no negative marking.

i) The candidate will be required to secure 50% marks in Entrance Test for being eligible for consideration to Ph. D. programme.

j) There will be no provision for re-evaluation of answer books for the paper of Ph.D. Entrance Test.

9. Enrolment and Registration:

(a) Enrolment of the candidate:

On the recommendation of admission committee, the candidate who falls in merit list for admission to Ph.D. course in the concerned Department/Institute shall be permitted to deposit his/her enrolment fee as prescribed by the University.

(b) The registered candidates must abide to the rules and regulations governed by the university from time to time, failing to which the registration of his/her may be cancelled.

(c) Registration to Ph. D.:

- i. After successful completion of the course work (maximum duration one year) the candidate will be registered for Ph. D with the university and registration number will be allotted.
- ii. The candidate shall be considered enrolled provisionally for Ph.D. course from the date of deposit of the enrolment fee. The date of provisional enrolment will be considered as the date of provisional Registration of a Research Scholar in the concerned Department/Institute. However, provisional enrolment/registration to Ph.D. course of a Research Scholar may be cancelled at any stage, if he/she is found ineligible for admission to Ph.D. course.
- iii. The provisional registration of the Research Scholar shall be finally approved by the respective Board of Studies of the Department/Institute on fulfilment of the conditions laid down in the Ph.D. Ordinance.

(d) Re-registration:

- i. In case of cancelled registration, re-registration may be allowed subject to the availability of Research Supervisor in the concerned Department/Institute.
- ii. Re-registration can be requested by submitting an application to the Department for consideration of DRC.
- iii. The re-registered candidate will submit thesis under prevailing rules of the Ph.D. in the University.
- iv. DRC will examine appropriateness of existing topic for research work and may recommend change in case of outdated/not relevant research proposal.
- v. DRC will complete all the formalities of re-registration and allotment of guide etc.

10. Course Work:

- (a) All Ph.D. scholars, irrespective of discipline, will be trained in teaching /education /pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.
- (b) A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the course work to be eligible to continue in the programme.

(c) Credit Requirements and Duration:

- i. Ph.D. students are required to complete a minimum of 12 credits of coursework within one year of registration.
- ii. There will be three papers having 4 credits (100 Marks) each as under:
 - Paper-I Research Methodology: 4 credits (100 Marks)
 - Paper-II Course Elective: 4 credits (100 Marks)
 Paper-III will comprise the following two components 4 credits (100 Marks):
 - (a) Research & Publication ethics: 2 credits (50 Marks)
 - (b) Research Seminar: 2 credits (50 Marks)
- iii. There will be no written test for Paper III (b), however the evaluation of seminar/ Assignment/ literature survey/report etc. shall be the criteria for evaluation.
- iv. After successful completion of the above all three courses the scholar will be eligible to register for the Ph. D. programme in the university.
- v. In case a Research Scholar fails in the Ph.D. coursework, he/she shall be given only one more chance to appear in the re-examination of the concerned course(s) of the Ph.D. coursework. In case a Research Scholar fails to qualify again in the re-examination, his/her admission shall stand automatically cancelled.
 - a) In case a candidate fails the formative assessment, they must attend the classes of the concerned course(s) and appear for the re-examination of both the formative and end-of-term assessments of the respective Ph.D. coursework.
 - b) In case a candidate fails the End-of-Term assessment, then the candidate has to appear in the re-examination of the end-of-term assessments of the respective Ph.D. coursework.
- vi. A candidate failing to qualify coursework will have to seek admission afresh. In exceptional cases, a special chance may be given by the Director on the recommendation of the committee.
- vii. However, research scholar may apply for re-evaluation of the coursework paper to the Head of the Department of the concerned department. Re-evaluation will be done at the level of department. The fee of re-evaluation shall be as prescribed by the University from time to time. The research scholar may apply for re-evaluation to the chairperson of the department along with fee within 20 days from the date of communication of Ph.D. coursework result to the student by the department after that no re-evaluation will be allowed.

11. Research Supervision:**(a) Appointment of Research Supervisor:**

- i. Upon successful enrolment of the Ph.D. each student will be assigned a Research Supervisor, also referred to as a Supervisor.
- ii. The allocation of seats with the Research Supervisors will be as per number of notified seats available with them in view of the available laboratory/infrastructure, specialization among the eligible research supervisors, and the research interest.
- iii. The Dean of Academic & Research, in consultation with the Dean of Schools and Head of the relevant department/center, will appoint Research Supervisors based on their specialization and available capacity (number of Ph.D. students already supervised).

(b) Qualifications of Research Supervisors:

Faculty members working as Professor/Associate Professor of the institute with a Ph.D., and at least five research publications in peer-reviewed or refereed journals and faculty members working as Assistant Professors in institute with a Ph.D., and at least three research publications in peer-reviewed or refereed journals may be recognized as a Research Supervisor in the university.

(c) Co-supervision:

A co-supervisor may be appointed with the primary Research Supervisor. This co-supervisor can be from within the same or another department at NITTTR, Bhopal, or even from another institution sponsoring the candidate (s).

(d) Adjunct Faculty as Research Supervisor:

Adjunct Faculty members are not permitted to act as primary Research Supervisors can only act as co-supervisors.

(e) Maximum Number of Supervised Students:

A Professor/Associate Professor/Assistant Professor can guide a maximum of eight (8), six (6), and four (4) Ph.D. students, respectively, at any given time.

(f) Eminent Co-Supervisors:

In exceptional cases, to enhance research quality, the Research Supervisor, in consultation with the Head of Department and the Ph.D. scholar, may propose an eminent person from industry, another institute, or a university to act as a co-Supervisor. However, the total number of Research Supervisors for a Ph.D. student shall not exceed two within NITTTR, Bhopal.

(g) Dispute Resolution:

In the event of a dispute between a Research Supervisor and a Ph.D. scholar, the Dean of Academic and Research, in consultation with the Doctoral Research Committee (DRC), will make appropriate recommendations to the Head of Institute for resolution.

(h) Faculty Nearing Retirement:

Faculty members with less than three years of service remaining before superannuation will not be allowed to take on new Ph.D. students under their supervision. However, they can continue to supervise already registered Ph.D. scholars until superannuation. They may act as co-supervisors even after superannuation but not beyond the age of 70 years.

(i) Transfer of Ph.D. Scholar (Female):

In case of a female Ph.D. scholar relocating due to marriage or other valid reasons, the research data may be transferred to the new Higher Educational Institution (HEI) she intends to join. This is subject to the following conditions:

- o All other regulations laid out in this ordinance are followed.
- o The research work doesn't involve a project funded by any agency specifically for the parent Institution/Supervisor.
- o The scholar must give due credit to the parent institution and the supervisor for the research work already undertaken.

(j) Faculty Termination and Resignation:

- i. If a faculty member is terminated:
 - o They will relinquish their role as the Ph.D. student's Supervisor.
 - o The Head of Department will appoint a new Supervisor from within NITTTR, Bhopal.
- ii. If a faculty member resigns and leaves the institute:

- In exceptional circumstances, the resigning faculty member may be requested to continue as a co-Supervisor based on the student's needs.

12. Department Research Committee (DRC):

(a) Composition and Appointment:

- i. Every department shall consist Department Research Committee (DRC). This committee is responsible for monitoring the student's progress throughout the programme, encompassing research endeavours. On the recommendation of Dean of School, DRC will be approved by the Director
- ii. DRC shall consist of:
 - Head of Department (Chairperson)
 - All Research Supervisors of the department
 - One faculty member from another department at NITTTR, Bhopal.

(b) Functions:

- i. DRC shall recommend a list of allied subjects for Ph.D. admissions through Entrance Test.
- ii. DRC will frame the curriculum for entrance test.
- iii. The DRC will scrutinize the applications of the enrolled students through counselling to allot the eligible research supervisor(s) on merit and based on the research interests of the student for Coursework mentioned in the application form or at the time of counselling of the applicant
- iv. Each semester, the Ph.D. student is mandatorily required to present their research progress and submit a progress report to the DRC for evaluation and guidance.
- v. The DRC will convene at least once every semester to review the Ph.D. student's progress by taking one presentation followed by the six-monthly progress report.
- vi. The DRC will evaluate the research progress based on:
 - Clarity and depth of the research problem.
 - Comprehensiveness of the literature review.
 - Feasibility and appropriateness of the proposed research methodology.
 - The scholar's ability to articulate and defend their research plan.
- vii. The DRC will provide feedback and recommendations to the student, with a copy to the Dean of Academic & Research and the Ph.D. scholar.

(d) Unsatisfactory Progress and Corrective Measures:

- i. In cases of unsatisfactory progress, the DRC will document the reasons and propose corrective actions for the student to improve.
- ii. If the student fails to implement these corrective measures, the DRC may recommend, with clear justifications, cancellation of the Ph.D. registration to the Director through the Dean of Academic & Research.

13. Research Advisory Committee (RAC):

The RAC will be a multi-disciplinary committee responsible for providing guidance and oversight to Ph.D. scholars throughout their research journey. Its composition will be as follows:

- Chairperson: Dean of Academic & Research

Members:

- All Deans of the school
- All Head of the Department

Functions: Any matter related with maintenance of minimum standards of Ph. D./ Research and oversee the overall R& D ecosystem in the university.

14. Pre-Thesis Submission

a) Pre-thesis Summary:

The pre-thesis summary is a concise document summarizing the proposed thesis content chapter-by-chapter. It should clearly outline the research objectives, methodology, key findings, and expected contributions to the field. Pre-thesis summary is to be submitted to COE.

b) Pre-thesis Seminar:

Prior to submitting the pre-thesis to the COE, the Ph.D. student, with the approval of DRC, will present it in a seminar, open to faculty members and research students within the department. This presentation will discuss the major findings intended for inclusion in the final thesis and it will be in the chairmanship of the dean of the concerned faculty /school.

c) Feedback and Revision:

The pre-thesis seminar serves as a valuable opportunity to gather feedback and comments from faculty and peers. The student can then incorporate these suggestions, with guidance from their Research Supervisor, to refine the draft Pre-thesis.

d) Pre-Thesis Submission:

- i. Publication Requirement: To be eligible for pre-thesis submission, Ph.D. scholar is expected to have at least two research papers either published or accepted for publication in a reputable, peer-reviewed journal indexed in Science Citation Index-Expanded (SCI-Expanded)/ABDC/ABS/ Scopus.
- ii. The Ph. D. Scholar is eligible to submit the pre-thesis after minimum three years to COE.

e) Pre-thesis Submission and Evaluation:

- i. Once finalized, the pre-thesis and any relevant supporting materials (e.g., research proposal, chapter drafts) will be presented to the DRC for evaluation.
- ii. The DRC will review the pre-thesis submission and may recommend revisions to ensure the research is well-defined, methodologically sound, and has the potential for a strong thesis.
- iii. If revisions are necessary, the student must revise the pre-thesis and resubmit it to the DRC for approval.

f) Title finalisation:

After Pre-thesis submission seminar, title of the research scholar will be finalised and after this no change in the topic will be allowed.

g) Approval for Final Thesis Submission:

Upon successful evaluation and approval by the DRC, the Ph.D. candidate becomes eligible to submit the final thesis to COE for evaluation.

h) Anti-Plagiarism Measures:

- i. The Research Scholar shall get a report with regard to Plagiarism free Thesis as per rules and regulations of Academic integrity and prevention of Plagiarism in Institute and append the report in his/her Ph.D. Thesis before submission of Ph.D. Thesis.
- ii. A Ph.D. scholar shall submit a certificate from the Research Supervisor attesting to the originality of the thesis and that the thesis has not been submitted for the award of any other degree/diploma to any other Higher Educational Institution.

15. Final Thesis Evaluation and Assessment:

(a) Final thesis Submission:

- i. After incorporating the suggestions and recommendations made in the pre-thesis submission seminar, Ph. D. Scholar will eligible to submit the final thesis to Controller of Examination office (COE). The final thesis must be submitted within one month of pre-thesis approval, unless an extension is granted by the Head of Institute upon justification.
- ii. The Research Scholar shall also submit a summary of the final Ph.D. thesis along with the final thesis in 500 words indicating how far the Ph.D. thesis embodies the result of his/her own research or observations and in what respect his/her investigation appears to advance his/her study of the subject of his/her Ph.D. to COE.
- iii. The Ph.D. scholar is also required to submit the following:
 - o Three hard copies (spiral bound) of the thesis in the prescribed format.
 - o A soft copy of the thesis in the prescribed format.
 - o All documents related to coursework completion (e.g., transcripts, certificates).
 - o Semester progress reports.
 - o Pre-thesis approval letter.
 - o A No-Dues certificate confirming that all outstanding fees including hostel fees.

(b) Selection of External Evaluator:

- i. The Departmental Research Committee will submit a list of 10 examiners from anywhere in India and abroad keeping in view their specialization for the consideration of the BOS. The examiners recommended shall be either Professors or persons of eminence or persons holding equal status and their specialization shall be relevant to the topic of the Ph.D. Thesis.
- ii. After the approval of BOS, this panel will be submitted by the COE for approval to the Director of the institute.

(c) Thesis Evaluation:

- i. After fulfilment of the conditions of submission of Ph.D. Thesis by the Research Scholar, the concerned Head of the Department shall forward the thesis to the COE alongwith the panel of external evaluator for getting evaluated of Ph.D. thesis of the Research Scholar.
- ii. The Institute shall complete the entire process of evaluating a Ph. D. thesis, including the declaration of the viva-voce result, within a period of six (6) months from the date of submission of the thesis.
- iii. The Ph.D. thesis will be evaluated by two external examiners who are experts in the field and not affiliated with NITTTR Bhopal, preferably from academics with a strong publication record.

(d) Thesis Acceptance

- i. The examiner(s) will state categorically in their reports whether in his/her opinion:
 - Thesis should be accepted for the award of Ph.D. Degree;
 - OR
 - It should be referred back to Research Scholar for presenting it again in revised form;
 - OR
- ii. It should be rejected.
- iii. The examiner(s) shall state reasons for approval or resubmission of the Thesis. If he/ she recommend resubmission, he/she shall specifically indicate what modifications he/she wants from Research Scholar to effect and incorporate in the Thesis.
- iv. If one examiner recommends rejection, the thesis will be sent to an alternate examiner from a pre-approved panel. The viva-voce will proceed only upon acceptance by the alternate examiner.
- v. If both the original and alternate examiners reject the thesis, the thesis will be considered unsuccessful, and the Ph.D. scholar will not be eligible for a Ph.D. degree at that time.

(e) Conduct of Viva-voce:

- i. The Ph.D. scholar will defend their thesis at a public defence, open to the academic community and the general public.
- ii. Names of only those examiners shall be recommended who are known to be physically fit and are able to undertake a journey for the conduct of Viva-Voce, if invited.
- iii. If two of the examiners recommend award of the degree, the Research Scholar shall be examined through Viva-Voce examination by one of the examiners, to be nominated by the Director. If both examiners are unable or unwilling to conduct the Viva-Voce examination, another name will be picked up for the purpose by the Director from the panel already approved.
- iv. The Viva-Voce examination shall be conducted by the external examiner and will be held in the concerned Department unless ordered otherwise by the Director. The date, time and the subject of the Thesis shall be notified by the concerned department to the various Faculty of the institute including the Research Supervisor and the Research Scholar. It will be the privilege of only the external examiner conducting the Viva-Voce to ask the questions to the Research Scholar. However, after the completion of formal viva the relevant clarification/ discussion, if any, may be held which will not be part of the Viva-Voce examination.
- v. The Research Scholar will have to present himself/herself for the Viva-voce examination when fixed by the University failing which he/she will be declared ineligible for the award of Degree. However, in case the Research Scholar is unable to attend the Viva- Voce on the fixed date for any unavoidable reason, the Controller of Examinations on a request by the Research Scholar in writing with a fee as prescribed by the University can allow one time postponement of the date up to a maximum period of three months from the date previously fixed by the University failing which the Research Scholar will be declared ineligible for the award of Degree. In case the examiner has turned up for viva-voce

examination of the said Research Scholar on the fixed date, the total expenditure on TA/DA will be charged from the Research Scholar upto the next rounding figure of Rs.100/- on higher side.

- vi. In case any Research Scholar appears for his/her Viva-Voce Examination but fails in Viva-Voce, in such cases second examiner may be called for conducting the Viva-Voce examination after giving three months' time to the Research Scholar to prepare himself/herself. The report of Viva of second examiner will be taken as final.

16. Award of Degree

The Thesis evaluation and viva-voce reports of examiners shall be placed before the Research Degree Committee consisting of the Director as Chairperson, all Deans of the Institute, the concerned Dean of the School and Head of the department to consider the reports and to recommendation to the Director whether:

The Degree be awarded:

OR

The Thesis be revised and resubmitted for re-examination:

OR

The Thesis be rejected

17. Publication of Ph.D. Thesis:

- i. No Thesis shall be published without the prior permission of the University.
- ii. The Research Scholar may apply to the concerned Head of the Department Institute for permission to publish his/her Thesis within three years from the date of award of the Ph.D. Degree.
- iii. The Head of the Department shall satisfy himself/herself that the Thesis is in publishable form. He/she will be guided by the reports of examiners. A certificate will be obtained from the Research Supervisor to the effect that necessary improvements as suggested by him/her and the examiners have been properly carried out. After that, the Head of the Department shall be requested to get necessary recommendations of the Board of Studies of the Department in this regard. The recommendations of BOS shall be got approved from the Director NITTTR Bhopal.

18. Withdrawal of Ph.D. Degree:

The Academic Council of NITTTR Bhopal on the recommendation of the Director shall have the right to withdraw the Ph.D. degree awarded to the Research Scholar if plagiarism or duplication or any other form of malpractice is detected at any stage, and to initiate such further action against him/her as it deems appropriate. Provided that the Director shall get the complaint in the matter investigated (with validity period) confidentially and shall give the accused an opportunity to explain before the Director makes recommendation on the matter to the Academic Council. There shall be no limitation of time for this action of the Academic Council.

19. Depository with INFLIBNET

- i. Upon successful completion of the Ph.D. evaluation process, but prior to the official announcement of the Ph.D. degree award, the Institute will submit an electronic copy of the Ph.D. thesis to INFLIBNET.
- ii. INFLIBNET is a national repository for Indian electronic theses and dissertations. Submitting the thesis to INFLIBNET ensures its wider accessibility for researchers and institutions across India.

20. Leave/Temporary Withdrawal

(a) Personal/Medical Leave

- i. Ph.D. scholars are entitled to a maximum of 30 days of personal/medical leave per academic year, with a maximum of 14 days per semester.
- ii. During this approved leave period, scholars may continue receiving their assistantship (if applicable).
- iii. Requests for personal leave should be submitted to the research Supervisor for approval. If a research Supervisor hasn't been assigned yet, requests should go to the Head of the Department.

(b) Extended Leave (31 - 60 Days)

- i. For absences exceeding 30 days but not exceeding 60 days, scholars must apply for leave (personal/academic) to the Head of the Department, with the application forwarded by the research Supervisor.
- ii. Approval for extended leave is at the discretion of the Head of the Department.
- iii. Assistantship will not be paid for the leave period exceeding 30 days.
- iv. Scholars remain registered for the semester and are expected to submit progress reports as per regulations.

(c) Temporary Withdrawal (One Semester)

- i. In exceptional circumstances due to health or family reasons, a scholar may temporarily withdraw from the programme for one semester.
- ii. The withdrawal request must be forwarded by the Department Research Committee (DRC) Chair and approved by the Head of Institute.
- iii. If recommended by the DRC, the assistantship (if applicable) will be put on hold during the withdrawal semester.
- iv. The programme tenure will be extended by one semester for approved withdrawals. Additional semesters of withdrawal, if recommended by the DRC, will count towards the total programme duration and will not have assistantship support.

(d) Maternity Leave

- i. Ph.D. scholars are eligible for maternity leave as per prevailing UGC norms.
- ii. The programme tenure, including the unpaid assistantship period, may be suitably extended based on the leave duration.
- iii. Maternity leave requires recommendation by the DRC and approval by the Dean of Academic & Research.

(e) Paternity Leave

Ph.D. scholars are eligible for 15 days of paternity leave to be availed in a single session.

(f) Unauthorized Absence

Unauthorized absence exceeding 10 days may result in programme termination.

21. Ethical Regulations**(a) Academic Integrity:**

- i. Ph.D. scholars are expected to uphold the highest standards of academic integrity throughout their studies. This includes proper citation of all sources used in their thesis, reports, publications, and presentations.
- ii. Plagiarism, in any form, is a serious offense and will be dealt with severely. Consequences may include cancellation of Ph.D. registration or, in extreme cases, revocation of an already awarded Ph.D. degree.

(b) Anti-Ragging Policy:

In line with UGC regulations, NITTTR Bhopal has a zero-tolerance policy towards ragging. All Ph.D. scholars are required to sign an anti-ragging pledge as a condition of registration. This pledge will be submitted to the Dean of the School.

(c) Anti-Harassment Policy:

NITTTR Bhopal is committed to providing a safe and inclusive environment for all students. Ph.D. scholars are also required to sign a pledge against harassment (sexual, gender identity, caste, religion, and disability) during registration. This pledge will be submitted to the Dean of the School.

22. Fees:

- a) The Research Scholars enrolled for Ph.D. course shall deposit their fee as per fee structure notified or laid down from time to time by the University during the Ph.D. Course.
- b) The full Fee paid by the Research Scholar shall be refunded, if a Research Scholar is found ineligible for admission to Ph.D. course provided that there should not be any concealment/non-submission of facts/ document(s) on the part of Research Scholar and admission of the Research Scholar is cancelled by the University.
- c) No fees/ dues deposited by the Research Scholar will be refunded by the University in case the Research Scholar leaves the Ph.D. course at his/her own level.

23. Unforeseen Issues and Interpretation

- i. This ordinance aims to provide a comprehensive framework for the Ph.D. programme. However, unforeseen issues or situations requiring clarification may arise that are not explicitly covered here or have differences of interpretation.
- ii. In such cases, the Director, after obtaining the opinion/advice of a duly constituted committee, if necessary, may make a final decision regarding the appropriate course of action.

24. Legal Jurisdiction

Any legal dispute relating to Ph.D. admission/ registration of a Research Scholar will be subject to Court(s) at Bhopal or Court(s) having jurisdiction in Bhopal.

25. Appendices:

A. Intellectual Property Rights (IPR) and Copyright Notices

The following guidelines outline the appropriate IPR/Copyright notices to be included in Ph.D. theses based on the copyright and patent application status:

1. No Formal Copyright Application Filed:

- Theses for which a formal copyright application has not been submitted should display the following copyright notice: © NITTTR, Bhopal, India, [Year of Thesis Submission]

2. Formal Copyright Application Filed:

- Theses with a pending formal copyright application filed with the copyright office should carry the following copyright notice: © NITTTR, Bhopal, India, [Year of Thesis Submission]. All rights reserved. Copyright Registration Pending.

3. Formal Copyright and Patent/Design Applications Filed:

- Theses with both a pending formal copyright application and a pending patent/design application filed with the patent office should display the following Intellectual Property Right (IPR) notice: Part of this thesis may be protected by one or more of the following: * Indian Copyright Registrations (Pending) * Indian Patent/Design Applications (Pending) * Owned by NITTTR, Bhopal, India NITTTR, Bhopal restricts the unauthorized use, in any form, of the information contained in the thesis, in part or in full. Permission for use must be obtained in writing from the competent authority.

B. Forms

- i. Research Supervisor Selection Form
- ii. Notification of Department Research Committee (DRC)
- iii. Semester-Wise Research Progress Report
- iv. Comprehensive Examination Report
- v. Pre-Thesis Examination Report
- vi. Final Defence Examination Report



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NITTTRPhD-01

Enrollement Number for PhD Candidate

Admission Slip	Name of Candidate		Father Name	
	Gender		Cast	
	Category (I, II)		Application No	
	Department		School	
	Email Id:		Mobile No:	

Signature of the candidate

Enrollment	Fee Details	Date:	Amount Paid:
	Transaction Details	UPI Transaction Reference No.:	UTR Transaction Reference No.:
	Name of the Payer		Other Details if any:
	Enrollment No. (To be issued by the Office)		

Signature of the Controller of Examination



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Notification of Department Research Committee

NITTTRPhD-02

PhD Scholar Name:	
Semester of Ph.D. Registration:	
Enrolment No.:	
E-Mail ID:	
Department:	
School:	
Thesis Topic:	

The Department Research Committee of the above-named Research Scholar is notified as under:

Department Research Committee	Signature	Date
Head of Department (Chairperson)		
Member 1		
Member 2, if any		
Research Supervisor		
Research Co-Supervisor, if any		

In case of any change in the composition of the Department Research Committee, the form may be submitted again, citing the reasons for the change.

The Department Research Committee (DRC) should convene at least once every semester to monitor the progress of the scholar's research work and identify the courses required for credit. The DRC's report should be regularly submitted to the Dean Academic & Research for record and reference.

Head of Department



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Research Supervisor Selection Form

NITTRPhD-03

Within two semesters of admission to the PhD program, PhD scholars are required to engage with faculty members about their respective broad research areas, confirm availability for serving as research guide(s), and submit (indicating order of preference) to the Head of the Department.

PhD Scholar Name:	
Semester of Ph.D. Registration:	
Enrolment No.:	
E-Mail ID:	
Department:	
School:	

Preferences for my research in the broad areas:

- 1.
- 2.
- 3.

Signature of PhD Scholar:

Date:

Assigned Research Supervisor Name:

Signature of the Head of the Department
 & Date:

I agree to act as Research Supervisor to this PhD Scholar.

Signature of Supervisor & Date:

***Co-Supervisor (if any) Name:**

Signature of Co-Supervisor & Date:

Contact Details of Co-Supervisor:

*In case of Co-Supervisor from outside NITTR, Bhopal, they must provide acceptance letter as well as a No Objection Certificate (NOC) signed by the Competent Authority from their place of work. The acceptance letter and NOC should be attached with the Research Supervisor Selection Form.



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Semester-wise Research Progress Report

NITTTRPhD-04

PhD Scholar Name:	
Semester of Ph.D. Registration:	
Enrolment No.:	
E-Mail ID:	
Department:	
School:	
Thesis Topic:	
Date of presentation:	

The Department Research Committee (DRC) has found the progress of Mr./Ms during period to be Satisfactory / Un-satisfactory. Please attach a detailed report with comments/suggestions and recommendations.

Head of Department (Chairperson)	Signature	Date
Member 1	Signature	Date
Member 2, if any	Signature	Date
Research Supervisor	Signature	Date
Research Co-Supervisor, if any	Signature	Date



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Semester-wise Research Progress Report (cont.)

Evaluation of Semester Progress						
	Motivation	Research Problem	Required Knowledge & Skills	Accomplishments	Future Work Plan	Other (Specify)
Satisfactory/ Good/ Excellent/ Not Satisfactory						

Further comments/suggestions and recommendations:

Research Supervisor (s) **Member** **Member** **Head of Department (Chairperson)**



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Comprehensive Examination Report

NITTTRPhD-05

Mr. /Ms./..... certifies that the Comprehensive Examination was conducted on,..... and the performance of the student was found to be satisfactory/unsatisfactory.

Please attach a detailed report with comments and specific recommendations.

Head of Department (Chairperson)	Signature	Date
Member 1	Signature	Date
Member 2, if any	Signature	Date
Research Supervisor	Signature	Date
Research Co-Supervisor, if any	Signature	Date

Evaluation of Comprehensive Examination						
	Motivation	Research Problem	Required Knowledge & Skills	Accomplishments	Future Work Plan	Other (Specify)
Satisfactory/ Good/ Excellent/ Not Satisfactory						

Comments/suggestions on research and recommendations:

Research Supervisor (s) Member Member Head of Department (Chairperson)



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Pre-Thesis Examination Report

NITTTRPhD-06

PhD Scholar Name:	
Semester of Ph.D. Registration:	
Enrolment No.:	
E-Mail ID:	
Department:	
School:	
Thesis Topic:	

Mr. /Ms./ certifies that the Pre-Thesis Examination was conducted on....., and the performance of the student was found to be satisfactory/unsatisfactory.

Please attach a detailed report with comments and specific recommendations.



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Evaluation of Pre-Thesis Examination						
	Motivation	Research Problem	Required Knowledge & Skills	Accomplishments	Future Work Plan	Other (Specify)
Satisfactory/ Good/ Excellent/ Not Satisfactory						

Comments/suggestions on research and recommendations:

RAC Members

Dean A&R (RAC Chairperson)



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Viva-Voce Examination

NITTTRPhD-07

PhD Scholar Name:	
Semester of Ph.D. Registration:	
Enrolment No.:	
E-Mail ID:	
Department:	
School:	
Thesis Topic:	

Mr. /Ms./ certifies that the Viva-Voce was conducted on....., and the performance of the student was found to be satisfactory/unsatisfactory.

Please attach a detailed report with comments and specific recommendations.

Director	Signature	Date
Dean Academic & Research	Signature	Date
Head of Department		
External Examiner	Signature	Date
Professor (nominated), if applicable	Signature	Date
Research Supervisor (s)	Signature	Date



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Viva-Voce Examination (cont.)

Comments/suggestions on research and recommendations:

Research Supervisor (s)

External Examiner

HOD

Dean A&R

Director

Changes in the clauses in the Ph.D. Ordinances

Version 1: **12.b. vii**

12. Course work

(b) Credit Requirements and Duration:

vii. In case, a Research Scholar fails in the Ph.D. coursework, he/she shall be given only one more chance to appear in the re-examination of concerned course(s) of the Ph.D. coursework which shall be held after a gap of 3 months from the date of declaration of the result of Ph.D. coursework. In case, if a Research Scholar fails to qualify again in the re-examination, his/her admission shall stand automatically cancelled.

Version 2: **10.c.v**

10. Course work

(c) Credit Requirements and Duration:

v. In case, a Research Scholar fails in the Ph.D. coursework, he/she shall be given only one more chance to appear in the re-examination of concerned course(s) of the Ph.D. coursework which shall be held after a gap of 3 months from the date of declaration of the result of Ph.D. coursework. In case, if a Research Scholar fails to qualify again in the re-examination, his/her admission shall stand automatically cancelled.

It is proposed to modify the above clauses as under

In case a Research Scholar fails in the Ph.D. coursework, he/she shall be given only one more chance to appear in the re-examination of the concerned course(s) of the Ph.D. coursework. In case a Research Scholar fails to qualify again in the re-examination, his/her admission shall stand automatically cancelled.

(a) In case a candidate fails the formative assessment, they must attend the classes of the concerned course(s) and appear for the re-examination of both the formative and end-of-term assessments of the respective Ph.D. coursework.

(b) In case a candidate fails the End-of-Term assessment, then the candidate has to appear in the re-examination of the end-of-term assessments of the respective Ph.D. coursework.