

# **The Graduate Programmes Rulebook**

**(M.Sc. and Ph.D.)**

## **Information, Rules and Regulations**



**Indira Gandhi Institute of Development Research**  
(An Advanced Research Institute Established by the Reserve Bank of India)

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## **1 PREFACE**

Indira Gandhi Institute of Development Research (henceforth, the Institute) is an advanced research institute, established in 1987 at Mumbai by the Reserve Bank of India for the study of national and global issues relating to economic development. It is registered as an autonomous society under the Societies Registration Act and is governed by a Board of Management. The Institute is recognised as a Deemed University under Section 3 of the UGC Act.

As an institution of national and international repute, with faculty drawn from reputed institutions from India and abroad, the Institute's mission has been to promote academic excellence with respect to research, teaching, and capacity building in economics and development policy. The Institute offers M.Sc. in Economics and Ph.D. in Development Studies and admits students from diverse disciplinary backgrounds. Adopting an interdisciplinary approach with economics at its core, the course structure in each programme is designed to impart theoretical and empirical skills to analyse economic, energy and environmental issues and problems.

The Institute provides an enriching and enabling learning environment for students enrolled in its different academic programmes. The content in each programme is designed to ensure that a student has the core knowledge and strong foundation in economics and at the same time have flexibility in choosing fields of specializations and research areas which are of interest to the student. Students can make best use of their learning opportunities through the state-of-the-art infrastructure support is provided to students in terms of well-equipped classrooms, a library with a large collection of printed and electronic documents, and subscribes to a large number of top-rated national and international journals, and major statistical data sources and packages, high speed computing facilities, and a wi-fi campus.

This Student Rule Book provides detailed information on the existing Rules and Regulations for M.Sc. in Economics and Ph.D. in Development Studies Programmes. Students are advised to refer to this document to familiarize themselves with, and adhere to, the rules and regulations governing the academic programme in which they are registered as well as to understand the overall Academic framework of the Institute. Ignorance of a student, of a rule or regulation as specified in this Rule Book will not be taken as an excuse for any violation of the rule by the student. In case of any clarification pertaining to the contents of the Student Rule Book, a student may contact the Student Office of the Institute. If any inconsistency, error or omission is observed, the same may be brought to the notice of the above office for rectification.

## 2 ACADEMIC PROGRAMMES: OVERVIEW

### Introductory Note

This Chapter presents the key features of the different academic programmes at the IGIDR. The contents of this chapter will provide the student with an overview of the general rules that define the academic programmes.

### 2.1 Degree Programmes

- (i) The Institute offers an integrated academic programme that has two degree options:- M.Sc. in Economics, and Ph.D. in Development Studies. Several pathways are available to earn these degrees based on which the status of a student is defined under a particular programme.
- (ii) For the M.Sc. degree, two tracks are available:
  - (a) The *Normal Track* with a duration of two years. A student registered under the normal track is referred to as a "*Normal Track student*."
  - (b) The *Slow Track* with a duration of three years. A student registered under the slow track is referred to as a "*Slow Track student*."
- (iii) For the Ph.D. degree, there are two tracks available:
  - (a) The *Direct Ph.D. Programme* which applies to a student joining the Ph.D. programme through IGIDR's admission process and who proceeds into the Ph.D. track after one year (two semesters) subject to meeting eligibility requirements. Such a student is referred to as "*Direct Ph.D. student*."
  - (b) The *Continuing M.Sc. to Ph.D. Programme* which applies to a student who has earned the M.Sc. degree from the Institute and exercises the option of continuing in the Ph.D. programme at the Institute within three years of completing the M.Sc. degree requirements, subject to fulfilling certain eligibility requirements. Such a student is referred to as a "*Continuing M.Sc. to Ph.D. student*."

### 2.2 Dean Academic Affairs

The Dean Academic Affairs (henceforth, the Dean) is in charge of implementing and enforcing all student rules pertaining to the M.Sc., and Ph.D. programmes.

### 2.3 Student Office

The Student Office, headed by the Dean, administers all routine academic matters relating to the M.Sc. and Ph.D. programmes.

### 2.4 Executive Committee

The Executive Committee (EC) of the Institute deals with all academic matters related to students and adjudicates on any ambiguity in interpretation of the rule book as referred to the EC by the Dean.

### 2.5 Academic Council

The Academic Council (AC) is the principal academic body of the Institute and is responsible for such matters as the maintenance of standards of education, teaching and training, research, and examinations within the Institute. The overall academic programme is governed by rules and regulations approved by the AC. Notwithstanding the rules and



regulations framed with respect to academic matters from time to time, the AC reserves the right to make exceptions in special cases, after putting on record the reasons for making such exceptions.

## 2.6 Semesters

- (i) The academic system is semester based, with the academic year comprising two semesters – the Monsoon Semester starting in July and ending in December and the Summer Semester running from January to June. Courses are offered in both the semesters.
- (ii) Each semester, students are required to meet certain academic requirements and follow prescribed procedures. A student must be familiar with the academic system of the Institute as in several respects it may be different from what the student might have come across earlier. Particular attention is drawn to the assessment procedure and the specific rules governing the system, and to the academic performance requirements.

## 2.7 Coursework

- (i) For every academic programme, i.e. M.Sc. and Ph.D., a course is defined in terms of the number of credit hours required to complete it.
- (ii) A full-credit course has duration of approximately 45 lecture hours in a given semester and earns 3 credits. A half-credit course has duration of approximately 22.5 lecture hours and earns 1.5 units of credits. Two half-credit courses will be equal to one full-credit course.
- (iii) A course can be credited or audited. A credit course is one for which the student earns grade points.
- (iv) The Institute follows a Choice Based Credit System (CBCS) for all its programmes.
- (v) Under the CBCS, courses are designated as *core courses* and *elective courses*. Core courses in any programme are compulsory for all students registered in that programme. Elective courses are those which the student selects from a list of such courses offered every semester under different fields of specialisation.
- (vi) Fields of specialization are subject areas in which a student seeks to specialize. Five fields of specialization are offered under the M.Sc. and Ph.D. programmes, and elective courses are listed under each field of specialization. A course can be listed under multiple fields of specialization. The fields of specialization are:
  - (a) Microeconomics, Institutions and Trade
  - (b) Macroeconomics, Finance and Growth
  - (c) Econometric Theory and Applications
  - (d) Energy and Environment
  - (e) Development
- (vii) To earn the M.Sc. degree, a student is required to earn 48 credits comprising core and elective courses and must satisfy the fields of specialization requirements.[Vide Chapters 3 and 4 for details on M.Sc. Programmes].
- (viii) To earn the Ph.D. degree, a student is required to earn 40 credits comprising core and elective courses, satisfy the fields of specialization requirements, and write a thesis [Vide Chapters 5 and 6 for details on Ph.D. Programmes].

## 2.8 Audit Courses

- (i) Taking a course on non-credit basis, such as auditing, is permitted.
- (ii) Students intending to audit a course must seek permission from the concerned teacher(s) before the course starts.
- (iii) Acceptance as an audit student is subject to the teacher's prerequisites for the course and availability of seats.
- (iv) If a student is permitted by the teacher to audit a course, the student must inform the Student Office.
- (v) A student auditing a course will be awarded the grade 'AU' if the student attends 85 percent of lectures and fulfills other requirements for that course specified by the concerned teacher.
- (vi) A student who does not meet the requirements of the audit course will be deemed to have dropped the audit course.

## 2.9 Course Registration, Drop, Add and Withdraw

- (i) A student is required to formally register for the courses that the student will have to credit in that semester by a stipulated deadline.
- (ii) For elective courses, a student may drop *and add* courses during the first week of the semester. During this period, the student can explore multiple elective courses before finally registering for the chosen courses.
- (iii) An M.Sc. student, who decides to opt for the Slow Track M.Sc. Programme, can *withdraw* from a maximum of two courses in a semester, the deadline for which is in October 31 for the Monsoon Semester and in March 31 for the Summer Semester. The courses withdrawn will have to be credited in subsequent semesters and no credit will be given for the courses in the semester in which these are withdrawn [vide Chapter 4 for the M.Sc. Slow Track Programme].

## 2.10 The Academic Calendar

The Academic Calendar for each semester typically mentions the following:

- (i) Start and End Dates of a Semester.
- (ii) Core and Elective Courses Offered.
- (iii) Last date for Drop and Add of courses.
- (iv) Last date for Registration of all Core/elective courses.
- (v) Last date for withdrawing from a course (applicable to M.Sc. students).
- (vi) Examination Week and tentative date for Declaration of Results.

## 2.11 Attendance Requirements

- (i) To complete the credit requirements for a course, the student must have a minimum of 85 percent attendance in sessions in which that course is delivered.
- (ii) Attendance rules for IGIDR courses are applicable for all programmes, and specific attendance rules for Research Methodology Course and Seminar Series Course applicable to Ph.D. programmes [vide Chapter 7 for Attendance Rules].

## 2.12 Assessment of Coursework

- (i) Academic evaluation follows the credit based evaluation system where credits are assigned to each course and a student has to earn a minimum number of credits to earn a degree.
- (ii) The Institute follows a letter grade based relative grading system where evaluation is based on the assignment of a letter grade between A (the highest) and F (fail).
- (iii) Each letter grade is associated with a grade point with the maximum grade point that can be earned for a course being 4, corresponding to the letter grade A and the minimum, zero, for a course with letter grade F.
- (iv) For every credit course taken by a student, the student is assigned a letter grade based on her/his combined performance in all the assessments during the course.
- (v) The grades are described by the following letters and corresponding numerical points:

| Grade Letter | A    | A-   | B+   | B    | B-   | C+   | C    | F    |
|--------------|------|------|------|------|------|------|------|------|
| Grade Point  | 4.00 | 3.75 | 3.25 | 3.00 | 2.75 | 2.25 | 2.00 | 0.00 |

- (vi) The passing grade for an individual course is "C (2.00)."
- (vii) The assessment of a student's performance is done with the help of two numbers, Grade Point Average (GPA) and the Cumulative Grade Point Average (CGPA).
- (viii) GPA is the weighted average of the grade points received by a student in all the courses taken by the student in a given semester, whereby the weights are the credit units of each course for which a student has been assigned a letter grade.
- (ix) The CGPA of a student at the end of a semester is the weighted average of the grade points obtained in all the courses taken by the student up to the end of that semester. Therefore, the CGPA of the first semester is equivalent to the GPA for that semester.
- (x) The GPA for a semester is calculated in two steps:
  - (a) The grade point awarded for each course in the semester is multiplied by the number of credit points for each course. For a full-credit course, the number of credit points is 3, and for a half credit course, the number of credit points is 1.5.
  - (b) The aggregate score obtained under (a) above is divided by the total number of credit points for all courses completed in the semester to obtain the GPA of that semester.
  - (c) For computing the CGPA up to a particular semester, the same computation as under (a) and (b) above can be repeated across all the courses credited up to that semester.
  - (d) In the official transcript, the GPA and CGPA of a student will be reported correct to two decimal places. For example, a GPA of 2.834 will be reported as 2.83 and a GPA of 2.836 will be reported as 2.84.
- (xi) Each academic programme has minimum CGPA requirements that range from requirements to continue in the programme, to joining a programme, and to the award of a degree. Minimum CGPA requirements vary across programmes.
- (xii) For each course, a student will receive from the course teacher(s) all the graded components (for example, assignments, midterm examinations, term papers, class presentations, projects etc.) and the grade scheme followed by the teacher to convert the student's marks into letter grades (for example, the mark ranges for each letter grade).

- (xiii) A student can see her/his final examination answer books (or equivalent) within one month from the announcement of results after which the answer books (or equivalent) need to be submitted to the Student Office.
- (xiv) After the successful completion of the course-work, a student will be issued one copy of the official transcript. For any additional copies, a student will be charged a fee.

### **2.13 Student Support**

- (i) Preparatory courses for the incoming batch of students before the commencement of the course work in their first semester at the Institute.
- (ii) Orientation Program for incoming batch for bonding and acclimatization on campus.
- (iii) Faculty mentor assigned to each student of the incoming batch to counsel and help a student to cope with course work and other academic matters.
- (iv) A student is advised to meet her/his mentor regularly.
- (v) Periodic workshops for students for improved writing, citation standards, communication and development of other personal skills.
- (vi) Availability of Teaching Assistants whom a student can meet regularly.

### **2.14 Examinations**

- (i) For each semester, the Academic Calendar will have information on the final exam periods for all courses.
- (ii) A student is expected to appear at the final examination at the specified time and place.
- (iii) If a student is unable to appear for the scheduled examination, the student must inform the Course Instructor/Student Office prior to the final examination.
- (iv) Exceptions can be granted in case of health and other emergencies with supporting documentation.
- (v) Final examinations can be rescheduled but only after the originally scheduled date, never before.
- (vi) It is important to note that rescheduling arrangements should be made officially through the Course Instructor/Student Office.

### **2.15 Academic Malpractice and Misconduct**

- (i) All students are expected to abide by the principles of academic honesty.
- (ii) Academic malpractice in M.Sc. and Ph.D. courses if proven through due process will not be tolerated and will result in disciplinary action.
- (iii) Academic malpractice in M.Sc. and Ph.D. courses includes:
  - (a) plagiarism in assignment/ term papers, and at the thesis writing stage, and/or
  - (b) copying (including unsuccessful attempts to do so) in any course exams such as in-class, mid-term, or end-term exams.
- (iv) The Academic Disciplinary Action Committee (ADAC) of the Institute oversees all instances of academic malpractice by students – be it during course work or during thesis writing stage.
- (v) The ADAC is responsible for determining the penalty to be imposed on students found indulging in academic malpractice.
- (vi) Besides academic malpractice, any other misconduct, such as forgery of documents and tampering of grade card will result in disciplinary actions in the form of withdrawal of the student's stipend in part or full, suspension and/or expulsion from the programme as deemed fit by the ADAC.

### **2.16 Course Failure**

- (i) A course failure is when a student does not get the passing grade of a course and is awarded an 'F' in a course the first time the student credits the course. The course can be either a full-credit course or a half credit course.
- (ii) The M.Sc. programme and Ph.D. programmes have different requirements with regard to the maximum allowable course failures, in terms of credit units, in the entire duration of each of the programmes. For details on course failure in a programme, vide the relevant chapters pertaining to the programmes.

### **2.17 Re-take of Exams**

- (i) A student is permitted to re-take a course exam, subject to certain conditions, in case the student is unable to obtain the passing grade in the course or is unable to appear for the final examination due to documented medical reasons or other emergencies.
- (ii) The re-take option is available for the M.Sc. and Ph.D. programmes.
- (iii) The option of re-take and the specific rules thereof may vary across programmes. For details on the re-take option for a programme, vide the relevant chapter on the programme.

### **2.18 Re-registration of Course**

- (i) Under specific circumstances, a student during the student's course work is required to re-register for a course, i.e., credit the course for the second time when it is offered again during the tenure of the student.
- (ii) The option of re-registration of a course may be exercised under the following circumstances:
  - (a) when a student does not meet minimum attendance requirements for a course.
  - (b) when a student fails to obtain a pass grade for a course after a re-take exam.
  - (c) when a student passes a course but chooses to improve the grade obtained.
- (iii) The option of re-registration and the specific rules thereof may vary across programmes. For details on the re-registration option for a programme, vide the relevant chapter on the programme.

### **2.19 Grade Improvement**

- (i) A student who has passed a course can opt for improvement of her/his letter grade obtained in the course. Grade improvement is allowed only in the M.Sc. programme and in core courses.
- (ii) A student opting for grade improvement of any core course will have to re-register for the course.
- (iii) A grade improvement exam is not permitted if a student has already passed a re-take examination or has passed a re-registered course.

### **2.20 Student Status**

- (i) There are two possible student status depending on the academic programme, Regular and Part-time.
- (ii) A student with a regular status is a student who is required to be present for the programme on a full time basis, has to satisfy the attendance requirements for each programme as per Institute Rules, and/or receives stipend from the Institute.

- (iii) A regular status student shall not accept or hold any appointment - paid or otherwise - or receive any emoluments, salary, stipend etc. from any other source.
- (iv) A student with a part-time status is a student who has completed her/his coursework and other academic requirements as stipulated under each programme and is not receiving stipend from the Institute and may not be required to be present on a full time basis and may take up employment during the duration of the programme subject to Institute Rules.

### **2.21 Regular Status Students**

- (i) All M.Sc. and Ph.D. students must maintain a regular status during the entire duration of the respective programmes. Any violation of this requirement will be subject to disciplinary action.
- (ii) Ph.D. students must maintain regular status up to the end of the first year from the date of registration to the Ph.D. programme.
- (iii) Students with regular status are provided with hostel accommodation subject to availability, access to library and computing services, and other facilities that are available in the Institute.

### **2.22 Part-Time Status Students**

- (i) Only Ph.D. students are eligible for part-time status.
- (ii) Any Ph.D. student who has completed the tenure for eligibility of stipend and who is yet to submit the Ph.D. thesis for external examination will automatically be converted into part-time status.
- (iii) A part-time student will not be paid any stipend by the Institute. The student will also not be required to provide research assistance.
- (iv) A part time student is not provided with hostel accommodation. However temporary accommodation, subject to availability, may be provided on request. The student may still use the library and the computer center for her/his own research purpose only with due information to the Student Office.
- (v) A part-time Ph.D. student is required to keep an additional (refundable) deposit with the Institute. Such a student must also pay the tuition fees and all other applicable charges.
- (vi) The status of a student as part or full time has no bearing on the academic requirements of the degree of Ph.D. All Ph.D. students are subject to the same regulation as far as the Ph.D. thesis is concerned.
- (vii) A regular Ph.D. student who wishes to take up employment must convert to part time status. The student can convert her/his status any time after the end of the first year from the date of registration to the Ph.D. programme.
- (viii) To convert to part-time status, a student must apply to the Dean after taking due approval from the thesis committee. No student will be relieved from the Institute without taking the necessary approvals.

### **2.23 Student Grievances**

The Student Welfare and Grievance Committee (SWGC) of the Institute addresses student grievances related to academic and non-academic matters and refer cases to other competent authorities of the Institute as deemed necessary.

#### **2.24 Completion of Degree Requirements and Exit Procedure**

After a student completes the degree requirements, the student should contact the Student Office to seek necessary clearances from the Institute such as that from the accounts section, library, administration and the computer centre.

#### **2.25 Conferment of Degree**

- (i) After a student has completed all necessary requirements pertaining to the student's degree, the degree is formally conferred during the Convocation of the Institute held every year.
- (ii) A student will be informed about the convocation date in an official letter sent electronically from the Registrar.
- (iii) A student who is not able to be present at the Convocation will be conferred the degree in absentia and the student's degree certificate will be sent to the student's registered address via post.

**<END OF CHAPTER 2>**

### 3 THE M.Sc. PROGRAMME: NORMAL TRACK

#### Introductory Note

The M.Sc. degree can be earned in two years (normal track) or in up to a maximum of three years (slow track). All programme requirements in both tracks must be completed within the respective time limits. The rules governing the M.Sc. Programme (normal track) are laid out in this chapter. Vide Chapter 4 for the rules governing the M.Sc. Programme: Slow Track.

#### 3.1 Normal Track Students

Normal track students are those who complete the M.Sc. programme requirements in two years. Students who are unable to do so, have the option to transit to the slow track M.Sc. programme to be completed in up to three years [vide Section 4.1 of Chapter 4].

#### 3.2 Coursework

- (i) The programme on normal track will be completed in two years.
- (ii) To complete the credit requirements for a course, an M.Sc. student must have a minimum of 85 percent attendance in sessions in which that course is delivered.
- (iii) The programme on normal track requires a student to complete sixteen courses of 3 credits each accounting for 48 credit units of course work, the break-up of which is as follows:
  - (a) 24 credits from eight full-credit core courses, and
  - (b) 24 credits either from all elective courses, *or* 21 credits from elective courses and 3 credits from a master's thesis [vide Annexure 3.1 on Course Work: Normal Track].
- (iv) Depending on the elective courses on offer, a student has the option of taking two half-credit elective courses instead of taking one full-credit elective course.
- (v) The core courses are distributed across two semesters in two blocks, with some of these in sequences:
  - (a) Core Course Block I in Semester 1 – Mathematics for Economists, and Core Course Sequence I comprising Microeconomics I, Macroeconomics I, Econometrics I.
  - (b) Core Course Block II in Semester 2: The corresponding compulsory courses in the second semester are Development and Core Course Sequence II comprising Microeconomics II, Macroeconomics II, Econometrics II.
- (vi) For elective courses, students will be required to choose one "Major Field" and one "Minor Field" of specialization. In all, the student has to choose 24 elective course credits that includes:
  - (a) one Major Field consisting of 12 elective course credits in a related field
  - (b) one Minor Field consisting of 6 elective course credits in a related field, and
  - (c) 6 other elective course credits that may be from un-related fields [vide Annexure 3.1 on Course Work: Normal Track].
- (vii) The Major and Minor Fields of specialization are
  - (a) Microeconomic Theory and Applications
  - (b) Macroeconomics, Finance and Growth
  - (c) Econometric Theory and Applications
  - (d) Energy and Environment: Theory and Policy
  - (e) Development Theory and Policy



- (viii) An elective course offered could belong to multiple fields and will be duly considered for a major or minor as per the student's choice.
- (ix) A student must declare to the Student Office the student's Major and Minor Fields of specialization no later than the beginning of Semester 4, by the last date of the drop and add of courses in Semester 4, as mentioned in the Academic Calendar.
- (x) The M.Sc. transcript will clearly specify a student's Major and Minor Fields of specialization.

### 3.3 Master's Thesis

- (i) A student in Semester 4 has the option to write a Master's thesis in lieu of one full-credit elective course or two half-credit elective courses.
- (ii) The Master's thesis will count towards three credits.
- (iii) A student must choose a faculty supervisor to provide guidance for the Master's thesis.
- (iv) Co-supervisors are not permitted for a Master's thesis.
- (v) A student must register for the Master's thesis within a registration deadline.
- (vi) The registration deadline is the same as that set for finalizing all elective courses as mentioned in the Academic Calendar for the semester.
- (vii) To register for a Master's thesis, a student must fill up a form mentioning the proposed title of the thesis, duly signed by the faculty supervisor and submit it to the Student office by the registration deadline.
- (viii) A student is not allowed to drop a Master's thesis after the registration deadline.
- (ix) If a student wishes to withdraw from writing the thesis after the registration deadline, the student will have to move to the M.Sc. Slow Track Programme and credit an elective course in lieu of the thesis
- (x) No change in supervisor is allowed beyond the registration deadline.
- (xi) A student registered for the Master's thesis must submit a one page thesis proposal duly signed by the supervisor before January 31 of Semester 4. Failing to do so, the student will be required to register for one of the available elective course.
- (xii) The Master's thesis must be completed and submitted by the student in soft copy to the Student Office on or before the last working day of the examination week as mentioned in the Academic Calendar. If the student fails to submit the thesis on time, the student will be awarded the grade 'F' in the thesis.
- (xiii) The thesis will be checked for plagiarism and the report will be forwarded to the supervisor for grading.
- (xiv) The supervisor will give a letter grade based on the evaluation procedure.
- (xv) If a student does not get a passing grade and is awarded an 'F' by the supervisor, the student will automatically move from the normal track to the slow track and will have to credit an elective course in lieu of the thesis, in Semester 5. The rules of the slow track will apply to such students.

### 3.4 Course Failure

- (i) A course failure is when a student does not get the passing grade of a course and is awarded an 'F' in a course the *first time* the student credits the course. The course can be either a full-credit or a half-credit course.
- (ii) A student can have course failures as defined above, totaling a maximum of 6 credits (two full-credit or four half credit courses) in the entire duration of the programme.

Exceeding this at any point of time during the duration of the programme will result in termination of the student from the programme.

- (iii) A student with a course failure, subject to the maximum credits permitted as above and who wishes to continue in the programme, will have two options [vide Annexure 3.2: Decision Tree: Course Failure (Normal Track)]:
  - (a) appear for a *re-take exam* for the course within one month of the announcement of the final grade of the course [vide Sections 3.5-3.8 below].
  - (b) *re-register* directly for M.Sc. slow track and repeat the course when offered the next time during the remaining tenure of the student [vide Sections 3.9-3.12 below].
- (iv) A student with a course failure has the option of not going either for the re-take option or the re-register option and can exit the programme at any point out of the student's own volition.

### 3.5 Re-Take Exam

- (i) Following a course failure, a student can appear in a re-take examination, i.e., re-appear for the exam within a month of the declaration of the results.
- (ii) The re-take option is available for a maximum of two cumulative course failures.
- (iii) A student can appear for only one re-take exam per course in a semester, subject to the maximum permissible course failures totaling 6 credits, provided that the student meets the minimum CGPA, if any, of a semester for passing on to the next semester. For the normal track students, this is relevant for Semesters 2 and 3 [vide Section 3.16 below for the minimum CGPA requirement for M.Sc. Programme-Normal Track].
- (iv) The minimum CGPA under [Section 3.5(iii)] above is computed taking into account the course failure and *before* the option of a re-take exam can be exercised.
- (v) In case of Semester 4, if the student has course failure(s) and does not meet the minimum CGPA at the end of the semester computed *after* taking into account the course failure(s) and *before* the option of a re-take exam can be exercised, then the student will not be permitted to appear for the re-take exam(s) and will not be eligible for the award of the M.Sc. degree.

### 3.6 Modalities of the Re-Take Exam

- (i) The re-take exam for the Monsoon semester will be scheduled before January 31 and for the Summer Semester before June 30.
- (ii) The re-take exam will be coordinated and conducted by the Student Office in consultation with the concerned faculty.
- (iii) For a normal track student, the re-take option is available for courses credited for the first time by a student in every semester, up to those in the fourth semester.
- (iv) The concerned course faculty is the final authority to decide the scope and assessment criteria of the re-take exam.

### 3.7 Passing the Re-Take Exam

- (i) If a student passes the re-take exam then the student will receive the letter grade awarded by the course instructor.
- (ii) On passing the course following the re-take, the grade of both the course failure ('F') as well as the subsequent letter grade of the re-take exam will appear in the student's final grade sheet.

- (iii) The course failure 'F' as under (ii) above, will remain in a student's record and will be counted towards the maximum permitted course failures totaling 6 credits (two full-credit or four half-credit courses) during the entire duration of the programme.
- (iv) Only the letter grade obtained in the re-take attempt will be counted for the calculation of CGPA at the end of the M.Sc. programme.
- (v) A student re-taking a course will not be eligible for the merit-based selection, such as eligibility for the Chancellor's Gold Medal for the best M.Sc. student of a batch.

### **3.8 Failing the Re-Take Exam**

- (i) When a student fails in a re-take exam and is awarded an 'F,' it is defined as a re-take failure.
- (ii) A student is not permitted to have more than one re-take failure per course subject to the maximum course failures totaling 6 credits permitted during the entire duration of the student's course work.
- (iii) Following a re-take failure, a student has two options:
  - (a) Exercise a re-registration option [vide Sections 3.9-3.12 below] and credit the course a second time when it is offered during the tenure of the student.
  - (b) Does not exercise the re-registration option and exits the programme at any point out of the student's own volition. In this case, a letter grade of 'F' will appear for that course in the student's final grade sheet.
- (iv) For students failing the re-take, the grade of both the course failure ('F') as well as that of the re-take failure ('F') will appear in the final grade sheet.

### **3.9 Re-registration of Course**

- (i) Following a course failure or a re-take failure, a student can re-register for a course, that is, the student has the option to credit the course a second time when it is offered again during the remaining tenure of the student in the programme.
- (ii) The re-registration option is available under the following two scenarios [vide Annexure 3.2: Decision Tree: Course Failure (Normal Track)]:
  - (a) Re-registration following a course failure: Following a course failure, a student can bypass the re-take exam and voluntarily choose the re-registration option directly. This option is available only for core courses in Semesters 1 and 2.
    - (1) For course failures in Semester 1, re-registration option can be exercised earliest in Semester 3 and latest in Semester 5 of the slow track programme.
    - (2) For course failures in Semester 2, re-registration option can be exercised earliest in Semester 4 and latest in Semester 6 of the slow track programme.
  - (b) Re-registration following a re-take failure: Following a re-take failure in a course in any of Semesters 1-4, a student, to continue in the M.Sc. programme, will have to re-register for the said course a second time when it is offered again during the remaining tenure of the student in the programme.
    - (1) For re-take failure in a Semester 1 core course, a student can re-register for the course at the earliest in Semester 3 and latest in Semester 5.
    - (2) For re-take failure in a Semester 2 core course, a student can re-register for the course at the earliest in Semester 4 and latest in Semester 6.
    - (3) For re-take failures in Semesters 3 and 4 elective courses, a student can re-register for the course earliest by Semester 5 and latest by Semester 6.

- (iii) A student has the option of not going for re-registration option following a course failure or a re-take failure and can exit the programme at any point out of the student's own volition.

### **3.10 Modalities of Re-Registration**

- (i) A re-registered course in any semester is counted towards the maximum permissible limit of 12 course credits per semester. For example, if a student has a course failure/re-take failure in a full 3 credit course and re-registers for the course in any semester, the student can register for a maximum of 9 more credits in that semester. Thus, when a student on a normal track re-registers for a course in any semester, the student automatically moves to the M.Sc. Slow Track Programme [vide Chapter 4 on Slow Track Programme] and is subject to rules governing the programme.
- (ii) If a student has an outstanding course failure in any course(s) in the Core Course Sequence I and re-registers for the said course(s), then the student cannot credit the respective Core Course Sequence II before passing the Sequence I courses. This would also mean that a student automatically moves to the slow track M.Sc. Programme.
- (iii) For re-registration, the student will have to pay the registration fee for each course re-registered.
- (iv) A student re-registered for a course will be provided with hostel accommodation till the completion of the course requirement.

### **3.11 Passing a Re-registered course**

- (i) A student passing the re-registered course will receive the letter grade awarded by the course instructor.
- (ii) For a student passing the re-registered course after a course failure, the grade of the course failure ('F') as well as the subsequent letter grade of the re-registered course will appear in the final grade sheet.
- (iii) For a student passing the re-registered course after a re-take failure, the grade of the course failure ('F'), the re-take failure ('F') as well as the subsequent letter grade of the re-registered course will appear in the final grade sheet.
- (iv) Only the letter grade obtained in the re-registered attempt will be counted for the calculation of CGPA at the end of M.Sc. programme.
- (v) Students re-registering for any course will not be eligible for the merit-based selection, such as eligibility for the Chancellor's Gold Medal for the best M.Sc. student of a batch.

### **3.12 Failing a Re-registered Course**

- (i) A student who has re-registered for a course after a course failure or a re-take exam failure, can fail to obtain a passing grade for the course and is awarded an F. This is termed as re-registration failure.
- (ii) A re-registration failure at any point will lead to the termination of the student from the programme forthwith.

### **3.13 Improvement Exam**

- (i) A student who has passed a course can opt for improvement of the student's letter grade obtained in the course.
- (ii) Grade improvement will be allowed only for students passing the core courses.

- (iii) A student opting for grade improvement of any of the core courses will have to re-register for the course.
  - (a) For Semester 1 courses, grade improvement option can be exercised in Semester 3.
  - (b) For Semester 2 courses, grade improvement can be exercised in Semester 4 [vide Annexure 3.3: Decision Tree: Grade Improvement (Normal Track)].
- (iv) A grade improvement exam is not permitted if a student has already passed a re-take examination or has passed a re-registered course.

### **3.14 Modalities of Improvement Exam**

- (i) Only one-time grade improvement is allowed for every core course.
- (ii) To improve the grade in a course, a student will have to re-register for the course whenever it is offered.
- (iii) A student on the normal track who wishes to opt for grade improvement will be allowed to take a maximum of 15 credits (the required 12 credits in a semester plus an additional 3 credits for the course in which student wants to improve the grade) in that semester.
- (iv) Given (iii) above, on the normal track, grade improvement can happen only one course at a time in Semester 3 and Semester 4.
- (v) If a student wishes for grade improvement in more than two core courses in either Semester 1 or in Semester 2, the student will have to automatically move to the slow track programme.
- (vi) A student re-registered for grade improvement will be provided with hostel accommodation till the completion of the course requirement.

### **3.15 Grade of Improvement Exam**

- (i) If a student opts for an improvement exam, the grade obtained in the first attempt in a course as well as the maximum of the original grade and the grade obtained in the improvement exam will appear in the final grade sheet.
- (ii) For the overall Master's Program CGPA calculations, only maximum of the original grade and the grade of the improvement exam will be used.
- (iii) Students re-registering for a course for grade improvement will not be eligible for any merit-based selection, such as eligibility for the Chancellor's Gold Medal for the best M.Sc. student of a batch.

### **3.16 Eligibility for M.Sc. Degree: Normal Track**

A student will be eligible for the M.Sc. Degree only if ALL of the following conditions are met:

- (i) The student has completed 48 credits of the required course work within four semesters, , AND
- (ii) The student has to maintained a minimum CGPA of 2.0 at the end of each semester starting with the second semester, AND
- (iii) The student has obtained a CGPA of at least 2.25 across all courses after completion of the 48 credits of required course work of the programme as under (i) above, AND
- (iv) The student has passed all outstanding course failures ('F'), if any.

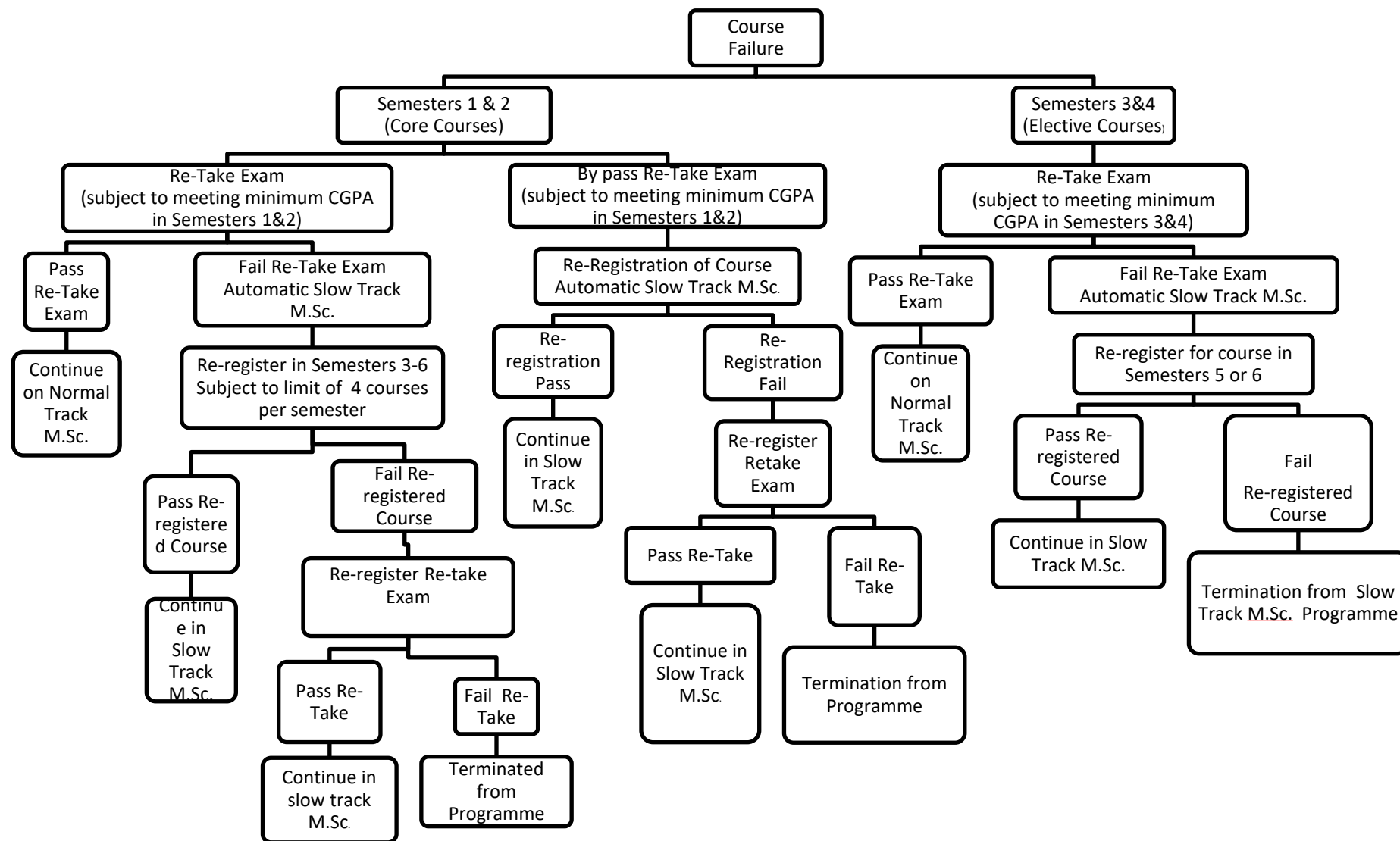
### 3.17 ANNEXURES: CHAPTER 3

#### **Annexure 3.1: The Two Year M.Sc. Programme (Normal Track)**

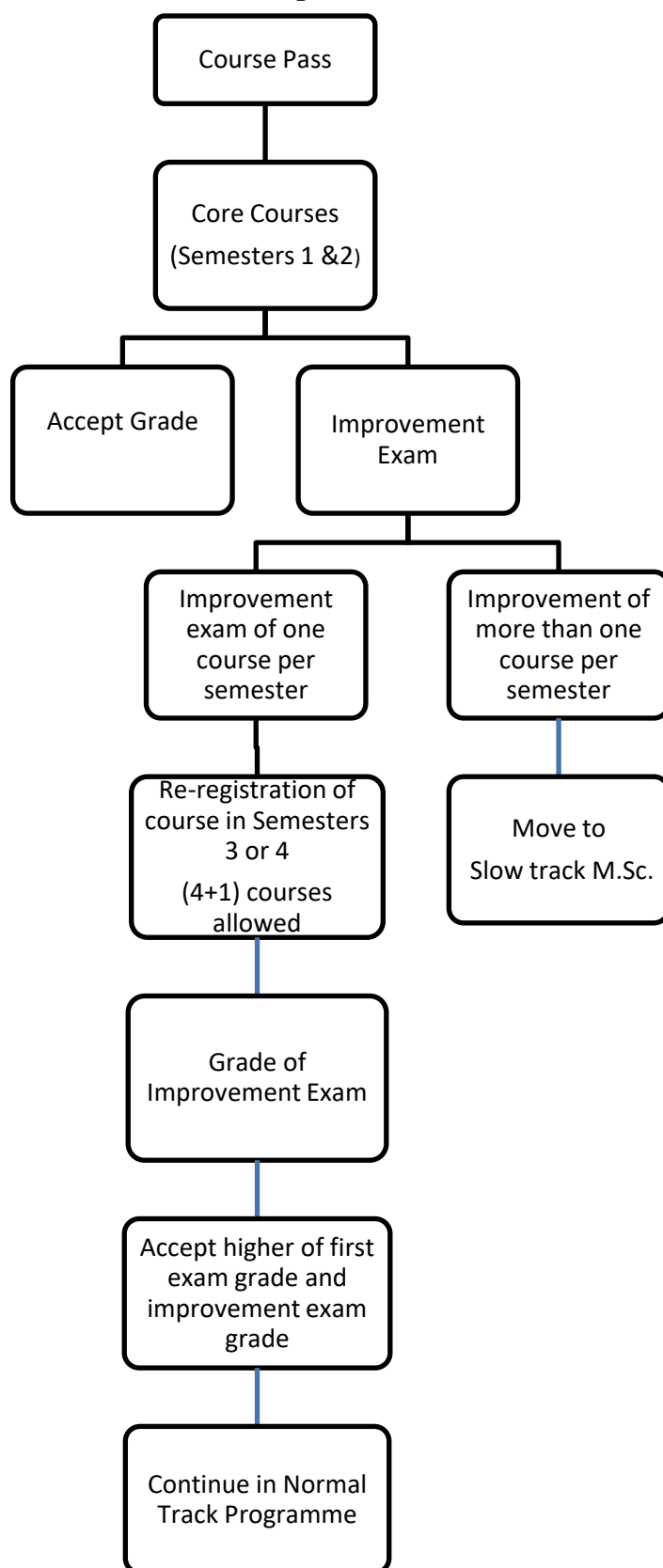
The Table below gives the sequence and details of the M.Sc. course work that needs to be completed on Normal Track.

| <b>The Two Year M.Sc. Programme (Normal Track)</b>  |            |  |
|---|------------|--|
| Year 1  | Semester 1 | <u>Core Course Block I</u> : Compulsory Courses (12 credits) - Mathematics for Economists, Microeconomics I, Macroeconomics I, Econometrics I                                    |
|   | Semester 2 | <u>Core Course Block II</u> : Compulsory Courses (12 credits) - Microeconomics I, Macroeconomics I, Econometrics I, Development Economics  |
| Year 2  | Semester 3 | 12 credits of elective courses from the courses offered in the semester.   |
|   | Semester 4 | 12 credits of elective courses from the courses offered in the semester or 9 credits of elective courses from the courses offered in the semester and a 3 credit Master's Thesis |
| Note: Each course is a full 3 credit course. Depending on the elective courses on offer, a student has the option of taking two half-credit courses instead of taking a full 3 credit course. |            |  |

**Annexure 3.2 : Decision Tree: Course Failure (Normal Track)**



**Annexure 3.3: Decision Tree: Grade Improvement (Normal Track)**



**<END OF CHAPTER 3>**



## **4 M.Sc. PROGRAMME: SLOW TRACK**

### **Introductory Note**

At the time of joining the M.Sc. programme, every student by default is on the two-year normal track. The M.Sc. degree can also be earned on a slow track which gives a student the option of up to a maximum of three years from the date of joining the M.Sc. programme to complete the student's degree requirements.

### **4.1 Slow Track Students**

- (i) A student can be on slow track in three ways:
  - (a) Through voluntary choice exercised either in Semester 1 or Semester 2 whereby the student can distribute the total core course credits across up to six semesters subject to minimum and maximum credit requirements per semester [vide Section 4.2(i) below].
  - (b) On account of re-registering for a course due to a course failure or a re-take failure in a semester under the normal track [vide Section 3.4 and 3.8 above] and Annexure 3.2 on course failure in normal track].
  - (c) On account of a student desirous of grade improvement of Semester 1 and/or Semester 2 core courses of the normal track.
- (ii) There are two points when a student can complete the degree requirements under slow track:
  - (a) At the end of Semester 5, i.e., two and a half years after joining the programme.
  - (b) At the end of Semester 6, i.e., three years after joining the programme.

### **4.2 Slow Track versus Normal Track**

- (i) Compared to the normal track where a student is required to earn a total of 48 credit units across four semesters, with 12 credits per semester, under the slow track, the total credits can be earned over six semesters with the student having the flexibility of crediting a minimum of 6 credits and a maximum of 12 credits per semester.
- (ii) While a normal track student is required to complete the core course requirements in the first two semesters, a slow track student can complete the same requirements across six semesters subject to the minimum and maximum credit requirements.
- (iii) The eligibility requirements for the M.Sc. degree on slow track as well as the title of the degree awarded are identical to that under the normal track.
- (iv) A student on the slow track programme will not be eligible for the Chancellor's Gold Medal for the best M.Sc. student of a batch whereas a student on normal track will be eligible.

### **4.3 Coursework**

- (i) The program on slow track must be completed within a maximum period of three years.
- (ii) To complete the credit requirements for a course, an M.Sc. student must have a minimum of 85 percent attendance in sessions in which that course is delivered [vide Chapter 7 for Attendance Requirements for M.Sc. Programme].
- (iii) A student on slow track has the option of completing all the degree requirements either by Semester 5 or by Semester 6 of the programme.

- (iv) A student on slow track is required to complete within a maximum period of three years, the equivalent of 48 credit units of course work, the breakup of which is as follows:
  - (a) 24 credits from eight full-credit core courses, and
  - (b) 24 credits either from all elective courses, *or* 21 credits from elective courses and 3 credits from a Master's thesis.
- (v) Depending on the elective courses on offer, a student has the option of taking two half-credit elective courses instead of taking a full 3 credit elective course.
- (vi) The core courses are distributed across two semesters in two blocks, with some of these in sequences :
  - (a) Core Course Block I in Semester 1 – Mathematics for Economists, and Core Course Sequence I comprising Microeconomics I, Macroeconomics I, Econometrics I.
  - (b) Core Course Block II in Semester 2: The corresponding compulsory courses in the second semester are Development and Core Course Sequence II comprising Microeconomics II, Macroeconomics II, Econometrics II.
- (v) For elective courses, students will be required to choose one "Major Field" and one "Minor Field" of specialization. In all, the student has to choose 24 elective course credits that includes:
  - (a) one Major Field consisting of 12 elective course credits in a related field
  - (b) one Minor Field consisting of 6 elective course credits in a related field, and
  - (c) 6 other elective course credits that may be from un-related fields.
- (vi) The Major and Minor Fields of specialization are
  - (a) Microeconomic Theory and Applications
  - (b) Macroeconomics, Finance and Growth
  - (c) Econometric Theory and Applications
  - (d) Energy and Environment: Theory and Policy
  - (e) Development Theory and Policy
- (vii) A course offered could belong to multiple fields and will be duly considered for a major or minor as per the student's choice.
- (vii) A slow track student must declare the student's Major and Minor Fields of Specialisation to the Student Office latest by the beginning of the Semester 5 or Semester 6 depending on the semester in which the student is completing the programme.
- (viii) The M.Sc. transcript will clearly specify the student's Major and Minor Fields of specialization. For elective courses, students will be required to choose one "Major Field" and one "Minor Field" of specialization
- (ix) In slow track, a student can register for a minimum of 6 course credits and maximum of 12 course credits in a semester.
- (x) Even after registration for courses in a semester, under slow track, a student can withdraw up to a maximum of six course credits in a semester.
- (xi) A student must complete Course No. 5000 (Mathematics for Economists) in Semester 1 and Course No. 5503 (Development) in Semester 2 of the Programme.
- (xii) A student cannot register for Core Course Sequence II courses without passing all Core Course Sequence I courses.
- (xiii) If a student withdraws from any course under 'Core Course Sequence I' (as under 4.1(iv)(a) above in Semester 1, then the student cannot take respective 'Core Course Sequence II' in Semester 2.

- (xiv) The timeline of completion of course requirements is flexible for slow track students subject to the limit of three years by which all course work has to be completed. Three illustrative timelines of the slow track programme are provided in Annexure to this chapter [vide Annexure 4.1 on Snapshot of Course Work: Slow Track].
- (xv) For crediting any elective course in any semester, a student must have the prerequisites, if any, for the course as set by the concerned faculty of the course. This is particularly applicable for a student who is planning to take any course in the Core Course Sequence II in the student's last semester (either Semester 5 or Semester 6) in the slow track programme.
- (xvi) The last date for a student to withdraw from a course in which a student had registered at the beginning of a semester is October 31 for the Monsoon semester and March 31 for the Summer semester.
- (xvii) For slow track students, hostel facility will be given for a maximum period of three years or until the student completes all the courses, whichever is earlier.
- (xviii) For slow track students, scholarship to needy students to continue for a maximum of three years or until the student completes all the courses, whichever is earlier.

#### **4.4 Master's Thesis**

- (i) Under slow track, a student in Semester 4 or Semester 5 has the option to write a Master's thesis in lieu of one full-credit elective course or two half-credit elective courses.
- (ii) The Master's thesis will count towards three credits.
- (iii) A student must choose a faculty supervisor to provide guidance for the Master's thesis.
- (iv) No co-supervisors are permitted for a Master's thesis.
- (v) A student must register for the Master's thesis within a registration deadline.
- (vi) The registration deadline is the same as that set for finalizing all elective courses as mentioned in the Academic Calendar for the semester.
- (vii) To register for a Master's thesis, a student must fill up a form mentioning the proposed title of the thesis, duly signed by the faculty supervisor and submit it to the Student office by the registration deadline.
- (viii) A student is not allowed to drop a Master's thesis after the registration deadline.
- (ix) If a student wishes to withdraw from writing the thesis after the deadline, she will have to credit an elective course in lieu of the thesis in the next semester.
- (x) No change in supervisor is allowed beyond the registration deadline.
- (xi) The student registered for the Master's thesis must submit a one page thesis proposal duly signed by the supervisor by August 31 of the Monsoon Semester, or by January 31 of the Summer semester, depending on the semester in which a student registers for an M.Sc. thesis.
- (xii) The Master's thesis must be completed and submitted by the student in soft copy to the Student Office on or before the last working day of the examination week of the semester in which it is written.
- (xiii) The thesis will be checked for plagiarism and the report will be forwarded to the supervisor for grading.
- (xiv) The supervisor will give a letter grade based on the evaluation procedure.
- (xv) If a student writing a Master's thesis in Semester 4 (Semester 5) does not get a passing grade and is awarded an 'F' by the supervisor, the student will have to re-register for 3 credits of elective course work in lieu of the thesis, in Semester 5 (Semester 6) of the programme.

#### 4.5 Course Failure

- (i) A course failure is when a student does not get the passing grade of a course and is awarded an 'F' in a course the *first time* the student credits the course. The course can be either a full-credit or a half credit course.
- (ii) A student can have course failures as defined above, totaling a maximum of 6 credits (two full-credit or four half-credit courses) in the entire duration of the programme. Exceeding this at any point of time during the duration of the programme will result in termination of the student from the programme.
- (iii) A student with a course failure, subject to the maximum credits permitted as above, to continue in the programme, will have to appear for a *re-take exam* for the course within one month of the announcement of the final grade of the course [vide Annexure 4.2: Decision Tree: Course Failure (Slow Track) and [Sections 4.6-4.8 below].
- (iv) A student with a course failure has the option of not going for the re-take option and can exit the programme at any point out of his or her own volition.

#### 4.6 Re-Take Exam

- (i) Following a course failure a student can appear in a re-take examination, i.e., re-appear for the exam within a month of the declaration of the results.
- (ii) The re-take option is available for a maximum of two cumulative course failures.
- (iii) A student can appear for only one re-take exam per course in a semester per course subject to the maximum permissible course failures totaling 6 credits, provided that the student meets the minimum CGPA, if any, of a semester for passing on to the next semester. For the slow track students, this is relevant from Semester 2 to Semester 4 if the student seeks to complete all course requirements by Semester 5, and from Semester 2 to Semester 5 if the student seeks to complete all course requirements by Semester 6. [Vide Section 4.17 below for the minimum CGPA requirement for M.Sc. Programme - Slow Track].
- (iv) The minimum CGPA under (iii) above is computed taking into account the course failure and *before* the option of a re-take exam can be exercised.
- (v) If a student has course failure(s) in Semester 6 and does not meet the minimum CGPA at the end of that semester computed *after* taking into account the course failure(s) and *before* the option of a re-take exam can be exercised, then the student will not be permitted to appear for the re-take exam(s) and will not be eligible for the award of the M.Sc. degree.

#### 4.7 Modalities of the Re-Take Exam

- (i) The re-take exam for the Monsoon semester will be scheduled before January 31 and for the Summer semester before June 30.
- (ii) The re-take exam will be coordinated and conducted by the Student Office in consultation with the concerned faculty.
- (iii) For a slow track student, the re-take option is available for courses credited for the first time by a student in every semester, up to those in the sixth semester.
- (iv) For students who have joined the slow track from the normal track on account of a re-take failure, there is no re-take option. Such a student has to *re-register* for the course [Vide Section 4.10 below].

- (v) The concerned faculty is the final authority to decide the scope and assessment criteria of the re-take exam.

#### **4.8 Passing the Re-Take Exam**

- (i) If a student passes the re-take exam, then the student will receive the letter grade awarded by the course instructor and continue in the programme.
- (ii) On passing the re-take exam following a course failure, the grade of both the course failure ('F') as well as the subsequent letter grade of the re-take will appear in the student's final grade sheet.
- (iii) The course failure 'F' as under (ii) above, will remain in a student's record and will be counted towards the maximum permitted course failures totaling 6 credits (two full-credit or four half-credit courses) during the entire duration of the programme.
- (iv) Only the letter grade obtained in the re-take attempt will be counted for the calculation of CGPA at the end of M.Sc. programme.

#### **4.9 Failing the Re-Take Exam**

- (i) When a student fails in a re-take exam and is awarded an 'F,' it is defined as a re-take failure.
- (ii) A student is not permitted to have more than one re-take failure per course subject to the maximum course failures totaling 6 credits permitted during the entire duration of the student's course work.
- (iii) Following a re-take failure on slow track, a student has two options:
  - (a) exercise a re-registration option and credit the course a second time when it is offered during the tenure of the student. This option is available for courses credited in Semesters 1-4 of the slow track [vide Section 4.10 below].
  - (b) does not exercise the re-registration option and exits the programme at any point out of the student's own volition. In this case, a letter grade of 'F' will appear for that course in the student's final grade sheet.
- (iv) For students failing the re-take, the grade of both the course failure ('F') as well as that of re-take failure ('F') will appear in the grade sheet.

#### **4.10 Re-registration of Course**

- (i) Following a re-take failure either while being in the slow track, or a course failure/ re-take failure in the normal track, a student can re-register for a course in the slow track under which the student chooses to credit the course a second time when it is offered again during the remaining tenure of the student in the programme [vide Annexure 4.2: Decision Tree: Course Failure (Slow Track)].
- (ii) The re-registration option is available under slow track for courses credited up to Semester 4 and only once for every course failure/re-take failure, subject to maximum course failures totaling 6 credits permitted during the entire duration of the student's course work under slow track, namely three years (six semesters) from the date of joining the programme.
- (iii) The re-registration option is not available for courses credited for the first time in Semesters 5 and 6. This would include any core or elective course credited in these semesters.

- (iv) For re-take failures in courses in Semesters 5 and 6, a student is allowed to appear for a second re-take exam within a month of the re-take failures of the said courses.
- (v) A student has the option of not going for re-registration option and can exit the programme at any point out of the student's own volition.

#### **4.11 Modalities of Re-registration**

- (i) A student re-registering in an elective course following a course failure/re-take failure in that course is allowed to take another course from the same field of specialization with the approval of the Dean, in case the original course is not offered the next time during the student's remaining tenure in the programme.
- (ii) If a student has an outstanding course failure in any course(s) in Core Course Sequence I and re-registers for the said course(s), then the student cannot credit the respective Core Course Sequence II before passing the Sequence I courses.
- (iii) For re-registration, the student will have to pay the registration fee for each course registered.
- (iv) A student re-registered for a course will be provided with hostel accommodation till the completion of the course requirements.

#### **4.12 Passing a Re-registered Course**

- (i) A student passing a re-registered course will receive the letter grade awarded by the course instructor.
- (ii) For a student passing a re-registered course after a course failure but without appearing for a re-take exam, the grade of both the course failure ('F') as well as the subsequent letter grade of the re-registered course will appear in the final grade sheet.
- (iii) For a student passing a re-registered course after a re-take failure, the grade of the course failure ('F'), the re-take failure ('F') as well as the subsequent letter grade of the re-registered course will appear in the final grade sheet.
- (iv) Only the letter grade obtained in a re-registered attempt will be counted for the calculation of CGPA at the end of M.Sc. programme.

#### **4.13 Failing a Re-Registered Course**

- (i) A student who has re-registered for a course following a re-take failure on slow track, or a course failure/re-take failure on normal track can fail to obtain a passing grade for the re-registered course and be awarded an F. This is termed as re-registration failure.
- (ii) A re-registration failure is applicable for a slow track student under the following scenarios [vide Annexure 4.2: Decision Tree: Course Failure (Slow Track)].
  - (a) Scenario A: Upon re-registering after a re-take failure in a slow track course
  - (b) Scenario B: Upon re-registering after a re-take failure in normal track
  - (c) Scenario C: Upon re-registering after a course failure in normal track and opting out of the re-take exam.
- (iii) Two cases are possible under Scenario A:
  - (a) Re-take failure in Semesters 1-4 courses for which a student can re-register in Semesters 2-6: A re-registration failure will lead to termination of student from programme.
  - (b) Re-take failure in Semesters 5-6 courses for which there is no re-registration option: A student gets an option of a re-exam within one month of the declaration of results, failing which, a student is terminated from the programme.

- (iv) Under Scenario B, a re-registration failure will lead to termination of student from programme.
- (v) Under Scenario C, upon a re-registration failure, a student gets an option of a re-exam within one month of the declaration of results, failing which, a student is terminated from the programme.

#### **4.14 Improvement Exam**

- (i) A student who has passed a course can opt for improvement of her/his letter grade obtained in the course.
- (ii) Grade improvement will be allowed only for students passing the core courses.
- (iii) A student opting for grade improvement of any of the core courses will have to re-register for the course.
- (iv) For slow track students, the grade improvement option can be exercised for core courses credited up to Semester 4.
- (v) No grade improvement will be allowed for core courses credited either in Semester 5 and/or Semester 6 [vide Annexure 4.3: Decision Tree: Grade Improvement (Slow Track)].

#### **4.15 Modalities of Improvement Exam**

- (i) Only one-time grade improvement is allowed for every core course.
- (ii) To improve the grade in a core course, a student will have to re-register for the course whenever it is offered the next time during the tenure of the student.
- (iii) No re-registration for grade improvement is allowed for core courses credited in Semesters 5 and 6 of slow track.
- (iv) A slow track student who wishes to opt for grade improvement in any semester will not be permitted to register for more than 12 course credits *including* the courses for which a student is seeking grade improvement. This is different from grade improvement under the normal track where a student is permitted to register for a maximum of 15 course credits including the course in which the student is seeking grade improvement.
- (v) There is no limit on the number of courses per semester in which a student seeks grade improvement provided that the total credit units do not exceed 12, and the student has to complete 48 credits of course work within six semesters.
- (vi) A grade improvement exam is not permitted for courses in which a student already has a re-take or a re-registration pass.
- (vii) For re-registration for grade improvement, the student will have to pay the registration fee for each course re-registered.
- (viii) A student re-registered for grade improvement will be provided with hostel accommodation till the completion of the course requirement.

#### **4.16 Grade of Improvement Exam**

- (i) If a student opts for an improvement exam, the grade obtained in the first attempt in a course as well as the maximum of the original grade and the grade obtained in the improvement exam will appear in the final grade sheet.
- (ii) For the overall M.Sc. Program CGPA calculations, only maximum of the original grade and the grade of the improvement exam will be used.

#### **4.17 Eligibility for M.Sc. Degree: Slow Track**

A student will be eligible for the M.Sc. Degree only if ALL of the following conditions are met:

- (i) The student has completed 48 credits of the required course work within six semesters,  
AND
- (ii) The student has maintained a minimum CGPA of 2.0 at the end of each semester, starting with the second semester and up to the last semester of the student's course work in the slow track, Semester 5 or Semester 6, whichever is applicable, AND
- (iii) The student has obtained a CGPA of at least 2.25 across all courses after completion of the 48 credits of required course work of the programme as under (i) above, AND
- (iv) The student has passed all outstanding course failures ('F'), if any.



#### 4.18 ANNEXURES: CHAPTER 4

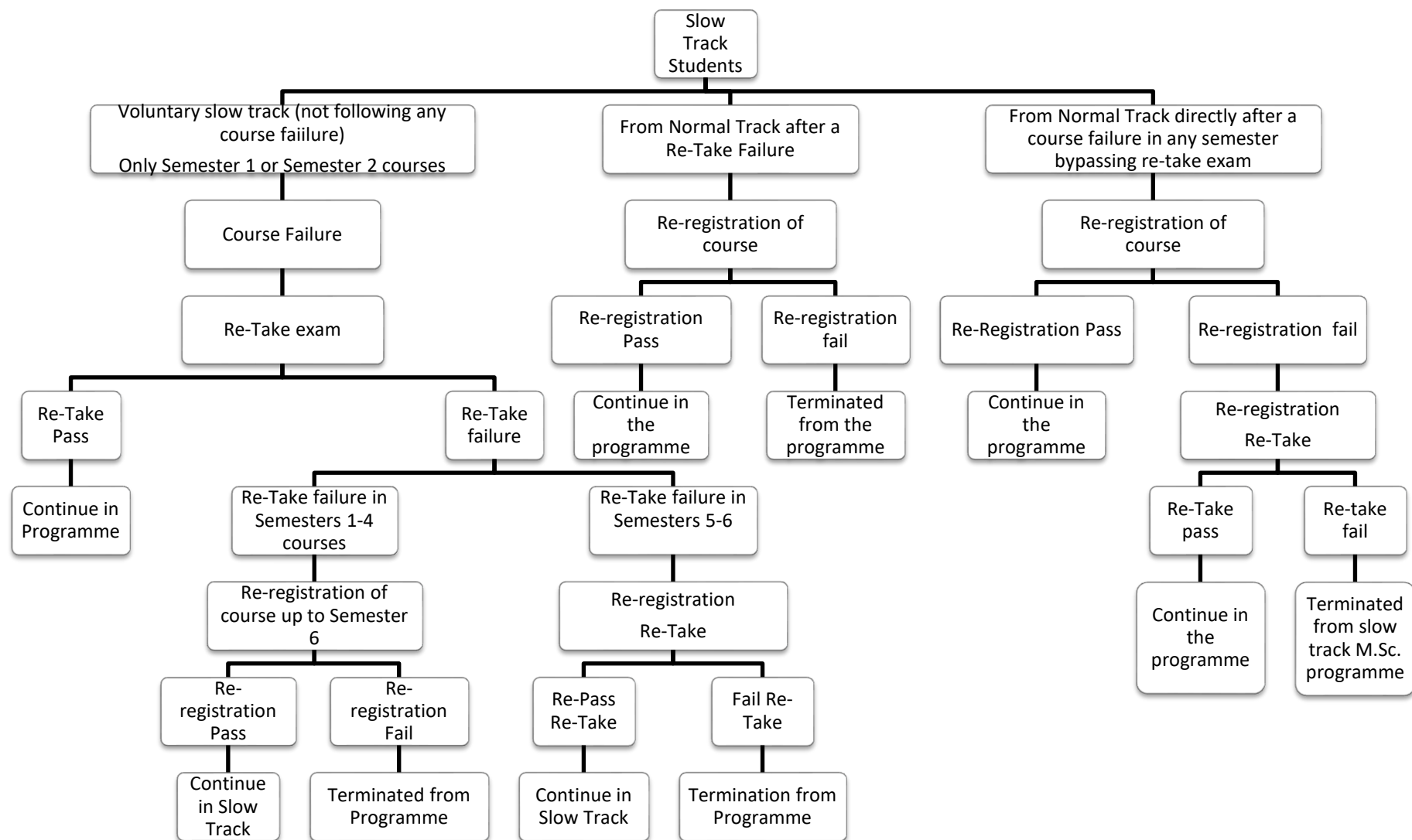
##### Annexure 4.1: The Two Year M.Sc. Programme (Slow Track)

The Table below gives three samples of the sequence and details of the M.Sc. course work that needs to be completed on Slow Track.

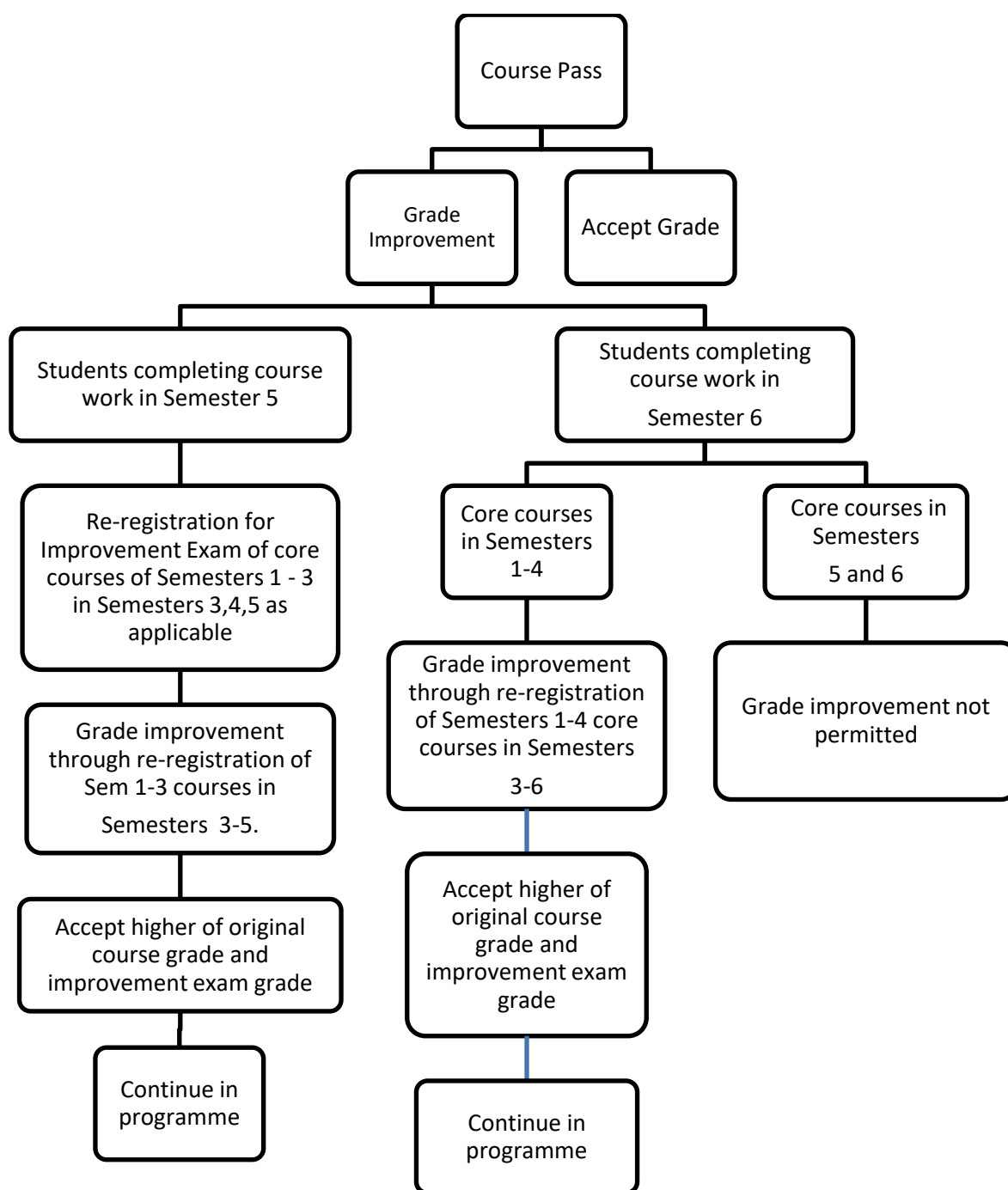
| Slow Track Sample 1*  |            |  |
|---|------------|--|
| Year 1  | Semester 1 | Math Econ (Compulsory) + Micro I                             |
|   | Semester 2 | Development (Compulsory)+ Micro II                           |
| Year 2  | Semester 3 | Macro I + Econometrics I + Two elective courses              |
|   | Semester 4 | Macro II + Econometrics II + Two elective courses            |
| Year 3  | Semester 5 | Four elective courses  |
| Slow Track Sample 2*  |            |  |
| Year 1  | Semester 1 | Math Econ (Compulsory) + Micro I                             |
|   | Semester 2 | Development (Compulsory)+ Micro II                           |
| Year 2  | Semester 3 | Macro I + Econometrics I + Two elective courses              |
|   | Semester 4 | Macro II + Two elective courses                              |
| Year 3  | Semester 5 | M.Sc. Thesis (Compulsory if chosen) and Two elective courses |
|   | Semester 6 | Econometrics II and One elective course                      |
| Slow Track Sample 3   |            |  |
| Year 1  | Semester 1 | Math Econ (Compulsory) + Macro I + Econometrics I            |
|   | Semester 2 | Development (Compulsory) + Macro II + Econometrics II        |
| Year 2  | Semester 3 | Micro I + Two elective courses                               |
|   | Semester 4 | Micro II + Two elective courses                              |
| Year 3  | Semester 5 | M.Sc Thesis (Compulsory if chosen) + Three Electives         |
| *Illustrative. There are several combinations possible in slow track but conditional on the core and elective courses on offer each semester. |            |  |

Note: For crediting any elective course in any semester, a student must have the prerequisites, if any, for the course as set by the concerned faculty of the course. This is particularly applicable for students who are planning to take any course in the Core Course Sequence II in the student's last semester (either Semester 5 or Semester 6) in the slow track programme.

**Annexure 4.2: Decision Tree: Course Failure (Slow Track)**



### Annexure 4.3: Decision Tree: Grade Improvement (Slow Track)



<END OF CHAPTER 4>

## 5 THE DIRECT Ph.D. PROGRAMME

### Introductory Note

The Ph.D. degree in Development Studies at the Institute can be earned through any of the two tracks: (i) the *Direct Ph.D. Programme* which applies to a student joining the Ph.D. programme through IGIDR's admission process and who proceeds into the Ph.D. track after one year (two semesters) subject to meeting eligibility requirements and (ii) the *Continuing M.Sc. to Ph.D. Programme* which applies to a student who has earned the M.Sc. degree from the Institute and can exercise the option of continuing in the Ph.D. programme at the Institute within three years of completing the M.Sc. degree requirements, subject to fulfilling certain eligibility requirements.

This Chapter lays out the rules for the Direct Ph.D. students. The rules for the Continuing M.Sc. to Ph.D. Programme in Development Studies are laid down in Chapter 6 of this Rule Book.

### 5.1 Joining the Direct Ph.D. Programme

- (i) A student is deemed to join the Direct Ph.D. Programme when the student is admitted to the Institute after passing the Institute's admission process involving a written examination and an interview and meeting all other admission requirements.
- (ii) The date of joining the programme is the beginning of the Monsoon Semester in any academic year.

### 5.2 Coursework

- (i) A Direct Ph.D. student is required to complete a total of 42 credits of coursework, and additionally credit the Research Methodology (RM) course and Seminar Series (SS) course, of half-credit each, as part of the student's degree requirements.
- (ii) To complete the credit requirements for a course, a Direct Ph.D. student must have a minimum of 85 percent attendance in sessions in which that course is delivered [vide Chapter 7 for Attendance Requirements for Direct Ph.D. Programme].
- (iii) The break-down of 42 credits from the date of joining the Ph.D. programme, is as follows:
  - (a) At least 24 credits (including 12 credits of core courses) to be completed within a period of one-year,
  - (b) At most 18 credits in the second year since joining the programme.
- (iv) Credits earned in the RM and SS courses are not included in the computation of the total credit requirements.
- (v) The break-down of the courses to be taken to earn the required credits is as follows:
  - (a) 12 credits of Core Courses comprising Core Course Sequence I, namely Microeconomics-I, Macroeconomics-I, Econometrics-I, and Energy & Environment-I. The core courses must be completed in Semester 1 of joining the programme.
  - (b) 30 credits of elective courses to be chosen from the list of courses offered in each semester. Of the 30 credits of elective courses:

- (1) at least 6 credits should be from Core Course Sequence II, namely Microeconomics-II, Macroeconomics-II, Econometrics-II, and Energy and Environment-II. The requirements must be completed by the end of Semester 2.
- (2) 12 credits of elective courses should be chosen from a "*Major Field*,"
- (3) 6 credits of elective courses from a "*Minor Field*", and
- (4) 6 credits of elective courses from unrelated fields.
- (vi) The Major and Minor Fields of specialization are
  - (a) Microeconomic Theory and Applications
  - (b) Macroeconomics, Finance and Growth
  - (c) Econometric Theory and Applications
  - (d) Energy and Environment: Theory and Policy
  - (e) Development Theory and Policy
- (vii) An elective course offered can belong to multiple fields and will be duly considered for a major or minor as per the student's choice.
- (viii) A student must declare to the Student Office the student's Major and Minor Fields of specialization no later than the beginning of Semester 4, by the last date of the drop and add of courses in Semester 4, as mentioned in the Academic Calendar.
- (ix) The Ph.D. transcript will clearly specify a student's Major and Minor Fields of specialization.
- (x) The RM course and SS course, of 1.5 credits each, must be completed as part of the eligibility requirements for Ph.D. registration by the end of Semester 4 of joining the Ph.D. Programme as follows:
  - (a) A student is deemed to have completed the course when the student has a minimum of 85 per cent attendance in the course and has earned at least a Pass ('C') grade. The attendance will be computed for the semester in which the RM course is offered [vide Chapter 7 for Attendance Rules on Research Methodology Course for Direct Ph.D. students]
  - (b) Completion of the SS course over two consecutive semesters comprising of a total of 30 seminars. A student is deemed to have completed the course when the student has a minimum of 85 per cent attendance in the course. The attendance will be computed by pooling the attendance over the two semesters. [vide Chapter 7 for Rules on Seminar Series Course for Direct Ph.D. students]

### 5.3 Waiver to Direct Ph.D. students for First Year Courses

- (i) A student joining the IGIDR Ph.D. programme who has taken any/all the courses listed below in their qualifying degree (as mentioned in the Admissions Notice) is eligible to seek waiver in some/all of them.
- (ii) The list of courses in which waiver can be sought are:
  - (a) Core Course Sequence I, namely Microeconomics-I, Macroeconomics-I, Econometrics-I, and Energy & Environment-I, and
  - (b) Core Course Sequence II, namely Microeconomics-II, Macroeconomics-II, Econometrics-II, and Energy & Environment-II.
- (iii) Waiver in any of the courses under [Section 5.3 (ii) above] will be provided based on the performance in an exam, which will be held at the Institute prior to the beginning of the first semester of the Ph.D. programme.

- (iv) An eligible student who wishes to take the waiver exam(s) should apply to the Student Office soon after getting admitted to the Ph.D. programme, giving details of all the courses for which the student is seeking waiver.
- (v) A student will qualify for waiver exams after the student has demonstrated through official transcripts that the student has taken the concerned courses (or their equivalent) in the student's qualifying degree.
- (vi) The waiver exam will consist of two parts, each part covering the entire syllabus for the corresponding parts of the two courses in a sequence (e.g., Microeconomics-I and Microeconomics-II).
- (vii) The syllabus for the courses will be provided by the Student Office once the student qualifies for the waiver exam as under item 3 above.
- (viii) A student can seek waiver for the first course or both courses in a sequence.
- (ix) A student cannot seek waiver for the second course of a sequence (e.g., Microeconomics-II) without seeking waiver in the first course of that sequence (i.e., Microeconomics-I).
- (x) A student's performance in each part of the waiver exams will be graded separately in the same way as per IGIDR grading scheme.
- (xi) A student seeking waiver has to obtain a grade of at least B in order to get a waiver for that course.
- (xii) Waiver in the second course of a Core Course Sequence as under will be provided only to a student who has obtained a waiver in the first course of that sequence.
- (xiii) The grade obtained by a student in a waiver exam will not be carried forward and will not be counted towards a student's CGPA.
- (xiv) If a student fails to obtain waiver in a course then the student has to compulsorily credit that course and clear it as part of regular coursework.
- (xv) In lieu of every course in which a student gets waiver, the student has to take an elective course or a directed reading (DR) course with the restriction that a student cannot take more than two (DR) courses in meeting the student's total credit requirements for the academic programme in which the student is enrolled.
- (xvi) The transcript provided to a student getting waiver(s) will mention the names of the course(s) in which the student has obtained waiver in addition to the courses taken by the student as part of the student's required coursework.

#### **5.4 Directed Reading Courses**

- (i) Only a Ph.D. student who has obtained a waiver in a first year course is eligible to take a Directed Reading (DR) course.
- (ii) The (DR) course, similar to the M.Sc. thesis, is a self-study alternative to a single course to be completed in one semester.
- (iii) A student who wishes to take a (DR) course in a particular area of research has to identify a faculty who is willing to be a Supervisor for that course.
- (iv) The Supervisor is free to design the content of the (DR) course as the Supervisor deems appropriate.
- (v) Based on the content as decided by the Supervisor, a student registered for a (DR) course has to write a short thesis which the Supervisor will examine and award a letter grade as per the IGIDR grading scheme.
- (vi) The grade awarded for the (DR) course will be counted towards the CGPA requirements that the student has to maintain for continuation in the Ph.D. programme for eligibility requirements for continuation in the Ph.D. programme].

- (vii) If a student does not get a passing grade in the (DR) course, and is awarded an 'F' by the supervisor, the student will have to credit an elective course in lieu of the (DR) course in the next semester.

### 5.5 Course Failure

- (i) A course failure is when a student does not get the passing grade of a course and is awarded an 'F' in a course the *first time* the student credits the course. The course can be either a full-credit or a half-credit course.
- (ii) A student in the Ph.D. programme can have course failures as defined under (i) above, totaling a maximum of 3 credits (one-full-credit or two-half credit courses) in the entire duration of the programme.
- (iii) Exceeding course failures totaling a maximum of 3 credits at any point of time during the duration of the programme will result in termination of the student from the programme.
- (iv) A student with a course failure, subject to the maximum credits permitted as above and who wishes to continue in the programme, can appear for a *re-take exam* for the course within one month of the announcement of the final grade of the course subject to meeting the minimum CGPA requirements *before* the re-take exam.
- (v) A student with a course failure has the option of not going for the re-take option and can exit the programme at any point at the student's own volition.

### 5.6 Re-Take Exam

- (i) Following a course failure a student can appear in a re-take examination, i.e., re-appear for the exam within a month of the declaration of the results.
- (ii) The re-take option is available for course failures totaling a maximum of 3 credits during the entire duration of the programme.

### 5.7 Modalities of the Re-Take Exam

- (i) The re-take exam for the Monsoon semester will be scheduled before January 31 and for the Summer semester before June 30.
- (ii) The re-take exam will be coordinated and conducted by the Student Office in consultation with the concerned faculty.
- (iii) The concerned course faculty is the final authority to decide the scope and assessment criteria of the re-take exam.

### 5.8 Passing the Re-Take Exam

- (i) If a student passes the re-take then the student will receive the actual letter grade awarded by the course instructor.
- (ii) On passing the course following the re-take, the grade of both the course failure ('F') as well as the subsequent letter grade of the re-take exam will appear in the student's final grade sheet.
- (iii) The course failure 'F' will remain in the student's record and will be counted towards the maximum permitted course failures totaling 3 credits (one full-credit or two half credit courses) during the entire duration of the coursework of the programme.
- (iv) Only the letter grade obtained in the re-take attempt will be counted for the calculation of CGPA for the coursework of the Ph.D. programme.

### 5.9 Failing the Re-Take Exam

- (i) When a student fails in a re-take exam and is awarded an 'F,' it is defined as a re-take failure.
- (ii) A student is not permitted to have more than one re-take failure per a course failure subject to the maximum course failures totaling 3 credits permitted during the entire duration of the student's course work.
- (iii) Following a re-take failure, a student has to leave the programme.
- (iv) For a student failing the re-take, the grade of both the course failure ('F') as well as that of the re-take failure ('F') will appear in the final grade sheet.

### 5.10 Re-registration of Course

- (i) Re-registration of a course means that a student has to credit the course a second time when it is offered during the tenure of the student.
- (ii) Re-registration option for a Direct Ph.D. student is available *only* if the student fails to meet the minimum attendance requirement in any course credited during the student's course work in Semesters 1 and 2. [vide Chapter 7 for Attendance Requirement for all courses for Direct Ph.D. students]
- (iii) In the event, a Ph.D. student does not meet the minimum attendance requirement even after re-registration, then the student shall not be eligible for the award of the Ph.D. degree.
- (iv) No re-registration option is available on failing a re-take exam.

### 5.11 Eligibility Requirements for Enrolling in the Direct Ph.D. Track

A student joining the Ph.D. Programme can enroll into the Ph.D. track after one year, i.e. after the completion of Semesters 1 and 2, subject to each of the following requirements:

- (i) Pass all credit courses in the first two semesters.
- (ii) In case of course failures totaling not more than 3 credits (one full-credit or two half-credit courses) as permitted in Semesters 1 and 2 taken together, a student has to pass the course(s) after passing the re-take exam(s) of the failed course(s). Failure to do will lead to the termination of the student from the programme.
- (iii) A minimum CGPA of 3.0 at the end of each subsequent Semester. The minimum CGPA will be computed *before* any re-take exam following a course failure and excludes the grade obtained in the RM course.
- (iv) On meeting the eligibility conditions for enrolment in the Ph.D. programme, a student wishing to enroll in the programme must formally inform the Student Office of the decision via an email.

### 5.12 Eligibility Criteria for Continuation in the Ph.D. Programme

- (i) A student who has enrolled in the Ph.D. programme after meeting eligibility requirements is required to meet a set of eligibility conditions to *continue* in the programme.
- (ii) The eligibility conditions for continuing in the Ph.D. programme are as follows:
  - (a) Maintain a minimum CGPA of 3.0 at the end of each subsequent semester of coursework, i.e., Semesters 3 and 4 since joining the Ph.D. programme.
    - (1) The minimum CGPA of 3.0 as under (ii)(a) above will be computed BEFORE any re-take exam following a course failure, and excludes the grade obtained in the RM course.



- (2) Failure to maintain the CGPA of 3.0 in any semester will lead to the termination of the student from the programme.
- (b) Pass all courses in each subsequent semester of course work, i.e., in Semesters 3 and 4 since joining the Ph.D. programme.
  - (1) In case of course failures, totaling not more than 3 credits (one full-credit or two half credit courses) that are permitted during the entire duration of course work including in Semesters 1 and 2, a student has to pass the course(s) after passing the re-take exam(s) of the failed course(s).
  - (2) Failure to do so will lead to the termination of the student from the programme.
- (c) If either one of the above conditions (ii)(a) and (ii)(b) is not met the student will have to leave the programme.
- (d) If both conditions above, as under (ii)(a) and (ii)(b) are met, and the student meets the minimum attendance requirements of Research Methodology and Seminar Series courses by the end of Semester 4, the student is eligible to register for the Ph.D. degree, subject to meeting other conditions as set out in [Section 5.11 above].

### **5.13 Direct Ph.D. Programme Registration**

- (i) A student is deemed to be registered for the Ph.D. Programme, when the student, having met all the eligibility conditions as listed under Sections 5.11 and 5.12 above, passes a Comprehensive Examination in the form of an open Ph.D. Thesis Proposal Defense Seminar and a closed door Oral Examination.
- (ii) The registration process starts with the constitution of the Thesis Committee by the student, followed by the conduct of the Comprehensive Examination.

### **5.14 Ph.D. Thesis Committee**

- (i) A student seeking to pursue a Ph.D. degree at the Institute is required to constitute a Ph.D. thesis committee prior to appearing for the Comprehensive Examination.
- (ii) The thesis committee members will provide inputs to the student on the thesis as well as evaluate the progress of the thesis at its various stages of completion.
- (iii) The recommendations of the committee shall be taken into consideration by the Executive Committee in decisions relating to the student's status in the Ph.D. Programme.
- (iv) The rules pertaining to the Ph.D. thesis committee are applicable for both full and part-time students.
- (v) The responsibility of forming the thesis committee within the stipulated time lies with the student.

### **5.15 Composition of the Thesis Committee**

- (i) The Ph.D. thesis committee may have one supervisor and two committee members or two supervisors and one committee member.
- (ii) In case, a thesis committee has two supervisors, for administrative purposes one of the supervisors is to be designated as the Principal Supervisor whose views will be taken as final if a serious disagreement arises between the two supervisors. Selection of the Principal Supervisor from the two supervisors is the responsibility of the supervisors themselves. However, in the thesis submitted to the Student Office for examination, the names of the both supervisors are to be entered as 'Thesis supervisor' without implying any order of importance.

- (iii) In case a thesis committee has one Supervisor, the Supervisor must be a faculty member of the Institute other than Assistant Professor on contract and Visiting/Honorary Faculty, and who is not on leave for more than one year, at the time the student names her/him to be in the committee.
- (iv) In case a committee has two Supervisors, at least one of them must be a faculty member of the Institute other than Assistant Professor on contract and Visiting/Honorary Faculty, and who is not on leave for more than one year, at the time the student names her/him to be in the committee. The second supervisor can be any faculty member of the Institute including Assistant Professor on contract and Visiting/Honorary Faculty.
- (v) The student must choose other committee members of the thesis committee not later than one year from the date of Ph.D. registration.
- (vi) At least one committee member will have to be any faculty member of the Institute including Assistant Professor on contract and Visiting/Honorary Faculty.
- (vii) The number of external member in the committee, if any, is restricted to one only. The external member is one with at least a Ph.D. degree and who is not in the employment of the Institute. An external member can only be a Committee Member and never a supervisor.
- (viii) It is recommended that the student consult her/his supervisor(s) in selecting other committee members.
- (ix) The responsibility of deciding on a Supervisor and committee members within the stipulated time line lies with the student.
- (x) In case the student does not comply with the thesis committee formation requirements within the stipulated time, the Director, in consultation with the supervisor, would name the said members, preferably from the student's research area.
- (xi) Committee Members on leave:
  - (a) A Supervisor who is on leave for more than one year anytime during the first or second year from the date of student's Ph.D. registration can be present or continue to be present only as a committee member. The student will then have to select a Supervisor at the time the earlier supervisor proceeds on leave. If the supervisor returns to the Institute after the leave, she/he can again become a supervisor.
  - (b) A faculty member who is already in the committee as a member in any capacity but proceeds on leave for more than one year during the third year from the date of student's Ph.D. registration can continue to be a committee member.
  - (c) A Faculty member who is already in the committee but proceeds on leave for more than one year during the fourth year from the date of student's Ph.D. registration can continue in whichever position the student has chosen her/him to be in the committee.
  - (d) Faculty members who are on leave for less than or equal to one year can continue to be in thesis committee in whichever position the student has chosen them.

#### **5.16 The Comprehensive Examination**

A student who seeks to pursue the Ph.D. degree after meeting all the eligibility requirements as listed under Sections 5.11 and 5.12 above, is required to pass a Comprehensive Examination in the form of an open Ph.D. Thesis Proposal Defense Seminar and a closed door Oral Examination.

- (i) The Comprehensive Examination will test the student on her/his knowledge of the subject areas on which the thesis proposal is based on, the potential of the proposal to be turned into a Ph.D. thesis, and the student's capability to carry out the proposed research.
- (ii) A student will get a maximum of two attempts to clear the Comprehensive examination.
- (iii) The first attempt has to be in Semester 5 of third year since joining the Ph.D. programme and no later than August 31 in that semester.
- (iv) The second attempt will be within three months from the date of the first Comprehensive Examination in case a student fails the examination in the first attempt or fails to appear in the examination within the stipulated deadline.
- (v) No extension will be given under any circumstance other than on account of medical and other emergencies supported by appropriate documentation.

#### **5.17 Modalities of the Comprehensive Examination**

- (i) Prior to appearing for a Comprehensive Examination, the student must form a Thesis Committee and submit a written Ph.D. proposal to the Student Office at least one month prior to the date of the examination.
- (ii) The proposal must be duly certified by the Supervisor(s) of the Committee indicating that the student may appear for the Comprehensive Examination.
- (iii) The Comprehensive Examination comprises of two parts:
  - (a) an open Proposal Defense Seminar, and
  - (b) a closed door Oral Examination
- (iv) The examination will be conducted by the Comprehensive Examination Evaluation Committee, comprising the student's current thesis committee members, an external member and two faculty members (nominated by the Director) and the Dean Academic Affairs who will be the Chairperson of the Committee. In case the Director/Dean is in the thesis committee, the Dean Faculties will set up the panel.
- (v) The Open Proposal Defense Seminar is the presentation of a student's Ph.D. proposal in the presence of the Comprehensive Examination Evaluation Committee. This seminar is open to all interested in the student's presentation.
- (vi) The objective of the Oral Examination is to test the basic competency of the student in the proposed field of study pertaining to the Ph.D. thesis.
- (vii) For the Comprehensive exam, related course name(s), the subject on which the student will be examined, will be sent to Student Office by the supervisor and Student Office will circulate the syllabus to all the members of the evaluation committee.
- (viii) If a student has not done any course of relevance to the proposed thesis, then the Supervisor may suggest other relevant basic courses from the list of courses that the student has undergone during the coursework, in addition to some related topics (can be in the form of Readings also) in consultation with the thesis committee. This will be sent to Student Office for circulation to the Comprehensive Evaluation Committee.

#### **5.18 Evaluation of Comprehensive Examination**

- (i) The Comprehensive Examination is evaluated in terms of one of the following recommendations by the evaluation committee:
  - (a) PASS without any Proposal Revision, or
  - (b) PASS subject to Proposal Revision, or
  - (c) FAIL.

- (ii) A recommendation under (i) above is arrived based on an average score received based on the score lying between [0-4] given by each member of the evaluation committee.
  - (a) If the average score is at least equal to 2.75, option (i)(a) above is applicable, of the student passing the examination without any proposal revision.
  - (b) If the average score is at least 2 and less than 2.75, then option (i)(b) above is applicable, of the student passing the comprehensive examination subject to proposal revision.
  - (c) If the average score is less than 2, then option (i)(c) above is applicable, of the student failing the comprehensive examination.
- (iii) In case of decision under (i)(a) above, of pass without any proposal revision:
  - (a) A student's registration in the Ph.D. programme is deemed to be complete and the student will receive the Ph.D. stipend.
  - (b) The date of the comprehensive examination will be the date of registration and the student will be eligible for the Ph.D. stipend from this date onwards and the student will be subject to all applicable rules of the Ph.D. programme.
- (iv) In case of decision under (i)(b) above, of pass subject to proposal revision, the student has to submit the revised proposal along with detailed response to the committee's comments, duly certified by the thesis supervisor to the Student Office within one month of the seminar.
- (v) In case of decision under (i)(c) above in the first attempt of the Comprehensive Examination, of a student failing the examination, the student, wishing to pursue the Ph.D. degree gets a second attempt to appear for the Comprehensive Examination within three months of the date of the first examination.

#### **5.19 Passing the Comprehensive Examination and Ph.D. Registration**

- (i) Once a student passes the Comprehensive Examination, the student is deemed to be registered to pursue the Ph.D. degree and write the Ph.D. thesis.
- (ii) A student needs to maintain her/his Ph.D. registration only up to the point of thesis submission.
- (iii) The period of registration need not cover the thesis examination period.

#### **5.20 Ph.D. Stipend**

- (i) A student who registers for the Ph.D. degree upon passing the Comprehensive Examination will receive the Ph.D. Stipend from the date of registration until July 31 of their fourth year from the date of joining the Institute.
- (ii) The stipend may be extended for two additional semesters subject to satisfactory progress of the student's research work

#### **5.21 Change of Thesis Committee**

- (i) In case of any committee member, due to any reason such as proceeding on leave, resignation, termination etc., is unable to continue as supervisor/ member of the thesis committee, a student is required to change the supervisor/ committee member.
- (ii) The changes in the thesis committee should be made by a student within two months of the Registrar's official notification of leave or any other reason about the absence of concerned faculty member.
- (iii) In case a student does not comply with the requirements under (i) and (ii) above within the stipulated time, the Director, in consultation with the existing Committee, will name

the new member(s) thereafter, preferably from faculty working in the student's research area. Also, as far as possible, the student would be allowed to continue broadly with his registered thesis topic.

- (iv) A student can change her/his supervisor(s) till December 31 of the fourth year from the date of joining the Ph.D. Programme or till six months before the Ph.D. Synopsis Seminar, whichever is earlier.
  - (a) The student will be asked to explain the reasons for change in supervisor(s).
  - (b) If the existing thesis committee members agree to such changes, the Student Office will make the change.
  - (c) If not (b), the matter will be settled by the Executive Committee.
- (v) A student can change Committee Members (other than the Supervisor(s)) till the end of the fourth year from the date of joining the Institute or till six months before the Ph.D. Synopsis Seminar, whichever is earlier.
  - (a) The student will be asked to explain the reasons for change.
  - (b) If the existing thesis committee members agree to such changes, the Student Office will make the change.
  - (c) If not (b), then the matter will be settled by the Executive Committee.
- (vi) To effect a change in the thesis committee, a student will need the signature(s) of the member(s) being replaced as well as the signature of the entering new member(s).

#### **5.22 Change of Thesis Topic**

- (i) A student can change her/his Ph.D. thesis topic till December 31 of the fourth year from the date of joining the Institute or till six months before the Ph.D. Synopsis Seminar, whichever is earlier.
- (ii) It is deemed that a thesis topic is changed when it falls under a subject area different from the one in the original proposal presented at the Comprehensive examination that the student had appeared for and cleared.
- (iii) The student will be asked to explain the reasons for a change in thesis topic.
- (iv) If the existing thesis committee members agree to such changes and certify the same, the Student Office will make the change. Otherwise, the matter will be settled by the Executive Committee.
- (v) If the change of the thesis topic is approved, the student will have to present a new proposal in an open seminar within three months of the said change, and the proposal will have to be approved by the thesis committee.
- (vi) If the proposed title of the thesis as mentioned in the Ph.D. registration form is only revised, and the thesis committee deems that the thesis still falls under a subject area(s) that is (are) not different from the one(s) in the original proposal presented at the Comprehensive examination, then the student may inform the student office after obtaining due approval from the committee members.

#### **5.23 Collaborative/Published Work in Ph.D. Thesis**

- (i) A Ph.D. thesis is an original and independent contribution of the student. It is also expected to be unpublished. However, parts of the thesis can be published by the student in a revised and distinct version any time before or after the submission of the thesis.
- (ii) If the thesis contains work already circulated/published as co-authored with a faculty member of the Institute, then it can be included in the thesis.

- (iii) Co-authored work with an individual who is not a member of the thesis committee (within or outside the Institute) can be included in the student's thesis with due consent from all the co-authors as well as from the Supervisor(s).
- (iv) Co-authored work other than (iii) above, including joint work with another student inside or outside IGIDR cannot be included in the Ph.D. thesis.

#### **5.24 Monitoring of Progress of Ph.D. Thesis**

- (i) Following Ph.D. registration, every year, a student is required to report the progress of the thesis to the Institute.
- (ii) This is to be done through:
  - (a) an annual progress seminar, and
  - (b) an interim report halfway between two annual seminars.

#### **5.25 The Interim Progress Report**

- (i) The interim progress report should be a brief summary of the work done since the last formal evaluation of the Ph.D. research.
- (ii) The first such interim report is due after the Ph.D. registration on passing the Comprehensive Examination.
- (iii) The deadline for the report, irrespective of whether a student passes the examination in the first or second attempt is July 31 following the Ph.D. registration.
- (iv) The progress report has to be submitted to the Student Office duly signed by all thesis committee members stating that the members are satisfied/not satisfied with the progress. Subsequent to the first report, an interim report is due midway between two annual progress seminars (vide Section 5.26 below) until the time of the submission of the completed thesis.
- (v) If the deadline for submitting the progress report is not met, then a student will not receive the non-RA component of the stipend for the entire period of delay.
- (vi) If a majority of the committee members are not satisfied with the progress of the thesis, then a student must submit a revised progress report that is deemed as satisfactory by the thesis committee members.
- (vii) In case of (vi) above, a student will not receive the non-RA component of the stipend till the student submits the revised progress report.
- (viii) The non-RA component of the stipend will be resumed only after the thesis committee approves the revised report.

#### **5.26 The Progress Seminar**

- (i) The Annual Progress Seminar is an open seminar presented by a student on the student's ongoing Ph.D. thesis work.
- (ii) The first Annual Progress Seminar of a student is due at the end of Semester 6, by December 31.
- (iii) The progress of the thesis and its presentation in the seminar are to be evaluated by the thesis committee. The Dean Academic Affairs officiates the progress seminar.
- (iv) The seminar requires one week of notice and submission to the Student Office of a write-up duly certified by the thesis committee members stating that the student can appear for the progress seminar.
- (v) On evaluation, the thesis committee can make the following recommendations :
  - (a) Progress satisfactory

- (b) Progress unsatisfactory.
- (vi) In case the progress is unsatisfactory as under (v)(b) above, a student has to submit a revised progress report within three months of the seminar to the satisfaction of the thesis committee.
- (vii) In case of (vi) above, a student will not receive the non-RA component of the stipend till the student submits the revised progress report.
- (viii) The non-RA component of the stipend will be resumed only after the thesis committee approves the revised report.

### **5.27. Validity of Ph.D. Registration and Re-registration**

- (i) A Direct Ph.D. student needs to maintain her/his Ph.D. registration only up to the point of thesis submission. The period of registration need not cover the thesis examination period.
- (ii) Ph.D. registration will remain valid initially for a period of six years starting from the date of joining the Ph.D. Programme. Beyond six years, a student is required to re-register as follows:
  - (a) At the end of the sixth year since joining the Ph.D. programme, the student will have to re-register with a duly signed progress report (after obtaining the necessary clearance from her/his thesis committee as well as payment of the necessary registration fees along with the tuition fee) and the registration of the student will be maintained for another two years (*Re-registration Round 1*).
  - (b) If a student fails to complete all necessary formalities to re-register by the end of the sixth year, the student has to make an application giving explanation for the delay and seeking the permission to re-register, which will be referred to the Executive Committee (EC) for appropriate action that could include termination of studentship, based on the recommendation of the committee.
  - (c) Subject to re-registration under (ii)(a) above, and no later than the end of the eighth year from the date of joining the Ph.D. programme, a registered full time as well as a part time Ph.D. student will have to re-register again with an application to the EC through the thesis committee (*Re-registration Round 2*).
- (iii) The *Re-registration Round 2* process calls for submission of a thesis progress report, duly certified by the thesis committee, and a seminar at the end of the eighth year.
- (iv) Based on a satisfactory progress report and seminar, the EC could consider extending the registration by another two years.
- (v) If a student fails to complete all necessary formalities to re-register by the end of the eighth year, then the student will not be allowed to continue in the Ph.D. programme. To validate the extension of registration for the additional two years, a student has to:
  - (a) pay the applicable re-registration fee and tuition fee at the beginning (within the first 30 days) of every semester
  - (b) submit a thesis progress report (approved and signed by the thesis committee) at the end of each semester subsequent to re-registration, and
  - (c) present a progress the annual progress seminar evaluated by the thesis committee at the end of the first academic year following re-registration.
- (vi) A Direct Ph.D. student will not be allowed to re-register after the completion of ten years from the date of joining the Ph.D. programme.
- (vii) At the end of ten years, registration and studentship of a Direct Ph.D. student will automatically expire. No extension will be granted beyond ten years.

#### **5.28 Submission of Ph.D. thesis for External Examination**

- (i) For a Direct Ph.D. student, the Ph.D. thesis must be submitted for external examination on or by ten years from the date of joining the Institute and complete all formalities of thesis submission i.e. submission of soft copy for plagiarism check, plagiarism clearance from supervisor(s) etc.
- (ii) The ten year period under (i) above includes the two round of re-registration
- (iii) The deadline for submission of thesis for external examination is applicable to all types of students, regular or part-time as may be applicable at the time of submission of the thesis.
- (iv) As under [Section 5.27(vii) above], both Ph.D. registration and studentship will automatically expire at the end of ten years.
- (v) The external examination of a Ph.D. thesis involves the following steps:
  - (a) Present a Ph.D. synopsis seminar based on the draft thesis [vide Sections 5.29 below].
  - (b) Post the synopsis seminar, and subject to passing the synopsis seminar after incorporating revisions if any, in the draft thesis, a student submits the final thesis for external examination.

#### **5.29 Ph.D. Synopsis Seminar**

- (i) The process of Ph.D. thesis submission begins with the presentation of an open synopsis seminar.
- (ii) The Student Office must be informed at least four weeks in advance for presentation of the synopsis seminar.
- (iii) Four weeks prior to the synopsis seminar, two draft copies of the thesis which includes all chapters planned for the final thesis, along with a thesis synopsis must be submitted to the Student Office. One copy of the draft thesis will be kept in the library display.
- (iv) The length of the final synopsis must be between one to four thousand words including tables and figures, and typed in approved format.
- (i) The documents as under (iii) above, should be submitted to the Student Office duly certified by the thesis committee members that the student may appear for the Ph.D. Synopsis Seminar.
- (v) It is advised that the synopsis be written carefully as this document will be sent to potential external examiners
- (vi) The date of the Synopsis seminar will be notified one week in advance. The seminar will normally be about one and half-hour duration that includes presentation (45 minutes to 1 hour), comments, suggestions and discussion.
- (vii) The synopsis seminar will be evaluated by a Synopsis Approval Panel consisting of the three thesis Committee Members of the student and the Dean Academic Affairs' or Director's nominee, as applicable. If the Dean is in the Committee, then the Director shall appoint a faculty in place of the Dean.
- (viii) The evaluation of the draft thesis and synopsis seminar is as follows:
  - (a) Synopsis seminar satisfactory and draft thesis accepted for external examination.
  - (b) Draft thesis to be accepted for external examination accepted subject to revisions.
  - (c) Synopsis seminar unsatisfactory and draft thesis cannot be accepted.
- (ix) If the Panel accepts the draft and finds the synopsis seminar satisfactory, then the draft thesis can be submitted for external examination.



- (x) If the Panel accepts the synopsis “subject to revision”, the revision is to be carried out by the student and certified by all members of the committee (s) before resubmitting it within six months of the date of the Synopsis seminar.
- (xi) If the Panel rejects the thesis, the submission of the thesis is ruled out.

### **5.30 Deadline for Thesis Submission**

- (i) A student, on appearing for the Synopsis Seminar, must submit the duly approved thesis for external examination *not later* than six months after the date of the synopsis seminar.
- (ii) If a student misses the deadline for thesis submission, then the student will have to repeat the synopsis submission procedure starting from the synopsis seminar.
- (iii) For the repeat synopsis seminar, a student will be given six months from the date of expiry of the submission deadline, following which the student has to submit the thesis for external examination within the next six months.
- (iv) Notwithstanding (ii) and (iii) above, if some delay is anticipated due to the unavailability of the supervisor(s), or due to some medical and other emergencies, the extension of the date of the thesis submission may be given on the basis of the recommendation of the Supervisor(s).
- (v) There is no limit on the number of times a student can present a Synopsis Seminar on missing submission deadlines so long as the student completes the thesis submission process within ten years of joining the Ph.D. programme.

### **5.31 Submission Guidelines for Ph.D. Thesis**

- (i) A student on passing the synopsis seminar along with having the draft thesis approved by the thesis committee for external examination, is required to prepare the thesis in the prescribed format and style, include a set of certifications, and submit it to the Student Office on or before the deadline for thesis submission.
- (ii) The submission of the thesis for external examination is to be made in three softbound copies of the thesis and an electronic version of the synopsis to the Student Office.
- (iii) The thesis must be written in an acceptable format and style as specified in Chapter 8 of this Rule Book.
- (iv) The thesis is to be accompanied by the following certificates:
  - (a) The supervisor(s) should give a declaration that there is a *prima facie* case for considering the thesis for the award of the Ph.D. degree.
  - (b) The student has to give a declaration that the work produced in the thesis is the student’s original work done during her/his tenure at the Institute and it has not been submitted elsewhere for the award of any degree.
  - (c) If the thesis contains joint work, already published or in circulation, with a faculty member, or external committee member, then the student has to produce a certificate signed by the other author(s). The certificate should state that the student's contribution to the joint work is substantial and sufficiently original to justify its inclusion in her/his thesis.
- (v) The thesis must be signed by all the members of the Ph.D. thesis committee.

### **5.32 Ph.D. Thesis External Examination**

- (i) A Ph.D. thesis will be examined by examiners chosen through a confidential process and the examiners will submit their reports.

- (ii) In their reports, the examiners will provide a critical evaluation of the thesis and recommend one of the following grades:
  - (a) Grade A: the thesis is acceptable in its present form
  - (b) Grade B: the thesis can be accepted after minor revisions
  - (c) Grade C: the thesis can be accepted only after major revisions
  - (d) Grade D: the thesis should be rejected.

### **5.33 Reports of External Examination and Revision of Ph.D. Thesis**

- (i) The reports of the external examiners as under Section 5.32 above will be first received by the Student Office which will forward the same to the supervisor(s) for their views and recommendations.
- (ii) Further to (i) above, once the views and recommendations of the supervisor(s) are received, these, along with the examiner reports are forwarded by the Student Office to the Executive Committee (EC) for comments/approval of the members of the EC.
- (iii) In case the examiners recommend Grade A (a) as under Section 5.32 (ii)(a) above, the EC approves the thesis for the viva voce examination.
- (iv) In case one or both examiners recommend Grade B as under Section 5.32 (ii)(b) above, of minor revisions, and no one recommends Grades C or D, the EC requires the following procedures to be followed:
  - (a) Revise the thesis by incorporating the comments given by the examiners subject to the satisfaction of the supervisor(s).
  - (b) Submit the revised thesis within four months from the receipt of examiner comments.
  - (c) Submit to the Student Office a detailed response to the examiners' comments, clearly indicating the nature and location of changes, duly approved by the supervisor(s).
  - (d) Conditional on (c) above, the Student Office will forward the student's response as well as the supervisor(s) recommendation to the EC.
  - (e) The re-examination process of the thesis with minor revisions will not be completed until the thesis is recommended with Grade A as approved by the EC.
- (v) In case at least one of the examiners recommends Grade C as under Section 5.32 (ii)(c) above, the EC requires the following procedure to be followed:
  - (a) Revise the thesis by incorporating the comments given by the examiners subject to the satisfaction of the supervisor(s).
  - (b) Submit the revised thesis within six months from receipt of examiner comments.
  - (c) Submit to the Student Office a detailed response to the examiners' comments, clearly indicating the nature and location of changes, duly approved by the supervisor(s).
  - (d) Conditional on (c) above, the Student Office will send the thesis back for re-examination to the external examiner(s) recommending major revisions.
  - (e) In the case of non-availability of the concerned examiner(s) for examination of the revised thesis, the thesis will be sent to a third examiner if one of the original examiners is not available and to a third and fourth examiner if both of the original examiners suggesting major revisions are not available.
  - (f) The examiner of the revised thesis will provide a critical evaluation of the thesis and recommend one of the following grades:
    - (1) Grade A: accept the revised thesis in its present form

- (2) Grade B: accept the revised thesis with minor revisions
- (3) Grade D: reject the thesis.
- (g) If both examiners recommend Grade A or Grade B as under (f)(1) above, or any combination thereof for the revised thesis, then the process laid out under (iii) or (iv) above, as applicable, has to be followed.
- (h) In case even one examiner recommends Grade D as under (f)(3) above for the revised thesis, then
  - (1) the thesis is rejected and the student will not be eligible of award of the Ph.D. degree, and
  - (2) the student has to comply with the exit procedure of the Institute such as that from the accounts section, library, administration and the computer centre.
- (vi) In case one of the examiners recommends Grade D as under Section 5.32 (ii)(d), but the other examiner recommends either Grades A, B or C, then the thesis *as it is*, prior to any revision, will be sent by the Student Office to a third examiner who will evaluate by awarding grades under (v)(f) above.
  - (a) In case the third examiner recommends Grade A or Grade B as under (v)(f)(1) or (v)(f)(2) above for the thesis, then the process of revising the thesis as laid out under (iii) or (iv) above, as applicable, has to be followed.
  - (b) In case the third examiner recommends Grade D as under (v)(f)(3) above for the thesis, then
    - (1) the student will not be given any option of further revision and the thesis will be rejected, and
    - (2) the student will not be eligible for the award of the Ph.D. degree, and
    - (3) the student has to comply with the exit procedure of the Institute (vide Section 2.24 above) such as that from the accounts section, library, administration and the computer centre.
- (vii) In case both examiners recommend Grade D as under Section 5.32 (ii)(d), then,
  - (a) the student will not be given any option of further revision and the thesis will be rejected, and
  - (b) the student will not be eligible for the award of the Ph.D. degree, and
  - (c) the student has to comply with the exit procedure of the Institute (vide Section 2.24 above) such as that from the accounts section, library, administration and the computer centre.
- (viii) The revision process of a Ph.D. thesis as under (iv) (minor revision), (v)(major revision), and (vi)(third examiner) above will be completed only after the thesis receives Grade A as under (v)(f) above from both examiners of the revised thesis and the EC approves the final reports of the external examiners.

#### **5.34 Ph.D. Viva Voce Examination**

- (i) After a thesis receives recommendations as per [Section 5.33(viii)] above, and the EC approves the final reports of the external examiners, a student will be required to defend the thesis at an open viva-voce examination conducted by a Board of Examiners (BOE) at the Institute.
- (ii) Once the revised thesis is approved by the EC for Viva Voce examination, the student must submit a copy of the approved thesis in the format specified under [Section 5.31 above], along with responses to the reports of the external examiners incorporated in the approved thesis, to the Student Office.

- (iii) The BOE for the Viva Voce Examination may consist of the supervisor(s), committee members, one of the external examiners and the Director/Dean or her/his nominee as chairperson of BOE.
- (iv) In evaluating the Viva Voce Examination, the BOE will have to choose the following options:
  - (a) The Viva Voce Examination is satisfactory and the student can be awarded the Ph.D. degree.
  - (b) The Viva Voce Examination is unsatisfactory and the student should appear for a second Viva Voce Examination.
- (v) If a student passes the Viva Voce examination, the student will have to make the final submission of the thesis as per [Section 5.35 (i)] below.
- (vi) If a student fails in the Viva-Voce examination, the student may be permitted to re-appear in a viva-voce examination at a later date. The recommendations of the BOE will be important in taking a decision in this respect.
- (vii) If a student fails the second Viva Voce Examination, the student will not be eligible for the Ph.D. degree.

#### **5.35 Final Submission of Ph.D. Thesis and Award of Ph.D. Degree**

- (i) After a student passes the viva voce, she/he shall submit to the Student Office two copies of her/his final thesis, hard bound, written following the submission guidelines specified under [Section 5.31 above.]. The thesis must be duly signed by the members of the thesis committee. An electronic version (CD-ROM) of the thesis should also be submitted.
- (ii) The final thesis must contain a certificate from the members of the Board of Examiners that the student has successfully defended the thesis. The certificate will be issued by the Student Office.
- (iii) With the submission of the final version of the bound copies of the Ph.D. thesis, a student will be considered to have completed the Ph.D. degree requirements.
- (iv) At the time of the submission of the final thesis, a student should follow the exit procedure of the Institute (vide Section 2.24 above) by seeking necessary clearances from the Institute such as that from the accounts section, library, administration and the computer centre.
- (v) The Academic Council is the final authority in deciding whether the thesis shall be accepted for the award of the Ph.D. degree. A student will be eligible for receiving the Ph.D. Degree certificate subsequent to the ratification by the Academic Council and Board of Management and clearance from the Institute.
- (vi) A Ph.D. certificate issued in a given year will bear the date on which the Board of Management ratifies the award of the degree.
- (vii) A Provisional Certificate, indicating the date on which viva voce was held, can be issued by the Dean Academic Affairs on request, subject to the student fulfilling all of the requirements as under (i)-(vi) under this Section.

### 5.36 ANNEXURE: CHAPTER 5

#### Annexure 5: Timeline, Deadlines of the Direct Ph.D. Programme

| Students joining the Monsoon Semester  | Deadlines   |
|--|---|
| Date of Joining the Programme  | August 1 or day one of the semester, whichever is earlier   |
| Submission of Ph.D. Proposal   | December 31   |
| Deadline for Comprehensive Examination   | January 31  |
| First Progress Report  | July 31   |
| First Annual Progress Seminar  | December 31   |
| Subsequent Progress Reports  | Every year on July 31 till the date of the Ph.D. synopsis   |
| Subsequent Annual Progress Seminars  | Every year on January 31 till the date of the Ph.D. synopsis  |
| Ph.D. Re-registration  | Round 1: At the end of the sixth year since joining the Ph.D. programme<br>Round 2: no later than the end of the eighth year from the date of joining the Ph.D. programme   |
| Submission of Ph.D. thesis for external examination                                      | Within ten years since the joining of the Ph.D. Programme. Submit the duly approved thesis for external examination and <i>not later</i> than six months after the date of the synopsis seminar.  |
| Ph.D. Synopsis Seminar   | At least six months prior to the expiry of eight years since joining the Ph.D. Programme  |
| Draft copies of the thesis for Synopsis Seminar  | Four weeks prior to the date of the Synopsis Seminar  |
| Ph.D. Thesis Revision after Receipt of Reports of External Examination                   | Recommendations and deadline: <ul style="list-style-type: none"> <li>a. thesis is acceptable in its present form : two months from the receipt of the external examiner reports by student</li> <li>b. the thesis can be accepted after minor revisions: : four months from the receipt of the external examiner reports by student</li> <li>c. the thesis can be accepted only after major revisions: one year from the receipt of the external examiner reports by student</li> </ul> |
| Viva Voce Examination  | After receiving recommendation of “thesis acceptable in its present form” from both examiners and subject to approval by Executive Committee.   |
| Repeat Viva Voce Examination if applicable   | no deadline   |
| Submission of Final Thesis for award of Ph.D. degree after passing Viva Voce Examination | no deadline   |

<END OF CHAPTER 5>

## 6 CONTINUATION FROM M.Sc. TO Ph.D. PROGRAMME

### Introductory Note

Students, both from the normal and slow track, who have obtained the M.Sc. degree or have fulfilled all requirements for award of the M.Sc. degree from the Institute have the option of joining the Ph.D. Programme at the Institute subject to fulfilling certain eligibility criteria. Those who meet the criteria and exercise this option will be referred to as “*Continuing M.Sc. to Ph.D.*” students.

This Chapter lays out the rules for the Continuing M.Sc. to Ph.D. students.

### 6.1 Joining the Continuing M.Sc. to Ph.D. Programme

- (i) A Continuing M.Sc. to Ph.D. student is allowed to join, within three academic years from the date of fulfillment of all requirements for award of the M.Sc. degree, at the beginning of the Monsoon Semester or Summer Semester. For example, a student who completes all course requirements in May 2019 and is eligible for the M.Sc. degree, can join the Ph.D. programme up to August 1, 2022.
- (ii) There are two joining dates for the a Continuing M.Sc. to Ph.D. student subject to the three year window stated above:
  - (a) August 1 or the beginning of the Monsoon Semester, whichever is earlier.
  - (b) January 1 or the beginning of the Summer Semester
- (iii) No other date is applicable for joining the programme.

### 6.2 Eligibility Requirements

- (i) A student either in the normal or slow track must obtain a minimum CGPA of 3.0 in the M.Sc. degree of the Institute.
- (ii) A student must join the said program on August 1/or the beginning of the Monsoon Semester whichever is earlier, or January 1 or the beginning of the Summer Semester, within three academic years from the date of successful completion of the course work requirements for the Institute’s Master’s degree.
- (iii) An IGIDR Master’s student desirous of joining the Institute’s Ph.D. programme beyond three academic years from the date of successful completion of the course work requirements for the Institute’s Master’s degree with a minimum CGPA of 3.0, could apply as a fresh candidate under the “Ph.D.” programme, subject to all the rules and regulations of that programme, including course work.

### 6.3 Coursework

- (i) A Ph.D. student is required to complete a total of 42 credits of course work and additionally credit the Research Methodology (RM) course and Seminar Series (SS) course as part of the student’s degree requirements.
- (ii) The course credits earned under the RM course and SS course are not included in the computation of the total credit requirements.
- (iii) A Continuing M.Sc. to Ph.D. student, having already earned 48 course credits as an M.Sc. degree holder, is required to credit only the RM course and SS course.
- (iv) The RM course and SS course, of 1.5 credits each, must be completed in the first year of joining the Ph.D. Programme as follows:
  - (a) A student is deemed to have completed the course when the student has a minimum of 85 per cent attendance in the course and has earned at least a Pass (‘C’) grade. The attendance will be computed for the semester in which the RM course is offered [vide

Chapter 7 for Attendance Rules on Research Methodology Course for Continuing M.Sc. to Ph.D. students]

- (b) Completion of the SS course over two consecutive semesters comprising of a total of 30 seminars. A student is deemed to have completed the course when the student has a minimum of 85 per cent attendance in the course. The attendance will be computed by pooling the attendance over the two semesters. [vide Chapter 7 for Rules on Seminar Series Course for Continuing M.Sc. to Ph.D. students]

#### **6.4 Registration Requirements for Continuing M.Sc. to Ph.D. Students**

- (i) A student is deemed to be registered for the Ph.D. Programme, when the student, having met all the eligibility requirements as listed under [Section 6.1 above] and completing the course requirements as under [Section 6.2 above], passes a Comprehensive Examination in the form of an open Ph.D. Thesis Proposal Defense Seminar and a closed door Oral Examination.
- (ii) The registration process starts with the constitution of the Thesis Committee by the student, followed by the conduct of the Comprehensive Examination.

#### **6.5 Ph.D. Thesis Committee**

- (i) A student seeking to pursue a Ph.D. degree at the Institute is required to constitute a Ph.D. thesis committee prior to appearing for the Comprehensive Examination.
- (ii) The thesis committee members will provide inputs to the student on the thesis as well as evaluate the progress of the thesis at its various stages of completion.
- (iii) The recommendations of the committee shall be taken into consideration by the Executive Committee in decisions relating to the student's status in the Ph.D. Programme.
- (iv) The rules pertaining to the Ph.D. thesis committee is applicable for both full and part-time students.
- (v) The responsibility of forming the thesis committee within the stipulated time lies with the student.

#### **6.6 Composition of the Thesis Committee**

- (i) The Ph.D. thesis committee may have one supervisor and two committee members or two supervisors and one committee member.
- (ii) In case, a thesis committee has two supervisors, for administrative purposes one of the supervisors is to be designated as the Principal Supervisor whose views will be taken as final if a serious disagreement arises between the two supervisors. Selection of the Principal Supervisor from the two supervisors is the responsibility of the supervisors themselves. However, in the thesis submitted to the Student Office for examination, the names of the both supervisors are to be entered as 'Thesis supervisor' without implying any order of importance.
- (iii) In case a thesis committee has one Supervisor, the Supervisor must be a faculty member of the Institute other than Assistant Professor on contract and Visiting/Honorary Faculty, and who is not on leave for more than one year, at the time the student names her/him to be in the committee.
- (iv) In case a committee has two Supervisors, at least one of them must be a faculty member of the Institute other than Assistant Professor on contract and Visiting/Honorary Faculty, and who is not on leave for more than one year, at the time the student names her/him to be in the committee. The second supervisor can be any faculty member of the Institute including Assistant Professor on contract and Visiting/Honorary Faculty.

- (v) The student must choose other committee members of the thesis committee not later than one year from the date of Ph.D. registration.
- (vi) At least one committee member will have to be any faculty member of the Institute including Assistant Professor on contract and Visiting/Honorary Faculty.
- (vii) The number of external member in the committee, if any, is restricted to one only. The external member is one with at least a Ph.D. degree and who is not in the employment of the Institute. An external member can only be a Committee Member and never a supervisor.
- (viii) It is recommended that the student consult her/his supervisor(s) in selecting other committee members.
- (ix) The responsibility of deciding on a Supervisor and committee members within the stipulated time line lies with the student.
- (x) In case the student does not comply with the thesis committee formation requirements within the stipulated time, the Director, in consultation with the supervisor, would name the said members, preferably from the student's research area.
- (xi) Committee Members on leave:
  - (a) A Supervisor who is on leave for more than one year anytime during the first or second year from the date of student's Ph.D. registration can be present or continue to be present only as a committee member. The student will then have to select a Supervisor at the time the earlier supervisor proceeds on leave. If the supervisor returns to the Institute after the leave, she/he can again become a supervisor.
  - (b) A faculty member who is already in the committee as a member in any capacity but proceeds on leave for more than one year during the third year from the date of student's Ph.D. registration can continue to be a committee member.
  - (c) A Faculty member who is already in the committee but proceeds on leave for more than one year during the fourth year from the date of student's Ph.D. registration can continue in whichever position the student has chosen her/him to be in the committee.
  - (d) Faculty members who are on leave for less than or equal to one year can continue to be in thesis committee in whichever position the student has chosen them.

## 6.7 The Comprehensive Examination

A student who seeks to pursue the Ph.D. degree after meeting all the eligibility requirements as listed under Sections 6.11 and 6.12 above, is required to pass a Comprehensive Examination in the form of an open Ph.D. Thesis Proposal Defense Seminar and a closed door Oral Examination.

- (i) The Comprehensive Examination will test the student on her/his knowledge of the subject areas on which the thesis proposal is based on, the potential of the proposal to be turned into a Ph.D. thesis, and the student's capability to carry out the proposed research.
- (ii) A student will get a maximum of two attempts to clear the Comprehensive examination.
- (iii) The first attempt has to be within six months of joining the programme. Thus, a student who joins the programme on August 1 of the Monsoon Semester of a particular year, must appear for the Comprehensive Examination by December 31 of that year.
- (iv) The second attempt will be within three months from the date of the first Comprehensive Examination in case a student fails the examination in the first attempt or fails to appear in the examination within the stipulated deadline.
- (v) No extension will be given under any circumstance other than on account of medical and other emergencies supported by appropriate documentation.



### **6.8 Modalities of the Comprehensive Examination**

- (i) Prior to appearing for a Comprehensive Examination, the student must form a Thesis Committee and submit a written Ph.D. proposal to the Student Office at least one month prior to the date of the examination.
- (ii) The proposal must be duly certified by the Supervisor(s) of the Committee indicating that the student may appear for the Comprehensive Examination.
- (iii) The Comprehensive Examination comprises of two parts:
  - (a) an open Proposal Defense Seminar, and
  - (b) a closed door Oral Examination
- (iv) The examination will be conducted by the Comprehensive Examination Evaluation Committee, comprising the student's current thesis committee members, an external member and two faculty members (nominated by the Director) and the Dean Academic Affairs who will be the Chairperson of the Committee. In case the Director/Dean is in the thesis committee, the Dean Faculties will set up the panel.
- (v) The Open Proposal Defense Seminar is the presentation of a student's Ph.D. proposal in the presence of the Comprehensive Examination Evaluation Committee. This seminar is open to all interested in the student's presentation.
- (vi) The objective of the Oral Examination is to test the basic competency of the student in the proposed field of study pertaining to the Ph.D. thesis.
- (vii) For the Comprehensive exam, related course name(s), the subject on which the student will be examined, will be sent to Student Office by the supervisor and Student Office will circulate the syllabus to all the members of the evaluation committee.
- (viii) If a student has not done any course of relevance to the proposed thesis, then the Supervisor may suggest other relevant basic courses from the list of courses that the student has undergone during the coursework, in addition to some related topics (can be in the form of Readings also) in consultation with the thesis committee. This will be sent to Student Office for circulation to the Comprehensive Evaluation Committee.

### **6.9 Evaluation of the Comprehensive Examination**

- (i) The Comprehensive Examination is evaluated in terms of one of the following recommendations by the evaluation committee:
  - (a) PASS without any Proposal Revision, or
  - (b) PASS subject to Proposal Revision, or
  - (c) FAIL.
- (ii) A recommendation under (i) above is arrived based on an average score received based on the score lying between [0-4] given by each member of the evaluation committee.
  - (a) If the average score is at least equal to 2.75, option (i)(a) above is applicable, of the student passing the examination without any proposal revision.
  - (b) If the average score is at least 2 and less than 2.75, then option (i)(b) above is applicable, of the student passing the comprehensive examination subject to proposal revision.
  - (c) If the average score is less than 2, then option (i)(c) above is applicable, of the student failing the comprehensive examination.
- (iii) In case of decision under (i)(a) above, of pass without any proposal revision:
  - (a) A student's registration in the Ph.D. programme is deemed to be complete and the student will receive the Ph.D. stipend.

- (b) The date of the comprehensive examination will be the date of registration and the student will be eligible for the Ph.D. stipend from this date onwards and the student will be subject to all applicable rules of the Ph.D. programme.
- (iv) In case of decision under (i)(b) above, of pass subject to proposal revision, the student has to submit the revised proposal along with detailed response to the committee's comments, duly certified by the thesis supervisor to the Student Office within one month of the seminar.
- (v) In case of decision under (i)(c) above in the first attempt of the Comprehensive Examination, of a student failing the examination, the student, wishing to pursue the Ph.D. degree gets a second attempt to appear for the Comprehensive Examination within three months of the date of the first examination.
- (vi) **Passing the Comprehensive Examination and Ph.D. Registration**
  - (i) Once a student passes the Comprehensive Examination, the student is deemed to be registered to pursue the Ph.D. degree and write the Ph.D. thesis.
  - (ii) A student needs to maintain her/his Ph.D. registration only up to the point of thesis submission.
  - (iii) The period of registration need not cover the thesis examination period.

#### 6.10 Ph.D. Stipend

- (i) A student who registers for the Ph.D. degree upon passing the Comprehensive Examination will receive the Ph.D. stipend from the date of registration until the end of their Third year from the date of joining the Institute.
- (ii) The stipend may be extended for two additional semesters subject to satisfactory progress of the student's research work.

#### 6.11 Change of Thesis Committee

- (i) In case of any committee member, due to any reason such as proceeding on leave, resignation, termination etc., is unable to continue as supervisor/ member of the thesis committee, a student is required to change the supervisor/ committee member.
- (ii) The changes in the thesis committee should be made by a student within two months of the Registrar's official notification of leave or any other reason about the absence of concerned faculty member.
- (iii) In case a student does not comply with the requirements under (i) and (ii) above within the stipulated time, the Director, in consultation with the existing Committee, will name the new member(s) thereafter, preferably from faculty working in the student's research area. Also, as far as possible, the student would be allowed to continue broadly with his registered thesis topic.
- (iv) A student can change her/his supervisor(s) till December 31 of the fourth year from the date of joining the Ph.D. Programme or till six months before the Ph.D. Synopsis Seminar, whichever is earlier.
  - (a) The student will be asked to explain the reasons for change in supervisor(s).
  - (b) If the existing thesis committee members agree to such changes, the Student Office will make the change.
  - (c) If not (b), the matter will be settled by the Executive Committee.
- (v) A student can change Committee Members (other than the Supervisor(s)) till the end of the fourth year from the date of joining the Institute or till six months before the Ph.D. Synopsis Seminar, whichever is earlier.
  - (a) The student will be asked to explain the reasons for change.

- (b) If the existing thesis committee members agree to such changes, the Student Office will make the change.
- (c) If not (b), then the matter will be settled by the Executive Committee.
- (vi) To effect a change in the thesis committee, a student will need the signature(s) of the member(s) being replaced as well as the signature of the entering new member(s).

#### **6.12 Change of Thesis Topic**

- (i) A student can change her/his Ph.D. thesis topic till the end of the fourth year from the date of joining the Institute or till six months before the Ph.D. Synopsis Seminar, whichever is earlier.
- (ii) It is deemed that a thesis topic is changed when it falls under a subject area different from the one in the original proposal presented at the Comprehensive examination that the student had appeared for and cleared.
- (iii) The student will be asked to explain the reasons for a change in thesis topic.
- (iv) If the existing thesis committee members agree to such changes and certify the same, the Student Office will make the change. Otherwise, the matter will be settled by the Executive Committee.
- (v) If the change of the thesis topic is approved, the student will have to present a new proposal in an open seminar within three months of the said change, and the proposal will have to be approved by the thesis committee.
- (vi) If the proposed title of the thesis as mentioned in the Ph.D. registration form is only revised, and the thesis committee deems that the thesis still falls under a subject area(s) that is (are) not different from the one(s) in the original proposal presented at the Comprehensive examination, then the student may inform the student office after obtaining due approval from the committee members.

#### **6.13 Collaborative/Published Work in Ph.D. Thesis**

- (i) A Ph.D. thesis is an original and independent contribution of the student. It is also expected to be unpublished. However, parts of the thesis can be published by the student in a revised and distinct version any time before or after the submission of the thesis.
- (ii) If the thesis contains work already circulated/published as co-authored with a faculty member of the Institute, then it can be included in the thesis.
- (iii) Co-authored work with an individual who is not a member of the thesis committee (within or outside the Institute) can be included in the student's thesis with due consent from all the co-authors as well as from the Supervisor(s). Vide Chapter 8 for certifications.
- (i) Co-authored work other than (iii) above, including joint work with another student inside or outside IGIDR cannot be included in the Ph.D. thesis.

#### **6.14 Monitoring of Progress of Ph.D. thesis**

- (i) Following Ph.D. registration, every year, a student is required to report the progress of the thesis to the Institute.
- (ii) This is to be done through:
  - (a) an annual progress seminar, and
  - (b) an interim report halfway between two annual seminars.

#### **6.15 The Interim Progress Report**

- (i) The interim progress report should be a brief summary of the work done since the last formal evaluation of the Ph.D. research.

- (ii) The first such interim report is due after the Ph.D. registration on passing the Comprehensive Examination.
- (iii) For a student joining the Ph.D. programme on August 1 of any year, and who has cleared the Comprehensive Examination either in the first or second attempt, the first progress report is due by July 31 of the next year.
- (iv) For a student joining the Ph.D. programme on January 1 of any year, and who has cleared the Comprehensive examination either in the first or second attempt, the first progress report is due by December 31 of that year.
- (v) The progress report has to be submitted to the Student Office duly signed by all thesis committee members stating that the members are satisfied/not satisfied with the progress. Subsequent to the first report, an interim report is due midway between two annual progress seminars until the time of the submission of the completed thesis.
- (vi) If the deadline for submitting the progress report is not met, then the student will not receive the non-RA component of the stipend for the entire period of delay. (vide Chapter 9 on stipend)
- (vii) If the deadline for submitting the progress report is not met, then a student will not receive the non-RA component of the stipend for the entire period of delay. [vide Chapter 9 on Student Stipend].
- (viii) If a majority of the committee members are not satisfied with the progress of the thesis, then a student must submit a revised progress report that is deemed as satisfactory by the thesis committee members.
- (ix) In case of (viii) above, a student will not receive the non-RA component of the stipend till the student submits the revised progress report.
- (x) The non-RA component of the stipend will be resumed only after the thesis committee approves the revised report.

#### **6.16 The Progress Seminar**

- (i) The Annual Progress Seminar is an open seminar presented by the student on her/his ongoing Ph.D. thesis work.
- (ii) The first Annual Progress Seminar is due as follows:
  - (a) For a student joining the Ph.D. programme on August 1 of any year, and who has cleared the Comprehensive examination either in the first or second attempt, the first progress seminar is due by December 31 of the next year.
  - (b) For a student joining the Ph.D. programme on January 1 of any year, and who has cleared the Comprehensive examination either in the first or second attempt, the first progress seminar is due by July 31 of the next year.
- (iii) The progress of the thesis and its presentation in the seminar are to be evaluated by the thesis committee. The Dean Academic Affairs officiates the progress seminar.
- (iv) The seminar requires one week of notice and submission to the Student Office of a write-up duly signed by the thesis committee members stating that the student can appear for the progress seminar.
- (v) On evaluation, the thesis committee can make the following recommendations :
  - (a) Progress satisfactory
  - (b) Progress unsatisfactory.
- (vi) In case the progress is unsatisfactory as under (v)(b) above, a student has to submit a revised progress report within three months of the seminar to the satisfaction of the thesis committee.
- (vii) In case of (vi) above, a student will not receive the non-RA component of the stipend till the student submits the revised progress report.

- (viii) The non-RA component of the stipend will be resumed only after the thesis committee approves the revised report.

#### **6.17 Validity of Ph.D. Registration and Re-registration**

- (i) A student needs to maintain her/his Ph.D. registration only up to the point of thesis submission. The period of registration need not cover the thesis examination period.
- (ii) For Continuing M.Sc. to Ph.D. students, Ph.D. registration will remain valid initially for a period of four years starting from the date of joining the Ph.D. Programme. Beyond four years, the student is required to re-register as follows
  - (a) At the end of the fourth year since joining the Ph.D. programme, a student will have to re-register with a duly signed progress report (after obtaining the necessary clearance from her/his thesis committee as well as payment of the necessary registration fees along with the tuition fee) and her/his registration will be maintained for another two years (*Re-registration Round 1*).
  - (b) If a student fails to complete all necessary formalities to re-register by the end of the fourth year, the student has to make an application giving explanation for the delay and seeking the permission to re-register, which will be referred to the EC for appropriate action that could include termination of studentship, based on the recommendation of the committee.
  - (c) Subject to re-registration under (ii)(a) above, no later than the end of the sixth year from the date of joining the Ph.D. programme, registered full time as well as part time Ph.D. students have to re-register again with an application to the Executive Committee (EC) through the thesis committee (*Re-registration Round 2*).
- (iii) The *Re-registration Round 2* process calls for submission of a thesis progress report, duly certified by the thesis committee, and a seminar at the end of the sixth year. Based on a satisfactory progress report and seminar, the EC could consider extending the registration by another two years.
- (iv) If a student fails to complete all necessary formalities to re-register by the end of the sixth year, then the student will not be allowed to continue in the Ph.D. programme. To validate the extension of registration for the additional two years, the student has to
  - (a) pay the applicable re-registration fee and tuition fee at the beginning (within the first 30 days) of every semester,
  - (b) submit a thesis progress report (approved and signed by the thesis committee) at the end of each semester subsequent to re-registration, and
  - (c) present a progress the annual progress seminar evaluated by the thesis committee [as under Section 6.16.] at the end of the first academic year following re-registration.
- (v) A Continuing M.Sc. to Ph.D. student will not be allowed to re-register after the completion of eight years from the date of joining the Ph.D. programme.
- (vi) At the end of eight years, registration and studentship will automatically expire. No extension will be granted.

#### **6.18 Submission of Ph.D. thesis for External Examination**

- (i) For a Continuing M.Sc. to Ph.D. student, the Ph.D. thesis must be submitted for external examination by eight years from the date of joining the Ph.D. programme.
- (ii) The eight year period includes the two round of re-registration as under Section 6.17 above.
- (iii) The deadline for submission is applicable to all types of students, regular or part-time as may be applicable at the time of submission of the thesis.

- (iv) As under Section 6.17(vi) above, both Ph.D. registration and studentship will automatically expire by the end of eight years.
- (v) The external examination of a Ph.D. thesis involves the following steps:
  - (a) Present a Ph.D. synopsis seminar based on the draft thesis [vide Section 6.19 below].
  - (b) Post the synopsis seminar, and subject to passing the synopsis seminar and incorporating revisions if any, in the draft thesis, the student submits the final thesis for external examination [vide Section 6.22 below].

### **6.19 Ph.D. Synopsis Seminar**

- (i) The process of Ph.D. thesis submission begins with the presentation of a synopsis in an open seminar.
  - (ii) The Student Office must be informed at least four weeks in advance for presentation of the synopsis seminar.
  - (iii) Four weeks prior to the synopsis seminar, two draft copies of the thesis which includes all chapters planned for the final thesis, along with a thesis synopsis must be submitted to the Student Office. One copy of the draft thesis will be kept in the library display.
  - (iv) The length of the final synopsis must be between one to four thousand words including tables and figures, and typed in approved format.
  - (ii) The documents as under (iii) above, should be submitted to the Student Office duly certified by the thesis committee members that the student may appear for the Ph.D. Synopsis Seminar.
  - (v) It is advised that the synopsis be written carefully as this document will be sent to potential external examiners
  - (vi) The date of the Synopsis seminar will be notified one week in advance. The seminar will normally be about one and half-hour duration that includes presentation (45 minutes to 1 hour), comments, suggestions and discussion.
  - (vii) The synopsis seminar will be evaluated by a Synopsis Approval Panel consisting of the three thesis Committee Members of the student and the Dean Academic Affairs' or Director's nominee, as applicable. If the Dean is in the Committee, then the Director shall appoint a faculty in place of the Dean.
  - (viii) The evaluation of the draft thesis and synopsis seminar is as follows:
    - (a) Synopsis seminar satisfactory and draft thesis accepted for external examination.
    - (b) Draft thesis to be accepted for external examination accepted subject to revisions.
    - (c) Synopsis seminar unsatisfactory and draft thesis cannot be accepted.
  - (ix) If the Panel accepts the draft and finds the synopsis seminar satisfactory, then the draft thesis can be submitted for external examination.
  - (x) If the Panel accepts the synopsis "subject to revision", the revision is to be carried out by the student and certified by all members of the committee (s) before resubmitting it within six months of the date of the Synopsis seminar.
- If the Panel rejects the thesis, the submission of the thesis is ruled out.

### **6.20 Deadline for Thesis Submission**

- (i) A student, on appearing for the Synopsis Seminar, must submit the duly approved thesis for external examination *not later* than six months after the date of the synopsis seminar.
- (ii) If a student misses the deadline for thesis submission, then the student will have to repeat the synopsis submission procedure starting from the synopsis seminar.
- (iii) For the repeat synopsis seminar, a student will be given six months from the date of expiry of the submission deadline, following which the student has to submit the thesis for external examination within the next six months.

- (iv) Notwithstanding (ii) and (iii) above, if some delay is anticipated due to the unavailability of the supervisor(s), or due to some medical and other emergencies, the extension of the date of the thesis submission may be given on the basis of the recommendation of the Supervisor(s).
- (v) There is no limit on the number of times a student can present a Synopsis Seminar on missing submission deadlines so long as the student completes the thesis submission process within ten years of joining the Ph.D. programme.

#### **6.21 Submission Guidelines for Ph.D. thesis**

- (i) A student on passing the synopsis seminar along with having the draft thesis approved by the thesis committee for external examination, is required to prepare the thesis in the prescribed format and style, include a set of certifications, and submit it to the Student Office on or before the deadline for thesis submission.
- (ii) The submission of the thesis for external examination is to be made in three softbound copies of the thesis and an electronic version of the synopsis to the Student Office.
- (iii) The thesis must be written in an acceptable format and style as specified in Chapter 8.
- (iv) The thesis is to be accompanied by the following certificates:
  - (a) The supervisor(s) should give a declaration that there is a prima facie case for considering the thesis for the award of the Ph.D. degree.
  - (b) The student has to give a declaration that the work produced in the thesis is the student's original work done during her/his tenure at the Institute and it has not been submitted elsewhere for the award of any degree.
  - (c) If the thesis contains joint work, already published or in circulation, with a faculty member, or external committee member, then the student has to produce a certificate signed by the other author(s). The certificate should state that the student's contribution to the joint work is substantial and sufficiently original to justify its inclusion in her/his thesis.
- (vi) The thesis must be signed by all the members of the Ph.D. thesis committee.

#### **6.22 Ph.D. Thesis External Examination**

- (i) A Ph.D. thesis will be examined by examiners chosen through a confidential process and the examiners will submit their reports.
- (ii) The examiners will provide in their reports a critical evaluation of the thesis and recommend one of the following grades:
  - (a) Grade A: the thesis is acceptable in its present form
  - (b) Grade B: the thesis can be accepted after minor revisions
  - (c) Grade C: the thesis can be accepted only after major revisions
  - (d) Grade D: the thesis should be rejected.

#### **6.23 External Examination Reports and Revision of Ph.D. Thesis**

- (i) The reports of the external examiners as under Section 6.22 will be first received by the Student Office which will forward the same to the supervisor(s) for their views and recommendations.
- (ii) Further to (i) above, once the views and recommendations of the supervisor(s) are received, these, along with the examiner reports are forwarded by the Student Office to the Executive Committee (EC) for comments/approval of the members of the EC.
- (iii) In case the examiners recommend Grade A (a) as under Section 6.22 (ii)(a) above, the EC approves the thesis for the viva voce examination.

- (iv) In case one or both examiners recommend Grade B as under Section 6.22 (ii)(b) above, of minor revisions, and no one recommends Grades C or D, the EC requires the following procedures to be followed:
- (a) Revise the thesis by incorporating the comments given by the examiners subject to the satisfaction of the supervisor(s).
  - (b) Submit the revised thesis within four months from the receipt of examiner comments.
  - (c) Submit to the Student Office a detailed response to the examiners' comments, clearly indicating the nature and location of changes, duly approved by the supervisor(s).
  - (d) Conditional on (c) above, the Student Office will forward the student's response as well as the supervisor(s) recommendation to the EC.
  - (e) The re-examination process of the thesis with minor revisions will not be completed until the thesis is recommended with Grade A as approved by the EC.
- (v) In case at least one of the examiners recommends Grade C as under Section 6.22. (ii)(c) above, the EC requires the following procedure to be followed:
- (a) Revise the thesis by incorporating the comments given by the examiners subject to the satisfaction of the supervisor(s).
  - (b) Submit the revised thesis within six months from receipt of examiner comments.
  - (c) Submit to the Student Office a detailed response to the examiners' comments, clearly indicating the nature and location of changes, duly approved by the supervisor(s).
  - (d) Conditional on (c) above, the Student Office will send the thesis back for re-examination to the external examiner(s) recommending major revisions.
  - (e) In the case of non-availability of the concerned examiner(s) for examination of the revised thesis, the thesis will be sent to a third examiner if one of the original examiners is not available and to a third and fourth examiner if both of the original examiners suggesting major revisions are not available.
  - (f) The examiner of the revised thesis will provide a critical evaluation of the thesis and recommend one of the following grades:
    - (1) Grade A: accept the revised thesis in its present form
    - (2) Grade B: accept the revised thesis with minor revisions
    - (3) Grade D: reject the thesis.
  - (g) If both examiners recommend Grade A or Grade B as under (f)(1) above, or any combination thereof for the revised thesis, then the process laid out under (iii) or (iv) above, as applicable, has to be followed.
  - (h) In case even one examiner recommends Grade D as under (f)(3) above for the revised thesis, then
    - (1) the thesis is rejected and the student will not be eligible of award of the Ph.D. degree, and
    - (2) the student has to comply with the exit procedure of the Institute such as that from the accounts section, library, administration and the computer centre.
- (vi) In case one of the examiners recommends Grade D as under Section 6.22 (ii)(d), but the other examiner recommends either Grades A, B or C, then the thesis *as it is*, prior to any revision, will be sent by the Student Office to a third examiner who will evaluate by awarding grades under (v)(f) above.
- (a) In case the third examiner recommends Grade A or Grade B as under (v)(f)(1) or (v)(f)(2) above for the thesis, then the process of revising the thesis as laid out under (iii) or (iv) above, as applicable, has to be followed.



- (b) In case the third examiner recommends Grade D as under (v)(f)(3) above for the thesis, then
  - (1) the student will not be given any option of further revision and the thesis will be rejected, and
  - (2) the student will not be eligible for the award of the Ph.D. degree, and
  - (3) the student has to comply with the exit procedure of the Institute such as that from the accounts section, library, administration and the computer centre.
- (vii) In case both examiners recommend Grade D as under Section 6.22 (ii)(d), then,
  - (a) the student will not be given any option of further revision and the thesis will be rejected, and
  - (b) the student will not be eligible for the award of the Ph.D. degree, and
  - (c) the student has to comply with the exit procedure of the Institute such as that from the accounts section, library, administration and the computer centre.
- (viii) The revision process of a Ph.D. thesis as under (iv) (minor revision), (v)(major revision), and (vi)(third examiner) above will be completed only after the thesis receives Grade A as under (vi)(f) above from both examiners of the revised thesis and the EC approves the final reports of the external examiners.

#### **6.24 Ph.D. Viva Voce Examination**

- (i) After a thesis receives recommendations as per Section 6.23(viii) above, and the EC approves the final reports of the external examiners, a student will be required to defend the thesis at an open viva-voce examination conducted by a Board of Examiners (BOE) at the Institute.
- (ii) Once the revised thesis is approved by the EC for Viva Voce examination, the student must submit a copy of the approved thesis in the format specified under Section 6.23 above, along with responses to the reports of the external examiners incorporated in the approved thesis, to the Student Office.
- (iii) The BOE for the Viva Voce Examination may consist of the supervisor(s), committee members, one of the external examiners and the Director/Dean or her/his nominee as chairperson of BOE.
- (iv) In evaluating the Viva Voce Examination, the BOE will have to choose the following options:
  - (a) The Viva Voce Examination is satisfactory and the student can be awarded the Ph.D. degree.
  - (b) The Viva Voce Examination is unsatisfactory and the student should appear for a second Viva Voce Examination.
- (v) If a student passes the Viva Voce examination, the student will have to make the final submission of the thesis as per Section 6.25(i) below.
- (vi) If a student fails in the Viva-Voce examination, the student may be permitted to re-appear in a viva-voce examination at a later date. The recommendations of the BOE will be important in taking a decision in this respect.
- (vii) If a student fails the second Viva Voce Examination, the student will not be eligible for the Ph.D. degree.

#### **6.25 Final Submission of Ph.D. Thesis and Award of Ph.D. Degree**

- (i) After a student passes the viva voce, she/he shall submit to the Student Office two copies of her/his final thesis, hard bound, written following the submission guidelines specified under Section 6.21 above.

- (ii) The thesis must be duly signed by the members of the thesis committee. An electronic version (CD-ROM) of the thesis should also be submitted.
- (iii) The final thesis must contain a certificate from the members of the Board of Examiners that the student has successfully defended the thesis. The certificate will be issued by the Student Office.
- (iv) With the submission of the final version of the bound copies of the Ph.D. thesis, a student will be considered to have completed the Ph.D. degree requirements.
- (v) At the time of the submission of the final thesis, a student should follow the exit procedure of the Institute (vide Section 2.24 above) by seeking necessary clearances from the Institute such as that from the accounts section, library, administration and the computer centre.
- (vi) The Academic Council is the final authority in deciding whether the thesis shall be accepted for the award of the Ph.D. degree. A student will be eligible for receiving the Ph.D. Degree certificate subsequent to the ratification by the Academic Council and Board of Management and clearance from the Institute.
- (vii) A Ph.D. certificate issued in a given year will bear the date on which the Board of Management ratifies the award of the degree.
- (viii) A Provisional Certificate, indicating the date on which viva voce was held, can be issued by the Dean Academic Affairs on request, subject to the student fulfilling all of the requirements as under (i)-(vi) under this Section.

**Annexure 6 : Timeline, Deadlines of the Continuing M.Sc. to Ph.D. Programme**

| <b>Students joining the Monsoon (Summer) Semester</b>                                    | <b>Deadlines</b>   |
|--|--|
| Date of Joining the Programme  | August 1(January 1) or day one of the semester, whichever is earlier   |
| Submission of Ph.D. Proposal   | December 31(July 31)   |
| Deadline for Comprehensive Examination   | January 31(December 31)  |
| First Progress Report  | July 31(December 31)   |
| First Annual Progress Seminar  | December 31(July 31)   |
| Subsequent Progress Reports  | Every year on July 31 (December 31)till the date of the Ph.D. synopsis   |
| Subsequent Annual Progress Seminars  | Every year on January 31 (July 31) till the date of the Ph.D. synopsis   |
| Ph.D. Re-registration  | Round 1: At the end of the fourth year since joining the Ph.D. programme<br>Round 2: no later than the end of the sixth year from the date of joining the Ph.D. programme  |
| Submission of Ph.D. thesis for external examination                                      | Within eight years since the joining of the Ph.D. Programme. Submit the duly approved thesis for external examination <i>not later</i> than six months after the date of the synopsis seminar.   |
| Ph.D. Synopsis Seminar   | At least six months prior to the expiry of eight years since joining the Ph.D. Programme   |
| Draft copies of the thesis for Synopsis Seminar  | Four weeks prior to the date of the Synopsis Seminar   |
| Ph.D. Thesis Revision after Receipt of Reports of External Examination                   | Recommendations and deadline: <ol style="list-style-type: none"> <li>thesis is acceptable in its present form : two months from the receipt of the external examiner reports by student</li> <li>the thesis can be accepted after minor revisions: : four months from the receipt of the external examiner reports by student</li> <li>the thesis can be accepted only after major revisions: one year from the receipt of the external examiner reports by student</li> </ol> |
| Viva Voce Examination  | After receiving recommendation of “thesis acceptable in its present form” from both examiners and subject to approval by Executive Committee. No deadline specified.   |
| Repeat Viva Voce Examination if applicable   | No deadline specified  |
| Submission of Final Thesis for award of Ph.D. degree after passing Viva Voce Examination | No deadline specified  |

## 7 COURSE ATTENDANCE RULES

### Introductory Note

This Chapter presents the Attendance Rules pertaining to all IGIDR courses. Specific rules are presented for the Research Methodology Course and Seminar Series Course as applicable to different academic programmes. Section 7.1 below lists the rules for all IGIDR courses and Sections 7.2 and 7.3 list, respectively, the rules for the Research Methodology (RM) course and the Seminar Series (SS) course by academic programmes as applicable. Section 7.4 lists the rules for signing the attendance register by Ph.D. students.

### 7.1 Attendance Rules Pertaining to All IGIDR Courses

- (i) In the event a student falls short of the minimum attendance requirements for a course as specified under (i) above, the student has to compulsorily re-register for the course subject to the exception that re-registration is not available for Slow Track M.Sc. students in their fifth and sixth semesters.
- (ii) M.Sc. Normal Track students who do not meet attendance requirement in at least one course in the third or fourth semester, will have to re-register and will automatically move to the M.Sc. Slow Track.
- (iii) To complete the credit requirements for a course, the student must have a minimum of 85 percent attendance in sessions in which that course is delivered.
- (iv) Subject to the exceptions mentioned under (iii) above, in the case of a core course, the student must re-register for the course as and when it is offered again. In the case of an elective course for which a student has not met the attendance requirement, the student can re-register for some other elective course of her/his choice in case the elective course for which the attendance is short is not offered during the tenure of the programme in which the student is registered.
- (v) The course for which the student has not met the attendance requirement will be treated as a 'dropped' course and receive the grade 'DW' and the CGPA of the student will be computed excluding the course(s) for which the student has not met the attendance requirement.
- (vi) In the event, a *Direct Ph.D.* student who otherwise meets the eligibility conditions for pursuing the Ph.D. track after the first year (end of two semesters), does not meet the minimum attendance requirement in a course(s) during her/his course work, she/he will not be considered a Ph.D. track student, and will not be eligible to appear for the Oral Comprehensive Examination until she/he clears the minimum attendance requirement after re-registration of the course in the ensuing year.
- (vii) In the event, a student does not meet the minimum attendance requirement in a course even *after* re-registration, no further re-registration will be permitted and the student shall not be eligible for the award of the degree for which the student is registered.
- (viii) Waiver of minimum attendance requirements for a course will be permitted only in cases of documented emergency, medical or otherwise as per standard procedures of the Institute. However, in the case of such emergencies, a student will have to re-register for the course if the student's attendance is less than 50 per cent of the total lectures delivered in the course in that semester.
- (ix) The Student Office will make available the attendance record to a student on request.
- (x) A student who is found to fall short of the minimum attendance requirement as determined by the Dean Academic Affairs based on the attendance records furnished by

a Course Instructor, and is required to re-register for a course, has the recourse to appeal to the Academic Disciplinary Action Committee (ADAC) against the decision.

## **7.2 Attendance Rules Pertaining to Research Methodology Course**

### **7.2.1 Direct Ph.D. Students**

- (i) *Direct Ph.D.* students have to complete 1.5 credits of the Research Methodology (RM) course in the semester it is offered, by the end of Semester 4 from the date of joining the Ph.D. programme.
- (ii) The RM course will comprise of approximately 15 lectures in the semester it is offered.
- (iii) The minimum attendance requirement for successful completion of the course is 85 per cent of the total number of lectures held.
- (iv) The attendance will be computed for the semester in which the RM course is offered.
- (v) Waiver of minimum attendance requirements will be permitted only in cases of documented emergency, medical or otherwise as per standard procedures of the Institute. However, in the case of such emergencies, a student will have to re-register for the course the student's attendance is less than 50 per cent of the total number of lectures delivered in the semester.

### **7.2.2 Continuing M.Sc. to Ph.D. Students**

- (i) *Continuing M.Sc. to Ph.D.* students have to complete 1.5 credits of the Research Methodology (RM) course in the semester it is offered in their first year of joining the Ph.D. programme.
- (ii) The RM course will comprise of approximately 15 lectures in the semester it is offered.
- (iii) The minimum attendance requirement for successful completion of the course is 85 per cent of the total number of lectures held.
- (iv) The attendance will be computed for the semester in which the RM course is offered.
- (v) The attendance requirement in the RM course offered in a semester cannot be offset against official leave that the student is entitled to. Any class not attended other than on account of documented emergency, medical or otherwise will be treated as absent.
- (vi) Waiver of minimum attendance requirements will be permitted only in cases of documented emergency, medical or otherwise as per standard procedures of the Institute. However, in the case of such emergencies, a student will have to re-register for the course if the student's attendance is less than 50 per cent of the total number of lectures delivered in the semester.

## **7.3 Attendance Rules Pertaining to Seminar Series Course**

### **7.3.1 Direct Ph.D. Students**

- (i) *Direct Ph.D.* students will have to complete 1.5 credits of the Seminar Series Course by the end of Semester 4 from the date of joining the Ph.D. programme.
- (ii) The Seminar Series course of 1.5 credits is spread over two consecutive semesters comprising of a total of 30 seminars.
- (iii) The minimum attendance requirement for successful completion of the course is 85 per cent of 30 seminars. In case the total number of seminars offered is less than 30, the student will have to attend 85 per cent of the actual number of seminars held.
- (iv) The attendance will be computed by pooling the attendance over the two semesters.
- (v) Waiver of minimum attendance requirements will be permitted only in cases of documented emergency, medical or otherwise as per standard procedures of the Institute. However, in the case of such emergencies, a student will have to re-register for

the course if the student's attendance is less than 50 per cent of the 30 seminars held across two semesters or 50 per cent of the actual number of seminars held, whichever is less.

### **7.3.2 Continuing M.Sc. to Ph.D. Programme**

- (i) *Continuing M.Sc. to Ph.D.* students will have to complete 1.5 credits of the Seminar Series Course in their first year of joining the Ph.D. programme.
- (ii) The Seminar Series course of 1.5 credits is spread over two consecutive semesters comprising of a total of 30 seminars.
- (iii) The minimum attendance requirement for successful completion of the course is 85 per cent of 30 seminars. In case the total number of seminars offered is less than 30, the student will have to attend 85 per cent of the actual number of seminars held.
- (iv) The attendance will be computed by pooling the attendance over the two semesters.
- (v) The attendance requirement for the course cannot be offset against official leave that the student is entitled to in the programme. Any seminar not attended within the limit of 30 seminars or of actual seminars held, whichever is lower, will be treated as absent other than on account of documented emergency, medical or otherwise.
- (vi) Waiver of minimum attendance requirements will be permitted only in cases of documented emergency, medical or otherwise as per standard procedures of the Institute. However, in the case of such emergencies, a student will have to re-register for the course if the student's attendance is less than 50 per cent of the 30 seminars held across two semesters or 50 per cent of the actual number of seminars held, whichever is less.

### **7.4 Attendance Register for Ph.D. Students**

- (i) All regular Ph.D. students are required to sign the attendance register daily during the academic year.
- (ii) On any working day of the Institute, a student will have to sign the register daily by 13.00 hours.
- (iii) Failure to sign the register on a particular day, as under (ii) above, will lead to the deduction of the non-RA part of the stipend for that day.
- (iv) If a student is going to be late, or is unable to sign for any specified reason, the student should contact the Student Office (via email or phone), citing reasons for the delay or inability, and if required by the Office, furnish supporting documents.

**<END OF CHAPTER 7>**

## 8 SUBMISSION GUIDELINES FOR Ph.D. THESIS

### Introductory Note

This Chapter outlines the submission guidelines for a Ph.D. thesis at various stages of submission. The format of a Ph.D. thesis should conform to a uniform standard and should carry certain primary information. Therefore, the prescribed format should be followed as closely as possible. The style is more or less driven by the considerations of aesthetics and professional finesse. The style part is left to individuals, but certain suggestions are made in this Chapter in the form of guidelines to give the thesis a professional look.

#### 8.1 Ph.D. Thesis Format

- (i) For a Ph.D. thesis there should be at least three substantial chapters that embodies a Ph.D. student's original contribution.
- (ii) The three chapters of the Ph.D. thesis should be preceded by a chapter of introduction and should be followed by a chapter of conclusion. When a thesis is of three disjoint essays, the chapter of conclusion may be omitted.
- (iii) It is left to the judgement of the student and the student's supervisor(s) to decide on the length of a chapter that would be appropriate for the treatment of the thesis subject concerned.
- (iv) The basic format of the thesis can be divided into two parts: preamble and the main text. The preamble consists of the title page, table of contents etc., whereas the main text begins from the first page of the first chapter (i.e. Introduction).
- (v) There are certain specifications and order that must be followed in the preamble. The order of the pages should be as follows:
  - (a) Title page
  - (b) Page of certification
  - (c) Copyright declaration (optional)
  - (d) Table of contents
  - (e) List of tables (if any)
  - (f) List of figures (if any)
  - (g) Glossary of symbols (optional)
  - (h) Acknowledgements (optional)
  - (i) Abstract
  - (j) Introduction Chapter
  - (k) Main Chapters
  - (l) Conclusion Chapter
  - (m) Appendices (if there is any)
  - (n) References (listed in alphabetical order in international journal style)

## 8.2 Title Page of the Ph.D. Thesis

The title page should have the following format:

|   |
|---|
| <p>Role of Capital Market Imperfections in Monetary Transmission Mechanism:<br/>Some Indian Evidence</p> <p>(Student's name)</p> <p>A Thesis Submitted in Partial Fulfillment of the Requirements for the<br/>Award of the Degree of Doctor of Philosophy</p> <p>August 1998</p> <p>Indira Gandhi Institute of Development Research, Mumbai, India.</p> |
|---|

## 8.3 Certifications for Ph.D. Thesis

- (i) A Ph.D. thesis must include certifications by the supervisor(s) and committee members and by the student.
- (ii) A student's thesis goes through three rounds of submission. The first round is when a student submits her/his thesis for external examination, the second round is when a student submits the thesis after receiving the thesis examination reports and incorporating revisions, if any, and the third round is when a student submits the final version of the thesis for the award of the Ph.D. degree after the conduct of the Viva Voce Examination.
- (iii) For each round of submission, the pages of certifications by the supervisor(s) and committee members and by the student will be different.
- (iv) In the first submission of the thesis that goes for external examination, a certification from the supervisor(s) and committee members as well as a certification by the student must be included in the thesis.
- (v) The format of the certification by the thesis committee members in the first submission is as follows:

|  |             |
|--|-------------|
| <b>Indira Gandhi Institute of Development Research</b>   |             |
| This is to certify that the thesis titled "Role of Capital Market Imperfections in Monetary Transmission Mechanism: Some Indian Evidence," by (Name of the Student) is an original contribution and has not been submitted elsewhere for the award of any other degree. We recommend that the thesis should be considered for the award of the degree of Doctor of Philosophy. |             |
| .....<br>(Name of Thesis Supervisor)   | Date: ..... |
| .....<br>(Name of Thesis Committee Member)   | Date: ..... |
| .....<br>(Name of Thesis committee Member)   | Date: ..... |



(vi) If a student has two supervisors, then the names of both supervisors will be added in the Supervisor certification under (v) above.

(vii) The format of the certification by the student is as follows:

|  |             |
|--|-------------|
| <b>Indira Gandhi Institute of Development Research</b>   |             |
| This is to certify that the thesis titled "Role of Capital Market Imperfections in Monetary Transmission Mechanism: Some Indian Evidence," by (Name of the Student) is an original contribution and has not been submitted elsewhere for the award of any other degree. We recommend that the thesis should be considered for the award of the degree of Doctor of Philosophy. |             |
| .....<br>(Name of Student)   | Date: ..... |

(viii) In the second submission of the thesis, which incorporates the revisions, if any, carried out by the student, a certification from the supervisor(s), as well as a certification by the student must be included in the revised thesis. This round of certifications will replace the ones under (v) and (vi) above.

(ix) The format of the certification in the revised thesis(second round of submission) by the thesis supervisor(s) is as follows:

|   |             |
|---|-------------|
| <b>Indira Gandhi Institute of Development Research</b>  |             |
| This is to certify that the thesis titled "Role of Capital Market Imperfections in Monetary Transmission Mechanism: Some Indian Evidence," by (Name of the Student) has been revised in light of the comments made by the examiners. We recommend that the thesis should be considered for the award of the degree of Doctor of Philosophy. |             |
| .....<br>(Name of Thesis supervisor)  | Date: ..... |

(x) If a student has two supervisors, then the names of both supervisors will be added in the Supervisor certification under (ix) above.

(xi) The format of the certification in the revised thesis (second round of submission) by the student is as follows:

|   |             |
|---|-------------|
| <b>Indira Gandhi Institute of Development Research</b>  |             |
| This is to certify that the thesis titled "Role of Capital Market Imperfections in Monetary Transmission Mechanism: Some Indian Evidence," by (Name of the Student) has been revised in light of the comments made by the examiners. We recommend that the thesis should be considered for the award of the degree of Doctor of Philosophy. |             |
| .....<br>(Name of Student)  | Date: ..... |

- (xii) In the final round of submission of the thesis, after the conduct of the Viva Voce, a certificate is required from the Board of Examination stating the final acceptance of the thesis. This certification will replace the certification page by the Supervisors under (viii) above. This is the last certificate which will be issued by the Student Office to be included in the final version of the thesis. The final version of the thesis will also include the certification by the student as under (vii) above which will replace the certification of the student under (xi) above.
- (xiii) The cover page of the thesis should be the same as the title page as specified under [Section 8.2 above].
- (xiv) White A4 'Xerox' quality or Executive Bond paper should be used in all submissions. For greater durability of the document acid free papers can be used for the final submission. For maps and photographs other types of paper can be used.
- (xv) All submissions should be soft spiral bound except for the final version of thesis, which should be hard bound.

#### **8.4 Ph.D. Thesis Style and Writing**

- (i) There is no fixed style prescribed for the thesis.
- (ii) Students are advised to select a style followed by any reputed publishing house, such as Oxford University Press, Cambridge University Press, MIT Press, Basil Blackwell, North-Holland etc.
- (iii) Whatever thesis style is chosen by the student, it should be systematically followed.
- (iv) The thesis should be written in English following the British or the American system of spelling and grammar. Whichever spelling system is used, it should be used consistently throughout the document.
- (v) All pages both in the preamble and the main text should be consecutively numbered.
- (vi) The preamble pages should be numbered in lower case Roman numeral, and the pages of the main text in Arabic numeral.
- (vii) The first page of the preamble, which is the title page, and the first page of the main text, which is the first page of the first chapter of the thesis, should not be numbered.
- (viii) Line spacing in the main text should be 1.5 and the font size should be 12.
- (ix) Margins should not be too wide or too narrow. Suggested margins are 1.50 inches for the left margin, and 1 inch each for the right, top and bottom margins.
- (x) The chapter heading should have the word 'Chapter' in it, like in the following: "Chapter 2: The Importance of Liquidity Constraints in Household Consumption and Savings Behavior."
- (xi) The chapter name and number can be separated by creating separate lines, and/or by changing font sizes. All these can be according to the style student want to follow.
- (xii) All subsections, footnotes, endnotes should be numbered. The endnotes should be placed at the end of the individual chapters.
- (xiii) All tables and figures should be consecutively numbered and captioned. The number and the caption should appear below the figures, but above the tables.
- (xiv) All propositions and theorems should be consecutively numbered.
- (xv) Lengthy and technical proofs should be relegated to appendix.
- (xvi) Appendix containing mathematical proofs and technical points relevant to the chapter should be placed at the end of the chapter, just before the endnotes. Other appendices containing data description, anecdotes etc. can go to the end of the whole document, just before the reference section.
- (xvii) All references should be collected into a single section at the end of the document.
- (xviii) References and citation should be as per the style adopted, listed alphabetically and should follow international standards.

(xix) Paragraphs should be indented, and right and left both justifications should be maintained.

(xx) In all other aspects, a student should follow the style that the student has selected.

**<END OF CHAPTER 8>**

## 9 STUDENT FEES, SCHOLARSHIPS AND STIPENDS

### Introductory Note

This Chapter presents the guidelines and rules for student fees for the M.Sc. Programme [Section 9.1], scholarships, and assistantship available to students of the M.Sc. programme [Section 9.2], and student fees and stipend disbursed to students of the Ph.D. Programme [Sections 9.3 and 9.4].

#### 9.1 Fees for M.Sc. Students

- (i) All students enrolled in the M.Sc. Programme are required to pay tuition fees per semester as specified by the Institute.
- (i) Separate fees are applicable for hostel accommodation. In addition, all students with hostel accommodation, will have to pay water and electricity charges as per prevailing rates.
- (ii) Students are required to pay a security deposit at the time of admission. This would be refunded at the time of leaving the Institute after adjusting against any dues or damages. However, if the student leaves the Institute after one month of joining the Institute and before the end of the first term, the student's security deposit will not be refunded.
- (iii) Fees may be revised from time to time.

#### 9.2 Need Based Scholarships for M.Sc. Students

- (i) M.Sc. students whose parents' (or spouse's in case of a married student) combined annual income is at or below Rs. Two lakhs per annum (to be revised periodically whenever change in price index is 25% and above) can apply for the Institute's need based scholarships with the following documents:
  - (a) An affidavit declaring that their parent's (or spouse's, in case of a married student) combined income from all sources does not exceed Rs. Two lakhs per annum, which is subject to verification by the Institute or any agency employed by it, OR
  - (b) Parent's (Spouse's) income tax returns (of last year), which shows that their combined income from all sources is at or below Rs. Two lakhs (subject to verification by the Institute or any agency employed by it), OR
  - (c) A certificate from the Revenue Authorities stating that the parents' income is at or below Rs. Two lakhs per annum (subject to verification by the Institute or any agency employed by it).
- (ii) On the basis of documents furnished under (i) above, the Institute can award the student the following financial package:
  - (a) Tuition fee waiver (Rs. 16,000 per semester), and
  - (b) Need based scholarship of Rs. 2,500 per month for the period August to May in the first year, to be renewed on application for the same period in the second year.
- (iii) A student who is awarded a need based scholarship as under (ii) above must formally apply for such scholarship to the Dean Academic Affairs at the beginning of the second year.
- (iv) A student availing the need based scholarship is expected to maintain academic good standing as per the rules governing the M.Sc. programme.
- (v) Students from the Scheduled Castes and Scheduled Tribes categories, as well as students with physical disabilities will be provided both tuition fee waiver as well as scholarship of Rs. 2,500 per month, as under (ii) above, by the Institute on production of the necessary Government certificates and subject to maintaining good academic standing as per the rules governing the M.Sc. programme.
- (vi) No student will be allowed to draw scholarships from two or more sources.

- (vii) The conditions for and amounts of need-based scholarships can be revised periodically by the Institute.

### **9.3 Fees for Ph.D. Students**

- (i) All students enrolled in the Ph.D. Programme are required to pay tuition fees per semester as specified by the Institute.
- (ii) Separate monthly fees are applicable for hostel accommodation which is 8 per cent of the Ph.D. stipend amount. In addition, all students with hostel accommodation, will have to pay water and electricity charges as per actuals.
- (iii) Students are required to pay a security deposit at the time of admission. This would be refunded at the time of leaving the Institute after adjusting against any dues or damages. However, if the student leaves the Institute after one month of joining the Institute and before the end of the first term, the student's security deposit will not be refunded.
- (iv) Fees may be revised from time to time.

### **9.4 Stipend for Ph.D. Students**

- (i) The Institute offers a monthly stipend to a Ph.D. student, except for RBI sponsored candidates.
- (ii) The stipend amount is specified in the admission offer letter, and may be revised from time to time.
- (iii) A student of the Direct Ph.D. programme, or of the Continuing M.Sc. to Ph.D. programme will receive the stipend until the student passes the Comprehensive Examination which makes the student eligible for registering for the Ph.D. programme.
- (iv) On registration for the Ph.D. programme, a student will receive the Ph.D. stipend until the end of the student's fourth year from the date of joining the Institute.
- (v) The stipend to a Ph.D. student may be extended for two additional semesters subject to satisfactory progress in the student's research work.
- (vi) A student's stipend will stop from the date of the end of the student's regular tenure or from the date of the thesis defense, whichever is earlier.
- (vii) A Ph.D. student receiving stipend from the Institute is required to provide research/teaching assistance for a maximum of 10 hours per week to the faculty members of the Institute.
- (viii) 50 per cent of the stipend amount to a Ph.D. student is disbursed against the research/teaching assistantship provided by the student to the faculty concerned. This is the Research Assistantship (RA) component of a student's stipend.
- (ix) 50 per cent of the stipend amount to a Ph.D. student is disbursed as a scholarship for pursuing a Ph.D. degree and is the non-RA component of the stipend.
- (x) Under the RA component of the stipend,
  - (a) A student will have to put in 10 hours of work per week against the stipend received.
  - (b) A student will be assigned to a faculty who will evaluate the student's research/teaching assistance every month by giving a grade of 'S' or 'U' to indicate whether the work undertaken by the student is satisfactory or unsatisfactory, respectively.

- (c) Continuation of stipend to a student will be conditional on the grade awarded every month by the faculty under (x) (b) above, based on the faculty's evaluation of the student's performance as a research/teaching assistant.
  - (d) If the student is given a remark of 'U' as under (x)(b) above, the student's RA component of the stipend may be deducted in part or full.
- (xi) Under the non-RA component of the stipend,
- (a) The stipend of a student will be deducted if the student, without the necessary approval of the student's supervisor(s)/thesis committee, fails to meet a deadline as prescribed for a particular programme that includes deadlines for Ph.D. registration, submission of thesis proposals, progress reports, and/or presenting progress seminars.
  - (b) The stipend deducted above under (xi)(a) above will be for the number of days of delay and the amount deducted will be computed on a pro rata basis.
  - (c) A student whose stipend is deducted as under (xi)(a) above, will start receiving her/his stipend once the student meets the relevant requirements as specified under the programme concerned.

\*

**<END OF CHAPTER 9>**

## 10 LEAVE RULES

### Introductory Note

This Chapter specifies the leave rules for M.Sc. and Ph.D students.

#### 10.1 M.Sc. Students

- (i) M.Sc. students during their first two years will not be entitled to any leave other than the end-term and summer breaks, specified in the Academic Calendar.
- (ii) Leaves for medical or emergency reasons would be considered separately with the necessary documentation.

#### 10.2 Ph.D. Students

- (i) All leaves have to be approved by a competent authority.
- (ii) A Direct Ph.D. student after the student's first year is entitled to thirty days of approved leave per year (including weekends that fall during a leave period).
- (iii) The permissible leave under (i) above may be taken in one or several installments.
- (iv) A Continuing M.Sc. to Ph.D. student, is entitled in the student's second year to thirty days of approved leave per year (including weekends that fall during a leave period) which may be taken in one or several installments.
- (v) The permissible leave under (iv) above may be taken in one or several installments.
- (vi) A student, before proceeding on leave, must submit to the Student Office, a leave application form that is duly signed by one of the thesis supervisors, and the faculty member(s) for whom the student has been assigned as a research assistant.
- (vii) A student on approved leave will receive stipend for the days of the leave.
- (viii) Short trips to conferences or workshops in the country or abroad by a student will be treated as official leaves for the student provided the student takes the necessary permissions.
- (ix) Long absence (more than one month), if granted, would be treated as special leave.
- (x) If a student who is already on leave and has to extend her/his leave for unavoidable reasons, the student must inform the Student Office of the extension and get the necessary approval from the necessary authorities for the same on joining back. If a student fails to do so, then the student will be marked absent for the period of leave without approval, and will not be eligible for the non-RA part of the stipend.
- (xi) Short trips to conferences or workshops or fieldtrips or any other academic engagement away from the Institute, either within the country or abroad, will be treated as official leave with the permission of the appropriate authorities.
- (xii) Leaves for medical or emergency reasons would be considered separately with the necessary documentation.

<END OF CHAPTER 10>

## 11 CONFERENCES, STUDY ABROAD, FIELD TRIPS AND CONSULTANCY

### Introductory Note

This Chapter lays down the Institute Rules for Ph.D students to attend conferences, for studying abroad, for taking field trips and for engaging in consultancy.

### 11.1 Conference Participation for Ph.D. Students

- (i) A student registered for the Ph.D. Programme (Direct Ph.D./Continuing M.Sc. to Ph.D.) is eligible to receive financial support for attending conferences within India and abroad during the entire tenure of the student in the programme.
- (ii) For conferences within India, a student, is eligible to receive financial support of up to Rs.15,000 that includes travel and all the fees and charges related to the conference/workshop.
- (iii) For attending conferences abroad, a registered Ph.D. student is eligible to receive up to Rs. 1,00,000 (One lakh) only as financial support for such events during the entire tenure of the student.
- (iv) There is no cap on the number of conferences that a student can attend within the specified limit of funds allotted, each for attending conferences organized in India and those abroad.
- (v) For attending conferences abroad, students are required to submit the application for FTC with the proposal at least 45 days in advance prior to the last day for payment of conference registration fees.
- (vi) Financial assistance under (ii) and (iii) above is subject to the following conditions:
  - (a) Full paper is accepted for presentation in the conference.
  - (b) Approval from the supervisor(s) to attend the conference.
  - (c) A student availing funds for attending a conference must be the presenter of the paper accepted in the conference.
  - (d) Submission of original bills and documents for reimbursement of conference related expenses.
- (vii) There is no cap on the number of conferences/workshops. A student can attend as many conferences as possible they want within the specified limits for national and international conferences.
- (viii) Financial assistance provided is subject to revision from time to time.

### 11.2 Study Abroad

- (i) A registered Ph.D. student, in order to enrich and expand her/his academic training, research opportunities and capabilities, may be permitted to study abroad on stipend for a stipulated period of time, subject to eligibility requirements.
- (ii) To study abroad, a student can either avail of financial support from IGIDR under the "Spending a Semester Abroad Programme," [vide Section 11.3 below] or from financial support provided by institutions other than IGIDR [vide Section 11.4. below].

### 11.3 Institute Funding for Study Abroad

- (i) A registered Ph.D. student in the Direct Ph.D. Programme/Continuing M.Sc. to Ph.D. Programme may receive financial support from IGIDR to spend up to a semester in abroad in an academic institution of the student's choice.
- (ii) The eligibility requirements for the programme are as follows:



- (a) A student is not eligible to apply during in the period of a student's Ph.D. course work.
  - (b) A full time registered Ph.D. student in her/his second year or later and who has completed at least one core chapter of his or her Ph.D. thesis is eligible provided that the research conducted abroad is part of a student's Ph.D. thesis work.
  - (c) Completion of one core chapter has to be certified by the thesis committee.
  - (d) A student must provide a duly certified formal offer from a faculty/Department of the university/research institution abroad mentioning the proposed research to be conducted and the duration of the visit.
  - (e) It would be required to make explicit the nature and extent of involvement of the host faculty in the student's thesis at the time of the application.
  - (f) The eligibility to pursue study abroad along with the proposed research to be undertaken will have to be duly certified by the student's thesis committee.
  - (g) A student can avail of the funding under the programme only once during the entire tenure of Ph.D. work of the student.
- (iii) To avail of the financial support under the programme:
- (a) The applicant has to give a proposal to the Student Welfare and Grievance Committee (Faculty and Registrar) which is the designated authority to screen applications under the programme.
  - (b) There are two application windows in any given year: October 1-31, and March 1-31.
  - (c) The student is required to present an open seminar describing the work that will be undertaken.
  - (d) The following components of the student's application may be considered in evaluating an application:
    - (1) Quality of work to be undertaken and seminar presentation
    - (2) Whether student has received funding support from the institution he / she is visiting.
    - (3) Consider their publication record (related to thesis) based on ABDC rankings
  - (e) The requirements under (c) are indicative and the application requirements may change from time to time.
  - (f) In case of part funding, documentation of the financial support received from outside sources should be provided and the student can avail of the balance amount, or the maximum amount available, whichever is lower. Any amount exceeding the available amount will have to be generated by the student either from the concerned institution, funding programmes or personal funds.
  - (g) An applicant is encouraged to do substantial amount of spadework with the host institution/host faculty and submit supporting documents on funding, commitment of time by the host faculty, provision of office space by host institution and related issues.
- (iv) The period spent abroad will be counted as a part of overall tenure as a Ph.D. student at IGIDR and the student will continue to receive stipend if otherwise eligible as per IGIDR rules.
- (v) 50 per cent of the stipend due to a student during the period spent abroad will be paid during the time abroad and 50 per cent to be paid only after the student returns and submits the research conducted abroad duly certified by the concerned faculty Supervisor abroad and accepted/recommended by thesis committee.

- (vi) In case a student availing of the financial support does not complete her/his Ph.D. at IGIDR, the amount of financial support availed will have to be returned by the student to IGIDR as applicable to all Ph.D. students under the existing rules of the Institute. This is in addition to refunding of all the stipend received from IGIDR as a Ph.D. student.

#### **11.4 Outside Funding for Study Abroad**

- (i) On recommendation of the thesis committee, a registered Ph.D. student in the Direct Ph.D. Programme/Continuing M.Sc. to Ph.D. Programme may be permitted to go abroad on fellowship provided by institutions other than IGIDR, if the work stipulated by the fellowship is related to the student's Ph.D. thesis topic.
- (ii) A student is not eligible to avail of any outside stipend during the period of a student's Ph.D. course work.
- (iii) A student must submit an application to the Dean Academic Affairs with a duly certified formal offer from a faculty/Department of the university/research institution abroad mentioning the proposed research to be conducted, the financial support provided and the duration of the student's visit.
- (iv) The student will be given part time status for that period, and will not receive the stipend from the Institute.
- (v) The period spent abroad will be counted as a part of overall tenure as a Ph.D. student at IGIDR.
- (vi) A students' visit abroad on an Institute's project is also treated in the same manner as stipend, if the visit's duration exceeds two weeks.

#### **11.5 Field Trips**

Ph.D. students travelling by train for the purpose of data collection, field work, survey, etc. related to thesis work are permitted to travel by three-tier AC subject to proper documentation

#### **11.6 Consultancy**

- (i) A student can take up consultancy (or project) work subject to the approval of the student's thesis committee and the Director.
- (ii) The thesis committee can permit if the consultancy work is related to the student's thesis work.
- (iii) If a student works on consultancy at the Institute premise, the student will have to pay the Institute a fee of 30 percent of her/his net (net of expenses) pre-tax earnings from consultancy.
- (iv) A student's status (regular or part time) does not change. However, the thesis committee of the student may impose additional restrictions.
- (v) Students can apply to the Director for financial assistance to attend conferences and workshops abroad.

**<END OF CHAPTER 11>**

## 12 HOSTEL, CAMPUS AND CANTEEN RULES

### Introductory Note

This chapter outlines the hostel, campus and canteen rules for all IGIDR students.

#### 12.1 General Hostel Rules

- (i) Admission to the Institute hostel is restricted to regular and part-time bona-fide students on the rolls of the Institute only.
- (ii) Every student must be cognizant of the hostel rules and regulations and must observe these strictly.
- (iii) No student should keep any firearms, lethal weapons, poisonous things or illegal substances of any kind in the hostel.
- (iv) All students are prohibited from consuming alcoholic drinks, drugs, cigarettes, tobacco products or any other intoxicants inside the hostel.
- (v) No functions or celebrations shall be organized in the hostel premises.
- (vi) Meetings if any, to be held in the hostel premises, should have the prior approval by the Dean Academic Affairs/Registrar/Designated Authority of the Institute.
- (vii) If a student is found liable for high volume of music system/computer systems in her/his, then action will be initiated and the student may lose the right to use that item in future.
- (viii) Defacing of any signage put up within hostel premises is prohibited.
- (ix) A student will be responsible themselves for any kind of security of all personal belongings.
- (x) Guest(s) of the students are not permitted to stay in the hostel.
- (xi) The Institute reserves the right to lock any room and/or break open any room.
- (xii) The Institute reserves the right to prosecute unauthorized persons in the hostel and on the Campus.
- (xiii) A student found guilty of having committed a breach of any hostel rule listed in this chapter shall be liable to punishment, including expulsion from the hostel, based on the merit of each case, as determined by the Dean Academic Affairs/Registrar/Designated Authority of the Institute.
- (xiv) The Director/Dean/Registrar/Designated Authority of the Institute shall have the power to make amendments in the hostel rules.
- (xv) In the event that Institute property is damaged by a student, the power to declare articles unserviceable and their disposal and write off losses should be based in the recommendation of the Estate Officer.

#### 12.2 Hostel Room Allotment

- (i) Hostel room allotment shall be made by the Student Office in consultation with the Administration as per Institute rules.
- (ii) Institute provides separate on-campus hostel accommodation for women and men.
- (iii) Hostel accommodation consists of single, double and three occupancy rooms.
- (iv) The student must personally be present at the time of allotment of rooms.
- (v) Rooms to be allotted must be occupied immediately after an allotment is made.
- (vi) Without prior permission, a student is not entitled to retain accommodation in the hostel beyond the duration of the programme for which a student is enrolled.
- (vii) A student shall have to vacate the allotted accommodation within 72 hours once such a decision has been communicated to the student.
- (viii) No student is allowed to change the room allotted to the student without the permission of the Student's Office/Dean /Registrar/Designated Authority of the Institute.

### **12.3 Hostel Furniture and Equipment**

- (i) Every student is provided with furniture that includes a chair, a table, a cupboard and a bed.
- (ii) Furniture must not be shifted from one room to another.
- (iii) In case any piece of furniture is not in a proper working condition the concerned student may inform in advance to the Institute.
- (iv) Inmates of each room are jointly and severally responsible for the furniture, fixtures, and fittings and each student must ensure that no damages are done to the any hostel property/fittings.
- (v) In case of intentional or negligent damages to hostel furniture, repair or replacement charges are to be recovered from the concerned student(s).
- (vi) All hostel articles issued to a student must be returned/verified to/by the Hostel in-charge before the student vacates the allotted room. In case of any missing item(s), the student will be held responsible and the replacement charges will be recovered from the student.

### **12.4 Electricity Charges for Hostel Accommodation**

- (i) Lights must be switched off when not in use.
- (ii) The use of electric heater, electric rods and other similar electric items are prohibited. For all other electric installations provided by the Institute, electricians should be called for any repairs.
- (iii) For students provided accommodation in the hostel building, charges for the electricity consumption will be recovered as per the prescribed rates.
- (iv) For students who are provided accommodation in flats, electricity charges will be based on actuals.
- (v) All complaints regarding electricity, carpentry and plumbing, etc., may be reported to the helpdesk immediately.

### **12.5 Rules of Absence from Hostel**

- (i) In case a student wants to stay out of the campus after mid-night, the student will have to send an email or take prior permission in advance from the Student Office/Dean/Designated Authority of the Institute and enter the relevant information in the register kept at the main gate with the Security. The relevant information should include the address of the student visit and the contact details. This will facilitate the Institute to make timely inquiries in case of accident or other emergency in order to contact their local guardians/parents
- (ii) In case a student intends to be absent from the hostel over a weekends or Public Holidays or for an extended period student have to send an email or take prior permission in advance from the Student Office/Dean/Designated Authority of the Institute and enter the relevant information in the register kept at the main gate with the Security. The relevant information should include the address of the student visit and the contact details. This will facilitate the Institute to make timely inquiries in case of accident or other emergency in order to contact their local guardians/parents

### **12.6 Hostel Maintenance**

- (i) Students are not allowed to keep any plants/flower pots, etc. in the hostel corridors, window and balcony ledges.
- (ii) Students are advised not to put clothes or other things on railings of common corridors.
- (iii) Students are advised not to paste posters on the walls and doors of their hostel rooms

- (iv) Every student must vacate the hostel room allotted to the student before the student leaves for semester breaks to ensure that annual repairs are carried out during the student's absence.

### **12.7 Hostel Keys**

- (i) A student provided accommodation in an Institute hostel must hand over the keys to the Hostel-in-Charge/Guest House Receptionist before the student proceeds on leave.
- (ii) If the keys have not been handed over before the student proceeds on leave as under (i) above, the lock will be broken and the student will be charged for both the broken lock and the new set of lock and keys and a penalty as decided by the Institute from time to time will be imposed on the student, in addition to the charges applicable for change of the lock that will be charged from the student.
- (iii) If a key is lost and/or if the lock is replaced by a new lock with keys, the cost will be payable by the student.

### **12.8 Vacating Hostel Accommodation**

- (i) A first year M.Sc. student is required to vacate the hostel accommodation provided to the student at the Institute during the summer vacation.
- (ii) If for the purpose of internship or for any other reason, whatsoever it may be, any first year an M.Sc. student has to be in Mumbai, the student must make her/his own arrangements for stay outside the campus unless allowed by the Institute.
- (iii) Preference for hostel accommodation, subject to availability of hostel rooms, during the summer vacation will be given to an IGIDR student doing summer internship/Research Assistantship at the Institute.
- (iv) A student who is provided accommodation as under (iii) above, has to pay the normal hostel fees and food bill.
- (v) The right of refusal of providing hostel accommodation during summer vacation lies with the Institute.
- (vi) A second year M.Sc. student is required to vacate the hostel accommodation provided to the student, at the end of Semester 4.

### **12.9 Withdrawal from Hostel**

- (i) A student who seeks to withdraw from the hostel for any reason, can be allowed to do so after producing a No Dues Certificate from the Designated Authority of the Institute.
- (ii) To withdraw from the hostel after an official room allotment made to a student, the student must make an application for withdrawal from the hostel.
- (iii) The application for withdrawal must be countersigned by the Student Office/Administration and submitted to the Dean/Registrar/Designated Authority of the Institute. Such an application should be presented after hostel dues have been cleared and the Designated Authority issues a No Dues Certificate to the student.
- (iv) Even if a student has actually vacated her/his room, the student will have to pay all the hostel dues and fines standing against the student's name up to the day the student continues to be on the rolls of the hostel, and until the student's name is formally withdrawn.
- (v) No student shall be allowed to stay in the hostel if the student has not paid her/his hostel fee for more than a month.
- (vi) In case of arrears in hostel fees for more than a month, the student may be asked to vacate the hostel within 72 hours unless the stay has been authorized by the Director or Dean/Registrar/Designated Authority of the Institute.

- (vii) A student who does not clear her/his hostel dues by the prescribed date will not be registered for the subsequent semester until the dues are cleared.
- (viii) In the case of a student intending to leave the hostel on completion of the student's degree requirements, the student's provisional certificate/degrees will be withheld till a No Dues Certificate from the Designated Authority of the Institute is produced.
- (ix) A student at the time of vacating the hostel must hand over the hostel keys to the Hostel-in-Charge/Guest House Reception.

#### **12.10 Removal from Hostel**

A student can be expelled from the hostel for any of the following reasons:

- (i) The student is in the habit of staying away without permission
- (ii) The student is found guilty of misconduct or indiscipline, or found to have violated the rules of the hostel to the extent that merits expulsion from the hostel.

#### **12.11 Canteen Rules**

- (i) Canteen arrangements in the Institute campus will be under the guidance of mess committee.
- (ii) Only authorized persons/mess committee members are allowed to enter in the canteen kitchen.
- (iii) If a student does not want to take breakfast, lunch, dinner in the hostel, the student shall have to inform the canteen manager five to six hours before the food is served or inform at the time of the previous meal. Else, the student will be considered present for the said meal and he will be required to pay for such meals to the canteen caterers.
- (iv) A student, who does not clear her/his canteen dues such as dues of hostel mess and canteen fine by the prescribed date, will not be registered for the subsequent semester until and unless they clear all their dues.

#### **12.12 Sickness**

- (i) A student falling sick and in need of help or in case of emergency or an infectious disease should inform the designated staff members/facilitator.
- (ii) In case a doctor other than the campus visiting doctor is consulted the expenses for the same will be met by the student.
- (iii) Students are covered under insurance for hospitalization by the Institute. For details please refer the insurance policy of the Institute.
- (iv) In case the student wants to seek any information on the hospitalization policy then they may contact the Administrative Officer of the Institute.

**<END OF CHAPTER 12>**

## 13 STUDENT CONDUCT RULES AND REGULATIONS ON CAMPUS

### Introductory Note

This Chapter presents the Standards of Student Conduct, Specific Student Conduct Rules and Regulations with regard to the Institute Campus and Zero Tolerance Policies with regard to Ragging and Sexual Harassment.

#### 13.1 Standards of Student Conduct and Discipline

- (i) The student must conform to all rules and norms, academic and behavioral, of the Institute and is expected to uphold the highest standards of respect, integrity, and civility as members of the Institute's community.
- (ii) Ignorance of Institute rules and norms will not be considered as an excuse.
- (iii) Any violation of rules or norms may prompt the concern authorities to take a disciplinary action resulting in the withdrawal of the student's stipend in part or full, suspension and/or expulsion from the programme.

#### 13.2 Discipline and Complaints

- (i) Students are expected to maintain perfect discipline and proper atmosphere.
- (ii) All kind of shouting, violence, knocking, or any other act of movement or behavior that is likely to cause disturbance or annoyance is strictly prohibited.
- (iii) Dealing with fellow students and other should be very courteous and polite. All quarrels and disputes with fellow students should be avoided. Students should not take law in their hands and should try to settle their entire dispute with the help of Student Welfare and Grievance Committee/Student Office/Deans/Registrar/Designated Authority of the Institute.
- (iv) Teasing, ill-treatment or indulging in any sort of ragging of newly admitted students is strictly prohibited. Serious disciplinary action will be taken against the offenders.
- (v) Students visiting the Dining hall, the common room, the canteen and all areas in and outside the hostel campus should always be decently dressed.
- (vi) Ill-treatment and abusing the campus employees or mess-staff is strictly prohibited. In case of any complaint against them, the report should be made to mess committee.
- (vii) If any rules under 13.2 are violated by the student she/he shall be liable to be expelled from the campus apart from any other punishment that may be awarded on the merit of each case by the Dean/Registrar/Designated Authority of the Institute.

#### 13.3 Zero Tolerance Policies

- (i) The Institute follows a zero tolerance policy on ragging and sexual harassment on campus and any student found guilty of the same will be suitably punished as laid down in the Institute Rules.
- (ii) The redressal of complaints related to ragging and sexual harassment, is undertaken by the Anti-ragging Committee and the Internal Complaints Committee of the Institute, respectively.
- (iii) The processes set up to address incidents of ragging and sexual harassment are as per the relevant University Grants Commission requirements. Please refer to administrative circulars with respect to Ragging and Sexual Harassment.

<END OF DOCUMENT>