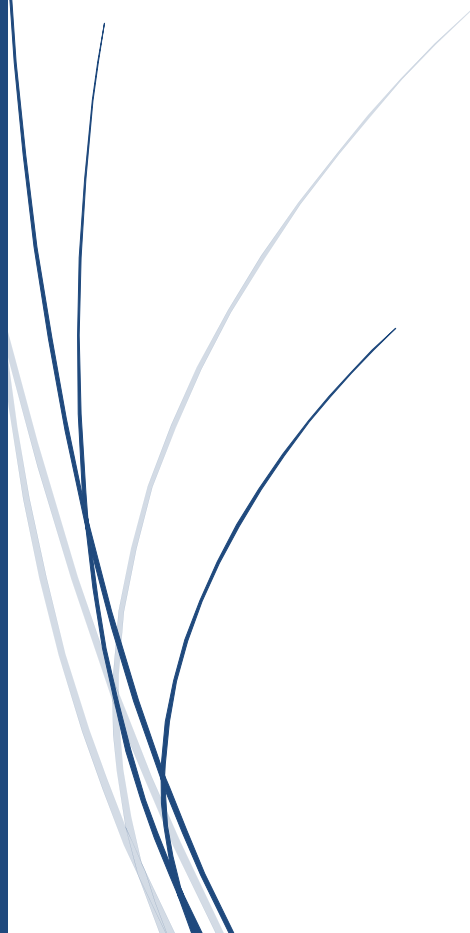


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10/27/2025

PhD Ordinances and Regulations

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Indian Institute of Technology Ropar

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Abbreviations

• BME	Biomedical Engineering
• CE	Civil Engineering
• CFTI	Centrally funded technical institute
• CSE	Computer Science and Engineering
• CSIR-NET	CSIR National Eligibility Test
• DC	Doctoral Committee
• EE	Electrical Engineering
• ERP	External Registration Programme
• GFTI	Government funded technical institute
• GOI	Government of India
• HoD	Head of the Department
• HTRA	Half Time Teaching/Research Assistantship
• JRF	Junior research fellow
• ME	Mechanical Engineering
• MME	Metallurgical and Materials Engineering
• MoE	Ministry of Education
• ACRPGS	Academic Committee for Research and Post Graduate Studies
• SRF	Senior research fellow
• UGC-NET	UGC National Eligibility Test

2 ORDINANCES:

- 2.1 A candidate who has qualified for the award of Master's degree of this Institute or a recognized Institute or University in the discipline as prescribed in the regulations of the Senate is eligible to apply for the PhD programme of this Institute.
- 2.2 A candidate who has qualified for the award of Bachelor's Degree in Engineering / Technology with exceptionally good academic background in the discipline as prescribed in the regulations of the Senate is also eligible to apply for PhD programme in Engineering/Technology of this Institute.
- 2.3 The award of the PhD degree shall be in accordance with the regulations of the Senate of this Institute.

3 REGULATIONS:

3.1 Categories of Admission

*(*Amendment approved by the Senate in its 46th Meeting vide Resolution No: S46/R4/23/668)*

Candidates will be admitted to the Ph.D. program of the Institute through an institute selection process under any one of the following categories:

3.1.1 Regular full-time PhD.

3.1.1.1 Institute fellowship:

Candidates under this category are entitled for Institute Research Assistantship/Fellowship as per Ministry of Education, Govt. of India norms.

3.1.1.2 Govt. / Semi Govt. Fellowship Awardees such as PMRF, CSIR-JRF, UGC-JRF, DST-INSPIRE, DBT, NBHM, QIP etc. or any other full time fellowship:

These candidates are financially supported under various Govt. / Semi Govt. schemes. The admission procedure and other requirements are same as applicable to research scholars/institute fellowship.

3.1.1.3 Fellowship through Project (FTP):

The admission procedure and other requirements for research Fellows (JRFs/SRFs) in various projects/schemes in the institute who wish to enroll for the PhD programme are the same as applicable to Institute Research Scholars. They will be paid assistantship/fellowships as per the norms of the project and sanctioned amount. The candidate has to fulfill all the eligibility requirements of the funding agency and the institute criteria.

3.1.1.4 Self- financed Indian Nationals, including those on Study Leave (SF):

The candidates admitted under this category are not eligible for any financial support from the Institute (IIT Ropar). Candidates with the provisional DST -INSPIRE fellowship award letter may apply under Self-Finance (SF) category. After successful admission, if the candidate subsequently clears the final round of selection of DST- INSPIRE, s/he would be allowed to convert from the Self-Finance (SF) to Fellowship Award (FA) category. Candidates who are released from the Government or educational Institutions on study leave for a period not less than three years for doing research work at IIT Ropar, can seek admission under this category. Employer's Letter for Study Leave should be produced at the time of joining, if selected.

3.1.1.5 Sponsored Candidate (SW):

The candidates admitted under this category are not eligible for any financial support from the Institute (IIT Ropar) and are sponsored by their employers. They are expected to be relieved for full time course work and research at the Institute for a minimum period of three years. An appropriate sponsorship letter should be submitted at the time of written test and/or interview.

3.1.2 Part-Time PhD

A candidate in this category is a professionally employed having regular employment in Government Organizations like MEITY, DRDO, MHA, CSIR, Central Universities person (including IIT Ropar regular staff), the employees of National and International reputed private organizations/industries viz. Reliance, TATA, Birla, Samsung, Nokia, Infosys, GE, similar MNC companies, etc., who would like to pursue the Ph.D. program while continuing the employment at their parent organization. The institute does not provide any financial assistance/fellowship to such a candidate.

Temporary employees, outsourced employees, employees from private universities, state universities, start-ups, small enterprises etc are not eligible.

*(*Amendment approved by the Senate in its 49th Meeting vide Resolution No: S49/R18/24/764)*

3.1.2.1 External Registration Program (ERP):

This category refers to a candidate employed in an R&D organization/academic institution/industry having adequate research facilities. The research work leading to the Ph.D. degree may be carried out largely in the parent organization of the candidate under a Local Supervisor from the organization but with the overall guidance provided by a faculty member (Institute Supervisor) of the department in which the candidate is registered.

A candidate in this category is a professionally employed having regular employment in Government Organizations like MEITY, DRDO, MHA, CSIR, Central Universities person (including IIT Ropar regular staff), the employees of National and International reputed private organizations/industries viz. Reliance, TATA, Birla, Samsung, Nokia, Infosys, GE, similar MNC companies, etc., who would like to pursue the Ph.D. program while continuing the employment at their parent organization. The institute does not provide any financial assistance/fellowship to such a candidate.

Temporary employees, outsourced employees, employees from private universities, state universities, start-ups, small enterprises etc are not eligible.

*(*Amendment approved by the Senate in its 49th Meeting vide Resolution No: S49/R18/24/764)*

3.1.2.2 Part-Time:

1. A research scholar under the Part time PhD Programme will carry out major part or all of his/her research work at IIT Ropar under the supervision of supervisor(s) at IIT Ropar. The feasibility of doing this with sufficient intensity will be an important consideration in admitting the scholar in this category.

3.1.2.3 IIT Ropar regular Staff:

Members of non-teaching staff (working in permanent capacity, including technical and non-technical) may be permitted to join the Ph.D. program under this category. All common rules laid down in the Ph.D. Regulations relating to course work, prosecution of research work under the supervision of a member of faculty, etc. shall be applicable.

Regulations pertaining to all kinds of PhD programmes will be common, unless stated otherwise.

3.2 Reservation for admission

3.2.1 Reservation for SC/ST

Reservations are applicable to SC/ST/OBC-NCL/EWS/Persons with Disability (PwD) candidates as per Govt. of India rules.

3.3 Minimum Eligibility Requirement for Admission to PhD program

The following are Institute Minimum Eligibility Requirements and any Department/Center can specify higher short-listing criteria than what is specified here.

3.3.1 Eligibility for Regular Full Time PhD programme

For the Minimum Eligibility Qualification (MEQ) for admission to Regular Full-time Ph.D. programmes refer table:1 below:

Table1: Minimum Eligibility Qualification for admission to Regular Full-time Ph.D programmes

Sr. No.	Qualifying Degree	Minimum Performance in Qualifying Degree for General/OBC (Non-Creamy Layer)/EWS Category Candidates	Minimum Performance in Qualifying Degree for SC/ST/PwD category Candidates	Qualification Through National Level Examination Requirements
1.	M.Tech./M.E/M.D. or equivalent/5 year Integrated Master's degree in engineering / 5 year BS-MS Dual degree	60% marks or 6.00 CGPA on a 10-point scale	55% marks or 5.5 CGPA on a 10-point scale	Nil
2.	(M.Sc/M.A/MBA or equivalent Master degree) OR (PG diploma in management and relevant Bachelor's degree such that minimum five years of Undergraduate & Postgraduate) OR M.B.B.S	60% marks or 6.00 CGPA on a 10-point scale	55% marks or 5.5 CGPA on a 10-point scale	Qualified GATE/CSIR/UGC-NET/DST-INSPIRE/JEST/NBHM or other national fellowship

3.	B.E./B.Tech./BS or equivalent four years program	60% marks or 6.00 CGPA on a 10-point scale	55% marks or 5.5 CGPA on a 10-point scale	Qualified GATE/CSIR/UGC-NET/DST-INSPIRE/JEST/NBHM or other national fellowship
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Exemptions:

Requirement of qualification in GATE / National level Exam is waived off for the following categories of applicants.

For all Engineering, Chemistry and HSS department:

Candidates from Centrally Funded Technical Institutes (CFTIs) completed B.Tech./B.E (or any other programme of minimum four year duration, admission to which is on the basis of JEE) or M.Sc or MBA or 2 year PG diploma in management, must obtain a CGPA of 7.5 or above (on a 10 point scale) at the time of graduation, and before they formally register for the PhD programme (75% aggregate marks, if marks is the primary mode of evaluation).

M.B.B.S./BDS degree holder with minimum 1st class from a reputed organization will be eligible for Ph.D admission.

(*Amendment approved by the Senate in its 54th Meeting vide Resolution No: S54/R8/25/910)

For department of Physics and Mathematics:

Candidates from IITs, IISERs, IISc and all DAE institutes completed B.Tech./ B.E. (or any other programme of minimum four year duration) or M.Sc, must obtain a CGPA of 7.5 or above (on a 10 point scale) at the time of graduation, and before they formally register for the Ph.D. programme (75% aggregate marks, if marks is the primary mode of evaluation).

(*Amendment approved by the Senate in 54th Meeting vide Resolution No: S54/R8/25/910)

3.3.2 Eligibility for Part-Time PhD

3.3.2.1 Eligibility Requirement for ERP candidates

(i) Minimum Eligibility Requirements : In addition to possessing the academic qualifications mentioned in the Table 1 under regular full-time Ph.D program, an applicant should fulfill the following additional requirements also:

(ii) GATE or equivalent qualification : GATE or Equivalent Qualification is not required for admission.

(iii) Professional Experience: Should have completed full time employment of 2 years of service as on the deadline of application.

(iv) Organization/Institution: Organization/Institution must have at least 5 years of its existence for sponsoring candidates to the ERP programme. Only persons engaged in R & D work in Technical / Scientific Institutions/ Industries or R & D Establishments are eligible. The organization should have adequate facilities for carrying out research.

A candidate in this category is a professionally employed having regular employment in Government Organizations like MEITY, DRDO, MHA, CSIR, Central Universities person (including IIT Ropar regular staff), the employees of National and International reputed private organizations/industries viz. Reliance, TATA, Birla, Samsung, Nokia, Infosys, GE, similar MNC companies, etc., who would like to pursue the Ph.D. program while continuing the employment at their parent organization. The institute does not provide any financial assistance/fellowship to such a candidate.

Temporary employees, outsourced employees, employees from private universities, state universities, start-ups, small enterprises etc are not eligible.

(*Amendment approved by the Senate in its 49th Meeting vide Resolution No: S49/R18/24/764)

(v) Sponsorship/NOC

Unconditional sponsorship or NOC by the employer is essential and a must at the time of joining. IIT Ropar will not have any financial liability for the candidate throughout the tenure of Ph.D. The sponsorship certificate must be provided in the format specified at FORMAT-A.

3.3.2.2 Eligibility Requirement for Part-time candidates

(i) *Minimum eligibility requirements :* In addition to possessing the academic qualifications mentioned in the Table 1 under regular full-time Ph.D program, an applicant should fulfill the following additional requirements also:

(ii) *Professional Experience:* The minimum full-time experience required after obtaining the qualifying degree and as on date of application deadline, is given in Table 2 below.

(Table 2)

Sr. No.	Qualifications	Work Experience (Post Qualification)
1.	M.E./M.Tech./M.S.(R)/M.D. or Equivalent	Nil
2.	B.Tech./BE with valid GATE	Nil
3.	B.E./B.Tech./M.Sc./M.A./M.B.A./MBBS or equivalent, from CFTIs/Central Universities	1 Year
4.	B.E./B.Tech./M.Sc./M.A./MBA/MBBS or equivalent, from institutions other than CFTIs/Central Universities	2 Years

(iii) Minimum Eligibility Qualification for these candidates is the same as for full-time candidates, except that the requirement of qualifying in a national examination is waived for serial No. 1, 3 and 4 of above table.

(iv) No Objection Certificate: Part-time candidates are required to submit a “No Objection Certificate” on a proper letterhead from the Head of the Institute/Competent authority in the organization on the specified format given at FORMAT-B.

If the candidate after joining the PhD program changes the organization, he should inform the Institute immediately and get NoC from the new organization as well.

3.3.2.3 Eligibility Requirement for IIT Ropar Staff:

(i) Minimum eligibility requirements: In addition to possessing the academic qualifications mentioned in the Table 1 under regular full-time Ph.D program, an applicant should fulfill the following additional requirements also:

(ii) GATE or equivalent qualification:

Minimum qualification for these candidates is the same as for regular PhD candidates except that the requirement of qualifying in a national examination (e.g., GATE or equivalent) is waived off.

(iii) No Objection Certificate:

Prior permission/No Objection Certificate (NOC) has to be obtained from competent authority before applying for admission to the program. NOC has to be submitted at the time of submission of application. Institute work should not suffer due to joining the PhD programme by the candidate.

(iv) Selection Procedure:

Short-listed eligible staff will be called for written exam or interview or both. Final selection is based on the performance of the staff in the written exam or interview or both.

(v) Fellowship:

Members of staff permitted and enrolled for the PhD degree shall not be entitled to institute fellowship.

(vi) Duration:

The minimum period to be spent in the research work registered under the Part-Time Ph.D. for Staff degree shall be 4 years. The maximum period admissible for completion of the course work, research work and submission of the thesis, shall, however, remain to be the same as in the case of regular candidates.

3.4 Selection Procedure

Eligible candidates possessing the minimum educational qualifications and satisfying additional criteria set by the departments from time to time, will be called for an Interview and/or Test by the Selection Committees of the respective departments/Centers.

Based on the academic record and the performance of the candidates in the interview and/or test, the Departmental Selection Committee will recommend to the Dean (Research) the names of candidates found suitable for admission to the PhD Programme.

3.5 Admission to the programme

1. Candidates whose selection is approved by the Dean (Research) will be admitted to the PhD programme after payment of prescribed fees.
2. Ordinarily, a candidate is not eligible for re-registration for PhD after cancellation of his/her earlier registration for any reason. Based on the merits of the individual case and taking into consideration of any special circumstances, a candidate may be considered for re-registration.
3. A limited number of Research Assistantships and other financial support for attending conferences within India and abroad are available as per MOE norms subject to the conditions prescribed in the Institute regulations.

3.5.1 Admission to ERP

Candidate admitted to the programme must continue to remain in the same organization and place of work until the research work is completed. If the candidate is transferred or joins a new organization before the submission of the thesis, he/she should get the approval from the new organization for continuation of the programme

3.6 Registration

3.6.1 Registering for the programme

A candidate who is selected for PhD the programme will be enrolled by paying the requisite fee on the stipulated date. An entry number will be allotted to the candidate after enrollment. In addition to the semester and hostel fees, candidates need to produce medical fitness certificate. The candidate has to carryout research work under a supervisor from amongst the faculty of the Institute.

3.6.2 Minimum period of registration

1. Candidate with a B.Tech/M.Sc/M.A degree or its equivalent: Shall be required to be registered for the degree for a period of not less than 3 calendar years (36 months) from the date of his initial registration. In exceptional cases, the minimum period of registration may be reduced to 2 calendar years (24 months) upon recommendation of the DC and subsequent approval of the Senate.
2. Candidate with an M.Tech degree or its equivalent: The minimum period of registration shall be 2 calendar years (24 months).

3.6.2.1 For non-teaching staff of IIT Ropar

The minimum period to be spent in the research work by a member of non-teaching staff registered for the Ph.D. degree shall be 4 years.

3.6.3 Maximum period of registration

The candidates of all categories shall normally submit their thesis within a period of 5 years from the date of their initial registration for the PhD programme. However, as a special case, this limit may be extended to a maximum of 7 years by the Dean (Research) after which the registration shall stand cancelled automatically.

3.6.3.1 For ERP candidates

Maximum registration period of the programme will be one year in addition to regular PhD programme of IIT Ropar.

3.6.3.2 For non-teaching staff of IIT Ropar

The maximum period admissible for completion of the work and submission of the thesis shall, however, remain to be the same as in the case of regular candidates.

3.7 Fellowship and advance

Fellowship will be given to the candidates as per MOE norms or external funding agency directives, as applicable. The fellowship/assistantship is payable for a maximum duration of 5 years or up to the date of thesis defense (provided the scholar is in the Institute and performing TA duties as assigned), whichever is earlier.

*(*Amendment approved by the Senate in its 46th Meeting vide Resolution No: S54/R10/25/912)*

The institute may provide advance as per existing norms and practices.

3.7.1 Transfer of project fellowship to Institute fellowship

1. This applies to candidates who are already registered under the PhD programme. Project fellowships cannot be transferred to Institute fellowship so long as funds are available in the project.
2. Minimum time for which a student has to work in a project to get transferred to Institute fellowship is 2 year.
3. In case a Ph.D. student is admitted to institute fellowship and then takes project fellowship and again comes back to institute fellowship, he/she will be exempted from this minimum period clause.

*(*Amendment approved by the Senate in its 46th Meeting vide Resolution No: S46/R9/23/673)*

3.7.2 Fellowship for PhD of staff of IIT Ropar

Members of staff permitted and enrolled for the PhD degree shall not be entitled to any fellowship.

3.8 Choice of supervisor

3.8.1 Allotment of supervisor

Allotment of research scholars to supervisor(s) will be made by the Head of the Department (HoD) taking into consideration the research profile of the department and the preferences of the research scholars and supervisor(s) as per the departmental policy.

3.8.2 Maximum number of supervisors allowed

There shall be not more than two supervisors from the Institute for a research scholar.

3.8.3 Choice of supervisor for ERP candidates

3.8.3.1 Research Supervisor(s) from IIT Ropar

A maximum of 1 supervisor is allowed from IIT Ropar in case the student has a joint research supervisor from his parent institute. If the student has a coordinator from his parent institute, then he/she can have maximum 2 supervisors from IIT Ropar.

3.8.3.2 Joint Research Supervisor/Coordinator

(for candidates from industry/research laboratories)

Candidate should identify a Joint Research Supervisor (should hold a PhD degree)/Coordinator from the sponsoring organization (who must be a permanent staff member).

The person should be willing to supervise/coordinate the research work of the candidate.

The person should be from the same establishment/laboratory in which the candidate is employed.

3.9 Eligibility for being supervisors

1. The following may be considered for acting as a supervisor for a PhD scholar.

- a. All faculty members of the Institute.
 - b. Scientific / Design staff of the Institute with a doctoral degree.
 - c. Visiting faculty member with a minimum of 1 year of appointment can take a PhD student along with another faculty member within IIT Ropar. In case, expertise is not available, the competent authority can take a decision.
2. Continuance of retired faculty members / emeritus faculty as co-supervisors only
 3. CSIR and other Emeritus Fellows / Scientists / Emeritus Professors, who hold office at this Institute for a period of 2 years or more, can become co-supervisor(s) for scholars along with a supervisor from the institute, with at least 5 years of service still left at the time of registration of the scholar.
 4. The induction of new supervisor(s) at any point of time during the PhD programme of a research scholar will be considered by the DC with the subsequent approval of Dean (Research) on a case to case basis.

3.10 Choice of co-supervisor(s)

Additional Supervisor from outside the Institute can be allowed with the approval of Chairperson, Senate on case to case basis.

Co-supervisor from other IITs / Institutions / Industries with a minimum academic qualification of Master's degree in Engineering / Management and with adequate professional experience in the relevant field or PhD in relevant area may be nominated for PhD scholars on the request of scholars / supervisors.

The recommendation for the co-supervisor shall be made with valid reasons and justifications by the DC of the research scholar.

Appointment of Co-supervisor by the Head of the Department on the recommendation of the supervisor within 24 months from the date of joining for the PhD scholars. After the time limit, the co-supervisor shall be made with valid reasons and justifications by the DC of the research scholar.

3.10.1 Number of co-supervisors allowed per PhD student and co-supervision rules

3.10.1.1 Internal students

The number of co-supervisors can be restricted to a maximum of 1. This process has to be completed before the confirmation of candidacy.

3.10.1.2 External students

It is recommended for the time being that a maximum of 2 external candidates can be supervised by our faculty. No financial or academic responsibility will be borne by IIT Ropar. Further, there is no requirement of any MoU with such institutions. However, the point regarding Intellectual property rights of the Institute has to be kept in mind while guiding such external candidates.

3.11 Doctoral Committee

The Head of the Department (HoD) will intimate to the Dean (Research), for each scholar the area of research, the name(s) of the supervisor(s) and the names of faculty members constituting the Doctoral Committee (DC), within 15 days of the date of joining of the research scholar. The final approving authority of the DC will be Dean (Research).

The following would be the composition of the Doctoral Committee (DC):

1. Chairperson: Head of the Department (HoD/nominee of HoD) (If the HoD happens to be the Supervisor of a scholar, he/she may suggest 2-3 senior faculty members within the department and Dean (PG & Research) will nominate DC Chair & DC members)

*(*Amendment approved by the Senate in its 53rd Meeting vide Resolution No: S53/R4/25/862)*

HoD may nominate Chairperson, if he/she is otherwise engaged for the conduct of DC meetings to assess the progress of the scholars.

When a new HoD joins, the previous HoD will continue to be the Chairperson of the already existing DCs.

Chairperson, DC must be present for comprehensive Exam / Synopsis / Thesis report / Viva voce meetings of the Scholar.

2. Convenor: Research supervisor(s)
3. Member 1: A minimum of 1 faculty member of the Department nominated by the HoD. He/She will be chosen from a panel of 3 experts submitted by the supervisor(s).
4. Member 2: A minimum of 1 faculty member of allied Departments nominated by the HoD. He/She may be chosen from a panel of 3 experts submitted by the supervisor(s) in the relevant fields.
*(*Amendment approved by the Senate in its 43rd Meeting vide Resolution No: S43/R4/22/594)*
5. Member 3: A minimum of 1 faculty member nominated by the HoD from any of the above panels.

The research supervisor(s) may suggest the constitution of the DC. However, it is desired that as far as possible the research supervisor(s) should avoid keeping the same DC members for his/her students.

3.11.1 DC member goes on long leave or retires

In case any member goes on leave exceeding one year duration, or resigns or retires from the Institute, the HoD or his nominee will nominate another member and duly inform the Dean (Research).

3.12 Change/Addition of supervisor

The Doctoral Committee of a research scholar may recommend change of supervisor or appointment of a co-supervisor for valid reasons, such as; supervisor proceeding on long leave of more than 12 months, retires, resigns or expires; and under exceptional circumstances such as, on the request of student/ supervisor/ DC chair, etc.

A faculty member appointed as a PhD supervisor is normally expected to be available to a research scholar in the Institute till the thesis viva-voce examination. However, under unavoidable circumstances, such as: long leave of more than 12 months; resignation; retirement; or death; a supervisor may not be available to the scholar. In such special cases, appointment of supervisor(s) will be regulated as under:

3.12.1 A supervisor proceeding on long leave of more than 12 months

3.12.1.1 Joint supervisor exists

The supervisor proceeding on leave for more than 12 months can continue to be a Joint-Supervisor.

3.12.1.2 Joint supervisor does not exist

A Joint-Supervisor may be appointed by the DC in case where a student has not yet submitted his synopsis.

3.12.1.3 Stages of thesis

Depending on the stage of the thesis work, the following situations can arise.

3.12.1.3.1 Synopsis / thesis submission done

If the synopsis/thesis is submitted before the supervisor proceeds on leave, he will continue to be the supervisor and only a caretaker supervisor will be appointed.

3.12.1.3.2 Major revision of the thesis is necessary

If a major revision becomes necessary, and the sole supervisor is on leave, he should be asked to specifically state whether he would effectively help the student carrying out the major revisions within a reasonable time. In case the sole supervisor expresses his inability due to one reason or the other, the caretaker supervisor, if he provides the required help in carrying out the major revision, will automatically be treated as joint-supervisor of that candidate.

3.12.1.4 Supervisor wants to extend his leave

If a supervisor proceeds on leave for a period less than 12 months initially, but later extends his leave beyond 12 months, the above procedure will be followed. The extension granting authority will inform the PhD Section accordingly.

3.12.2 A supervisor retires

1. A faculty member who is to retire within 3 years may be permitted to become a supervisor to a new scholar with another faculty member, who is not likely to retire within 5 years as co-supervisor, at the time of registration itself. On retirement, the faculty member will continue to be a supervisor and will be invited to the Doctoral Committee meetings, synopsis meeting and viva voce examination.
2. In other cases, a faculty member on retirement may continue as
 - a. A Supervisor, if re-employed as an Emeritus Fellow
 - b. A Supervisor, if he/she has supervised a candidate for at least 3 years. However, a co-supervisor who is in service will be appointed in addition. The supervisor who has retired will be invited for the Doctoral Committee meetings, synopsis meeting and the viva voce examination.
 - c. A Joint-Supervisor, if the synopsis of the thesis has been submitted. Appointment of another Supervisor, if necessary, will be as mentioned above or as a care taker Supervisor.

3.12.3 A supervisor resigns

If the supervisor resigns before completion of comprehensive examination, a new supervisor will be appointed on recommendation of DC.

If the supervisor resigns after completion of comprehensive examination, he/she may chose to remain as the supervisor or appoint a co-supervisor/caretaker supervisor as suggested by the DC.

3.12.4 A supervisor expires

A new supervisor will be appointed, if necessary, on recommendation of DC.

3.13 Course Work

All candidates enrolled for the PhD programme before AY 2025-26 are required to complete the following credit requirements towards course work. The course work has to be decided by the DC.

Particulars	Credits Requirement
PhD in Science and HSS Departments for candidates with M.Sc /MA degree	15
PhD in Science and HSS Departments for candidates with M.Tech / M.Pharm/M.Phil degree	12

PhD in Science and HSS Departments for candidates with BE/B.Tech Degree	20
PhD in Engineering Departments with candidates having ME/M.Tech/MS degree	12
PhD in Engineering Departments with BE/B.Tech/MSc degree	20

Course Work requirements for students admitted from the AY 2025-26

1. Only two compulsory courses (1) course on Research Methodology and Ethics (2) Scientific Writing and Technical Communication, to be taken by Ph.D. students.
2. Each course will be of 3 credits.
3. The student must pass these courses with average CGPA of 7. In each courses the student must score B-.
4. These courses will be offered by the department of HSS and can be taught by the internal faculty members of any department. External faculty/ experts may also be invited for teaching these courses.
5. The Supervisor/Doctoral Committee may recommend the student to do more courses as per the requirement of the research domain.
6. The student must complete his/her Thesis Proposal Seminar within 1 year from the date of joining.
7. The comprehensive written and oral examinations are abolished.
8. The above rules will be implemented for the students admitted from the AY 2025-26 only and not retrospectively.
9. The students joined before AY 2025-26 have to clear the course work, comprehensive (written and oral) and Thesis Proposal Seminar as per previous rules and regulations.

(*Amendment approved by the Senate in its 53rd Meeting vide Resolution No: S53/R39/25/900)

Norms regarding course work for the students joined before AY 2025-26

Course work has to be normally completed within 18 months from the date of registration.

1. Candidates are required to complete the course work with a minimum CGPA of 7.0.
2. Courses that meet the minimum requirements shall be at the PG level and will be prescribed by DC. SGPA/CGPA will be calculated on the basis of all permitted courses taken by the student.
3. The DC may prescribe additional courses for a scholar, over and above the minimum requirements based on his/her background. For the course(s) suggested by DC, student will be awarded letter grades.
4. For any other additional course(s) taken by the student, he/she may make a request for grades to be awarded in the S/U mode. These additional courses may also include UG courses with Audit grade.
5. A student getting an E or F grade in a course must either repeat it or substitute it by another course as suggested by DC.
6. A student getting a C- and D grade in a course may be allowed to repeat it or substitute it by another course, provided that his/her CGPA is less than 7 and the student is allowed to continue in the program or the repetition/substitution is for a maximum of one course in the program such that it does not lead to any increase in the semester load.
In case a course is repeated or substituted, the old grade will also appear on the transcript although it will not be taken into account while computing the SGPA/CGPA.
7. A student will normally not be allowed to continue in the Ph.D. programme if
 - a) his/her CGPA is below 6.5 (below 6.0 in the case of first semester student).
 - b) his/her CGPA is below 7.0 in two consecutive semesters.

- c) he/she obtains two Fs or two Es or one F and one E in the same or different courses.

*(*Amendment approved by the Senate in its 43rd Meeting vide Resolution No: S43/R7/22/597)*

3.13.1 For ERP candidates

The ERP candidates are allowed to take online courses from the offered courses of that semester. However, the Mid-Sem and End-Sem examination will be conducted in physical mode only along with regular students. The option of floating of online courses will remain with the department, supervisor and course instructor. The department, supervisor or course instructor may also ask the students to do the course work in physical mode. ERP candidates can do courses online. If students desire, they can do the course work in physical mode.

*(*Amendment approved by the Senate in its 53rd Meeting vide Resolution No: S53/R9/25/867 & 54th Meeting vide Resolution No: S54/R6/25/908)*

3.13.2 For Part Time candidates

For part-time candidates from outside, there is a minimum residency requirement of 4 months. DC may specify a higher or lower residency requirement based on the courses recommended as well as the background. The minimum residency period can be completed in parts in the entire tenure of PhD. However, the minimum period of residency for each period should not be less than 3 weeks.

The minimum period to be spent in the research work by a student working under part time PhD programme shall be 4 years.

The Part-time candidates are allowed to take online courses from the offered courses of that semester. However, the Mid-Sem and End-Sem examination will be conducted in physical mode only along with regular students. The option of floating of online courses will remain with the department, supervisor and course instructor. The department, supervisor or course instructor may also ask the students to do the course work in physical mode.

*(*Amendment approved by the Senate in its 53rd Meeting vide Resolution No: S53/R9/25/867)*

3.13.3 Temporary withdrawal from the programme

Withdrawal from the programme is permitted for a semester or longer for reasons of ill health or other valid grounds as duly recommended by DC. However, the maximum period of registration will remain unchanged.

3.14 Attendance

Attendance should be in compliance with the leave rules of IIT Ropar or as applicable by the external funding agency.

3.15 Progress Report

1. DC will monitor the progress of the research scholar.
2. The research scholar needs to submit the progress report duly forwarded through research supervisor (of IIT Ropar, in case of ERP candidates) and DC to department office within 15 days of the end of each semester. If two consecutive progress reports are not submitted/not satisfactory, registration of the student may be cancelled.
3. In case of joint supervisors, the progress report must be submitted with the signature of all the research supervisors.
4. The Progress report may not be submitted, in case the student has proceeded on maternity leave, semester leave etc.
5. In case, the supervisor proceeds on long leave, the caretaker supervisor will forward the progress report of student.

6. In the case of research scholars under ERP or working on a Part Time basis, the Doctoral Committee will pay particular attention to the quantum of effort put in by the scholar towards doctoral studies and progress.

3.16 Comprehensive Examination [For batches before AY 2025-26]

1. After the successful completion of course work the student needs to appear for comprehensive exam.
2. Every PhD scholar should perform satisfactorily in a comprehensive examination.
3. The comprehensive examination will consist of two parts
 - a. Examination on basic concepts of the subject
 - i. Written examination: Minimum weightage will be 30%
 - ii. Oral examination: Minimum weightage will be 30%.
 - iii. The minimum passing marks for this (written+oral) will be 50%
 - b. Thesis proposalseminar
 - i. Should focus on the research problem to be taken up
4. The Comprehensive Examination should be conducted with the following committee
 - a. Oral examination:
 - i. DC members
 - ii. Dean (Research) should nominate a faculty member from outside the DC to be present during the oral examination.
 - b. Thesis proposal seminar:
 - i. DC members
 - ii. External expert: Not required. However, in case of external fellowships like CSIR, UGC etc. the department has to meet the requirements as per the funding agency guidelines.

*(*Amendment approved by the Senate in its 46th Meeting vide Resolution No: S46/R13/23/677)*

5. The regular candidate must qualify the written and the oral exams within 18 months of registering into the PhD programme. Direct PhD students and students having B.E/B.Tech degrees have to complete the same within 4 semesters. The above are inclusive of the second attempt by the candidate.
6. The student must qualify the thesis proposal seminar within 24 months of registering in the PhD programme for regular candidates. Direct PhD students have to complete the same within 5 semesters. The above are inclusive of the second attempt by the candidate.
7. In case of delay in comprehensive (Thesis Proposal Seminar) the student must take prior approval from the Dean (PGS&R) through HoD and Doctoral Committee, 30 days before the completion of 2 years (2.5 years in case of B.Tech). The reason of delay must be mentioned.
8. The extension can be allowed to a student maximum for one semester only.
9. If the candidate is unable to qualify the comprehensive exam, his/her registration for the PhD programme may be cancelled.

*(*Amendment approved by the Senate in its 49th Meeting vide Resolution No: S49/R5/24/752)*

3.17 Candidacy confirmation

1. The candidacy of a student will be confirmed for the PhD degree after successful completion of Thesis Proposal Seminar. Candidacy for the PhD degree shall be effective, normally from the date of registration
2. The candidacy of a candidate may be deferred by the DC on account of unsatisfactory progress.
3. A candidate is required to submit the thesis before the expiry of the registration period. In the event of the candidate failing to submit the thesis within the period, the registration shall lapse automatically.
4. PhD scholars should submit their thesis as stated below.

- a. Regular PhD scholars: Within 5 years from the date of registration
- b. Direct PhD: Within 5 years from the date of registration.
- c. The DC may recommend to Dean (Research) to extend the period of submission of the thesis further 2 years with an additional year for research scholars under external registration

3.18 Enhancement seminar

The seminar related to enhancement of fellowship from JRF to SRF for students getting fellowship from external agencies, will depend on the respective rules of the funding agencies.

3.19 Enrolment

All research scholars whose registration is still in force, are required to enroll each semester on the stipulated date.

3.20 Conversion from full time to part time PhD programme to take up job

PhD Scholars who got a job offer can get relief from full time PhD programme based on the recommendations of DC and subsequent approval of the **Dean (Research)***, while keeping their registration alive on payment of the requisite fees every semester, on the following conditions:

1. If they have completed their
 - a) Course work
 - b) Passed the comprehensive examination, given the research proposal seminar which is adjudged as satisfactory.
2. The candidate must produce the offer letter from the institution/organization which he/she proposes to join.
3. The candidate has to produce a “No Objection Certificate” from the Head of the institution/organization, which he/she proposes to join.

Such conversion will be subject to the following conditions:

1. The student must complete his/her thesis within 7 years counted from the date of his/her first registration in the programme
2. Provision of conversion from full-time to part-time status can be availed of only once by the student during his/her programme
3. The status of the student will be reviewed by the supervisor and the DC at least once in every two semesters after the conversation, and his/her continuation on part-time status will be subject to his/her making satisfactory progress towards completing the PhD thesis.

*(*Approved by the Senate in its 30th Meeting vied Resolution No: S30/R12/19/381)*

3.21 Leave rules

PhD students may be granted leave on application to the Head of the Department (HoD) concerned through their respective supervisor(s). The following applies to all leave unless stated otherwise.

- All leave will be approved by the concerned HoD upon recommendation of the supervisor(s).
- The leave application (excepting personal leave and medical leave (in case of emergency)) has to be submitted to the department at least 7 working days before the commencement of leave.
- The maximum period of registration remains unchanged for all cases.
- Leave will be sanctioned as per calendar year. It will be granted on pro-rata basis to those students who join midway.

3.21.1 Personal leave and Casual Leave

All Research Scholars under TA/RA/SF may take a maximum of 30 days of personal leave in an academic year (including winter break and mid-semester breaks) such that no more than 10 days of leave are taken during a semester. However, this 10-day cap will not be enforced when semesters are not in progress and during the summer term. Leave not availed in one calendar year may be carried over to the next calendar year up to a maximum of 15 days.

i) Typically, personal leave will not be granted more than 21 days at a stretch. However, in emergent situation, if more than 21 days leave is sanctioned, will be without assistantship.

ii) The leave will be allowed on a pro-rata basis.

iii) Intervening Saturdays/Sundays/Holidays will be counted as leave .

iv) Personal leave cannot be availed for half a day.

2.22.1(b) In addition, casual leave of 8 days in each academic year may be allowed. The casual leave cannot be carried over.

i) Intervening Saturday/Sunday/Holiday will not be counted as leave.

ii) Total period of absence including Saturdays/Sundays/Holidays intervening, prefixed or suffixed should not exceed five days at a time.

iii) Casual leave cannot be combined with any other kind of leave.

iv) Casual leave can be availed for half a day.

2.22.1(c) There will be no loss of financial assistantship for students going on personal or casual leave.

2.22.1(d) Leave cannot be claimed as a matter of right and when the exigencies so demand, leave of any kind may be refused or revoked by the authority empowered to sanction the leave.

2.22.1(e) While sanctioning the leave, HoD must make sure that the TA duties have been taken care of.

*(*Amendment approved by the Senate in its 46th Meeting vide Resolution No: S46/R12/23/676)*

3.21.2 Withdrawal for a long period (beyond 30 days)

Withdrawal beyond 30 days in an academic year may be granted to a Research Scholar in exceptional cases by Dean (Research) on the recommendation of DC.

- i) Withdrawal beyond 30 days will be without Assistantship/Scholarship.
- ii) The causes of such withdrawal could be due to personal, medical or professional reasons.
- iii) Such an extension of upto additional 30 days will be granted only once during the programme of the Scholar.
- iv) Withdrawal may be subject to the approval of the Head of Department/ Centre/ Programme Coordinator concerned on the recommendation of the supervisor(s); and a proper withdrawal account of each scholar shall be maintained by the Department/ Centre/ Programme Coordinator concerned.
- v) In exceptional circumstances the Dean (Research) may, on the recommendation of the DC grant a Research Scholar withdrawal without assistantship for a period not exceeding 12 months in the entire period of his/her tenure for purpose of accepting teaching / research assignment on temporary basis

provided the post accepted by research scholar is in the same school or in an educational institution, R & D organization or an industry of repute.

- vi) When a scholar is permitted for such withdrawal without assistantship the enhancement of fellowship or comprehensive examination (in case it has not taken place yet) shall be deferred for the appropriate period. However, the date of termination of fellowship remains unchanged.

3.21.3 Academic Leave (Duty leave)

Academic Leave (Duty Leave) can be permitted to proceed for academic activities outside IIT Ropar to carry out field work, library work, computational work, experimental work, and Lab works, and also to attend conferences, courses and to undertake other research work etc. as recommended by the concerned supervisor and Head of the Department. Permission for a duration upto 30 days be sanctioned by the HOD and more than 30 days on the recommendation of the concerned Supervisor and HoD by the Dean(PG&R)/Director, IIT Ropar.

Before forwarding the application, the concerned HoD must ensure that TA duties have been taken care of.

*(*Amendment approved by the Senate in its 46th Meeting vide Resolution No: S46/R12/23/676)*

3.21.4 Medical leave

Leave on medical ground, duly supported by a medical certificate, may be granted to a student for up to 10 days per year. Such leave shall not entail any loss of financial assistantship.

3.21.5 Maternity leave

Women scholars are entitled for maternity leave at the full rate for a period as per the GOI rules, only once during the tenure of their studentship. The application should be supported by a medical certificate. In such cases, the maximum period of registration may be extended by the period of maternity leave availed.

When a scholar is permitted such leave the enhancement of fellowship or comprehensive examination (in case it has not taken place yet) shall be deferred for the appropriate period. However, the date of termination of fellowship remains unchanged.

3.21.6 Paternity leave

Male Scholars are entitled for 15 days of paternity leave at a stretch only once during the tenure of their award. This should be supported by a medical certificate.

When a scholar is permitted to avail such leave the enhancement of fellowship or comprehensive examination (in case it has not taken place yet) shall be deferred for the appropriate period. However, the date of termination of fellowship remains unchanged.

3.21.7 Vacation leave

Not applicable.

3.21.8 Absence without sanctioned leave

Absence without sanctioned leave will entail loss of financial assistantship for the period of absence, and may result in the termination of the student's programme on the recommendation of the DC and approval of RPEC.

3.21.9 Leave for students from external funding agencies

Research scholars getting funded through external funding agencies will be governed by institute rules. In case of any difference of policy with the funding body, the Senate takes a decision.

3.21.10 Registration and fees during leave

A student granted academic leave for one or more semesters should pay prescribed fees in every semester as per schedule.

3.22 Cancellation of Registration

1. The registration of a research scholar whose progress is not found to be satisfactory consecutively twice by the DC is liable to be cancelled.
2. The registration of a research scholar who has not enrolled within time is liable to be cancelled.
3. The registration of a research scholar who has not submitted his/her thesis before the end of the maximum permissible period will be cancelled.
4. If the scholar absents him/herself for a continuous period of four weeks without prior intimation/sanction of leave.
5. If the scholar resigns from the Ph.D. Programme and the resignation is duly recommended by the DC.
6. If the scholar does not clear the comprehensive examination as stipulated.
7. If the CGPA is below 7.00 at any time while doing course work.
8. If the scholar is found involved in an act of misconduct and/or indiscipline and termination is recommended by a competent authority.
9. Every registered student must pay the stipulated fees in full before the specified deadlines. In the event that a student does not make these payments, he/she will be de-registered from all courses and his/her name will be struck-off from the roll list.

3.23 Synopsis

On satisfactory completion of the prescribed courses, the comprehensive examination and the research work, the scholar shall submit the requisite copies of the synopsis of his/her research work in the required format through the DC with its recommendations to the Research Section.

3.23.1 Synopsis criterion

Prior to submission of the synopsis, the scholar

1. is required to give following seminar on the topic of his/her research.
 - a. Thesis proposal seminar delivered as a part of the comprehensive examination.
 - b. Synopsis seminar before submission of synopsis.
*(*Amendment approved by the Senate in its 43rd Meeting vide Resolution No: S43/R3/22/593)*
2. The scholar should have at least one research article either published or accepted for publication from the thesis in a refereed journal where the scholar is the main contributor of the work (endorsed by the supervisor).
*(*Amendment approved by the Senate in its 49th Meeting vide Resolution No: S49/R4/24/751)*
3. DC may consider exceptional cases, which will be reported to Senate.

3.23.2 External experts for synopsis presentation

Not required *(*Amendment approved by the Senate in its 46th Meeting vide Resolution No: S46/R13/23/677)*

3.23.3 Synopsis presentation

1. The research scholar shall present the synopsis seminar to an open audience in which besides others the DC members will be present. Dean (Research) and/or Director may attend as invitees in the synopsis seminar.
2. The seminar lecture will test the candidate's depth of knowledge and progress in his/her research.
3. The candidate shall be allowed to submit his/her thesis for the PhD degree only when the DC is satisfied with the work.
4. If the DC is not satisfied with the quality of the work or the general preparation of the candidate, the candidate will have to appear again for the seminar within a maximum period of 6 months.

3.24 Submission of Thesis

1. Subject to fulfilling the course credit requirements and other conditions as may be laid down from time to time, the candidate may submit the PhD thesis.
2. The thesis has to be submitted within a minimum period of 2 (two) years and maximum period of 7 (seven) years from the date of registration.
3. The thesis must be submitted within 2 (two) months of successful completion of the synopsis seminar. If the thesis is not submitted within the above mentioned period, the candidate shall be required to submit fresh synopsis. However, in case a candidate fails to submit the thesis but has suitable justification for the same, the Dean (Research) may on recommendations of DC and on individual merit of each case grant the candidate an extension for not more than 2(two) months for submission of the thesis.
4. The scholars should submit the synopsis along with thesis in hard and soft copy.
5. The research scholar shall submit 2 (two) copies of the thesis and abstract of the thesis.

3.24.1 Thesis guidelines

1. Besides a soft copy USB storage, a candidate shall submit 2(two) copies of the thesis neatly typed or printed and bound in a manner notified separately. The thesis must contain the text and common matters like bibliography/references and summary/conclusions.
2. A preface/introduction in which the candidate shall state whether the thesis is based on discovery of new facts or new interpretation of established facts by others, or based on exhaustive study and critical analysis of published work of others, or design, or development;
3. Biodata of the candidate within one page (i.e. name, date of birth, educational qualification, research experiences, professional experience, if any, and permanent home address).
4. An abstract of the thesis (about 500 words) with key words (about 5)
5. A certificate (in standard format from the supervisor that (a) the work has been carried out under his/her/their supervision, (b) the candidate has fulfilled all prescribed requirements and c) the thesis which is based on the candidate's own work has not been submitted elsewhere for a degree/diploma.

3.25 Panel of Examiners

1. On successful completion of the synopsis seminar, the Research Supervisor will recommend to the Senate a panel of 10 experts, from India and/ or abroad, to examine the thesis (not more than 5 persons in the list shall be from India). Two experts, from the panel shall be appointed as 'external' examiners.
2. The experts will be chosen from the panel by Chairperson, Senate or his/her nominee.
3. Co-authors of publications included in the thesis cannot be an examiner.
4. A person working in the same laboratory/Institution(s) where Research Scholar is employed cannot, however, be appointed as External Examiner for evaluating the Thesis of that Research Scholar. Further no person can be appointed as External Examiner from Laboratory/Institution to which the Joint Supervisor(s) of the Research Scholar belongs.
5. There is no bar towards appointment of ex-student of the supervisor in the Panel of Examiners provided the concerned ex-student had received PhD Degree of the Institute under his guidance at least 10 years earlier.

6. The thesis shall be forwarded to all examiners who shall report separately on the thesis and forward their recommendation to the Dean (Research).
7. The Dean (Research) will examine the reports of the thesis examiners and send them to the DC for their perusal and necessary action.

3.26 Thesis Report

1. The examiner is expected to send the report on the thesis within 2 (two) months from the date of receipt of the thesis.
2. In case of undue delay in receiving the thesis report, the Chairperson, Senate or his/her nominee shall appoint another examiner in his/her place for evaluating the thesis.

3.26.1.1 Outcome of thesis reports

The Dean (Research) will forward the reports of the thesis examiners to the DC for their perusal and necessary action. There may be the following possible situations arising out of the nature of the reports, and the steps to be taken appropriate to the circumstances shall be as laid down below:

3.26.1.1.1 The examiners are unanimous in recommending the award of the degree on the basis of the thesis without any modification.

This is a clear case for going in for the final requirement of viva voce.

3.26.1.1.2 The external examiners are unanimous in recommending the award of the degree but have suggested modification and/or have asked for clarifications.

The candidate in that case shall make modification and provide the clarifications as suggested within a time which in no case shall exceed six month from the date the communication is sent to the candidate, failing which the revised thesis will not be accepted and his/her registration will be cancelled. These may be sent to the examiners, if so desired by them.

3.26.1.1.3 One of the external examiners does not recommend the award of the degree and rejects the present form of the thesis while the other external examiner recommends the award

The DC in such a case may either ask the candidate to modify the thesis as suggested within a given time not exceeding six months and send the modified thesis to the Dean (Research) to be forwarded to the same examiner again or recommend to the Senate to appoint another external examiner or send the thesis to him in its original form. The recommendation of this 'third' examiner, at this stage, shall be taken as final.

3.26.1.1.4 Both the external examiners reject the thesis

In the event of a thesis being rejected by both the external examiners the Senate may, on the recommendation of the DC and forwarded by Dean (Research), permit submission of a revised thesis on an additional payment of the prescribed fee, after a suitable time to be fixed by the Senate. The observations and comments of the examiners, if any, may be copied and given to the candidate on request. In no case should a resubmission of the thesis without modification along the lines of criticism made by the earlier examiners, if any, may be allowed. The revised thesis shall be referred for assessment to two external examiners selected from a new panel of 10 experts recommended by the Research Supervisor. In case, both the experts reject the revised thesis again, the thesis will stand rejected and the registration of the candidate cancelled.

3.26.1.1.5 The reports obtained are ambiguous

In case of any ambiguity in the reports or the recommendations received from the examiners, the DC may recommend an interpretation of the reports which will be considered by the Dean (Research) and further Chairperson, Senate for approval.

3.26.1.1.6 Acceptance of satisfactory reports

1. Once the reports of the examiners have been accepted as satisfactory, DC will hold a meeting.
2. The names of the external examiners may be revealed by Dean (Research).
3. The DC upon examination of the reports shall recommend to the Dean (Research) for the PhD viva voce examination.
4. The Dean (Research) will recommend the representative of the foreign examiner (a faculty member within institute) for viva voce board.
5. In the open viva voce examination, the candidate will defend his/her thesis before the viva voce board.

3.27 Viva Voce Examination

3.27.1 Composition of Viva Voce board

- a) The DC shall recommend the examination of the composition of the viva-voce board as stated below:
 1. **Chairperson, DC:** Chairperson must be present for comprehensive Exam / Synopsis / Thesis report / Viva voce examination of the Scholar
 2. **Member:** The examiner of the thesis from within the country. In the rare case of the examiner unable to appear, a specialist in the subject nominated by the Chairperson, Senate or his nominee from the panel of examiners recommended by the DC.
 3. **Member(s):** An expert (representing the foreign examiner) within the institute from the panel approved by the DC and nominated by the Chairperson, Senate or his nominee. The supervisor will provide a panel of 5 experts for this purpose.
 4. **Member:** Research Supervisor(s) (Convener)
- (b) The DC members of the Research Scholar concerned will be invitees to the viva voce.

3.27.2 Evaluation during Viva Voce

1. The viva voce board will examine the scholar on his/her thesis work and evaluate his/her performance as satisfactory or otherwise.
2. The viva voce board will ensure that the scholar answers satisfactorily the questions raised by the thesis examiner(s).

3.27.3 Reappearing for Viva Voce

1. If the report of the viva voce board declares the performance of the research scholar not satisfactory, he/she may be asked to reappear for viva voce at a later date (not earlier than a month and not later than 3 months from the date of the first viva voce).
2. If the viva voce board on the second occasion also evaluates the performance of the research scholar not satisfactory, the matter will be referred to Senate for a decision.

3.27.4 Final form of thesis

1. The viva voce board may also recommend revision to be made in the final version of the thesis after taking into consideration suggestions of the examiners who evaluated the thesis and the discussion at the viva voce examination.
2. The Chairperson of the viva voce board shall forward the thesis to the research section certifying that the revisions recommended by the viva voce board, if any, have been incorporated in the copy of the thesis along with the report of the viva voce board.

3. The research scholar shall submit one copy of the final form of thesis in A4 size (double-sided) and an electronic version in PDF format after the viva voce board recommends the award of the PhD degree.
4. Nothing contained in these Regulations shall preclude a candidate from publishing/patenting either independently or jointly with the supervisor the result of the work incorporated in the thesis, at any time before or after submitting the thesis for examination.
5. Patents, if any, will be in the name of IIT Ropar. The inventors for a particular patent will be as per the Intellectual Property Rights (IPR) policy of the institute.

3.28 Award of PhD Degree

1. If the performance of the research scholar in the viva voce is satisfactory and has completed all the prescribed requirements and has cleared all fees and dues payable to the Institute, he/she will be awarded PhD degree on the recommendation of the Senate and with the approval of the Board of Governors of the Institute.
2. A provisional degree may be given to the candidate, on request, if the award of the final degree is delayed due to any reason, whatsoever.

3.29 Publication of the thesis by the institute

The institute has a right to publish the thesis in repositories after submission. However, the candidate can request to defer such publication of his/her thesis by a maximum period of 1 year keeping in mind the pending patents and publications linked to the thesis.

3.30 Discipline

1. Every scholar is required to observe disciplined and decorous behaviour both inside and outside the campus and should not indulge in any activity, which will tend to bring down the prestige of the Institute.
2. Students are expected to dress and to conduct themselves in a proper manner.
3. All forms of ragging are prohibited. If any incident of ragging comes to the notice of the authorities, the student concerned shall be given the opportunity to explain. If the explanation is not found to be satisfactory, the authorities can expel him/her from the Institute.
4. The students are expected to conduct themselves in a manner that provides a safe working environment for women. Sexual harassment of any kind is unacceptable and will attract appropriate disciplinary action.
5. Any act of indiscipline of a student reported to the Dean (Research) will be referred to a Disciplinary Committee nominated by the Senate from time to time.
6. The committee will investigate the charges and will recommend suitable punishment if it finds the charges substantiated.
7. The recommendation of the Committee will be considered by the Dean (Research) to take appropriate action.
8. The Dean will report the action taken at the next meeting of the Senate.
9. Appeal: The scholar may appeal to the Chairperson of the Senate, whose decision shall be final.
10. The following graded punishments will be imposed on those who indulge in academic mal-practices – unfair means during quizzes/mid-semester/end-semester examinations:

a. For rude behaviour:

- i. Severe warning shall be issued to a student who is found to display rude behaviour towards fellow students /invigilators.
- ii. The student is liable to be expelled from the examination hall.
- iii. In such cases, the parents of that student would be informed of such indiscipline.

b. Malpractices and corresponding punishments:

Sr. No.	Nature of Malpractice	Recommended Punishment
1	Communicating with neighbours in the examination hall	The erring student(s) shall be awarded 'F' grade in the subject concerned
2.	Possessing incriminating* materials inside the examination hall (or) Possessing the answer book of another candidate (or) Passing on answer book to another student (or) Exchange of question papers, with some answers noted down on them (or) Individual referral of material/discussion with other students, during visit outside the examination hall	The Disciplinary Committee shall have the discretion to recommend one of the following punishments: (a) The erring students(s) shall be awarded 'F' grade in the subject concerned. (or) (b) The erring student(s) shall be awarded 'F' grade in the subject concerned and one grade less in all the other subjects in the concerned semester. (or) (c) The concerned student(s) shall be awarded 'F' grade in all the subjects in the concerned semester.
3.	Involved in malpractice in the examination for the second time, in a premeditated manner.	The concerned student i) shall be awarded 'F' grade in all subjects, in the concerned semester and ii) shall be debarred from attending classes and taking examinations in the subsequent semester.
4.	Impersonation in the examination	The concerned student i) shall be awarded 'F' grade in all subjects, in the concerned semester and ii) shall be debarred from attending classes and taking examinations in the next two subsequent semesters.

(* incriminating materials include written/printed material; unauthorized additional sheets without or with write-ups, bits, scribbles on scales / handkerchief / on the body; abuse of calculator / organizer / cell phone, etc.)

3.31 Power to Modify

The Senate has the right to modify any of the above regulations as and when required.

**FORMAT – A: FORMAT OF SPONSORSHIP CERTIFICATE
(Part-time- ERP)**

We understand that this sponsorship is covered by the following conditions:

- i) The candidate will be continuing in the present place of work till he / she completes the research work.
- ii) Necessary facilities will be provided for the proposed research work of the candidate.
- iii) The Research Supervisor(s) from the Institute will be given access to the facilities necessary for the research work of the candidate in our organization.
- iv) The Joint Research Supervisor/Coordinator will be identified by the candidate at the time of registration in the External Registration PhD programme.
- v) The Joint Research Supervisor/Coordinator from the organization will ensure that half yearly reports are submitted through the Research Supervisor at the Institute to the PG office. Failure to comply with will result in cancellation of registration.
- vi) The organization confirms that the Joint Research Supervisor has completed PhD in Govt. recognized Institution/University. The organization can nominate Coordinator for the candidate in case Joint Research Supervisor is not available in the organization.
- vii) The organization will ensure that the candidate devotes sufficient time to his/her research work so that the submission of the thesis will be done within the time frame stipulated by the Institute.
- viii) In the event of any intellectual property generated by the student during his/her proposed research, the Organization agrees to the sharing of IP rights as determined by a Committee constituted by IIT Ropar for this purpose.
- ix) The thesis is a public document, and shall include all the work carried out by the student for the Ph.D. degree. The organization shall agree that sensitive/confidential information will not be included in the problem formulation or, subsequently, during the course of research.
- x) All material in the thesis can be submitted for publication in peer-reviewed journals/ conferences; the organization waives the right to deny permission for publication, for reasons of confidentiality or for any other reason, for any material contained in the thesis.
- xi) Publications: In the case of publications arising from the thesis, only those who have directly contributed to the research work can be listed as authors. In case of any difference of opinion, the decision of the internal committee of IIT Ropar shall be final.

NAME:

DESIGNATION:

ADDRESS:

Signature of the Head of the Organization with the official seal.

Place :

Date :

FORMAT B: FORMAT FOR NO OBJECTION CERTIFICATE

(Only for part-time)

Part-time candidates are required to submit a “No Objection Certificate” on a proper letterhead from the Head of the Institute/Competent authority in the organization clearly stating the following :

- I. The candidate is permitted to pursue studies on a part-time basis.
- II. That his/her official duties permit him/her to devote sufficient time for research.

NAME:

DESIGNATION:

ADDRESS:

Signature of the Head of the Organization with the official seal.

Place :

Date :

4 Fees

4.1 Mode of Payment

a. Institute dues

All Institute dues are to be paid through Demand Draft in favour of “IITRopar Fee account, IIT Ropar” payable at Ropar or through State Bank of India Internet Banking as available.

b. Mess dues

Mess dues are to be paid by demand draft in favour of “The Director, IIT Ropar, Hostel Account” payable at Ropar or through internet Banking as available.

Deadlines for Payment

a) Institute dues

i) All Institute dues to be paid in full before the last date for Late Registration (this is typically one week after the first day of classes).

ii) Students who do not pay the required amount by this date, or those who make partial payments, shall have their registration cancelled. Registration will be restored on payment of fees and a fine as stipulated in the Institute rules.

iii) In case of new entrants, the fee has to be paid by demand draft on the day of registration at the time of joining the Institute.

b) Mess dues

All Mess dues are to be paid on or before the date for Registration Validation, i.e. before the first day of classes.

4.2 GUIDELINES FOR CONTINUATION FEES DURING SEMESTER WITHDRAWAL

- a. Wherever semester withdrawal for a student is approved as per the Institute rules, the semester fee is waived off for the student(s).
- b. During the withdrawal period, a continuation fee of Rs. 3,000/- will be charged to maintain his / her enrollment / registration in the Institute.

*(*Amendment approved by the Senate in its 53rd Meeting vide Resolution No: S53/R21/25/881)*

4.3 Transcripts, Degree and other Certificates

Additional transcripts, duplicate degrees/diplomas, etc can be obtained on payment of the following charges.

a) Degree in Person	In India	Rs. 1000
b) Degree in absentia		Rs. 1000
c) Degree in Person	In Abroad	Rs. 1000
d) Degree in absentia		Rs. 1500 or US \$150
e) Migration Certificate		Rs. 500
f) Duplicate Degree Certificate	In India	Rs. 2500
	In Abroad	US \$250
g) Transcripts	In India	Rs. 500
(1 Original + 4 attested copies)	In Abroad	US \$ 50
h) Duplicate Identity Card		Rs.500
i) Certificate of medium of instruction in English (Only one original)	In India	Rs. 100
	In Abroad	US \$ 100
j) Verification of degree certificate, membership of Institute bodies,	In India	Rs.1000+ Postal Charges
	In Abroad	US\$100 + Postal Charges
k) Character Certificate (only one original)	In India	Rs. 100
	In Abroad	US \$ 100

4.4 Procedure for Issue of Duplicate Degree Certificate / Grade Sheets from IIT Ropar.

The duplicate Degree certificate/Grade Sheets are issued only if the original Degree certificate/Grade Sheets are lost or stolen.

A. PROCEDURE

The following procedure is to be adopted by the candidate for getting duplicate Degree certificate / Grade Sheets issued from IIT Ropar:

1. Lodge an FIR (First Information Report) for the same to the nearest Police Station.
2. Publish in the newspaper about the loss of the Degree certificate / Grade Sheets.
3. Provide an affidavit prepared by a Notary on a non-judicial stamp paper. (The matter to be printed on the affidavit is detailed below)
4. Write an application addressed to “The Dean (Academics), IIT Ropar” mentioning the loss of your degree and reference of the above documents.
5. Attach a photocopy of the original Degree certificate / Gradesheets conferred on you by IIT Ropar (if available).

B. CHARGES

- a. **For Duplicate Degree Certificate:** Candidate has to [pay online](#) an amount of Rs.2500/- (Rupees Two Thousand Five Hundred Only) in India or US\$ 250 (US Dollar Two Hundred Fifty Only) in abroad.
- b. **For Grade Sheet (for one or all grade sheet):** Candidate has to [pay online](#) an amount of Rs 2500/- (Rupees Rupees Two Thousand Five Hundred Only) in India or US\$ 250 (US Dollar Two Hundred Fifty Only) in abroad.
- c. **Postal Charges Extra.**
- d. **The following is the steps to be used for payment:**
 - a. Go to <https://www.onlinesbi.sbi/>
 - b. Select SB Collect
 - c. Select IIT Ropar (Institute name)
 - d. Select payment category: **FEE FOR DUPLICATE DEGREE CERTIFICATE/GRADE SHEETS**
 - e. Enter your entry number and click on Fetch payment details
 - f. Fill the details and complete the payment procedure.
 - g. Please fill the correct Mobile number and email ID to get payment status.

C. PROCESSING

Attach all the above documents in Original along with your application and send it at the following address:

Dean (Academics), Academic Section

East Wing, 2ndFloor,

M. Visvesvaraya Building

Indian Institute of Technology Ropar, Rupnagar-140001 (Punjab) INDIA.

Kindly note that it takes approximately 15 working days from the day of receiving the above documents to process an application for the issuance of a duplicate Degree (this excludes postal time).

Proforma for Affidavit

(To be printed on a non-judicial stamp paper of Rs.50/-)

AFFIDAVIT

I, <NAME OF THE CANDIDATE> son of Shri. <NAME OF FATHER / MOTHER>,

Resident of <PRESENT RESIDENTIAL ADDRESS>, hereby solemnly declare and affirm as under:

1. That, I was a student of Indian Institute of Technology Ropar from <MONTH & YEAR> till <MONTH & YEAR>.
2. That, I appeared and passed <NAME OF THE PROGRAMME> the Degree in <NAME OF BRANCH> from Indian Institute of Technology Ropar in the year <GRADUATING YEAR>.
3. That, the original< NAME OF THE PROGRAMME> Degree Certificate / Grade Sheets conferred upon me by the Indian Institute of Technology Ropar has actually been lost and to the best of my knowledge and belief, there is no immediate likelihood of the said original certificate being traced out.
4. That, in the unlikely event of the original degree certificate ever getting found, will not be misused.

Deponent

Verification

Verified that the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Date: <DATE OF WRITING AFFIDAVIT >

Place: <CURRENT CITY OF YOUR STAY>

Deponent

4.5 Details of Semester Fees for Indian Nationals for the Academic Year 2025-26

Sr. No.	Particulars	PhD (GEN/ OBC)	PhD (SC/ ST)	PhD (Sponsored/ ERP/ Part time)
	SEMESTER FEES	(INR)	(INR)	(INR)
	Tuition Fee	5250	0	18375
	Academic Fees: Examination Fee, Registration/Enrolment Fee,	1155	1155	1155
1	Other fees: Medical fee, Library, Laboratory & Other facilities, Gymkhana fee and Development Fee, Student Amenities fee	8820	8820	8820
	Hostel fees: Hostel Seat Rent, Fan, Electricity & Water charges,	5565	5565	5565
	TOTAL(Semester Fees to be paid)	20790	15540	33915
2	ONE TIME PAYMENTS (Non-Refundable) To be paid at the time of admission. Admission Fees, Grade Card, Provisional Certificate, Thesis fee, Student Welfare fund, Benevolent fund, Modernization fees, Identity card and Alumni Affairs fee	10605	10605	10605
3	Deposits (Refundable) Institute and Library security deposits	10500	10500	10500
4	OTHER PAYMENTS Insurance scheme (to be paid every year in 1st semester)	790	790	790
	TOTAL FEES	42685	37435	55810

The fee payable at IIT Ropar is subject to change as per the Institute rules.

The fees will increase from AY 2026-27 onwards at the rate of inflation (i. e. CPI/Inflation Indexes published by Govt. of India) subject to minimum increase @ 5% every academic year.

Note: Mess charges will be notified separately.

4.6 Semester Fees for Foreign Nationals will be same as per Indian Nationals

4.7 HOSTEL/MESS FEES: To be notified separately

*subject to revision in every semester.

Please Note: The students are required to pay the Hostel/Mess Fees every semester.

5 UGC REGULATION ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009.

In exercise of the powers conferred by Clause (g) of Sub-Section (I) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following Regulations, namely -

1. Title, commencement and applicability: -

- 1.1. These regulations shall be called the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009".
- 1.2. They shall come into force with immediate effect.
- 1.3. They shall apply to all the universities established or incorporated by or under a Central Act, a Provincial Act or a State Act, to all institutions deemed to be university under Section 3 of the UGC Act, 1956, to all other higher educational institutions, including the departments, constituent units and all the premises (academic, residential, sports, canteen, etc) of such universities, deemed universities and other higher educational institutions, whether located within the campus or outside, and to all means of transportation of students whether public or private.

2. Objective:-

To root out ragging in all its forms from universities, colleges and other educational institutions in the country by prohibiting it by law, preventing its occurrence by following the provisions of these Regulations and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

3. Definitions:-For the purposes of these Regulations:-

- 3.1. "college" means any institution, whether known as such or by any other name, which provides for a programme of study beyond 12 years of schooling for obtaining qualification from a university and which, in accordance with the rules and regulations of such university, is recognized as competent to provide for such programme of study and present students undergoing such programme of study for the examination for the award of such qualification.
- 3.2. "Head of the institution" means the 'Vice-Chancellor' in case of a university/deemed to be university, 'Principal' in case of a college, 'Director' in case of an institute.
- 3.3. "institution" means a higher educational institution (HEI), like a university, a college, an institute, etc. imparting higher education beyond 12 years of schooling leading to a degree (graduate, postgraduate and/or higher level) and/or to a university diploma.
- 3.4. "Ragging" means the following:

Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or

psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

- 3.5. "Statutory/Regulatory body" means a body so constituted by a Central/ State Government legislation for setting and maintaining standards in the relevant areas of higher education, such as the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Distance Education Council (DEC), the Indian Council of Agricultural Research (ICAR), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI), etc. and the State Higher Education Councils.
- 3.6. "University" means a university established or incorporated by or under a Central Act, a Provincial Act or a State Act, an institution deemed to be university under Section 3 of the UGC Act, 1956, or an institution specially empowered by an Act of Parliament to confer or grant degrees.

4. Punishable ingredients of Ragging:-

- Abetment to ragging;
- Criminal conspiracy to rag;
- Unlawful assembly and rioting while ragging;
- Public nuisance created during ragging;
- Violation of decency and morals through ragging;
- Injury to body, causing hurt or grievous hurt;
- Wrongful restraint;
- Wrongful confinement;
- Use of criminal force;
- Assault as well as sexual offences or unnatural offences;
- Extortion;
- Criminal trespass;
- Offences against property;
- Criminal intimidation;
- Attempts to commit any or all of the above mentioned offences against the victim(s);
- Physical or psychological humiliation;
- All other offences following from the definition of "Ragging".

5. Measures for prohibition of ragging at the institution level:-

- 5.1 The institution shall strictly observe the provisions of the Act of the Central Government and the State Governments, if any, or if enacted, considering ragging as a cognizable offence under the law on a par with rape and other atrocities against women and ill-treatment of persons belonging to the SC/ST, and prohibiting ragging in all its forms in all institutions.
- 5.2 Ragging in all its forms shall be totally banned in the entire institution, including its departments, constituent units, all its premises (academic, residential, sports, canteen, etc) whether located within the campus or outside and in all means of transportation of students whether public or private.
- 5.3 The institution shall take strict action against those found guilty of ragging and/or of abetting ragging.

6. Measures for prevention of ragging at the institution level: -

6.1 Before admissions: -

- 6.1.1 The advertisement for admissions shall clearly mention that ragging is totally banned in the institution, and anyone found guilty of ragging and/or abetting ragging is liable to be punished appropriately (for punishments, ref section 8 below).
- 6.1.2 The brochure of admission/instruction booklet for candidates shall print in block letters these Regulations in full (including Annexures).
- 6.1.3 The 'Prospectus' and other admission related documents shall incorporate all directions of the Supreme Court and /or the Central or State Governments as applicable, so that the candidates and their parents/ guardians are sensitized in respect of the prohibition and consequences of ragging. If the institution is an affiliating university, it shall make it mandatory for the institutions under it to compulsorily incorporate such information in their 'Prospectus'.
- 6.1.4 The application form for admission/ enrolment shall have a printed undertaking, preferably both in English/Hindi and in one of the regional languages known to the institution and the applicant (English version given in Annexure I, Part I), to be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and to the effect that he/she has not been expelled and/or debarred from admission by any institution and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.
- 6.1.5 The application form shall also contain a printed undertaking, preferably both in English/Hindi and in one of the regional languages known to the institution and the parent/ guardian (English version given in Annexure I, Part II), to be signed by the parent/ guardian of the applicant to the effect that he/ she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/ her ward in case the latter is found guilty of ragging and/or abetting ragging.
- 6.1.6 The application for admission shall be accompanied by a document in the form of the School Leaving Certificate/Transfer Certificate/ Migration Certificate/ Character Certificate which shall include a report on the behavioral pattern of the applicant, so that the institution can thereafter keep intense watch upon a student who has a negative entry in this regard.
- 6.1.7 A student seeking admission to the hostel shall have to submit additional undertaking in the form of Annexure I(both Parts) along with his/ her application for hostel accommodation.
- 6.1.8 At the commencement of the academic session the Head of the Institution shall convene and address a meeting of various functionaries/agencies, like Hostel Wardens, representatives of students, parents/ guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging in the Institution and steps to be taken to identify the offenders and punish them suitably.
- 6.1.9 To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, big posters (preferably multicolored with different colours for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places. Some of such posters shall be of permanent nature in certain vulnerable places.
- 6.1.10 The institution shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favour.

- 6.1.11 The institution shall identify, properly illuminate and man all vulnerable locations.
- 6.1.12 The institution shall tighten security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session.
- 6.1.13 The institution shall utilize the vacation period before the start of the new academic year to launch wide publicity campaign against ragging through posters, leaflets, seminars, street plays, etc.
- 6.1.14 The faculties/ departments/ units of the institution shall have induction arrangements (including those which anticipate, identify and plan to meet any special needs of any specific section of students) in place well in advance of the beginning of the academic year with a clear sense of the main aims and objectives of the induction process.

6.2 On admission:-

- 6.2.1 Every fresh student admitted to the institution shall be given a printed leaflet detailing when and to whom he/she has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti-ragging committees, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc., so that the fresher need not look up to the seniors for help in such matter and get indebted to them and start doing things, right or wrong, at their behest. Such a step will reduce the freshers' dependence on their seniors.
- 6.2.2 The institution through the leaflet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as student.
- 6.2.3 The leaflet mentioned above shall also inform the freshers about their rights as bona fide students of the institution and clearly instructing them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.
- 6.2.4 The leaflet mentioned above shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution.
- 6.2.5 The institution shall also organize joint sensitization programmes of freshers' and seniors.
- 6.2.6 Freshers shall be encouraged to report incidents of ragging, either as victims, or even as witnesses.

6.3 At the end of the academic year:-

- 6.3.1 At the end of every academic year the Vice-Chancellor/ Dean of Students Welfare/ Director/ Principal shall send a letter to the parents/ guardians of the students who are completing the first year informing them about the law regarding ragging and the punishments, and appealing to them to impress upon their wards to desist from indulging in ragging when they come back at the beginning of the next academic

session.

- 6.3.2 At the end of every academic year the institution shall form a 'Mentoring Cell' consisting of Mentors for the succeeding academic year. There shall be as many level sortiers of Mentors as the number of batches in the institution, at the rate of 1 Mentor for 6 freshers and 1 Mentor of a higher level for 6 Mentors of the lower level.

6.4 Setting up of Committees and their functions: -

- 6.4.1 The Anti-Ragging Committee: -The Anti-Ragging Committee shall be headed by the Head of the institution and shall consist of representatives of faculty members, parents, students belonging to the freshers' category as well as seniors and non-teaching staff. It shall monitor the anti-ragging activities in the institution, consider the recommendations of the Anti-Ragging Squad and take appropriate decisions, including spelling out suitable punishments to those found guilty.

- 6.4.2 The Anti-Ragging Squad:- The Anti-Ragging Squad shall be nominated by the Head of the institution with such representation as considered necessary and shall consist of members belonging to the various sections of the campus community. The Squad shall have vigil, oversight and patrolling functions. It shall be kept mobile, alert and active at all times and shall be empowered to inspect places of potential ragging and make surprise raids on hostels and other hot spots. The Squad shall investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the overall guidance of the said Committee.

- 6.4.3 Monitoring Cell on Ragging:- If the institution is an affiliating university, it shall have a Monitoring Cell on Ragging to coordinate with the institutions affiliated to it by calling for reports from the Heads of such institutions regarding the activities of the Anti-Ragging Committees, Squads, and Mentoring Cells , regarding compliance with the instructions on conducting orientation programmes, counseling sessions, etc., and regarding the incidents of ragging, the problems faced by wardens and other officials, etc. This Cell shall also review the efforts made by such institutions to publicize anti-ragging measures, cross-verify the receipt of undertakings from candidates/students and their parents/guardians every year, and shall be the prime mover for initiating action by the university authorities to suitably amend the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti ragging measures at the level of the institution.

6.5 Other measures:-

- 6.5.1 The Annexures mentioned in sub-clauses 6.1.4, 6.1.5 and 6.1.7of these Regulations shall be furnished at the beginning of each academic year by every student, that is, by freshers as well as semors.
- 6.5.2 The institution shall arrange for regular and periodic psychological counseling and orientation for students (for freshers separately, as well as jointly with seniors) by professional counselors during the first three months of the new academic year. This shall be done at the institution and department/ course levels. Parents and teachers Shall also be involved in such sessions.

- 6.5.3 Apart from placing posters mentioned in sub-clause 6.1.9 above at strategic places, the institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, by holding counseling sessions, workshops, painting and design competitions among students and other methods as it deems fit.
- 6.5.4 If the institution has B.Ed. and other Teacher training programmes, these courses shall be mandated to provide for anti-ragging and the relevant human rights appreciation inputs, as well as topics on sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counseling approach.
- 6.5.5 Wardens shall be appointed as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline, as well as the softer skills of counseling and communicating with the youth outside the class-room situations. Wardens shall be accessible at all hours and shall be provided with mobile phones. The institution shall review and suitably enhance the powers and perquisites of Wardens and authorities involved in curbing the menace of ragging.
- 6.5.6 The security personnel posted in hostels shall be under the direct control of the Wardens and assessed by them.
- 6.5.7 Private commercially managed lodges and hostels shall be registered with the local police authorities, and this shall be done necessarily on the recommendation of the Head of the institution. Local police, local administration and the institutional authorities shall ensure vigil on incidents that may come within the definition of ragging and shall be responsible for action in the event of ragging in such premises, just as they would be for incidents within the campus. Managements of such private hostels shall be responsible for not reporting cases of ragging in their premises.
- 6.5.8 The Head of the institution shall take immediate action on receipt of the recommendations of the Anti-Ragging Squad. He/ She shall also take action suo motto if the circumstances so warrant.
- 6.5.9 Fresher's who do not report the incidents of ragging either as victims or as witnesses shall also be punished suitably.
- 6.5.10 Anonymous random surveys shall be conducted across the 1st year batch of fresher's every fortnight during the first three months of the academic year to verify and cross-check whether the campus is indeed free of ragging or not. The institution may design its own methodology of conducting such surveys.
- 6.5.11 The burden of proof shall lie on the perpetrator of ragging and not on the victim.
- 6.5.12 The institution shall file an FIR with the police / local authorities whenever a case of ragging is reported, but continue with its own enquiry and other measures without waiting for action on the part of the police/ local authorities. Remedial action shall be initiated and completed within the one week of the incident itself.
- 6.5.13 The Migration / Transfer Certificate issued to the student by the institution shall have an entry, apart from those relating to general conduct and behaviour, whether the student has been punished for the offence of committing or abetting ragging, or not, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others.
- 6.5.14 Preventing or acting against ragging shall be the collective responsibility of all levels and sections of authorities or functionaries in the institution, including faculty, and not merely that of the specific body/ committee constituted for prevention of ragging.
- 6.5.15 The Heads of institutions other than universities shall submit weekly reports to the Vice-chancellor of the university the institution is affiliated to or recognized by, during the first three months of new academic year and thereafter each month on the status of compliance with anti-ragging measures. The Vice Chancellor of each

university shall submit fortnightly reports of the university, including those of the Monitoring Cell on Ragging in case of an affiliating university, to the Chancellor.

- 6.5.16 Access to mobile phones and public phones shall be unrestricted in hostels and campuses, except in class-rooms, seminar halls, library etc. where jammers shall be installed to restrict the use of mobile phones.

6.6 Measures for encouraging healthy interaction between fresher's and seniors: -

- 6.6.1 The institution shall set up appropriate committees including the course- in-charge, student advisor, Warden and some senior students to actively monitor, promote and regulate healthy interaction between the freshers and senior students.
- 6.6.2 Freshers' welcome parties shall be organized in each department by the senior students and the faculty together soon after admissions, preferably within the first two weeks of the beginning of the academic session, for proper introduction to one another and where the talents of the freshers are brought out properly in the presence of the faculty, thus helping them to shed their inferiority complex, if any, and remove their inhibitions.
- 6.6.3 The institution shall enhance the student-faculty interaction by involving the students in all matters of the institution, except those relating to the actual processes of evaluation and of faculty appointments, so that the students shall feel that they are responsible partners in managing the affairs of the institution and consequently the credit due to the institution for good work/ performance is due to them as well.

7. Measures at the UGC/Statutory/Regulatory body level:-

7.1 Regulatory measures:-

- 7.1.1 The UGC and other Statutory /Regulatory bodies shall make it mandatory for the institutions to compulsorily incorporate in their 'Prospectus' the directions of the Supreme Court and/or the Central or State Governments with regard to prohibition and consequences of ragging, and that non-compliance with the directives against ragging in any manner whatsoever shall be considered as lowering of academic standards by the erring institution making it liable for appropriate action.
- 7.1.2 The UGC(including NAAC and UGC Expert Committees visiting institutions for various purposes) and similar Committees of other Statutory/Regulatory bodies shall cross-verify that the institutions strictly comply with the requirement of getting the undertakings from the students and their parents/ guardians as envisaged under these Regulations.
- 7.1.3 The UGC and other funding bodies shall make it one of the conditions in the Utilization Certificate for sanctioning any financial assistance or aid to the institution under any of the general or special schemes that the institution has strictly complied with the anti-ragging measures and has a blemish-less record in terms of there being no incidents of ragging during the period pertaining to the Utilization Certificate.
- 7.1.4 The NAAC and other accrediting bodies shall factor in any incident of ragging in the institution while assessing the institution in different grades.

7.2 Incentives for curbing ragging: -

- 7.2.1 The UGC shall consider providing special/ additional annual financial grants-in-aid to those eligible institutions which report a blemish-less record in terms of there being no incidents of ragging.
- 7.2.2 The UGC shall also consider instituting another category of financial awards or incentives for those eligible institutions which take stringent action against those responsible for incidents of ragging.
- 7.2.3 The UGC shall lay down the necessary incentive for the post of Warden in order to attract the right type of eligible candidates, and motivate the incumbents.

7.3 Monitoring mechanism to ensure compliance: -

Apart from the monitoring mechanism built in under different sub-clauses of these Regulations, there shall also be the following monitoring mechanism:

- 7.3.1 The UGC shall constitute an Inter-Council Committee for prevention of Ragging consisting of representatives of the AICTE, the IITs, the NITs, the IIMs, the MCI, the DCI, the NCI, the ICAR and such other bodies which have to deal with higher education to coordinate and monitor the anti-ragging movement across the country and to make certain policy decisions. The said Committee shall meet at least twice a year in the normal course.
- 7.3.2 The UGC shall also have an Anti-Ragging Cell within the Commission as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State level and university level Committees for effective implementation of anti-ragging measures.

8. Punishments:-

8.1 At the institution level:-

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- 8.1.1 Suspension from attending classes and academic privileges
- 8.1.2 Withholding/withdrawing scholarship/fellowship and other benefits
- 8.1.3 Debarring from appearing in any test/examination or other evaluation process
- 8.1.4 Withholding results
- 8.1.5 Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- 8.1.6 Suspension/expulsion from the hostel
- 8.1.7 Cancellation of admission
- 8.1.8 Rustication from the institution for period ranging from 1 to 4 semesters
- 8.1.9 Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- 8.1.10 Fine ranging between Rupees 25,000/- and Rupees 1 lakh
- 8.1.11 Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

8.2 At the university level in respect of institutions under it:-

If an institution under a university (being constituent of, affiliated to or recognized by it) fails to comply with any of the provisions of these Regulations and fails to curb ragging effectively, the university may impose any one or any combination of the following penalties on it:

- 8.1.6 Withdrawal of affiliation/recognition or other privileges conferred on it
- 8.1.7 Prohibiting such institution from presenting any students then undergoing any programme of study therein for the award of any degree/diploma of the university
- 8.1.8 Withholding grants allocated to it by the university, if any
- 8.1.9 Withholding any grants channelised through the university to the institution
- 8.1.10 Any other appropriate penalty within the powers of the university.

8.2 At the appointing authority level:-

The authorities of the institution, particularly the Head of the institution, shall be responsible to ensure that no incident of ragging takes place in the institution. In case any incident of ragging takes place, the Head shall take prompt and appropriate action against the person(s) whose dereliction of duty lead to the incident. The authority designated to appoint the Head shall, in its turn, take prompt and appropriate action against the Head.

8.3 At the UGC/Statutory/Regulatory body level:-

If an institution fails to curb ragging, the UGC/Statutory/Regulatory body concerned may impose anyone or any combination of the following penalties on it:

- 8.3.1 Delisting the institution from section 12B of the UGC Act or any similar provision in the Act of the Statutory/Regulatory body concerned.
- 8.3.2 Withholding any grants allocated to it
- 8.3.3 Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the UGC/Statutory/Regulatory body concerned
- 8.3.4 Declaring that the institution does not have the minimum academic standards and warning the potential candidates for admission accordingly through public notice and posting on the UGC Website/ Website of the Statutory/Regulatory body concerned.
- 8.3.5 Taking such other action within its powers as it may deem fit and impose such other penalties as provided till such time as the institution achieves the objective of curbing ragging.
- 8.3.6 Collaborating with one another to work out other possible deterrents.

PLEASE NOTE:

Advisory from UGC regarding revised procedure of Anti-Ragging Undertaking:

- The students have to mandatorily fill the undertaking at the below link: https://antiragging.in/affidavit_registration_disclaimer.html
- Further, note down the generated unique reference number for future reference.

National Anti-Ragging Helpline

24x7 Toll Free

1800-180-5522

helpline@antiragging.in | www.antiragging.in

UNDERTAKING BY THE CANDIDATE/STUDENT1.

1. I, S/o. O/o. of Mr./Mrs./Ms. have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in this regard.
2. I have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and have carefully gone through it.
3. I hereby undertake that
 - I will not indulge in any behavior or act that may come under the definition of ragging,
 - I will not participate in or abet or propagate ragging in any form,
 - I will not hurt anyone physically or psychologically or cause any other harm.
4. I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the UGC Regulations mentioned above and/or as per the law in force.
5. I have filled out the online undertaking and also submitted the anti-ragging compliance form on www.antiragging.in, and the generated reference number is
6. I hereby affirm that I have not been expelled or debarred from admission by any institution.

Signed this.....day of..... month of..... year

Signature

Name:

Address:

UNDERTAKING BY PARENT/GUARDIAN

1. I, F/o. M/o. G/o have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in this regard as well as the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.
2. I assure you that my son/ daughter/ ward will not indulge in any act of ragging.
3. I hereby agree that if he/she is found guilty of any aspect of ragging, he/she may be punished as per the provisions of the UGC Regulations mentioned above and/or as per the law in force.

Signed this..... day ofmonth ofYear

Signature

Name:

Address:

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