



माधव प्रौद्योगिकी एवं विज्ञान संस्थान, ग्वालियर (म.प्र.), भारत
MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR (M.P.),
INDIA

Deemed University
(Declared under Distinct Category by Ministry of Education, Government of India)
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Doctor of Philosophy (Ph.D.)

(Ordinance as per UGC Regulations)

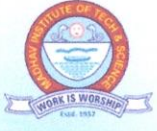
The provisions in this Ordinance govern the policies and procedures on the admission of students, scheme & course instructions, conducting examinations, and evaluating and certifying student's performance. This Ordinance, on approval by the Executive Council (EC) shall govern the Academic Regulations for Doctor of Philosophy (Ph.D) for the candidates willing admission in Madhav Institute of Technology & Science, Gwalior-Deemed University.

Disclaimer: Extreme care has been taken in the compilation of Ordinance and Course Structures of different Ph.D programmes. In case of any disputes regarding the credits of any subjects, pre-requisites, rules/guidelines of the respective programmes, the information available with Dean of Respective Faculty, Head/Coordinator of department shall be final. This ordinance may be amended in the future with the approval of the Executive Council.

Therefore, MITS-DU is not responsible for any typographical errors in the publication. In case of any dispute, the place of Gwalior will be the jurisdiction.

Approved by the Executive Council in its meeting dated 24th July 2024.

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1. Overview and Areas of Research	<p>The Madhav Institute of Technology & Science-Deemed University (MITS-DU) offers PhD programmes in a wide range of areas in Engineering & Technology, Sciences, Management and Humanities.</p> <p>The broad objective of the PhD programme is not only to keep pace with the expanding frontiers of knowledge but also to provide research relevant to the present social and economic needs at national as well as global level.</p> <p>The academic programme leading to the PhD degree is broad-based and involves a minimum course credit requirement, comprehensive procedure, synopsis/Pre-PhD presentation/seminar, thesis submission followed by Open house defence.</p> <p>The MITS-DU also encourages research in interdisciplinary areas through a system of joint supervision and interdepartmental group activities.</p> <p>The MITS-DU undertakes sponsored research and development of projects from industrial and other organizations in the public as well as private sector and supports industry collaborative research.</p> <p>The broad areas, domains and disciplines in which PhD is offered by the MITS-DU are Artificial Intelligence, Machine Learning, Internet of Things, Civil Engineering, Computer Science, Computer Engineering, Data Science, Electrical Engineering, Electronics Engineering, Information Technology, Mechanical Engineering, Robotics, Applied Sciences, Management and Architecture.</p>
2. Educational Qualifications for Admission	<p>An applicant possessing the prescribed qualifications as mentioned below shall be eligible for admission to a PhD programme of the MITS-DU.</p> <p>2.1 The applicant must have a master's degree in engineering/technology/M.Sc. (in relevant discipline)/MCA/MBA in the relevant area of research with at least 55% marks in aggregate or its equivalent grade in the UGC 10- point scale (or an equivalent grade in a point scale wherever grading system is followed).</p> <p style="text-align: center;">OR</p> <p>Equivalent qualification from a foreign educational institution approved by Association of Indian Universities (AIU) accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority,</p>



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	<p>established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.</p> <p>2.2 Applicants having only B.Tech./B. Architecture and Planning degree are also eligible for the Ph.D. admission subject to 75% or equivalent CGPA in B.Tech./B. Architecture and Planning with a valid UGC-NET/UGC-CSIR NET/GATE/CEED or similar National level tests score.</p> <p>2.3 A relaxation of marks, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the UGC Guidelines from time to time.</p> <p>2.4 Notwithstanding anything contained in the UGC Regulations or any other law, for the time being in force, no Ph.D. programmes through distance and/or online mode shall be conducted.</p>
<p>3. Admission Procedure</p>	<p>The admission shall be based on the criteria notified by the MITS-DU from time to time, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory/regulatory bodies concerned, and taking into account the reservation policy as applicable from time to time.</p> <p>3.1 Admission to the Ph.D. programme shall be made using the following methods:</p> <ol style="list-style-type: none">Students who qualify for fellowship/scholarship in UGC-NET/UGC-CSIR NET/GATE/CEED or similar National level tests based on an interview. <p style="text-align: center;">and/or</p> <ol style="list-style-type: none">Students through a PhD Pre-Qualifying Exam (PPQE) conducted by MITS-DU from time to time.Students qualifying the PPQE shall be eligible to be called for the interview.A relaxation of marks will be allowed in the PPQE for the candidates belonging to SC/ST/OBC/differently abled category, EWS and other categories as per the UGC Guidelines from time to time.MITS-DU may decide the number of eligible students to be called for an interview based on the number of Ph.D. seats available.Provided that for the selection of candidates based on the weightage of 70 % for the qualifying test (UGC-NET/UGC-CSIR NET/GATE/CEED/PPQE or



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similar National level tests) and 30 % for the performance in the interview/viva-voce/ presentation shall be given.

vii. Mere short-listing of an applicant does not confirm admission to PhD programme. The admission shall be solely based upon the performance of individuals during “presentation and interview” and availability of the Supervisor in the proposed area of research.

3.2 The MITS-DU shall publish a list of Ph.D. supervisors (specifying the name of the supervisor, his or her designation, and the department/school/centre), along with their research area on the website every six months.

3.3 All the applied/ selected candidates will be governed by the rules and regulations of the PhD Ordinance as applicable from time to time. **Any amendments made in the ordinance and applicable to the existing candidates shall be binding.**

3.4 Advertisements for admission to the PhD programme may be published on the official website/newspapers (two times in a year) depending upon the vacancy in the department/centre and availability of research supervisor(s).

3.5 **Screening Committee:** A screening committee formed by the MITS-DU shall screen all applications for admission to Ph.D. programmes. The committee shall verify the eligibility of the applicant(s) for the programme/ PPQE based upon the details mentioned in the application(s) and the enclosed documents.

The committee will have the right to fix higher shortlisting criteria (in addition to minimum qualification) for shortlisting. After screening of applications, the eligible applicants for the PPQE shall be notified through appropriate means with the approval of Vice-Chancellor (VC)/ Dean of Respective Faculty.

3.6 **Pre-PhD Qualifying Exam (PPQE):** The candidates who have not qualified UGC-NET/UGC-CSIR NET/GATE/CEED or similar National level tests shall be required to appear in a PPQE organized by the MITS-DU. The PPQE may be of Multiple-Choice Question (MCQ) Mode. The syllabus shall consist of questions based on research/analytical/comprehension/quantitative aptitude and subject specific. The syllabus for the written test will be the same as the latest GATE/NET syllabus in the related branch of Engineering/ Technology/ Science/ Humanities. A candidate must qualify the PPQE as per norms to be eligible for the interview.



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3.7 Interview: The eligible candidates who have qualified the PPQE or have a valid UGC-NET/UGC-CSIR NET/GATE/CEED or similar National level test score shall be called for the interview. At the time of interview, candidates may be asked to discuss their research interest/area in the form of a presentation.

3.8 The Interview Board shall consist of the following members:

- i. Vice Chancellor or his Nominee — Chairperson
- ii. Dean of Respective Faculty
- iii. Faculty PhD Coordinator (FPC) of the MITS-DU
- iv. Head of the Department of the concerned discipline (if not available then suitable & relevant /Professor/Associate Professor/Assistant Professor, from the discipline to be nominated by the Vice-Chancellor).
- v. One of the recognized faculty from MITS-DU in the concerned domain to be nominated by the Vice-Chancellor.
- vi. One of the recognized faculty from MITS-DU in the inter-disciplinary domain to be nominated by the Vice-Chancellor.
- vii. If the Dean of Respective Faculty and/or Faculty PhD Coordinator are not available, then the Vice-Chancellor may nominate a Senior Professor of the MITS-DU in their place.

3.9 Depending upon the performance in the interview, the Interview Board shall finalize the merit list of the candidates in the concerned domain in accordance with this ordinance. If there are more than one candidate having equal marks, then merit shall be decided on the basis of marks obtained firstly in PPQE/UGC-NET/UGC-CSIR NET/GATE/CEED or similar National level tests, then in UG programme and then in PG programme. If marks obtained in all above components are also equal, then the elder candidate shall be placed higher in the merit.

3.10 The Interview board shall recommend the area of research along with the probable supervisor(s) based on candidate's merit and his/her choice of department for research and supervisor/co-supervisor (as provided in the application form); however, the candidate may change area of research, after prior approval by Research Advisory Committee (RAC).

3.11 In case a higher merit candidate is not allotted a seat due to non-availability of vacancy in his/her preferred department and/or non-availability of vacancy with



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	<p>his/her preferred supervisor/co-supervisor, then the candidate shall be informed about this. Such candidates shall have the option of changing the choice of department and/or supervisor/co-supervisor.</p> <p>3.12 The Faculty PhD Coordinator shall maintain the list of all the Ph.D. scholars on MITS-DU website. The list shall include the name of the scholar, research centre, topic of research, name of supervisor/co-supervisor, date of registration etc.</p> <p>3.13 PhD Programme Part-time: In addition to fulfilling the criteria mentioned in Clause 3.1 to 3.11, the candidates seeking admission in Part-Time PhD programme should be, professionally employed as engineers or scientists in public sector undertakings or government departments or national level R&D organization/national laboratories, industry, having sufficient facilities to carry out research at their place.</p> <p style="text-align: center;">OR</p> <p>Regular Faculty of reputed Institutions/Universities/colleges.</p> <p>Part-Time candidates are required to submit a “No Objection Certificate” on a proper letterhead from the appropriate authority in the organization clearly stating the following:</p> <ol style="list-style-type: none">The candidate is permitted to pursue studies on a part time basis and will complete the residential requirement as per MITS-DU norms.That his/her official duties permit him/her to devote sufficient time for research.Sufficient research facilities are available at the candidate’s place of work.
4. Admission	Candidates whose selection is recommended by the Interview Board and approved by the Vice-Chancellor shall be admitted and advised to deposit prescribed fees. For all purposes, the date of registration of a Research Scholar shall be the date on which he/she has deposited a fee in the MITS-DU.
5. Registration	Following are the guidelines for registration in PhD programme: <ol style="list-style-type: none">Candidate is required to register himself/herself (in person) on the scheduled dates of registration in each semester. There shall not be any provision of deputing any representative by him/her for registration purposes. Further, he/she shall be required to register in all subsequent semesters till the submission of PhD thesis.



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	<p>ii. He/she shall deposit the requisite fee at the time of registration (prior to starting of each semester).</p> <p>iii. The fees of the MOOC courses or any type of certification/Exam will be borne by the students themselves.</p> <p>iv. The act of non-depositing of fees and/or not completing the registration process as mentioned above on the scheduled dates shall be treated as the 'voluntary discontinuation' of studies by the Research Scholar. In such case, he/she will cease to be a bonafide student with immediate effect.</p> <p>v. Late registration with the prescribed late fee may be allowed as specified in the academic calendar/notification. However, under special circumstances, the period may be relaxed by the VC/ Dean of Respective Faculty. The candidate is required to follow the registration rules till he/she submits the PhD thesis.</p> <p>vi. The above instructions for registration shall be applicable to all Research Scholars admitted in MITS-DU.</p>
<p>6. Research Supervisor</p>	<p>6.1 Eligibility Criterion for Research Supervisor: The person recommended as supervisor/co-supervisor to guide the research scholar must be:</p> <p>i. A regular faculty member working as Professor/Associate Professor/Assistant Professor of the MITS-DU with a Ph.D., and minimum one research publication in SCI/SCIE/Scopus Journals outside of his/her Ph.D. degree. Adjunct Faculty members, if any, shall not act as Research Supervisors and can only act as co-supervisors.</p> <p>ii. An eligible Professor/Associate Professor/Assistant Professor from the institute can guide up to eight (8) /six (6) /four (4) Ph.D. scholars, respectively, at any given time including external candidates and as co-supervisor.</p> <p>iii. Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise the already registered Ph.D. scholars until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.</p>

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	<p>iv. External co-supervisor can be allowed from other institutes/organisations of national/international repute provided that the co-supervisor fulfils all the above requirements as co-supervisor and research domain of student must be aligned with the research domain of co-supervisor or candidate pursuing some portion of research work at other institutes/organisations or other institutes/organisations having a MoU with the MITS-DU.</p> <p>6.2 Allocation of Research Supervisor:</p> <p>i. The allocation of supervisor(s) for a selected research scholar shall be decided by the VC/Dean of Respective Faculty of MITS-DU as recommended by the Interview Board according to this ordinance within 15 days from the last date of PhD registration.</p> <p>ii. VC may appoint more than one supervisor(s) not exceeding a total of three to supervise the student/candidate. These may be from inside or outside the Institute and normally, there should not be more than two supervisors from within the Institute.</p>
<p>7. Change of Supervisor</p>	<p>7.1 Change of supervisor/co-supervisor shall be permitted only under following circumstances:</p> <p>i. In the event, the supervisor/co-supervisor leaves the MITS-DU permanently.</p> <p>ii. If the supervisor/co-supervisor proceeds on deputation/lien /study leave/ sabbatical leave/Child Care leave/any other leave for a period exceeding six months.</p> <p>iii. Supervisor/co-supervisor passes away.</p> <p>iv. If the supervisor/co-supervisor is expected to remain absent from the MITS-DU for a period exceeding six months.</p> <p>v. If the supervisor/co-supervisor retires, and it is expected that candidate requires more than one year to submit his final thesis.</p> <p>vi. If the supervisor/co-supervisor is not interested to supervise the research work of a candidate and has requested MITS-DU for the same.</p> <p>7.2 In all the above cases, the research scholar shall be required to apply to MITS-DU for change of the supervisor/co-supervisor, stating the reason for change along with the name of the proposed supervisor/co-supervisor (from the allotted research</p>



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centre/department) and consent letter from proposed supervisor/co-supervisor. The application should be duly forwarded by the head of the allotted research centre/department. The VC/ Dean of Respective Faculty, on the basis of recommendation of the supervisor, shall take decision on these applications.

7.3 After necessity of change in supervisor due to any of the reasons listed at clause 7.1 of this ordinance, if there is no supervisor/co-supervisor available for the replacement in the allotted research centre/department, then in such cases, the research scholar may apply for the change of department, stating the reason(s) for the change, along with the name of the proposed department, supervisor/co-supervisor (from the proposed department) and consent letter from proposed supervisor/co-supervisor. The application should be duly forwarded by the heads of the previously allotted and proposed departments. The decision regarding this shall be taken by the VC/ Dean of Respective Faculty after the due recommendation of the supervisor.

7.4 If at the time of admission of a new batch of Ph.D. programme, any faculty member of a department is on deputation/lien/study leave/sabbatical leave/child care leave, such faculty shall not be appointed as supervisor/co-supervisor for these Ph.D. candidates. It shall be the responsibility of the head of the department to provide list of such faculty members to the Faculty PhD Coordinator while submitting the details of available vacancies.

7.5 If a research scholar is allotted both supervisor and co-supervisor, and change in one of them is warranted due to circumstances listed at clause 7.1 of this ordinance, then the scholar, if so desire, can continue with only one supervisor/co-supervisor, provided that the remaining supervisor/co-supervisor is from the allotted research centre/department of the candidate. If due to above change, only the co-supervisor is left, then the status of the co-supervisor shall be elevated to that of supervisor.

7.6 In case of interdisciplinary/multidisciplinary research work, if required, a co-supervisor from outside the department may be appointed after the due approval from the VC/ Dean of Respective Faculty (on the recommendations from the RAC).

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	<p>The external co-supervisor can be allowed from other department/Central Institutes/State Institutes/Universities/Organisations of National/International repute/ Industries provided that the co-supervisor fulfils all the requirements as listed in this ordinance other than the condition of being a faculty member of MITS-DU.</p>
8. Duration of PhD Programme	<p>8.1 Ph.D. Programme shall be for a minimum duration of three (3) years, including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. programme.</p> <p>8.2 Extension of maximum of an additional two (2) years can be given through a process of re-registration on recommendation from RAC; provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme.</p> <p>8.3 Female Ph.D. scholars and Persons with Disabilities (PwD) (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.</p> <p>8.4 No academic extension beyond the duration mentioned in this ordinance will be allowed under any circumstances.</p> <p>8.5 Research Scholars, who could not submit their thesis within 6 years, have to seek re-registration for additional duration (Maximum period of 2 years) preferably on or before last date of regular duration or within six months after completion of regular duration of 6 years.</p> <p>Moreover, female/PwD scholars have to seek further extension, immediately after the lapse of first 2 years of re-registration (maximum additional duration of 2 years). The re-registration request by the research scholar should be forwarded through supervisor(s) for further approval from VC/ Dean of Respective Faculty.</p> <p>8.6 Research Scholar has to submit his/her thesis within the stipulated time period mentioned in the re-registration notification. Further, the research scholar has to deposit the re-registration fee as per the norms at the time of re-registration and clear all other dues/fees, if any, till the date of submission of final thesis.</p>

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<p>9. Residential Period of PhD Programme</p>	<p>The minimum period of residential requirement for study and research at the MITS-DU for the part time Ph.D. scholars is minimum 30 days in an academic year which may be split into parts not less than 5 days per part. RAC may specify a higher residency requirement based on the courses recommended as well as the background. Further, complete duration of the PhD for full-time research scholars.</p> <p>Change of Registration: - Full-Time to Part-Time PhD Programme</p> <p>A research scholar admitted to a full-time PhD programme may be permitted to change to a part-time PhD programme. The research scholar requesting such a conversion must have completed the coursework and completed the residential requirements. He/she gets the request endorsed by the supervisor(s). He/she produces a “No Objection Certificate” from the Head of the Institution/organization, which he/she proposes to join. If he/she is not joining anywhere, then the RAC can recommend the conversion to part-time PhD programme based on a valid cause. The decision of the VC/Dean of Respective Faculty will be final.</p> <p>Such conversion, if approved by the RAC, will be subject to the following conditions:</p> <ol style="list-style-type: none">The research scholar must complete his/her thesis within 6 years counted from the date of his/her first registration in the programme.Provision of conversion from full-time to part-time status can be availed only once by the research scholar during his/her programme and the status of the student will be reviewed by the RAC as per PhD Regulations.In any case conversion from part-time to full-time is not possible.The research scholar shall abide to all the rules and regulations of this PhD Ordinance.
<p>10. Attendance Requirements</p>	<p>10.1 Research scholars appearing as regular students for the examination of any subject of the face-to-face course work shall be required to attend at least 75% of lectures delivered and of the practical classes conducted, provided that a short fall in attendance up to 15% can be condoned by the Supervisor, for satisfactory reasons. If a candidate is in service, then such candidate shall be required to submit</p>

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	<p>certificate of leaves availed from his/her employer, to justify attendance in the department for the duration of course work.</p> <p>10.2 A full-time research scholar, during his/her stay at the MITS-DU will be entitled to leave for 30 days including the leave on medical grounds, per academic year. He/she will not be entitled to mid-semester breaks, summer and winter vacation at the end of each semester. Leave beyond 30 days in an academic year may be granted to research scholar in exceptional cases, by Head of the Department/Centre concerned, subject to the following conditions:</p> <ol style="list-style-type: none">The leave beyond 30 days will be without Assistantship/ Scholarship/ Fellowship and such an extension of leave up to additional 30 days will be granted only once during the programme of the scholar.The leave may be subjected to the approval of the Head of the Department/ Centre of the concerned on the recommendation of the Supervisor; and a proper leave account of each research scholar shall be maintained by the concerned department/ centre. <p>10.3 Female Ph.D. Scholars may be provided Maternity Leave for up to 180 days in the entire duration of the Ph.D. programme for which no stipend will be paid by MITS-DU (if applicable for the MITS-DU sponsored candidates).</p> <p>10.4 Further, duty leave of up to 15 days in an academic year may be granted for attending conferences/ workshops/ data collection or any other research work related to PhD thesis as recommended by the supervisor.</p> <p>10.5 However, duty leave can be extended for field related/industry collaborative research topics on recommendation of RAC and further approval of Dean of Respective Faculty.</p>
<p>11. Course Work & Comprehensive Examination : Credit requirements, duration, minimum standards for completion, etc.</p>	<p>11.1 After having been admitted into the PhD programme each research scholar shall be required to undertake course work. For successful completion of the PhD course work a research scholar is required to earn a minimum of twelve (12) credits and a maximum of sixteen (16) credits through course work including a "Research Methodology and Ethics" course. The RAC can also recommend recognized online courses (MOOCs/NPTEL/MITS MOOCs) as part of the credit requirements for the PhD programme. The guidelines for grading and evaluation of MOOC shall be in line with the Institute policy for the courses through (MOOCs/NPTEL/MITS</p>

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MOOCs). Mentoring will be provided for such online courses. Theory as well as practical courses can be recommended by the RAC in the course work. The research scholar admitted in the PhD programme directly after their B.Tech is required to earn a minimum of twenty-four (24) credits and a maximum of thirty (30) credits through course work including a “Research Methodology and Ethics” course.

11.2 The duration of the course work shall be a minimum of one semester and not more than one year (two semesters) for the students.

11.3 One credit shall be equal to one hour of Theory/Tutorial or two hours of Practical classes per week.

11.4 A research scholar shall be evaluated for his/her academic performance in a course through continuous evaluations (tutorial work, practicals, home assignments, minor evaluations, field work, seminars, quizzes, regularity) and end-semester evaluations. The distribution of weightage of marks for each component shall be decided by the RAC and approved by the BoS. For broad distribution of weightage of marks refers to Table I.

Table I: Broad Distribution of Weightage of Marks

	Continuous Evaluation		Major Evaluation
Theory Courses	Minor Evaluation I & II	Quizzes/Assignments	30 Marks
	40 (20 marks each)	30 marks	
Practical Courses	70 Marks		

11.5 Research Scholar shall not be permitted to take those courses in course work which the scholar has already studied during his/her under graduate/post graduate programme.

11.6 For any course recommended for the course work, if the classes are being conducted in any post graduate programme at the research centre/department allotted to the research scholar then the scholar is compulsorily required to attend

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these classes and appear in the evaluations of this course as per the structure mentioned in Table I.

11.7 The research scholar with the recommendation of RAC and due approval of the VC/ Dean of Respective Faculty shall also have an option to earn course work credit through Massive Open Online Courses MITS MOOCs /(MOOCs) available on the 'SWAYAM'/ platform according to the provisions of UGC (Credit Framework for Online Learning Courses through SWAYAM) Regulation, 2023. The guidelines for grading and evaluation of MOOC shall be in line with the Institute policy.

11.8 Timelines for course work:

All the research scholars admitted to the PhD programme shall normally be required to complete the course work prescribed by the RAC during the initial one/two semester(s). If a research scholar is unable to clear the course(s) of course work in a particular semester, then he/she will be required to clear the course(s) as an ex-student in the subsequent examination. However, if a research scholar is not able to clear all the courses of the course work within first two semesters from the date of his/her admission into the Ph.D. programme, he/she may be granted one mercy attempt for the students admitted after completing PG degree and additional two attempts for the students admitted directly with a B.Tech Degree, on valid grounds, on the recommendation of the RAC and approval of VC/ Dean of Respective Faculty. If a research scholar is not able to clear course(s) of course work even after availing the mercy attempt as stated above, his/her admission for the PhD programme shall stand cancelled automatically. The maximum duration for attempts to clear the course work is one and a half (1.5) years (three semesters for the students admitted after completing PG degree) and two years (four semesters for the students admitted directly with a B.Tech Degree) from the date of registration of the research scholar in the PhD programme.

11.9. Comprehensive Examination:

Students who have completed the stipulated quantum of course work with specified Cumulative Grade Point Average (CGPA) requirements. In addition, the student should not be under any disciplinary action. The student is expected to complete his/her comprehensive examination as per the following timeline:

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• PhD students admitted directly with a B. Tech. degree: Within five semesters (05) after admission in the PhD programme.

• PhD students after completing M. Tech. / MBA / M.Sc.: Within three (03) semesters after admission in the PhD programme.

In case the course work is not completed within the specified regular guidelines (one/two semesters), then for such cases, the comprehensive presentation of the research scholar (admitted after completing PG degree only) will also further be extended by one semester as recommended by the RAC and approved by VC/ Dean of Respective Faculty.

11.10 A research scholar has to obtain a minimum of 5.5 CGPA in the course work in order to be eligible to continue the PhD programme. Further, the research scholar availing the institute fellowship/stipend/scholarship has to maintain a minimum of 7.0 CGPA to avail the same.

11.11 Award of Grades: For the PhD course work, the grade awarded to a research scholar for all registered subjects will be based on his/her performance in quizzes, assignments, laboratory work, and attendance as applicable; in addition of two minor and one major evaluation (theory courses).

General practice for awarding the grades for credit courses:

- Absolute grading system is preferred for the award of grades to PhD Scholar.

Table II: Suggestive Ranges for Grades based on Absolute Mark System

Lower Range of Marks	Grade	Upper Range of Marks
90<	AAA	100
80<	AA	≤90
75<	A	≤80
70<	B+	≤75
65<	B	≤70
60<	C	≤65
55≤	D	≤60
0	F	≤54

Table III: Particulars of Grading System

Grade	Grade Point
AAA	10
AA	9
A	8

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B+	7
B	6
C	5
D	4
FL	0
I	0
W	0

The minimum pass level/grade for a course is D.

b. Performance Indices:

Semester Grade Point Average (SGPA): SGPA of a student is an indicator of her/his overall academic performance in all the courses she/he registers for during the semester. SGPA is computed as:

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

where c_i is the number of credits assigned for the i^{th} subject of a semester for which SGPA is to be calculated, p_i is the corresponding grade point earned in the i^{th} subject as per Table III, where $i = 1, 2, \dots, n$, are the number of subjects in that semester.

Cumulative Grade Point Average (CGPA): CGPA indicates the cumulative academic performance of a student in all the courses, including those taken in the previous semesters.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

where NC_j is the total credits assigned for the j^{th} semester, SG_j is the number of credits earned in the j^{th} semester, where $j = 1, 2, \dots, m$, are the number of semesters till which CGPA is being calculated.

11.12 The result declaration of the course work taken by the PhD candidate shall fall under the purview of Academic Section/Examination Cell of MITS-DU.

12. Research Advisory Committee (RAC)

12.1 There shall be a Research Advisory Committee (RAC) concerned for each Ph.D. scholar. This committee shall be established within one month from the last date of registration of the research scholar to the PhD programme. The Research Supervisor of the Ph.D. scholar concerned shall be the Convener of this committee.

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12.2 The RAC of a candidate will constitute of:

- i. Head of the concerned department– Chairperson.
- ii. Faculty PhD Coordinator-Member
- iii. One representative from the concerned department, possessing doctoral Degree-Member.
- iv. Research supervisor of the scholar – Convener
- v. Co-supervisor (if any) of the scholar.
- vi. One representative from another department, possessing doctoral Degree-Member.

12.3 RAC shall have the following responsibilities:

- i. To guide the research scholar in developing study structure and methodology for research.
- ii. To identify the courses for the course work.
- iii. Approve the research topic of the PhD scholar and recommend the PhD thesis title for approval by the VC/ Dean of Respective Faculty.
- iv. Conduct the progress presentations after every semester to monitor the progress of the research scholar.
- v. Conduct the complete comprehensive procedure of the research scholar within the defined deadlines.
- vi. Monitor and conduct the pre-PhD presentation and synopsis submission of research scholars in accordance with this ordinance
- vii. To consider any other appropriate matter related to the corresponding research scholar.

12.4 Six Months Review: The research scholar shall be required to appear before the RAC once in every six months to make a presentation of the progress of his/her work for evaluation and further guidance. Every six months registration through MITS-DU adopted portal will be required from the students.

12.5 Comprehensive: The research scholar is required to submit and present the brief report on the literature survey, research gaps, objectives, research methodology etc. before the RAC. On recommendation of the RAC and approval by VC/ Dean of Respective Faculty, the title of the PhD thesis is then finalized for the research scholar. The notification of the same shall be issued by the Faculty



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PhD Coordinator and circulated via mail within 15 days of the date of comprehensive presentation.

12.6 There should be a minimum gap of four months between two successive RAC meetings. The RAC shall submit its recommendations along with a copy of PhD scholar's progress report to the office of Dean of Respective Faculty.

12.7 In case the progress of the research scholar is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the RAC may recommend to the Dean of Respective Faculty with specific reasons, for cancellation of the registration of the research scholar.

12.8 If any RAC member is on leave for more than six months or has superannuated or transferred or passed away, the concerned supervisor has to initiate the process for the permanent replacement of this member which shall be approved by the VC/ Dean of Respective Faculty.

12.9 If the meeting of RAC of any research scholar is being delayed beyond the maximum duration stipulated for the meeting of RAC of that scholar, due to the leave of any of the member of RAC, then the supervisor will propose the name of an alternate faculty member, to the Faculty PhD Coordinator. The VC/ Dean of Respective Faculty shall then approve this temporary change.

12.10 Prior to the submission of the draft thesis to **Pre-PhD Advisory Committee (PPAC)**, the PhD scholars must publish:

At least two research papers in the SCI Indexed Journals/SCI-Expanded (SCIE) Journals/Journals of Institution of Engineers (India) in case of Science/Technology/Engineering streams (or equivalent in case of Humanities/Management).

OR

One SCI/SCIE and one scopus indexed publication with proof of certificate based on his / her thesis work in a refereed journal of repute before submitting his / her synopsis.

OR

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	<p>One SCI/SCIE and two international conferences indexed in Scopus or equivalent (IEEE/Springer/Elsevier) for the consideration of dissertation with proof of certificate based on his / her thesis work before submitting his / her synopsis.</p> <p>In these publications with multiple so-authors, the research scholar should be the first author. In the thesis, the candidate shall append there prints of above publications along with reprints of any other paper/s published by the candidate pertaining to his/her thesis. If reprint has not been obtained till the time of submission of the thesis, the acceptance letter along with the approved manuscript shall be appended inside the thesis.</p> <p>As a proof of paper presentation, in accordance with this ordinance, the candidate shall be required to append related certificates of presentation / pre-print of the conference paper.</p>
<p>13. Pre-PhD Advisory Committee (PPAC)</p>	<p>13.1 The PPAC shall constitute of the following members:</p> <ol style="list-style-type: none">Supervisor/ Head of the DepartmentDean of respective FacultyVC or his/her nomineeAdditionally, one external representative can be included from another institute/ organization/university/industry of National/International repute recommended by the supervisor/co-supervisor and approved by the VC/ Dean of Respective Faculty. <p>13.2 Prior to the submission of the draft thesis to the office of the Faculty PhD Coordinator, the research scholar shall make a pre-Ph.D. presentation before the PPAC. Based on the feedback and comments received during this presentation, the PPAC shall either approve the thesis or communicate the required modification(s) to be incorporated in the draft thesis. In case modifications are sought by the PPAC, then the research scholar shall be required to submit the revised draft thesis to the PPAC, maximum within one month, which shall then evaluate whether the required modifications have been incorporated. Before forwarding the draft thesis to the Faculty PhD Coordinator by the supervisor, the PPAC shall ensure that the research scholar fulfils all other requirements regarding submission of draft thesis as per the provisions of this Ordinance. If thesis is not approved by the PPAC the</p>

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	research scholar shall again make a pre-Ph.D. presentation before the PPAC within maximum of six months.
14. Submission of Thesis	<p>14.1 After approval from PPAC as mentioned in this ordinance, the research scholar can finalise his/her thesis.</p> <p>14.2 According to the format and procedure as prescribed and notified from time to time, the research scholar shall be required to submit four copies of the summary of the thesis, list of research papers published or accepted for publication relating to his/her thesis, proof of paper presentations in conferences/seminars, three spiral bound copies of the thesis and a CD containing soft copies of all of these. Before submitting these documents, the candidate shall also be required to deposit the prescribed fee as notified by the MITS-DU from time to time.</p> <p>14.3 The thesis must contain an undertaking from the research scholar indicating that the thesis has been prepared by him/her and is his/her original work and is free of any plagiarism. The undertaking shall include the fact that the thesis has been duly checked through a plagiarism detection tool approved by the MITS-DU. The thesis should also contain a certificate from supervisor and co-supervisor (if any) indicating that the work done by the researcher under him /her is free of any plagiarism. A plagiarism report must be attached along with the spiral bound copy of the thesis.</p>
15. Appointment of Examiners, Evaluation of Thesis and Viva-Voce Examination	<p>15.1 On approval of draft thesis from PPAC and submission of thesis according to this ordinance, the supervisor shall submit to the Faculty PhD Coordinator, in a sealed envelope, a panel of at least ten external experts from outside the jurisdiction of this MITS-DU, who are actively involved in the concerned area of research. These experts should not be below the rank of Associate Professor or equivalent. Five of these experts should be from foreign institutions/ IISc/IIT/NIT/IIIT and other five experts should be from other Institutions of national/international repute / Central Universities /Research Organizations of outside the state of Madhya Pradesh. This list should be forwarded to Dean of Respective Faculty by the Faculty PhD Coordinator within a week.</p> <p>15.2 In case the research scholar is related to the Supervisor/Dean, then the panel of examiners as stated in this ordinance shall be obtained from the Head of the department or from any other senior Professor nominated by the Vice Chancellor.</p>

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15.3 The Dean of Respective Faculty shall recommend a panel of six out of the ten recommendation of the external experts done by the supervisor in consultation with the Head of the Department. They may recommend additional experts outside the recommendation of the supervisor.

15.4 The Vice Chancellor shall then appoint two external examiners from out of the aforesaid panels, submitted by the Dean of Respective Faculty.

15.5 Before sending the thesis to two external examiners for evaluation, the summary of the thesis and the list of the publications, as submitted by the research scholar according to this ordinance, shall be sent to these examiners to obtain their consent for evaluating the thesis of the candidate. These may be sent through e-mail to expedite the process.

15.6 After receiving the consent of the examiners, the spiral bound thesis or its soft copy (as may be desired by the examiner) shall be sent to these examiners for evaluation.

15.7 The Vice Chancellor may recall the thesis from an examiner, who fails to send the evaluation report within three months from the date of dispatch of the thesis or such other date as may be extended by the Vice Chancellor, and shall appoint another examiner from the aforesaid panels of examiners.

15.8 For acceptance of the thesis, the external examiner must evaluate that the thesis must be:

A piece of research work characterized either by the discovery of the new facts or by a fresh approach towards the interpretation of facts. In either case, it should convince the research scholar's capacity for critical examination, problem solving and analysis.

AND

Satisfactory from the point of view of language and presentation.

15.9 In its evaluation report the examiners shall categorically recommend one out of the following i) accept in the present form; recommended for conducting the viva-voce examination (ii) minor revision; recommended for conducting the viva-voce examination after the revised thesis is approved by the supervisor and RAC and presented before the PPAC (iii) major revision; revised thesis is approved by

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the supervisor and RAC and presented before the PPAC after which it is sent for re-evaluation by the examiner (iv) or rejection and shall provide:

- i. Detailed comments regarding points mentioned in this Ordinance.
- ii. Comments on thesis chapters.
- iii. A list of at least ten questions which examiner wishes to be asked from the research scholar during the open house PhD defence.

15.10 If the examiner(s) need any clarification regarding the research work of the research scholar, they may seek it from the supervisor of the research scholar through the Dean of Respective Faculty. This provision shall be incorporated in the letter to be sent to the examiners while sending the thesis.

15.11 Following shall govern approval/rejection of the thesis:

- i. In case all the examiners approve the thesis for the award of the Ph.D. degree, the research scholar shall be called upon to appear at the PhD defence.
- ii. In case all the examiners reject the thesis.

OR

One of them rejects the thesis and the other recommends a major revision, the thesis shall be rejected.

- iii. If one examiner approves the thesis and other examiner recommends for a major Revision.

OR

If one examiner approves the thesis and other rejects it.

In Case iii, the thesis shall be sent to a third examiner appointed by the Vice Chancellor, from the panel of examiners according to provision of this ordinance. The previous reports shall not be disclosed to the third examiner. The evaluation report received from the third examiner shall be final. If the third examiner approves the thesis for the award of the Ph.D. degree, then the research scholar shall be called upon to appear at the open house PhD defence. If the third examiner rejects or recommends a major revision, the thesis shall stand rejected. However, if the third examiner recommends for minor revision, the research scholar shall be communicated to revise the thesis in the light of the observations of the

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third examiner. Revised thesis incorporating minor revision(s) shall be sent to the Dean of Respective Faculty, who shall evaluate whether the research scholar has incorporated the minor revision(s) as suggested by the examiner. Dean of Respective Faculty, if finds it necessary, may send the revised thesis to a subject expert for opinion/comments regarding incorporation of the modification/s raised by the examiner. If the Dean of Respective Faculty is satisfied that the changes as suggested by the examiner, have been incorporated in the revised thesis, only then research scholar shall be called upon to appear at the open house PhD defence, with due approval of Vice Chancellor.

iv. If one examiner recommends minor revision and other examiner recommends for a major revision.

OR

If one examiner recommends minor revision and the other examiner rejects it.

The research scholar shall be communicated to revise the thesis in the light of the observations of the examiners. Revised thesis incorporating these changes shall be sent to Dean of Respective Faculty, who shall evaluate whether the candidate has incorporated the minor revision(s) as suggested by the examiner(s). Dean of Respective Faculty, if finds it necessary, may send the revised thesis to a subject expert for opinion/comments regarding incorporation of the modification(s) raised by the examiner. Only after his satisfactory report, the thesis shall be sent to a third examiner, appointed by the Vice Chancellor from the panel of examiners (according to provision of this ordinance). The previous reports shall not be disclosed to the third examiner. The evaluation report received from the third examiner shall be final. If third examiner approves the thesis for the award of the PhD degree then the research scholar shall be called upon to appear at the PhD defence. If the third examiner rejects or recommends a major revision, the thesis shall stand rejected. However, if the third examiner recommends for the minor revision the research scholar shall be communicated to revise the thesis in the light of the

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observations of the third examiner. Revised thesis incorporating minor revisions shall be sent to the Dean of Respective Faculty, who shall evaluate whether the research scholar has incorporated the minor revision(s) as suggested by the examiner. Dean of Respective Faculty, if finds it necessary, may send the revised thesis to a subject expert for opinion/comments regarding incorporation of the modification(s) raised by the examiner. If the Dean of Respective Faculty is satisfied that the changes as suggested by the examiner, have been incorporated in the revised thesis, only then the research scholar shall be called upon to appear at the open house PhD defence, with due approval of Vice Chancellor.

v. If all the examiners recommend for major revision, the research scholar shall be communicated to revise the thesis in the light of the observations of the examiners. The revised thesis of the research scholar shall again be sent to these examiners for evaluation. In case the examiners approve the thesis for the award of the PhD degree, the research scholar shall be called upon to appear at the open house PhD defence. If one examiner approves the thesis and others recommends for a minor revision, the research scholar shall be communicated to revise the thesis in the light of the observations of the examiner. Revised thesis incorporating minor revision(s) shall be sent to Dean of Respective Faculty, who shall evaluate whether the research scholar has incorporated the minor revision(s) as suggested by the examiner. Dean of Respective Faculty, if finds it necessary, may send the revised thesis to a subject expert for opinion/comments regarding incorporation of the modification(s) raised by the examiner. If the Dean of Respective Faculty is satisfied that the changes as suggested by the examiner, have been incorporated in the revised thesis, only then the research scholar shall be called upon to appear at the open house PhD defence, with due approval of Vice Chancellor. However, if any one or all of these examiners again recommend for a major revision or both the examiners rejects it, the thesis shall stand rejected. The candidature of such research scholar for the award of the PhD degree shall stand cancelled automatically.

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vi. If one examiner approves the thesis and others recommends for a minor revision.

OR

If both the examiners recommend for a minor revision.

The research scholar shall be communicated to revise the thesis in the light of the observations of the examiner(s). Revised thesis incorporating minor revisions shall be sent to the PPAC, which shall evaluate whether the research scholar has incorporated the minor revision(s) as suggested by the examiner(s). Dean of Respective Faculty, if finds it necessary, may send the revised thesis to a subject expert for opinion/comments regarding incorporation of the modification(s) raised by the examiner. If the Dean of Respective Faculty is satisfied that the changes as suggested by the examiner(s), have been incorporated in the revised thesis, only then the research scholar shall be called upon to appear at the open house PhD defence, with due approval of Vice Chancellor.

15.12 In case the research scholar is asked to revise the thesis, he/she shall be required to submit the revised thesis within six months for minor revision and within eighteen months in case of major revision, this period shall be counted from the date of communication made in this regard to the research scholar.

15.13 In case the research scholar is asked to revise the thesis the candidate shall be provided examiner(s) report(s) without disclosing the name(s) of the examiner(s) to enable the research scholar to revise the thesis incorporating the required changes. One copy of the original thesis shall be retained by the Dean of Respective Faculty office till the final disposal in the case.

15.14 At the time of resubmitting the thesis after incorporating the major revisions, the research scholar shall have to pay the fee prescribed by the MITS-DU for this purpose. However, there shall not be any minimum requirement of attendance at the research centre.

15.15 The thesis submitted after incorporating the major revisions must clearly mention that it is a revised version.

15.16 The research scholar, whose thesis has been approved for the award of the Ph.D. Degree, shall be required to deposit at least three hard bound copies of the

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thesis in the MITS-DU, one for the supervisor, one for the MITS-DU library and one for the office of Dean of Respective Faculty. In case of co-supervisor, an extra hard bound copy of the thesis needs to be submitted by the research scholar.

15.17 On receiving the hard bound copies of the thesis according to this ordinance, the process of conducting the open house PhD defence of the research scholar shall be initiated. The PhD defence shall be conducted before a board of examiners comprising of the Dean of Respective Faculty, Faculty PhD Coordinator, supervisor, co-supervisor (if any) and at least one of the two external examiners, who have approved the thesis for the award of the Ph.D. Degree, to be nominated by the Vice Chancellor. If any of the external examiners are not in a position to conduct the PhD defence, the Vice Chancellor, in special circumstances, may appoint an alternate examiner from the panel of examiners submitted by the supervisor and approved by the Dean of Respective Faculty.

15.18 The Dean of Respective Faculty shall fix up the date of open house PhD defence in consultation with examiners and communicate it to the research scholar via e-mail. The PhD defence shall be conducted at the MITS-DU and will be open to all the faculty members, research scholars and students. The date, time and place of open house PhD defence shall be notified by the Faculty PhD Coordinator of the MITS-DU, at least a week in advance, through its portal and/or via mail.

15.19 In the open house PhD defence, the research scholar shall be required to present his/her research work through a presentation and shall also be required to answer questions/queries raised by the examination board. The questions provided by the examiners, who have approved the thesis with specific recommendation for conducting the PhD defence, as per this ordinance, shall also be made available to the examination board. The examination board shall compulsorily be required to ask these questions during the open house PhD defence. Others present in the audience, can also ask questions relevant to the research work of the research scholar. Whether answers to these questions are to be considered during the evaluation of the candidate shall be the prerogative of the examination board.

15.20 In case the examination board is not satisfied with the performance of the research scholar during the PhD defence, he/she shall be required to reappear in the second open house PhD defence, which shall be conducted within six months

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	<p>from the date of present PhD defence, all the provisions listed in this ordinance shall also be applicable for the second open house PhD defence. If the examination board is not satisfied with the performance of the research scholar even during the second open house PhD defence, the candidature of the research scholar for the award of the Ph.D. degree shall stand cancelled automatically. The research scholar, however, shall be at liberty to apply for the Ph.D. programme as a fresh candidate.</p> <p>15.21 For the second open house PhD defence, the research scholar shall be required to pay an additional fee as prescribed by the MITS-DU from time to time.</p> <p>15.22 The MITS-DU shall develop appropriate methods to complete the first round of evaluation of Ph.D. thesis within a period of six months from the date of submission of the thesis.</p>
16. Award of Ph.D.	<p>After the successful open house PhD defence and due approval from the Executive Council, the Faculty PhD Coordinator shall issue a notification regarding acceptance of the thesis of the research scholar, declaring the research scholar eligible for the award of Ph.D. Degree from the date of open house PhD defence. This notification shall clearly mention that the Ph.D. Degree being awarded is in accordance with the provisions of UGC Regulations. The Ph.D. degree will be conferred upon the research scholar after due approval of the Executive Council. Further, after due approval of the Executive Council in accordance with this ordinance, the provisional degree/final Ph.D. degree will be provided to the research scholar by the Academic Section of MITS-DU.</p>
17. Reports of Examiners	<p>After issuance of the notification as per this ordinance, desirous research scholar, on payment of fee as prescribed by the MITS-DU for this purpose, may ask for the copies of the reports of examiners, who have evaluated his/her thesis for the award of Ph.D. degree. The reports shall not disclose the identity of the examiners.</p>
18. Fee Payable	<p>Candidate admitted to Ph.D. programme as a research scholar shall be required to pay fee as prescribed by the MITS-DU from time to time. The MITS-DU fee will have following main components:</p> <ol style="list-style-type: none">Registration fee (Once).Tuition fee six monthly.University Library fee (six monthly, if availing the facility).

[Handwritten signatures and initials in blue ink, including 'P.K.', 'S.S.', 'V.K.', and others, are present at the bottom of the page.]



माधव प्रौद्योगिकी एवं विज्ञान संस्थान, ग्वालियर (म.प्र.), भारत
MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR (M.P.),
INDIA

Deemed University
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	<p>iv. University Library Caution Money-once (refundable).</p> <p>v. Laboratory fee for six months (for research scholars where laboratory work is involved).</p> <p>vi. Identity card fee.</p> <p>vii. Fee for Extension of Registration (if applicable).</p> <p>viii. Fee for re-registration fee (if applicable).</p> <p>ix. Thesis draft submission fee.</p> <p>x. Fee for open house PhD defence.</p> <p>xi. Thesis re-submission fee (if applicable).</p> <p>xii. Fee for second open house PhD defence (if applicable).</p> <p>xiii. Fee for seeking evaluation report.</p> <p>If thesis is sent outside the India for the evaluation all charges will be borne by the research scholar and accordingly fee is to be deposited.</p> <p>The MITS-DU reserves the right to modify or include new components of fee after due approval from its Executive Council. The candidate shall be required to deposit the applicable six-monthly fees from the date of his admission till the time draft thesis is submitted by the candidate.</p>
19. Publication of Thesis	<p>Once a thesis has been approved for the award of the Ph.D. degree, the research scholar shall be required to take due permission of the MITS-DU for publication of the thesis in full or in part and shall state on the title page of this publication that this was a thesis approved for the award of the Ph.D. degree of the MITS-DU.</p>
20. Plagiarism	<p>At the time of submission of draft and final thesis, the supervisor shall check the submission for plagiarism through an appropriate licensed software recommended by the MITS-DU. Only on the satisfactory report for plagiarism, the supervisor will issue the certificate of plagiarism and the research scholar will then be allowed to submit the draft thesis for further process. The overall similarity index up to 15-20% is acceptable provided that the highest similarity percentage from any one source is not greater than 4-6%. For self-plagiarism (from papers already published by the research scholar), the highest similarity percentage from any one source can be about 7-10%.</p> <p>In case plagiarism is established in the submission, the MITS-DU shall take appropriate punitive action in accordance with UGC Regulations.</p>

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21. Depository with INFLIBNET	Following the successful completion of the evaluation process and before the announcement of the award of the PhD degree, the MITS-DU shall submit soft copy of the Ph.D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.
22. Withdrawal of Degree	If at any time after the award of degree it has been found that the degree has been awarded in violation of any of the provision of this ordinance, then the MITS-DU reserves the right to withdraw the degree after providing the research scholar opportunity to defend himself/herself in a fair and transparent manner.
23. Interpretation	In case of any doubt regarding any of the provisions of this ordinance, the interpretation of Vice Chancellor of the MITS-DU shall be final and binding to all.

MLD
BE *ML* *MS* *P.K. S.* *Chand* *Dr. V.* *Dr. P.* *Dr. R.*
Madhav Institute of Technology & Science, Gwalior (PhD Ordinance)
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