# AcSIR

# HANDBOOK

**Academic Guidelines for Students**

*(For internal circulation only)*

*(last updated on October 07, 2020)*

**DISCLAIMER**

*This handbook provides information on the AcSIR academic rules and regulations, which have been sourced from various AcSIR official documents. While every effort has been taken to ensure the accuracy of the information contained in this document, however, in case of any discrepancy, the original source of these rules and regulations would be considered as authentic and final.*

## ACSIR – INSTITUTIONAL RANKINGS

- AcSIR has been ranked **3rd** in the overall **SCIMAGO institutional rankings** among 241 universities in India in 2020.
- AcSIR has been ranked **8th** in the overall institutional outputs by **NATURE Index** among 239 academic institutes in India in 2020.

## AcSIR – ACADEMIC AFFILIATION AND ACCREDITATION

- AcSIR is enlisted in Ministry of Human Resource Development (MHRD) website under "Institutions of National Importance" at Serial Number 53 - *http://mhrd.gov.in/ institutions-national-importance*

- AcSIR is a member of Association of Indian Universities (AIU) - *http://www.aiuweb.org/Members/MembersA.asp*

- AcSIR is a member of Association of Commonwealth Universities (ACU) - *https://www.acu.ac.uk/membership/acu-members/*

# Student's Queries/Requests

*In case of any query, the students should seek the assistance of the AcSIR Executive Assistant/Executive Consultant or the AcSIR Coordinator of their respective institutes.*

The students should direct their email queries/requests at AcSIR-HQ <u>only</u> to the following email IDs, depending on the nature of their query/request.

| Nature of request/query | e-mail ID |
|---|---|
| Admission-related | **admissions@acsir.res.in** |
| Payment of tuition fee, thesis submission fee, other fee-related, SBI fee web-portal, No-dues certificates, etc | **sbicollect@acsir.res.in** |
| Request for provisional certificate, degree certificate, duplicate certificates, UGC compliance certificate, subject specificity certificate, degree verification (by third party) | **certificaterequest@acsir.res.in** |
| Related to human resources | **hr@acsir.res.in** |
| Any other general query | **officeofdirector@acsir.res.in** |

## General Academic Calendar

The admissions to all the academic programs at different CSIR Laboratories/AcSIR Academic centres are generally made twice in an academic year, in January and August semester sessions. The general academic calendar, common to all academic programs, is given below :

| Sl. No | Activity | January Session | August Session |
|--------|----------|-----------------|----------------|
| i) | Enrollment | 2nd Monday–Tuesday of January | 2nd Monday–Tuesday of August |
| ii) | Session begins | 2nd Friday of January | 2nd Friday of August |
| iii) | Mid Semester Exams | 2nd week of March (Monday to Saturday) | 2nd week of October (Monday to Saturday) |
| iv) | Session Ends | 1st Friday of May | 1st Friday of December |
| v) | End Semester Exams | 2nd Week of May (Monday to Friday) | 2nd Week of December (Monday to Friday) |
| vi) | Grades Finalization | 2nd Friday of June | 1st Monday of January |
| vii) | Publication of Grades | 3rd Friday of June | 2nd Monday of January |

*@ This table is only indicative and the exact dates would be notified separately, before the beginning of each semester*

## Joining in an Academic program (for fresh students)

Every fresh selected student has to report to the particular CSIR laboratory/AcSIR Academic Centre for orientation, where s/he has been selected for the academic program, on the specified dates as notified by the AcSIR Laboratory Coordinator.  In order to secure his/her admission in the academic program, the student has to pay the semester tuition fee (which is non-refundable) through AcSIR SBI Collect Web-Portal. The semester tuition fee payment has to be strictly made by the deadline, in order to ensure student's admission/enrollment to the course of study. The latest information and details about fee payment are available on the AcSIR website (www.acsir.res.in).

> Last date of payment of semester tuition fees for fresh students for first-time enrollment:  July 31 (for August-Semester) & December 31 (for January-Semester) by 23:45 hours

## Continuation in an Academic program (for already enrolled students)

A Ph.D. student, who is already enrolled in AcSIR and wishes to continue his/her course of study in a semester, must fill-up and submit the Semester Academic Continuation Commitment (SACC) Form at the beginning of every semester. The SACC Form, given in **Annexure - I**, is required to be duly filled and signed by each student with counter-signatures of his/her Supervisor and uploaded on the AcSIR SACC Portal (http://acsir.emli.in/SACApplicationPortal) along with a documentary evidence of having paid the Semester Tuition-Fee.  Those Ph.D. students, enrolled under AcSIR, who do not timely pay

the semester tuition-fee payment would not be permitted to undertake any academic activities (including, course work, DAC, thesis submission, etc) during that semester.

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Last date for payment of semester tuition fee and uploading of SAAC form <u>by already enrolled students</u>: August 31 (August-Semester) & January 31 (January-Semester) by 23:45 hours.

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## Mode of payment of Semester Tuition Fee/other dues for all students

The semester tuition fee and other dues can only be paid online by all AcSIR students through the SBI Collect web-based portal (details available on AcSIR website). The hard-copy of the fee receipt, generated by the system after the successful payment of requisite fee, should be retained by the students as a proof of payment for their own records.

All fee payments to AcSIR, including, Ph.D thesis submission fee, fee for priority issuance of degree certificate, etc, are also to be deposited online through the SBI Collect web-based portal.

Standard Procedure for AcSIR Fee Payment through SBI Collect web-Portal is available at the AcSIR website (www.acsir.res.in).

## Imposition of penalty for late payment of tuition fees (for already enrolled students)

1. No Late Fee Penalty shall be applicable if the Semester Tuition Fee is paid by 31st day of January (for January semester) and 31st day of August (for August semester).

2. Late Fee of Rs. 1000 shall be applicable, on non-payment of applicable Semester Tuition Fee, to students of all programs, as under:
    a. For January Semester : from 1st day of February to 7th day of August
    b. For August Semester  : from 1st day of September to 7th day of January (of next year)

3. Late Fee of Rs. 1500 (<u>in addition to Late Fee of Rs. 1000</u>) shall be applicable, on non-payment of applicable Semester Tuition Fee, to students of all programs, as under:
    a. For January Semester : from 8th day of August to 7th day of January (of next year)
    b. For August Semester : from 8th day of January (of next year) to 7th day of August (of next year)

4. The SBI Collect Portal will not allow students to pay the Tuition Fee for any Semester, until and unless s/he pays the tuition fee for all the previous Semester (including Late Fee, if applicable).

5. Failure to pay the Semester tuition fee (even by the late fee deadline) for two consecutive semesters would entail cancellation of the student's enrollment in AcSIR.

## Amount of Tuition fees and other fee deposits

The students have to pay the semester tuition fees, based on the academic program and type of studentship (regular/sponsored).  The semester tuition fee payable by the students is fixed at the time of their admission/enrollment according to the Annual Cohort-based Tuition Fee system and remains unchanged throughout the entire duration of the student's academic program at AcSIR.  The tuition fee for admission/enrollment in January or August session of each year would be the same

Thus, for example, the semester tuition fees payable by students admitted in the 2020 Cohort (i.e., January and August session of 2020) in an academic program is mentioned in the table and will remain unchanged during their entire academic program at AcSIR.

| Program (2020 Cohort) | Regular/Semester (Rs) | | Sponsored/Semester (Rs) (Double of Regular) | |
|---|---|---|---|---|
| | Full Time | Part Time | Full Time | Part Time |
| PhD (Science) / PhD (Engineering) | 8000 | 8000 | 16000 | 16000 |
| M.Tech / M.Sc | 26000 | 26000 | 52000 | 52000 |
| IDDP* in Engineering | 8000 | 8000 | 16000 | 16000 |
| IDDP* (for conversion to part time after 6 semesters with Provisional MTech Degree) | Difference of 26000 & 8000 for first four semesters | Difference of 26000 & 8000 for first four semesters | Difference of 52000 & 16000 for first four semesters | Difference of 52000 & 16000 for first four semesters |
| Integrated MSc-PhD in Science | 8000 | 8000 | 16000 | 16000 |
| Masters (for exit and conversion to part-time as per rules) | Difference of 26000 & 8000 for first four semesters | Difference of 26000 & 8000 for first four semesters | Difference of 52000 & 16000 for first four semesters | Difference of 52000 & 16000 for first four semesters |
| PG Diploma | 27000 | - | 54000 | - |

\* *IDDP: Integrated Dual Degree Program in Engineering*

- The semester tuition fees, payable by the existing students (enrolled before 2020) already enrolled in degree/diploma academic program at AcSIR, would remain unchanged.

- The tuition and other fees payable by the employees of CSIR/AcSIR Academic Centers, would be the same as payable by the regular students.

- A PhD thesis submission fee of Rs. 5,000 for regular students and Rs. 25,000 for sponsored students is also to be paid before submission of Ph.D synopsis.

## Ph.D enrollment for CSIR employees (scientists and eligible technical staff)

The Academy may call for applications from the employees (scientists and eligible technical staff) of the Council of Scientific and Industrial Research for Ph.D program subject to the following conditions : (a) their application shall be screened and the shortlisted and the candidates shall appear for an interview before a selection committee; (b) the selection committee shall critically evaluate the candidate in the subject and the research capabilities.

1. The approval of the Director of the institute has to be obtained prior to applying for admission to the academic program. They have to apply for admission through the on-line AcSIR admission portal for the January or August Semester.

2. The proposed research of the Ph.D thesis of the candidate should be interdisciplinary in nature and an external co-supervisor from another institute (which could even be a CSIR institute), other than candidate's institute of Ph.D enrolment, is mandatory.

3. A letter of acceptance from the external co-supervisor mentioning that the candidate will be permitted to spend at least six months in his/her laboratory/institute during the Ph.D residency period of the candidate. This letter has also to be countersigned by the supervisor and

submitted to the AcSIR coordinator The CV of the external co-supervisor (if not an AcSIR faculty) is also to be provided.  These documents along with the Director's approval of their institute (as mentioned at Sl. No. 1) has to be sent to the concerned Dean for approval at the time of admission without which their admission in the Ph.D program will not be confirmed.

4. The candidate has to spend at least six months in the institute of the external co-supervisor during the PhD program. This six-month period could be at a stretch or in a staggered manner.

5. The external co-supervisor has to be included in the DAC of the candidate, which should be constituted immediately at the start of the academic session.

6. The academic rules, including the course-work, etc. are the same, as those applicable for the regular Ph.D students.

7. A certificate endorsed by the supervisor and co-supervisor, that the candidate has spent at least 6 months in the institute of external co-supervisor, is a prerequisite to thesis submission.

The upper age limit for admission in the Ph.D program would be at least 6 years of service remaining in CSIR and their Ph.D thesis has to be submitted before their superannuation, failing which their Ph.D registration in AcSIR would be cancelled.

## Academic Requirements for Various Academic Programs of Study

The following table lists the academic credit requirements, minimum residency period and minimum/maximum duration allowed for completion for various academic programs :

| Academic Program | Minimum number of credits | | Minimum Residency Period | Period of Completion (Years) | |
|---|---|---|---|---|---|
| | Course Work | Research/Project | | Min | Max@ |
| **Ph.D - Science** | 18 | Completion of thesis | Full time | 3 | 6 |
| **Ph.D - Science (Industry Sponsored)** | 18 | Completion of thesis | 1 semester | 3 | 6 |
| **M.Sc / M.Tech** | 60 | Mini-project: 4; Dissertation/ project: 24 | Full Time | 2 | 3 |
| **M.Tech (Industry Sponsored)** | 60 | Mini-project: 4; Dissertation/ project: 24 | 2 semesters | 3 | 5 |
| **IDDP#** | 68 | Mini-project: 4; Project: 24; Completion of thesis | Full Time | 3 | 6 |
| **IDDP# (Industry sponsored)** | 68 | Mini-project: 4; Project: 24; Completion of thesis | 2 semesters | 4 | 6 |
| **PhD - Engineering** | 18 | Completion of thesis | Full Time | 3 | 6 |
| **PhD - Engineering) (Industry sponsored)** | 18 | Completion of thesis | 1 semester | 3 | 8 |
| **PG Diploma** | 36 | Industrial Training/project | Full Time | 1 | 2 |

*#IDDP: Integrated Dual Degree Program in Engineering*

*@ **The women candidates and persons with disability (more than 40%) may be allowed a relaxation of two years for Ph.D. in the maximum period of completion.***

To satisfy the "Minimum Residency" a student must undertake the academic program without any break; exceptions will be only made if the student is on authorized leave/academic break. The period of residency would be counted from the student's official joining date in his/her academic program of study.

## Details of Course-Work to be taken by students enrolled for Ph.D program

The total course-work for the Ph.D program consists of 18 Credits, out of which Course 1 (mandatory - 6 credits), Course 2 (elective - 2 credits), Course 3 (elective - 6 credits) are to be weighted graded and completed with CGPA ≥ 6.5 with a minimum grade point in any individual course of 6.0. Course 4 (mandatory - 4 credits) is a group activity and will be only be evaluated as Satisfactory/ Unsatisfactory. The details of this Course 4 (Societal Program) are given in **Annexure II.**

Courses 1, 2 & 3 are to be completed preferably during the student's I$^{st}$ and II$^{nd}$ Semester, but before appearing for the comprehensive examination; Course 4 is to be completed preferably before end of student's VI$^{th}$ semester of his/her PhD program but in any case, before appearing for the Open Colloquium (DAC IV).

| | | |
|---|---|---|
| **Course 1 MANDATORY** | **Research Methodology & Research Publication and Ethics** | **6 Credits** (evaluation based on grading) |
| | (a) Research Methodology | 4 credits |
| | (b) Research Publication and Ethics | 2 credits |
| **Course 2\* ELECTIVE** | **Inter-disciplinary / Cross-disciplinary Course** | **2 credits** (evaluation based on grading) |
| | Either two courses of 1 credit each OR one course of 2 credits, to be opted from the list of offered courses at the institute | |
| **Course 3\* ELECTIVE** | **Advanced Course** | **6 credits** (evaluation based on grading) |
| | Either two courses of 3 credit each OR three courses of 2 credits each, to be opted from the list of offered courses at the Institute | |
| **Course 4 MANDATORY** | **Societal Program** | **4 credits** (evaluation only as satisfactory/unsatisfactory) |
| | Group activity of up-to five team members from within the Institute or across Institutes (Details in **Annexure II**) | |

\* *For the choice of elective courses offered by the institute in a particular semester, the students are required to check with the AcSIR office at their institute.*

> Course Credits - course of one credit is equivalent to either 1 lecture/tutorial hour per week (minimum 14 contact hours) or 2 laboratory hours per week (minimum 28 contact hours) or combination thereof for the duration of the semester.

Student enrolled in the Ph.D program are required to complete all the requisite course-work preferably within their first two semesters of study. A student is eligible to appear for the Comprehensive Examination only after s/he has successfully completed the mandatory course-work requirements of at least 14 credits, including, the mandatory courses on Research Methodology (4 credits) and Research Publication & Ethics (2 Credits) - *(as mentioned in Table at page 8)*

The approval of the Dean of respective faculty shall be considered as the confirmation of Ph.D. registration after the successful completion of the comprehensive examination and no separate letter to this effect will be issued

In the Ph.D program, courses on offer at any CSIR institute/AcSIR Academic Centre can be taken by the students to fulfill the academic course requirement. In such cases, the student and his thesis supervisor shall send a request through the AcSIR Coordinator of his/her institute to the Coordinator of the Institute offering the course. In such cases, the credits obtained by the student will be communicated by the Coordinator of the institute where the course was undertaken to the Coordinator of the parent institute.

## Examination & Evaluation procedure for Course-work

- Continuous evaluation procedure will carried-out throughout the semester through class-tests, assignments, seminars, mid-term and end-term examinations, etc.

- End-semester examination shall have maximum weightage of 40%.

- For laboratory courses, the students shall have to submit laboratory reports to the course coordinator. Depending on nature of the laboratory work, the coordinator can opt for a viva-voce at the end.

- Grading System to be followed for the course work :

| Letter Grade | Performance | Numerical Value |
|---|---|---|
| A+ | Outstanding | 10 |
| A | Excellent | 9 |
| B+ | Very Good | 8 |
| B | Good | 7 |
| C+ | Fair | 6 |
| C | Poor | 4 |
| F | Very Poor | 2 |
| I | Incomplete* | 0 |
| S | Satisfactory (for audit course) | Not Applicable |
| X | Unsatisfactory (for audit course) | Not Applicable |

* "I" grade shall be given to students who have (i) Not Attended Classes; and/or (ii) Not been evaluated. This implies repeating the full course and appearing in the examination so that it could be considered towards final grade calculation.

SGPA (Semester Grade Point Average) = {Sum of (Course credit × Numerical value of course grade)}/ Total course credits earned in the semester

CGPA (Cumulative Grade Point Average) = {Sum of (Course credit in all passed courses × Numerical value of course grade)} / Cumulative credits earned

A brief philosophy indicating the award of the academic letter grades in courses is given as **Annexure -III.**

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- For Masters' and PG-Diploma programs a student needs to have a SGPA ≥ 6.0 in each semester and a CGPA ≥ 6.5 from second semester onwards for continuation.
- For Ph.D. program a student needs CGPA ≥ 6.5 to pass the course work.
- For all programs the minimum grade point to be earned to pass any individual subject is 6.0.
- The SGPA and CGPA shall be calculated to two decimal places.

    Distinction# ≥ 8.00 CGPA ; First Class ≥ 7.00 CGPA ; Pass Marks ≥ 6.50 CGPA

*# The award of Distinction would be considered only if all the courses are passed in one attempt.*

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Conducting a "Re-test":

A re-test for any individual course (for all academic programs) can only be taken once for :

    a) passing a course i.e. when the course grade is < 6.00

    b) improvement in SGPA/CGPA

Final grades obtained after taking the re-test shall only be considered valid and mentioned on the final grade card. The re-test can be taken without payment of any additional fee.

Students desirous of taking a re-test shall have to give their request in writing, signed by the all the DAC members, to the AcSIR Laboratory coordinator.

## Guidelines for Transfer of Credits for Ph.D program

AcSIR facilitates the evaluation of credits for transfer of courses and such requests for Transfer of Credits can be categorized in following scenarios:

1. Taking a course outside while enrolled in AcSIR
2. Taking a break (due to unavoidable circumstances) during studies at AcSIR
3. Course completed/done at UGC accredited institutions and other MHRD accredited institutions, such as, IITs, BITs, NITs, etc.
4. Course completed at any abroad Institute/ University

The procedure for availing the transfer of credits, in each of the above cases, is detailed in **Annexure-IV.**

## Guidelines for availing Academic Break

A provision of a one-time Academic Break has been introduced for all the academic programs (PhD, Masters' and PG Diploma programs) that have a minimum duration of two semesters (one year) with the following guidelines :

a. Academic Break can only be availed after completion of first semester of any program.

b. Students pursuing semester-structured programs with maximum duration of 2 years (Masters' degree) or 1 year (PG Diploma), a one-time Academic Break of upto two semesters may be allowed, subject to (i) the program is continued at the concerned Laboratory at the time of the intended resumption of studies after the Academic Break and (ii) the desired courses being offered in the semester of joining after Academic Break.

c. For PhD programs, including Integrated Masters'-PhD programs (regular or part-time mode) a one-time Academic Break of a maximum of 2 years (4 semesters) would be allowed.

d. The duration of the academic break period availed by a student will not count towards the residency period spent by him/her in the academic program.

e. The semester tuition fee payable by the student during his/her academic break would be the same as applicable to him/her during regular semesters of study.

f. The request of Academic Break would be considered on a case-to-case basis, based on its merit and admissibility.

g. The application for availing the academic-break will only be considered by AcSIR-HQ if it is made within the normal period of residency of the academic program and at least 7 working days prior to the date from which the academic break is requested.

The student's request for the Academic Break, endorsed by the Supervisor and recommended by the Director of the CSIR institute/AcSIR Academic Centre, should be forwarded by the AcSIR Laboratory Coordinator to the Associate Director (Student Affairs) at AcSIR-HQ.

## Procedure for inter-institutional transfer of AcSIR student (from one institute to another)

The following procedure is to be adopted for the transfer of AcSIR Ph.D students from one CSIR Laboratory/AcSIR Academic Center to another :

(i) Student seeking transfer should apply to AcSIR-HQ through their AcSIR coordinator with due justification and written consent of the current and prospective supervisor(s).

(ii) Directors of both the institutes should accord their approvals on the proposed transfer.

(iii) All the documents have to be forwarded to the Dean of the concerned faculty of study for their recommendation through the AcSIR Coordinator.

(iv) Finally, all these documents are to be forwarded to AcSIR-HQ for obtaining approval of the Chairman, Senate.

(v) The transfer of the fellowship of the student from the funding agency will entirely be the responsibility of the student/concerned institutes.

## Guidelines for the change of Faculty of Study within AcSIR

The following procedure is to be adopted for the change of faculty of study of the student

(i) Student seeking a change in the faculty of study, should apply through their AcSIR Lab. Coordinator with a proper justification and signed consent of the his/her supervisor(s) along with the approval of the Director of the institute.

(ii) The AcSIR Lab. Coordinator would obtain the recommendations of the Deans of the two concerned faculties. The recommendation of the Deans would be based on the academic

background and the research area of the student, availability of faculty for research guidance in the concerned area and approved coursework of the concerned institute in the new area (Faculty) of research.

(iii) The recommendation of both the Deans are finally to be forwarded to the Associate Director (Academic) at AcSIR-HQ for obtaining the approval of the Chairman, Senate.

(iv) No request for the change in faculty of study will be allowed after clearing of the comprehensive examination in the original enrolled faculty.

## Continuation of PhD as a Part-time student after completion of all academic requirements

Provision exists wherein a regular Ph.D student may be allowed to continue as a "part-time" PhD student for the purpose of writing/submitting his/her thesis. Such cases will only be considered provided the student has completed all the academic requirements, which include, fulfillment of the minimum residency period and successful completion of the Open Colloquium (i.e. DAC IV). Such students would have to continue paying the tuition fees till thesis submission and would have to submit the Ph.D thesis within the maximum stipulated period, as per the AcSIR rules.

Such applications will only be considered by AcSIR-HQ if it is made during the normal residency period of his Ph.D and at least 7 working days prior to the date from which the part-time conversion is requested. Such applications of the students, endorsed by the Supervisor(s) and recommended by the Director of the Laboratory, should be forwarded through the AcSIR Lab Coordinator to the Associate Director (Student Affairs) at AcSIR-HQ,

## Examination & Evaluation procedures for Thesis work

### MASTER'S DISSERTATION WORK

a.  The Oral Examination Board (OEB) for each student shall be constituted by the Director of the laboratory on the recommendation of the Coordinator and the dissertation supervisor.

The OEB shall have a minimum of three members:
- One examiner from same field of research,
- One examiner from areas other than the candidate's field of research and
- The dissertation supervisor(s).

b.  The candidate, at the earliest, would be allowed to submit the thesis two weeks before the completion of the fourth semester (middle of April) with recommendation of the dissertation supervisor.

c.  The last date for submission of the Master's Dissertation is 15th May of every calendar year.

d.  The candidate shall present his dissertation work physically in the colloquium in presence of the OEB members.

e.  The notification of the open seminar would be circulated by the dissertation supervisor in consultation with members of the OEB.

f.  The candidate is considered to have passed the oral examination if all the OEB members consider that the performance of the candidate is satisfactory with award of grades C+ or above.

g. Based on the presentation and responses to the questions raised during oral examination, the OEB can even recommend the resubmission of the dissertation (only once) after incorporating the suggestions made by the OEB.

h. In the rescheduled oral examination, the OEB must declare the candidate either to have passed or failed with award of appropriate grades. There shall not be any recommendation for further oral examination.

i. The grading system to be followed during evaluation of thesis work for Masters is illustrated below:

| Letter Grade | Performance | Numerical Value |
|---|---|---|
| A+ | Outstanding | 10 |
| A | Excellent | 9 |
| B+ | Very Good | 8 |
| B | Good | 7 |
| C+ | Fair | 6 |
| X | Unsatisfactory | |

j. Last date for evaluation of the Masters project at Lab is 15$^{th}$ June of every calendar year.

k. Last date for submission of all results to AcSIR-HQ (pgprogams@acsir.res.in) by the Coordinator is 30$^{th}$ June of every calendar year.


## PH.D THESIS WORK

### Allocation of Supervisors

Each Ph.D student shall be allotted a research supervisor(s) and this allocation process has to be undertaken at the laboratory-level. The AcSIR Laboratory Coordinator has to coordinate this process and the supervisor(s) have to be allotted only amongst the AcSIR approved faculty and with the mutual consent of both the student and the supervisor(s) and with the approval of the Laboratory Director. The available specialization among the AcSIR-faculty and the research interests of the student should be kept in mind while allotting the supervisor(s). The AcSIR faculty can supervise Ph.D students in any faculty of study.

**NOTE** : A Ph.D student can enroll/register in his/her choice of faculty (irrespective of the faculty of the intended supervisor/co-supervisor) subject to his/her appropriate educational background, fulfilling the entry requirements of that particular faculty of study and that the nature of his/her intended Ph.D research project lie or significantly overlap with the domain of the faculty of study being opted.

➢ Any CSIR scientist, who is an AcSIR faculty, moving out of CSIR on lien/deputation to other organizations can continue to be the supervisor of the AcSIR student(s), already enrolled with him/her, till the supervisor remains an employee of CSIR.

➢ If a scientist, who is an AcSIR faculty, proceeds abroad on long-term study leave or extra-ordinary leave or on any fellowship etc. through an official process and remains on rolls of CSIR, he/she can also continue to remain as a supervisor of the Ph.D students.

In both the above cases, a co-supervisor has to be allotted for the student for administrative continuity and logistic support for his/her research work, if the student is yet to successfully clear the Pre-thesis Seminar/Open Colloquium (DAV IV).

The general guidelines for appointment as an AcSIR Faculty are given in **Annexure – V & VI** which also includes the maximum number of Ph.D. students that they can enroll under AcSIR.

## Doctoral Advisory Committee (DAC)

There shall be a DAC for each Ph.D. student, which will have the following responsibilities:

- Review the Ph.D research proposal and finalize his/her topic of research.
- Guide the student to develop the study design and methodology of his/her research.
- Identify the course(s) that s/he may have to take. In absence of DAC, the PhD Supervisor shall advise on the courses to be taken by the student and inform the Coordinator, which would subsequently be required to be ratified by the DAC.
- Periodically review and assist the student in the progress of his/her research work

a. The AcSIR Laboratory Coordinator in consultation with the Director of the laboratory shall constitute the DAC for each student as soon as his/her thesis supervisor(s) is assigned, but no later than the beginning of the students' II$^{nd}$ semester.

b. Composition of the DAC:
   - Thesis supervisor(s) – the primary supervisor shall be the Convener of the DAC.
   - Two members from the same research area, as recommended by the supervisor(s)
   - One member nominated by the Director of the Institute from different field of research.

c. The Ph.D student shall appear before the DAC at least once a year to make a presentation of the progress of his/her work for evaluation and further guidance, although it is preferred that the DAC meeting with the student is conducted every semester. The proceeding of the DAC meetings shall be recorded in a specified format of a DAC report *(as given in the AcSIR website under menu - "Forms")* and sent by the AcSIR Laboratory Coordinator to the respective Dean for verification. All the verified reports have to be forwarded to the AcSIR-HQ for archiving.

d. In case the progress of the Ph.D student is unsatisfactory, the DAC shall record the reasons of the same and suggest corrective measures. If the Ph.D. student fails to implement these corrective measures in a specified time-frame, the DAC may recommend the cancellation of his enrollment/registration to the concerned Dean after the approval of the Laboratory Director. The decision of the Director, AcSIR shall be final in this matter.

e. The students are also encouraged to informally interact with the DAC members for guidance and advise pertaining to their research.

f. The DAC would also recommend the Ph.D student for his/her comprehensive examination as well for submission of the thesis.

g. The Supervisor, who is also the convener of the DAC, will be responsible for timely conducting the DAC meetings and submitting the DAC reports to the AcSIR Laboratory Coordinator.

h. A minimum of at least two months gap has to be mandatorily maintained between any two consecutive DAC meetings.

In general, the functions of the DAC are summarized in the table below:

| DAC No. | Objective of the DAC | Time frame |
|---|---|---|
| I | Discussion on the topic of research to be pursued, questions to be addressed, etc. | Before the end of student's III$^{rd}$ Semester |
| II | Finalization of the Ph.D proposal | Within 6 months of the comprehensive exam |
| III | Monitoring the progress of the student | Before the end of student's VI$^{th}$ Semester |
| IV | Ph.D Colloquium (Open Seminar) | Any-time before submission of thesis and after completion of DAC I to III and after completion of course 4. |

## Comprehensive Examination for Ph.D students

a.  A student is eligible to appear for the Comprehensive Examination only after s/he has successfully completed the minimum credit requirements of the course-work for Ph.D (after completion of course 1, 2 & 3, as mentioned at page 8).

b.  Based on the recommendations of the supervisor(s), the comprehensive examination board would be constituted for each Ph.D student and communicated to the AcSIR-HQ (thesis@acsir.res.in).

c.  The Comprehensive examination board shall at least include :
   - DAC members
   - Director/Director's nominee, who has demonstrated ability in supervising Ph.D students

d.  The student shall appear for the comprehensive examination on the recommendation of the DAC any time between the II$^{nd}$ semester and the end of the IV$^{th}$ Semester. In case of a delay, prior approval of the concerned Dean is mandatory with due justification.

e.  If the candidate fails to clear the Comprehensive Examination in two attempts, his/her enrollment in Ph.D is liable to be cancelled.

f.  The comprehensive examination will consist of a presentation by the student followed by a rigorous oral examination. The recommendation of the board would be in only the form of "Cleared" or "Not Cleared".

g.  The student will be allowed to take the comprehensive examination only if he/she has cleared all the AcSIR tuition fees dues.

h.  Submission of the student's grade card of courses 1, 2 & 3 by the AcSIR Lab. Coordinator to the concerned Deans is mandatory along with report/result of the comprehensive examination of the student for further action at AcSIR HQ.

## Change in the Title of the Ph.D Thesis

The following are the guidelines pertaining to the change of the title of the Ph.D. Thesis :

(a) The broad area of the title of the Ph.D thesis should be finalized by the time the student appears for the comprehensive examination

(b) Any subsequent request for the change in the thesis title must be reported through the DAC meetings.

(c) The final change in the thesis title will be allowed at the DAC IV (Open Colloquium) of the student and it must receive due approval of the concerned Dean.

(d) The title provided in the Synopsis (summary of the work) approved by DAC IV (Open Colloquium) will be considered as the final title of the thesis.

(e) Beyond the DAC IV (Open Colloquium), any request for the change in the title of the thesis will not be entertained unless suggested by the thesis external examiner(s) and is accepted by the competent authority at AcSIR-HQ.

## Ph.D Thesis Submission & Evaluation

### *Pre-requisites of Thesis Submission*

a) The Ph.D thesis can be submitted within six months after clearing the DAC IV (Open Colloquium).

b) Publication/acceptance of at least one paper in a SCI indexed journal, emanating from the student's thesis-work *(publication(s) which do not clearly indicate the affiliation to AcSIR in the title page, as per the format in **Annexure – VII,** will not be considered).*

c) Only for CSIR employees - certificate endorsed by the supervisor and co-supervisor, that the candidate has spent 6 months in the institute of the external co-supervisor.

d) Submission of a "Plagiarism Check Report", generated using an appropriate plagiarism detection software, is mandatory for Masters' and PhD thesis, which has to be duly signed by the student and his/her supervisor(s), the details of which are given in **Annexure - VIII**. (If required, the thesis can also be checked by AcSIR-HQ to verify the accuracy of the submitted "Plagiarism Check Report").

e) In case the Plagiarism detection software is not currently available in the student's work-place institute, a Declaration (available on AcSIR website under 'Forms') must be submitted by the student stating that the content of the Thesis is plagiarism-free, in accordance with the UGC notification (July 23, 2018) on *"Academic integrity and prevention of plagiarism in higher educational institutes regulations".*

> The tuition fee has to be paid till the day the student submits the Ph.D thesis. The cut-off date for Ph.D thesis submission, without the liability of payment of semester tuition fee for the entire semester, shall be January 07 or August 07. If this date falls on a holiday, then the next working day would be considered as the cut-off date. Submission of Ph.D. thesis after January 07 or August 07 would attract payment of tuition fee for the entire semester.

f) A softcopy containing the entire thesis (strictly as per the format and with all the certificates/declarations duly signed by the student and supervisor(s)) should be submitted to the coordinator of the laboratory, who in turn shall send it to the members of thesis board for evaluation. In case a hard copy is desired by the Examiner then same shall be provided to him/her.

g) Based on the reports of the thesis board the candidate should incorporate all the suggestions and corrections as recommended by the thesis board and submit two hard copies of the thesis to the AcSIR Laboratory Coordinator.

h) One copy of the thesis will be archived at the library of the Institute, and the other will be with the thesis supervisor for records. The CD along with a signed bound hard-copy has to be sent by the AcSIR Laboratory coordinator to AcSIR-HQ for records.

## Financial No-dues Certificate

The Financial No-Dues Certificate may be requested by the student after the process of his/her thesis submission is complete. The request must be made (in a standard editable proforma available at AcSIR website under 'Forms') to sbicollect@acsir.res.in.  The No-dues certificate will be issued to the student within seven working days after the receipt of the request at AcSIR-HQ, in case the student has no outstanding dues.  The No-dues Certificate has to be mandatorily submitted along-with or before the Ph.D. Oral Examination Report (submitted by the AcSIR Coordinator at CSIR Lab to AcSIR HQ).

It is advised that the students must initiate the process of obtaining "No Dues Certificate" from AcSIR-HQ immediately after the submission of thesis, to avoid any delay later in the issuance of the provisional/final degree.

## Format of the thesis

The following formats/documents have to be mandatorily included in the PhD Thesis (both in soft-copy as well as bound hard-copy), submitted to AcSIR, to ensure documented compliance to the UGC regulations on *"Minimum Standards & Procedures for award of PhD degree (2016)"* and  *"Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions (2018)"* and the CSIR Guidelines for *"Ethics in Research and in Governance (2020)"* :

Beginning of the Thesis
1) AcSIR Ph.D. Thesis Cover/Title Page - (*as per Annexure IX attached*)
2) Thesis Certificate signed by the Student and the Supervisor(s) – *(as per Annexure X attached)*
3) Statements of Academic Integrity - *(New Inclusion, as per Annexure XI attached)*
4) Plagiarism related declaration by the Student - to be mandatorily included by students, who do not have an access to plagiarism detection software in their work-place *(as per Annexure XII attached).*

End of the Thesis
5) Abstract for Indexing/Archiving- *(New Inclusion, as per Annexure XIII attached)*
6) Details of publications, emanating from the thesis-work**.** *(New Inclusion, as per Annexure XIV attached)*

It is recommended that the thesis should be paperback and printed on both sides of the page.

## Evaluation of the Ph.D. Thesis

a)      A Ph.D thesis shall be first evaluated by a Thesis Board and thereafter by an Oral Examination Board.

b)      Summary of work done (synopsis): The student will submit a softcopy of the Synopsis to the AcSIR Lab Coordinator on recommendation of the DAC and after incorporating their suggestions, if any.

c)      The synopsis normally should be written based on the following points:
   i.   A very brief introduction highlighting the novelty
   ii.  Statement of problem (aim & objectives)
   iii. Methodology used
   iv.  Results and their interpretation
   v.   Important conclusions

d) The Thesis Supervisor(s) shall submit the proposed panel of thesis examiners of thesis board (normally eight experts from the relevant field) to the AcSIR Laboratory Coordinator. The Guidelines on the selection of PhD Thesis Examiners are given in **Annexure - XV,** which have to be strictly followed and would be accepted only after complete compliance has been ensured.

e) The student will have to submit a list of documents along with Synopsis (i.e. summary of work done) of the Ph.D. thesis to the AcSIR Coordinator of the concerned Laboratory immediately after the Ph.D colloquium/Open seminar along with the recommendation of the DAC to submit thesis (DAC IV report).

f) List of documents to be submitted to the AcSIR Laboratory Coordinator for further processing at AcSIR-HQ are:

   i. Thesis Submission Checklist
   ii. Plagiarism Check Report or Declaration
   iii. All Grade cards (Semester & cumulative grade cards)
   iv. DAC Reports including Comprehensive Examination Report duly approved by the Dean/Associate Dean
   v. Societal Project Report
   vi. List of Publications *(publications without the AcSIR affiliation in the proper format would not be considered)*
   vii. Synopsis of thesis signed by the student & supervisor(s)
   viii. Thesis Board (along with the consent of examiners)
   ix. Copy of tuition fees submission details
   x. Copy of Thesis submission fee details
   xi. Copy of any additional approval sought from AcSIR (Change in supervisor, academic break, extension of Ph.D tenue/thesis submission date, etc)
   xii. Copy of the high school/$X^{th}$ class certificate
   xiii. A certificate endorsed by the supervisor and co-supervisor, that the candidate has spent 6 months in the institute of the external co-supervisor
   xiv. Soft-copy of thesis, if available (with relevant pages signed by the student and supervisor(s)

*Thesis submission without any one of the above-mentioned applicable documents, would not be considered by the Office of the AcSIR Coordinator. The thesis submission date would be the date on which the thesis is accepted by the Office of the AcSIR Coordinator complete in all respects (with all the thesis submission prerequisites and supporting documents in order and the thesis in proper format).*

g) The AcSIR Laboratory Coordinator shall submit the above-mentioned thesis-related documents to AcSIR-HQ at thesis@acsir.res.in, for verification, within maximum of five working days after the receipt of the thesis. After verification at AcSIR-HQ, these will be forwarded to the Associate Dean/Dean of concerned faculty to check for correctness and validity of the submitted documents.

h) The Associate Dean/Dean shall verify these documents and revert to the concerned AcSIR Laboratory Coordinator suggesting modifications/corrections, if any.

i) The Associate Dean shall then forward the Synopsis of Thesis, Publication List and the List of Thesis Examiners, in their correct formats, to the Dean for his/her recommendation.

j) The Dean shall mark the order of preferences of the potential thesis examiners and after his approval send these to the AcSIR-HQ for forwarding it to the AcSIR Laboratory Coordinator.

k) A softcopy of the thesis (shall be submitted by the student to the AcSIR Laboratory Coordinator, who in turn will send it to the members of the Thesis Board (as approved by the Dean).

l) The members of the Thesis board will send the Ph.D. thesis evaluation reports to the AcSIR Laboratory Coordinator.

On non-receipt of thesis reports by 8 weeks, the thesis should be sent to the next examiner(s) of the thesis board following the order of preference adopting the same procedure.

As soon as two reports are received from any of these examiners, the decision should be made based on these reports only, without waiting for the additional report(s). If, however, additional reports are available at about the same time, then all the reports will be considered.

m) Based on the reports of the thesis examiners, the student shall incorporate all the suggestions/corrections based on the comments of the thesis examiners. The DAC shall ensure that all suggested suggestions/corrections of both the examiners have been incorporated in the thesis and only then recommend the holding oral examination or rework.

n) The DAC may recommend the re-submission of the thesis for evaluation at most once after incorporating all the comments/suggestions made by the DAC.

o) Thesis oral examination board (OEB) shall be constituted by the Director of the Laboratory (where the thesis is being submitted) on the recommendation of the thesis supervisor(s). The OEB will have minimum three members :
- One external member (amongst the thesis examiners)
- At least one DAC member and
- Thesis supervisor(s)

The Viva-Voce examination should be scheduled by the Supervisor in consultation with the AcSIR Laboratory Coordinator, as soon as possible, depending on the mutual convenience of the OEB, especially the external examiner.  The viva-voce examination shall be open to be attended by Members of the DAC, all faculty members of the Department, other research scholars and other interested experts/researchers.

The Viva-voce examination should be preferably conducted using digital communication aids (Video-conferencing, Skype and other appropriate video-based communication) to avoid delays in the conduct of viva-voce examination, the details of which are given in **Annexure - XVI.**  A formal communication to be sent to the external examiner by the AcSIR Laboratory Coordinator to this effect is given in **Annexure - XVII**

p) The Ph.D candidate shall present his research work in presence of the above OEB, which would assess the student's work and performance based on the presentation and responses to the questions raised during oral examination.

q) The candidate is considered to have passed the oral examination if the majority of the OEB members, including the external examiner, consider that the performance of the candidate is satisfactory.

r) If a student has not passed the oral examination, the Oral Examination Board shall specify whether :

(A) (a) the student may be given another chance to appear in the oral examination and approximate date for re-examination will be specified.

(b) the original Oral Examination Board shall conduct the re-examination, unless a different Oral Examination Board is approved by the Chairperson, Senate;

(c) in the re-examination, the Oral Examination Board shall declare whether the student has passed or failed but shall not recommend holding a re-examination.

(B) the student is declared to have failed;

s) The AcSIR Laboratory Coordinator has to send the completed viva-voce examination form (as per the format), signed by all the OEB members, to the concerned Dean. The viva-voce form has be accompanied by the student's No-dues certificate (to be submitted by the student) and a soft copy of the Ph.D thesis (pdf format) bearing the signatures of student and his/her supervisor(s) at all the appropriate places. The Dean will forward his/her recommendations to the AcSIR-HQ for the approval of Chairman, Senate and subsequently Provisional Degree will be awarded to the student.

t) On ratification by the Senate, AcSIR, the successful candidate will become eligible for receiving the Ph.D. degree from AcSIR-HQ.

## Thesis submission Certificate

The thesis submission certificate will be issued on the request of the student by the AcSIR Laboratory Coordinator only after the thesis submitted, along-with all the relevant documents, has been found to have met all the prerequisites of thesis submission, as per the rules of thesis submission. The thesis submission date would be the date on which the thesis is finally accepted by the Office of the AcSIR Coordinator complete in all respects (with all the thesis submission prerequisites and supporting documents in order and the thesis in proper format).

## Issuance of Provisional/Final degree Certificates

The provisional certificate shall be sent to the student after successful completion of the Masters/Ph.D oral examination within 4 weeks from the intimation of the result to AcSIR-HQ. The final degree shall be awarded at the time of convocation of the AcSIR or within 180 days from the date the student's oral examination.

## UGC Compliance Certificate for Ph.D

The UGC compliance certificate can be issued to students who have completed their Ph.D degree, which certifies that the Ph.D degree obtained by the student fulfils the requirements with respect to University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations 2009/2016. The request must be made (in a standard editable proforma available at AcSIR website under 'Forms') only to certificaterequest@acsir.res.in.

## Subject Specificity Certificate for Ph.D

A separate subject specificity certificate is issued to the students, who have completed their Ph.D degree. A maximum of three subject areas, based on the thesis work, as recommended by the pre-thesis Open Colloquium Doctoral Advisory Committee meeting (DAC IV) and the concerned Dean will be mentioned on this certificate. The request must be made only to certificaterequest@acsir.res.in.

## Priority issuance of Final degree certificates

Provision exists for priority/out-of-turn issuance of the final degree certificate to a student, who would have its urgent requirement for justifiable reasons (including for job, post-doctoral offers etc.) instead of within 180 days after successful completion of the program, as per the UGC guidelines. Such priority/out-of-turn certificates would be issued within 30 days of receipt of student's request to certificaterequest@acsir.res.in, justifying its urgency and a documentary evidence (receipt) of Rs. 3000/- being remitted to the AcSIR-HQ account (only using the AcSIR SBI Collect Portal), as a fee for priority/out-of-turn issuance of the final degree.

If the certificate is not issued within the stipulated 30 days due to some unavoidable reasons, the fee for the priority issuance of the degree certificate would be refunded although efforts would continue to issue the certificate on priority basis.

## Guidelines for the issuance of Duplicate Degrees Certificates

Duplicate Certificates will only be issued if the original Certificate is damaged, lost or stolen. An application has to be made at certificaterequest@acsir.res.in mentioning the reason for the request for the duplicate certificate, having the reference to the degree awarded, year of award and enrollment number of the student. This application has to be signed by the student himself and submitted with all documents in original as mentioned below :

A. Procedure

    (i)   For replacement of damaged certificate, it must be submitted along with the application.

    (ii)  For lost or stolen certificate, a FIR (First Information Report) is to be filed to the nearest Police Station. The same is to be enclosed with the application.

    (iii) Affidavit on non-Judicial Stamp Paper of Rs. 10/-) with an undertaking to return the duplicate degree in the case of original is found.

    (iv) For lost or stolen certificate, enclose a self-certified copy of the original Certificate issued by AcSIR (if available)

B. Charges

    For Certificates issued within 10 years
    Rs. 3000/- per copy for applicants living in India
    USD 200/- per copy for applicants living abroad

    For Certificates issued more than 10 years ago
    Rs. 5000/- per copy for applicants living in India
    USD 250/- per copy for applicants living abroad

The fee for the issuance of duplicate degree certificate may be paid only using the AcSIR SBI Collect Portal.

Please enclose a copy of the transaction slip of the payment along with the application and e-mail to certificaterequest@acsir.res.in for further processing of the application.

C. <u>Processing time</u>

For Certificates issued within 10 years : 45 days from the date of receipt of the Fee

For Certificates issued more than 10 years ago : 60 days from the date of receipt of the Fee

D. <u>Proforma for affidavit</u>

*I, <Name of the Student> son/daughter of Sh./Smt. <Name of Father/Mother>, resident of <Present residential Address>, hereby solemnly declare and affirm as under:*

1) *That I was a student of Academy of Scientific and Innovative Research (AcSIR) from <month & year> to <month & year>.*

2) *That I appeared and passed <Program Name> from <Lab Name> in the year <Year>.*

3) *That the original < Program Name> Degree Certificate conferred on me by AcSIR has been lost and to the best of my knowledge and belief there is no likelihood of the said original certificate to be found.*

4) *That in the unlikely event of the original certificate is found, I shall return the duplicate certificate to the concerned authorities at AcSIR.*

*Deponent*

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

*Deponent*

*Date :*
*Place :*

## Leave of absence for students

The students need to take permission from their Supervisor for availing any kind of leave of absence, which shall be approved by the competent authority in the institute where the student is enrolled, as per the institutional/funding agency guidelines.

Permission for attending national/international conferences/trainings has also to be sought from the competent authority in the institute, where the student is enrolled and/or from the funding agency, as per the institutional/funding agency guidelines.

## Extension of tenure of PhD Thesis submission beyond the prescribed period

Provision exists for enabling an extension of tenure for the completion of PhD beyond the maximum prescribed period of six years, which would be considered for approval on a case-to-case basis.

Such applications of the students, duly signed by the DAC members, have to be forwarded by the AcSIR Laboratory Coordinator to the Associate Director (Academic) and must include a proper justification for the same.  The applicant should also mention the monthly plans of action for completion and submission of the thesis.  Each case will be considered based on its merit by the AcSIR-Associate Director (Academic) in consultation with the concerned Dean. The Chairman, Senate will finally review the recommendation of the Associate Director and take the final decision. Such application will only be

considered by AcSIR-HQ if it is made within the normal period of residency of the Ph.D and at least 7 working days prior to the date from which the extension is requested.

Further, there exists a provision for a relaxation of upto 2 years, in the maximum duration of residency period for the submission of the Ph.D thesis, for women candidates and persons with disability (more than 40%) as per the UGC guidelines 2016.  These two years of relaxation period for women candidates will include the Maternity Leave (granted only once during the entire duration of PhD for up to 240 days).

## Maximum period of Extension for thesis submission after Open Colloquium

The time limit for thesis submission, after approval of the synopsis enabling the extension of tenure of completion of PhD beyond six years, will be considered on a case-to-case basis.  The guidelines in this regard are as follows:

(i) The PhD thesis can be submitted any time within six months after clearing the DAC IV through Open Colloquium.

(ii) Submission beyond six months will require the approval of the concerned Dean and the application for such an extension should be sent to the concerned Dean with a proper justification for the delay/extension. The permission, if granted, will be recorded at Dean/Associate Dean's level under intimation to the Associate Director (Academic), AcSIR.  Such applications will only be considered if it made within six months of the date of conduct of DAV IV (open colloquium) and at least 7 working days prior to the date from which the extension is requested.

(iii) If the thesis is not submitted within one year (i.e., six months of usual time plus six months of extension, if granted) of clearing the Open Colloquium, student will make an  e-mail request to the Chairman, Senate (through the respective Dean) for continuation of the registration before the expiry of the granted period of one year and at least 7 working days prior to the date from which the extension is   requested.  If such a request of the candidate is admitted, he/she will have to re-appear for Open Colloquium and clear the same within one month and must submit his/her thesis within the next eleven months after the re-clearance of the Open Colloquium.

(iv) No further request for reappearing for the Open Colloquium will be considered.

(v) During this period of special extension of one year, fees payable will be double and four times of the usual semester fee in the follow-up first and second semester, respectively. Further, fee charged will be for full semester(s), even if the period covered is only part of the semester.  However, in case the Ph.D student, submits the thesis during the special extension period (maximum of one-year) but before the commencement of the next semester, the fees payable will also be double of the usual semester fee.

All these above-mentioned extensions for thesis submission must be sought within the normal Ph.D residency period (usually six years from the date of enrollment).  The application for such extensions will only be considered by AcSIR-HQ if it is made at least one month prior to the date from which it is requested.

## Grievance Redressal of the Students

The first level of grievance redressal for the AcSIR students is the Institute where student is enrolled for his academic program. The students are required to contact their AcSIR Laboratory Coordinator for redressal of their grievance, who in his/her wisdom would get it resolved from the concerned authorities at the Institute or AcSIR-HQ. Depending on the nature of grievance it can also be addressed to the Academic committee of the concerned CSIR Laboratory (Academic Committee at CSIR Laboratories given in **Annexure - XVIII**).

In case the student feels that his grievance has not been addressed/resolved to his satisfaction, s/he may e-mail the following functionaries at AcSIR-HQ (<u>with a cc to his Laboratory Coordinator</u>), depending on the nature of the grievance:

Associate Director - Student Affairs : Prof. Ajay Dhar (ad_studentaffairs@acsir.res.in)

Associate Director - Academics : Prof. K. Ravikumar  (ad_academic@acsir.res.in)

Senior Manager : Ms. Arpita Sengupta (arpita.acsir@acsir.res.in)

Manager : Mr. Ashwini Mishra (ashwini@acsir.res.in)


*Note : All the Forms/Formats, to be used for submitting student related academic information to AcSIR-HQ, can be downloaded from the AcSIR website under the menu - "Downloads -> Forms".*

# ANNEXURES - I to XVIII

**Semester Academic Continuation Commitment (SACC) Form**

# ACADEMY OF SCIENTIFIC AND INNOVATIVE RESEARCH
(AcSIR)

Semester Academics Continuation Commitment (SACC) Form
********************

1.  Semester (January/August) & Year : _____

2.  Name of the Student : _____

3.  Phone & E-mail Contact : _____

4.  Enrollment/Registration (as applicable) No. : _____

5.  AcSIR Centre/Unit (Name of Institute) : _____

    _____

6.  Name of the Supervisor : _____

7.  Details of the Semester Tuition Fee paid (only through SBI Collect

    a.  Date of payment : _____

    b.  Amount paid : _____

    c.  Payment Receipt Number : _____
        (***Copy must be attached***)

Accordingly, I hereby commit to continue my AcSIR academic/research work during the above semester as per program of enrollment and report progress of the semester to the Supervisor.


Date: (Signature of the Student)

Countersigned by the Supervisor (with Date): _____

***To be submitted to AcSIR <u>Latest by January 31<sup>st</sup> & August 31<sup>st</sup></u>***

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(For AcSIR Office Use)

## Guidelines for undertaking the Societal Project for AcSIR Ph.D. students

The major objective of the Societal Project is to create and nurture a sense of social consciousness and responsibility by participation in Science & Technology activities relevant to the societal problems of the nation.

Background

The ultimate aim of AcSIR is to create human resources who will promote research in science and technology having a bearing on socio-economic, cultural, intellectual and academic welfare of the people of our nation. Keeping this in view AcSIR has mandated that students aspiring to obtain a Ph.D. degree from AcSIR undertake a project concerned with societal/rural issues of the nation. The premise of this course is the aspiration of inclusive growth and improved quality of lives of the fellow underprivileged Indians through S&T interventions that are socially and economically relevant.

Broad Guidelines for undertaking the Societal project

Societal Project will have 4 credits and has to be taken up as a group activity (maximum: 5 students) with substantial contribution from each member of the group. However, in exceptional cases, if only a single student remains ungrouped, he/she may be allowed to join the existing group even if the group strength rises to 6. The exclusive time period devoted to undertaking this project should be commensurate with 4 credits normalized with the number of students in the project team. The project may also include teaching initiatives for the society.

The societal project is a 4-credit course is to be completed preferably before end of student's VI$^{th}$ semester of the PhD program but in any case, before appearing for the Open Colloquium (DAC IV).

Evaluation the Societal project

- The evaluation of this course shall be carried out by a committee comprising of Supervisors of the students of the group as well as the Activity Coordinator.
- After completing the project, the student's project-team should submit a report and give a presentation highlighting the observations/results of the project. The presentation and the report of the work shall be made collectively with individual role of each student clearly defined.
- The committee may recommend re-submission of the project at most once after incorporating the suggestions made by the committee for evaluation.
- Grade will have to be awarded only in terms of Satisfactory or Unsatisfactory.
- Laboratory Director shall designate the Activity Coordinator on a rotation basis.

## Brief philosophy of awarding the academic letter grades in courses

$$CGPA = \frac{\text{Summation of Ci Gi}}{\text{Summation of Ci}}$$

where Ci represents credit points and Gi represents grade points.

Based on the philosophy, letter grade does not allow the fractions. The grades have to be within the ranges of A+, A, B+, B, C+ in order to pass the course. Please note that at AcSIR "C" is a fail grade. Therefore, while mapping the absolute marks onto the letter grades the investigator in-charge has to be sure what grade he wants to award. One student may get 55 or 58 (out of 100) as his/ her actual marks, but the onus is on the Instructor to declare whether the candidate is C+ or C. The Instructor has the liberty to declare 58 as C+ and he has to be convinced that the candidate deserves a C+ grade. Likewise, the investigator in-charge has to assign A+, A etc based on the performance of the students in the course. Ideally, the instructor has to draw a histogram based on the performance (absolute marks) of the students in the course. Then he has to decide what should be the minimum pass mark for that course. He/ she has to then decide on a range (say minimum + X marks, X being 6 or 7 or 8 marks) and assign that range as C+, the immediate upper range (again he/ she has to decide the range based on the trend of the histogram) should be assigned a letter grade of B and so on. If the instructor sees that nobody is truly outstanding in the histogram, he need not even award A+ in that course for that particular batch of students. The Instructor is free to choose the minimum pass marks (and hence the pass grade is mapped there) depending on the standard of the examinations/ assignments and the standard of performance of the students in the course.

The numerical interpretation of the letter grade has only relation to the calculation of SGPA and CGPA. But letter grade cannot be interpreted as a fractional number. For example, if an Instructor has awarded B+ grade to somebody, then the student earns full 8.0 grade point on that course. The grade point cannot be 8.2 or 7.8. The grade point will be multiplied by the corresponding credit of the course and then SGPA or CGPA will be calculated based on the formula given above.

Whenever a large number of student's grades in a course fall on either extreme of the spectrum, they shall be discussed/reviewed by the concerned course coordinator and AcSIR Laboratory Coordinator in consultation with the Laboratory Director, if required.

# Credit Transfer Policy

**AcSIR facilitates transfer of credits through an internal evaluation process**

**Requests for Transfer of Credits can be categorized as below:**

1. Taking courses outside while enrolled in AcSIR
2. Taking a break (due to unavoidable circumstances) during studies at AcSIR
3. Course completed/ done at UGC accredited institutions and other reputed institutions such as IITs, NITs, BITs
4. Course completed/ done at any Institute/ University abroad

## 1. Taking course outside AcSIR and recognition of Credit

Current AcSIR students who are considering taking course(s) at another institution should obtain permission from their guide(s) and Doctoral Advisory Committee (DAC) in advance. The information has to be sent to Associate Director (Academics).

Guide, DAC and Lab Coordinator shall decide about the credit units of recommended courses with due approval from Associate Director (Academics).

The guide will ensure the necessary academic requirements out of the course(s) credited elsewhere. Any discrepancy is to be settled in consultation with the Associate Director (Academics).

## 2. Taking a break (due to unavoidable circumstances) during studies at AcSIR

If a student had to take a break due to unavoidable circumstances during studies at AcSIR (with due permission form the Senate) and wishes to complete his/her studies at AcSIR may also get the benefit of transfer of credits earlier earned. Such individuals may route the application through Coordinator and Coordinator shall then arrange for necessary approval from his/her guide, DAC and Associate Director (Academics).

## 3. Course completed/ done at UGC accredited institutions and other reputed institutions such as IITs, NITs, BITs

Candidate can get benefit of transfer of credits for graduate level courses completed at UGC-accredited institutions and other reputed institutions such as IITs, NITs, BITs, provided that a grade of at least "C+ of AcSIR (equivalent to 6.0 or above grade point) is earned and the course is similar in content as compared to what is offered at AcSIR.

In order to obtain transfer of credits due to coursework on individual's records (grade-cards), the candidate must submit a grade-card (equivalent) obtained from the host institute to the Associate Director (Academics) who in turn will obtain the recommendations of the concerned guide(s) for equivalent grade and credit for the course(s) of interest. Documents to accompany the application for Credit transfer are copies of the grade-card and course descriptions.

**Maximum credits allowed to be transferred**

AcSIR will allow a maximum of 12 credits for a 2-year program or 16 credits for an integrated combination (2+3 year) program or 4 credits for the doctoral degree program from accredited institutions. Courses must be academic in nature and be similar in scope and content to the courses offered at AcSIR.

**4. Course completed/ done at any Institute/ University abroad**

Credit earned due to the courses attended in the Universities/Institutes abroad can be transferred based on the comparability with the equivalent courses at AcSIR. Generally the Institutions/Universities should be well reputed or recognized by the Association of Indian Universities (AIU).

All grade-cards/transcripts and course syllabi must be translated from the original language into English and certified by a professional translator.

## Eligibility Criteria for AcSIR Faculty

CSIR-staff (Group IV & III)/ Quick Hire Fellows/Ramanujan Fellows/Ramalingaswami Fellows/INSPIRE Fellows are eligible to be an AcSIR faculty, as per the following guidelines:

**1. Essential Requirement**

(i)   ME/ MTech in Engineering/ PhD/ MD or recognized equivalent degree

(ii)   Should teach at least one coursework in 4 semesters and/or guide PG or Doctoral students.

**2. Qualification required by CSIR (Group IV) staff at different levels of AcSIR faculty**

(i)   *Assistant Professor* : Scientist (Scientist-C)/ Senior Scientist (Scientist-E-I)

*Ordinarily, Junior Scientists (Scientist-B) are not to be considered as Faculty of AcSIR. However, if an outstanding candidate conducts course work of AcSIR, has above qualification and the Director of the concerned Lab recommends him/ her for faculty position in AcSIR, the person could be designated as an Assistant Professor of AcSIR on due recommendation from the concerned Dean and approval from the Chairman of the Senate. Such candidates would be expected to have at least two publications in SCI or equivalently indexed journals as first author. It is to be noted that such an AcSIR faculty* **can only be a co-supervisor for PhD students**.

(ii)   *Associate Professor* : Principal Scientist (Scientist-E-II)

(iii)   *Professor*: Senior Principal Scientist (Scientist-F), Chief Scientist (Scientist-G), Fellow of a National Academy of Sciences/Engineering, JC Bose Fellow/Bhatnagar Fellow or any other similar fellows of high esteem (as decided by the Chairman, Senate)

(iv)   *Outstanding  Professor* : Director/Scientist H

(v)   *Distinguished Professor :* Scientist I

(vi)   *Emeritus Professor* : An emeritus CSIR scientist teaching a AcSIR course and/or supervising an AcSIR student's thesis.

(vii)   **Professor of Eminence :** Director General, CSIR will be recognized by the Academy as a Professor of Eminence of AcSIR.

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- Only AcSIR faculty can act as a supervisor/co-supervisor to the Ph.D students.

- All the academic designations in AcSIR are applicable with respect to only regular positions in CSIR (i.e. not applicable to any interim/acting/officiating positions) and are co-terminus with their regular employment in CSIR.

- Holding a scientist's position in a CSIR Laboratory is not the sole criteria for appointment/ upgradation to a faculty position in AcSIR, which is subject to their active involvement in various AcSIR-related Academic and other related activities.

- CSIR scientists desirous of applying/upgradation as a faculty of AcSIR have to get their application (in a specified format given in **Annexure - VI**) forwarded to AcSIR-HQ through their AcSIR Laboratory coordinator for the consideration of the Chairman, Senate.

**3. Qualification required by CSIR (Group III) staff for different levels of AcSIR faculty**

All Group III staffs of CSIR interested to be faculty in AcSIR must fulfill (i) Essential Requirement mentioned above, and (ii) have at least one published paper in SCI or equivalently indexed journal as a corresponding author or at least two such publications as first author.

   (i) *Assistant Professor* : Technical Officer-2 Gr.III(5)/Technical Officer-3 Gr.III(6) [equivalent to Scientist/ Senior Scientist]

   (ii) *Associate Professor* : Principal Technical Officer Gr.III(7) [equivalent to Principal Scientist]

A Group III staff of CSIR who is a AcSIR faculty can only be a co-guide of MTech/PhD students enrolled in AcSIR.

**4. Qualification required by Quick Hire Fellows/Ramanujan Fellows/Ramalingamswami Fellows/ INSPIRE Faculty and other equivalent Fellows to be an AcSIR faculty**

   • Must have a PhD/ MD or recognized equivalent degree
   • Must have at least one published paper in SCI or equivalently indexed journal as a corresponding author or at least two such publications as first author.

   *A Fellow in this category could be included normally as an Assistant Professor but could also be included as an Associate Professor depending his/her length of experience and credentials. He/she would be expected to teach the courses under AcSIR and could serve as a supervisor to the PhD students only if a regular AcSIR faculty is the co-supervisor of these Ph.D students.*

**5. Requirement for AcSIR faculty to act as primary Supervisor for Ph.D students**

   a) Must hold a doctoral or equivalent degree preferably with 2-3 years' post-doctoral experience

   b) Must have at least one published paper in SCI or equivalently indexed journal as a corresponding author or at least two such publications as first author.

   c) CSIR scientists, not having a doctoral degree, are eligible to serve as co-guide of students registered for Ph.D in AcSIR. However, they can act as a supervisor for PG students registered for M.Tech/M.Sc etc. in AcSIR.

   d) JC Bose Fellows, Bhatnagar Fellows, Emeritus professors or any other similar fellows of high esteem can act as primary supervisors to the Ph.D. students only if a regular AcSIR faculty is the co-supervisor of these students, to ensure the continuity of the study.

   e) The AcSIR faculty who superannuates/resigns from CSIR can only continue as a co-supervisor and a new supervisor has to be allocated to the Ph.D student amongst the existing AcSIR faculty. However, if the AcSIR faculty superannuates/resigns from CSIR after the successful conduct of the Open Colloquium (DAC IV) of the student, he/she can continue to act as a Primary Supervisor without any additional requirement of a co-supervisor. In such cases, where there was an already existing co-supervisor of the student, s/he can continue to be the co-supervisor.

**6. Maximum number of students that can be enrolled for PhD under an AcSIR faculty**

Total number of students enrolled for PhD under an AcSIR faculty, including those registered with other Universities or Academic Institutions (if any), should be limited by his/her AcSIR academic position as follows:

**Assistant Professor** : 4 students (*except Junior Scientists or Scientist B of CSIR system, if recognized as AcSIR faculty-Assistant Professor, is eligible only as a co-supervisor*)

**Associate Professor** : 6 students

**Professo**r : 8 students

**Outstanding Professor** : 8 students

**CSIR Emeritus Professor** : 2 students (mandatory to include a co-supervisor who is a AcSIR faculty)

Further, in following cases, student number would not be counted towards this ceiling of number of students permitted for each level of faculty: i) Being a co-supervisor of a student; and ii) PhD student who has submitted his/her thesis

> **It is strongly recommended that supervisors include a co-supervisor for their Ph.D students when their tenure in regular service is less than 3 years.**

## Application format for Appointment or Ungradation as a Faculty of AcSIR

**CSIR Lab./Institute.:----------------------------------**

1. **Name** :
2. **Date of Birth** :
3. **Email id** :
4. **Telephone/Mob:**
5. **PAN** :
6 **Discipline** : **(Biological Sciences/Chemical Sciences/Physical Sciences/Mathematical & Information Sciences/Engineering Sciences)**
7 **In case of upgradation as AcSIR Faculty, previous Designation in CSIR _____**

   **and in AcSIR _____**

8 **Current Designation at CSIR: _____**

(Scientist/ Senior Scientist/Principal Scientist/Senior Principal Scientist/Chief Scientist/ Outstanding Scientist)
(Technical Staff-Group III (5) / Technical Staff-Group III (6) / Technical Staff-Group III (7))
(Ramanujan Fellow/ Ramalingaswami Fellow / INSPIRE Fellow / Quick Hire Fellow / Others (please mention) )

9 **Academic Qualifications** (highest degree first - in reverse chronological order)

| Sl No | Degree | University/Institute | Year of passing | Subjects/ Specialization |
|-------|--------|----------------------|-----------------|--------------------------|
| 1 | | | | |
| 2 | | | | |
| Add rows | | | | |

10 **Employment** (in reverse chronological order)

| Sl No | Designation/Position | Institute/organization | From | To | Nature of work (Research/teaching/others) |
|-------|----------------------|------------------------|------|-----|-------------------------------------------|
| 1 | | | | | |
| 2 | | | | | |
| Add rows | | | | | |

9 **No. of Publications in SCI or Equivalently indexed journals** [ ]   (in numerical)

As corresponding Author ☐     As first Author ☐

10  **Fellow of a National Academy of Science/Engineering:** Yes ☐     No ☐

If yes, affiliated to    | NASI |     | IAS |     | INSA |     | INAE |

11  **Any other national/international awards or achievements (with details) :**

12. **Mentoring Student(s):**

(a) **Details of AcSIR Ph.D students supervised – completed & on-going**

| SI. No | Enrolment No. | Name of Student | Year of Award/ongoing | Discipline | Lab/Institute | supervisor/co-supervisor |
|--------|---------------|-----------------|-----------------------|------------|---------------|--------------------------|
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| ADD ROWS |  |  |  |  |  |  |

(b) **Ph.D students supervised of other institutes (other than from AcSIR) - completed/on-going**

| SI. No | Name of Student | Year of Award/on-going | Discipline | University/Institute | (supervisor/co-supervisor) |
|--------|-----------------|------------------------|------------|----------------------|----------------------------|
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| ADD ROWS |  |  |  |  |  |

(c) **Number of Masters students supervised**:   AcSIR : _____          Non-AcSIR : _____

(d) **Teaching Course(s) in AcSIR PG/Ph.D Program:**

Yes ☐        No ☐

Date:                                                          Signature of the Applicant

                                                               Name : _____

## Certificate (to be furnished by AcSIR Coordinator) in respect of Applicant

It is certified that _____(Name & Designation of Applicant) has been associated with teaching of at least one of the approved courses and/or guiding PG or Doctoral Students, since January/August Session, _____(year).

| SI. No. | Course Code | Course | Session & Year |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| ADD ROWS | | | |

**OR**

It is certified that _____(Name & Designation of Applicant) would be associated with teaching of at least one of the approved courses and/or would be supervising at least one PG or Doctoral Student, from ensuing Semester with communication of confirmation of the same to AcSIR Headquarters (January/August Session, _____(year):

| SI. No. | Course Code | Course | Session & Year |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| ADD ROWS | | | |

### AcSIR Coordinator

Date                                                                    Signatures

Name & Designation

### Director of CSIR Lab./Institute

Date:                                                                    Signatures:

Name:

**Chairman, AcSIR Senate**
**(Director, AcSIR)**

## Guidelines for the Mandatory inclusion of AcSIR Affiliation in all publications emanating from the Thesis work

Any student and/or faculty of AcSIR publishing a paper based on the AcSIR thesis research work of the student and/or the thesis content must <u>mandatorily</u> include their affiliation with the Academy of Scientific and Innovative Research (AcSIR) in the Title page of the paper under the Author lines (in addition to their affiliation with the CSIR institute). This affiliation must be in proper form as per example illustrated below :

Jyoti Yadav[1,2], Anurag Agarwal[1] and Balaram Ghosh[1,2]

[1]*CSIR-National Physical Laboratory, Dr. K.S. Krishnan Marg, New Delhi-110012, India*

[2]*Academy of Scientific and Innovative Research (AcSIR), Ghaziabad- 201002, India*

*Note: In this case Jyoti Yadav is an AcSIR Student working at CSIR-NPL and Balaram Ghosh is her supervisor and a faculty of AcSIR working at CSIR-NPL. Anurag Agarwal is a scientist/student but not a faculty/student of AcSIR*

Any publication without full compliance to the above form of the affiliation with AcSIR by the student and faculty of AcSIR <u>would not be admitted as a qualifier for fulfilment of their AcSIR PhD thesis submission requirements</u>. Also, any publication emanating from the thesis work of the student at any time without proper AcSIR affiliation (as mentioned above) would be considered as unethical and violative of academic norms and guidelines of AcSIR.

## Plagiarism Check Report mandatory for submission of Dissertation/Thesis

It has been decided to implement the "Plagiarism Check Report", in compliance with the University Grants Commission (Promotion of Academic integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 notified on July 23, 2018. The adoption of the parameters of UGC in this regard as detailed in
https://www.ugc.ac.in/pdfnews/7771545_academic-integrity-Regulation2018.pdf

Submission of a Plagiarism Check Report, through an appropriate licensed software, in compliance with the UGC Regulations 2018 (Gazette Notified in the Gazette of India on July 31, 2018), would be a mandatory requirement for submission of any Masters' Dissertation and Ph.D Thesis from January 01, 2019.

**Format of the AcSIR Ph.D Thesis Cover/Title-Page**

# Thesis Title

by

## Name of the candidate
### AcSIR Registration Number

A thesis submitted to the
Academy of Scientific & Innovative Research
for the award of the degree of
DOCTOR OF PHILOSOPHY
in
(SCIENCE/ENGINEERING)

Under the supervision of
**Name of the supervisor(s)**

**\* LOGO of Institute with
Name of the Institute & City**

**AcSIR**

Academy of Scientific and Innovative Research
AcSIR Headquarters, CSIR-HRDC campus
Sector 19, Kamla Nehru Nagar,
Ghaziabad, U.P. – 201 002, India

**Month - Year** (of thesis submission)

*\* Please use only ONE LOGO – either of your institute or CSIR/ICMR/DST*

## Format of the Ph.D Thesis Certificate

**Certificate**

This is to certify that the work incorporated in this Ph.D. thesis entitled, "*(Thesis Title)*", submitted by *(Student's Name)* to the Academy of Scientific and Innovative Research (AcSIR), in partial fulfillment of the requirements for the award of the Degree of *(Title of Degree)*, embodies original research work carried-out by the student. We, further certify that this work has not been submitted to any other University or Institution in part or full for the award of any degree or diploma. Research material(s) obtained from other source(s) and used in this research work has/have been duly acknowledged in the thesis. Image(s), illustration(s), figure(s), table(s) etc., used in the thesis from other source(s), have also been duly cited and acknowledged.

(Signature of Student)          (Signature of Co-Supervisor)          (Signature of Supervisor)
                                                if-any

   Name with date                    Name with date                         Name with date

## Statements of Academic Integrity

I _____ (name of student), a Ph.D. student of the Academy of Scientific and Innovative Research (AcSIR) with Registration No. _____ hereby undertake that, the thesis entitled "_____ _____"has been prepared by me and that the document reports original work carried out by me and is free of any plagiarism in compliance with the UGC Regulations on *"Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions (2018)"* and the CSIR Guidelines for *"Ethics in Research and in Governance (2020)"*.

**Signature of the Student**
Date   :
Place  :

It is hereby certified that the work done by the student, under my/our supervision, is plagiarism-free in accordance with the UGC Regulations on *"Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions (2018)"* and the CSIR Guidelines for *"Ethics in Research and in Governance (2020)"*.

**Signature of the Co-supervisor (if any)**
Name :
Date   :
Place  :

**Signature of the Supervisor**
Name :
Date   :
Place  :

## Plagiarism related declaration by the student

# DECLARATION *

I, _____ (name of the student), bearing AcSIR Registration
No. _____ declare:

(a) that the plagiarism detection software is currently not available at my work-place institute.

(b) that my thesis entitled, "_____ " is plagiarism free in accordance with the UGC Regulations on *"Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions (2018)"* and the CSIR Guidelines for *"Ethics in Research and in Governance (2020)".*

(c) that I would be solely held responsible if any plagiarized content in my thesis is detected, which is violative of the UGC regulations 2018.

(Signature of the Student)
Date    :
Place   :

**\*** *This declaration is to be mandatorily given by all the students, who do not have an access to the plagiarism detection software in the work-place.*

# One-page Abstract to be appended at the end of the thesis

**ABSTRACT**

------------------------------------------------------------------------------------------------------------------------

**Name of the Student:**                                    **Registration No. :**

**Faculty of Study:**                                          **Year of Submission:**

**AcSIR academic centre/CSIR Lab:**              **Name of the Supervisor(s):**

 **Title of the thesis:**

-------------------------------------------------------------------------------------------------------------

*Text of the Abstract*

## Details of the publications emanating out of the thesis work

The following have to be appended serially <u>at the end of the thesis:</u>

1) List of publication(s) in SCI Journal(s) (published & accepted) emanating from the thesis work, with complete bibliographic details.

2) List of Papers with abstracts, presented (oral/poster) at national/international conferences/seminars with complete details.

3) A copy of all SCI publication(s), emanating from the thesis, to be bound at the end of the thesis.

## Guidelines for the selection of PhD Thesis Examiners

1. The research supervisor of the candidate shall submit a panel of 8 examiners (with their brief one-page CV including their area of research expertise) in the relevant field to the AcSIR coordinator of the respective laboratory, which will be sent to the Dean of the relevant faculty of study for selection and approval. The AcSIR laboratory coordinator should accept consent from as many proposed examiners as possible but not necessarily all.

2. The panel of examiners shall be regular/retired faculty from reputed National Labs like CSIR, DST, ICMR, ICAR, DAE/BARC, DRDO, ISRO and Academic Institutes and Universities of repute like IITs, IISER, NIPER etc./State and Central Universities of repute and also experts from industry (including PSUs).

3. The Dean of the relevant faculty may ask for a revision in the panel of proposed examiners, if found not suitable to be considered as an examiner.

4. Collaborators of research supervisor with whom the concerned student has worked or co-authored any publication, should not be included as a proposed thesis examiner.

5. The proposed examiners can be selected from the following choices with imposed limits: (i) Only one examiner is allowed from any institute/university (ii) Maximum four examiners can be proposed from a single state (iii) For thesis submitted from CSIR Labs, a maximum of two examiners can be proposed from two different sister CSIR Labs with limit of only one examiner belonging to the same state (iv) An examiner cannot be proposed who is a regular or retired faculty of the same institute from where the thesis is being submitted (v) The Dean has the right to include an examiner that has not been proposed by the Supervisor. Any exception to the above proposed choices should be made with proper justification from the Supervisor of the student, which may or may not be accepted by the Dean of the concerned faculty.

6. In case of recommending the name of an examiner from an industry, it should be ensured that the examiner is an active researcher with publications/patents in the theme area of thesis.

7. The selected examiner(s) may not necessarily be from the proposed name of examiners as selected by the Supervisor of the PhD student and the Dean has the right to add more names in the panel of examiner in the relevant field.

8. The proposed list of examiners is recommended to be submitted in two formats: (a) as a Word document, (b) as a signed PDF file.

The proposed panel of examiners must be prepared strictly adhering to the above guidelines and it would be accepted only after complete compliance has been ensured by the concerned authorities.

## Promotion of conduct of Ph.D Thesis Viva-Voce examination through electronic/digital media

To encourage the use of digital communication technologies in AcSIR activities and in order to avoid delays in conduct of viva-voce examinations, it is proposed to promotion of conduct of PhD Thesis viva voce examination through digital & electronic media/mode, such as, Video-conferencing, Skype and other appropriate bi-directional video-based communication mechanisms. It would also help in having potential examiners who otherwise have difficulty in sparing sufficient time to travel and conduct the viva voce in person.

Such examiners conducting the viva-voce examination through electronic communication modes would be paid an additional "Digital Communication Allowance (DCA)" of Rs. 2000/- per viva voce examination.  The DCA would be paid in addition to the usual honorarium payable (Rs. 2000) to the examiners for conducting the viva-voce examination. A format of the Invitation Letter for use in such communications with the examiners is given in Annexure XII.

## Invitation to examiner for conducting PhD Viva Voce Examination

To
Examiner Name & Address

Dear Dr. / Prof.  ……

This is with reference to the Ph.D. Thesis entitled "_____ _____",   which has already been evaluated by you.

On behalf of the Chairman, Senate, Academy of Scientific and Innovative Research (AcSIR), I feel privileged  to invite you  to kindly  conduct  the Ph.D. Thesis Viva Voce Examination of _____, a student of AcSIR at its center – CSIR-XXX (Name of the Lab). The viva voce examination has been scheduled to be held on _____ (date) at _____ (time) at CSIR-XXXX, (Insert address).

I hope you would accept the invitation to conduct the examination.  May I mention that as a token of appreciation for your valuable intellectual time, AcSIR would pay honorarium of Rs. 4,000 for conducting the viva-voce examination.

I would like to further mention that the viva-voce examination may be conducted either in person by visiting the venue of the examination or through video-conferencing. To facilitate the use of digital communication during viva-voce and submission of duly signed e-viva examination report (a scanned copy of signed examination report), AcSIR would additionally pay a "Digital Communication Allowance" of Rs. 2,000.  In case you plan to conduct the viva-voce Examination through an electronic mode, kindly share your ID details with us.

However, if you wish to conduct the viva-voce Examination in person, please let us know your travel plans for making necessary arrangements for your local travel and accommodation. TA/DA will be paid to you as per the AcSIR rules for the above purpose and you can choose any mode of journey as per your convenience.  While booking an air-ticket for your journey, please prefer economy class tickets with the cheapest fare available on any airline.

Kindly confirm whether you would like to conduct the viva-voce examination in person (at CSIR-XXXX) or through one of the specified electronic/ digital communication modes.

I look forward for your earliest communication for the above.

(Coordinator)

## Academic Committee at AcSIR-affiliated CSIR Laboratories

All the CSIR Laboratories/other program centres/Affiliates of AcSIR participating in the academic programs of AcSIR should have an Academic Committee in place in their respective laboratories. The purpose of the Academic Committee is for better overall academic supervision at Laboratory level and strict compliance to rules and directives issued by AcSIR from time to time. This can also be a first platform to address the academic grievances of AcSIR students at the CSIR Laboratories.

The composition and function of Academic Committee (AC) formed at all CSIR Laboratories/ other program Centres of AcSIR participating in AcSIR programs would be as detailed below:

(i) The Director of the concerned CSIR Laboratory/program Centres/Affiliates of AcSIR will constitute the Academic Committee with the concurrence of the Chairman, Senate.

(ii) The Committee will be Chaired by the Director of the concerned CSIR Laboratory/ program Centres/Affiliates of AcSIR or his nominee (who would be a person of repute in research/academics at the level of Professor of AcSIR and senior to the Coordinator).

(iii) The Academic Committee (AC) will have a minimum of 5 members and the AcSIR Laboratory Coordinator will be the Convener.

(iv) The remaining three or more members will be from amongst the faculty of AcSIR currently involved in guiding/teaching the AcSIR students.

(v) Tenure of the AC will be two years. However, not more than one nominated member may be re-nominated to the AC and that too only for one more term of two years.

(vi) Vacancies arising in the interim period may be filled up by fresh nomination by the Director, CSIR Laboratory for the remaining tenure of the AC. Such changes in the composition of the AC may be communicated AcSIR-HQ.

(vii) The ACs in each of the Labs should conduct at least one meeting in each semester and monitor level of compliance with respect to the academic guidelines and standards (quality of teaching, students' participation, internal review, feedbacks from teachers/students for improvement of academic learning, etc.) of the ongoing AcSIR programs.

(viii) The Coordinator of the Laboratory may refer any academic matter to the AC.

(ix) AcSIR may assign any other task or responsibility or Terms of Reference to the AC for improvement of academic processes, compliance to guidelines, feedback or any other goal of AcSIR at the Lab.

(x) Coordinator will submit the approved minutes of the meetings of AC to the Director of CSIR Lab, the Chairman, Senate and the concerned Dean(s) & Associate Dean(s).

(xi) Additional member(s) may be co-opted by the Director of CSIR Laboratory depending on the need and exigencies on a regular basis or for a specific meeting/agenda of the meeting