



INDIAN INSTITUTE OF TECHNOLOGY MADRAS,
CHENNAI

Academic Section



Telephone: [044] 2257 8044

FAX: [044] 2257 8042

No.F.ARU/PU/2022

Date: 05-05-2022

CIRCULAR

Sub: New Guidelines for monitoring progress of PhD/HTRA Scholars-Reg.

The Senate at its 295th meeting held on 28-02-2022 approved the new guidelines for monitoring progress of PhD/HTRA scholars as follows:

1. The fellowship is for a maximum of 5 years (60 months). However, for better monitoring, some guidelines are proposed to release the fellowship in two phases. The first phase of fellowship is recommended for 30 months, in which the Ph.D. scholar is expected to finish the course work, comprehensive examination/viva, and present the research proposal seminar (RPS) to the Doctoral Committee (DC).

It should be done within the maximum period of 30 months, failing which the fellowship will be withheld and would be released only on the recommendation of DC, which certifies that all the three requirements have been fulfilled.

Email reminders will be sent to the guide/HoD/student every two weeks starting 3 months prior to the 30-month deadline (i.e. starting 27 months from the date of joining, upto 30 months from the DoJ.)

2. The scholar should present a colloquium within 24 months from the date of presentation of Research Proposal Seminar (RPS). In this colloquium, the scholar may present research output from the Ph.D. work.

Further, the members recommended that half yearly DC meetings be conducted after the RPS so that, submission of thesis should be within 6 months of the conduct of the colloquium.

The meetings can be held online to enable easier conduct of meetings. For DC members who cannot make it due to schedule conflicts, the meeting can be recorded for their feedback.

3. The synopsis meeting is henceforth replaced with a thesis approval meeting. This should be conducted when the thesis is ready and the student requests

for it through the guide. The guide should identify thesis examiners and get their email concurrence before the thesis- submission approval meeting. The guide can use the thesis abstract, as well as a list of the scholar's published work (if any) as inputs to potential examiners to help them decide on accepting to review the thesis.

4. The notion of core and elective courses is removed. The DC prescribes a basket of course. Atleast twice the number of required courses. The best four courses will be used for computation of the CGPA. The revised format of progress report is enclosed.
5. The final thesis, forwarded by the HOD, may be approved by the Sectional Observer, before forwarding it to the Dean (AR). The sectional observers could continue to be present to review the progress along with the DC members for scholars who have exceeded 5 years, as per existing procedures.
6. The progress report should contain 2 parts: (a) a short 2-page summary of the work done, research output, and future plans; and (b) a detailed description of the research work and results, along with any publications resulting from the thesis work. The scholar must also include a self-assessment of the research progress made in the reporting period, with suitable justification. A suggested format is enclosed.
7. The DC members may use the 2 page summary to assess the research progress. The primary responsibility for evaluating the detailed description rests with the guide(s). The rating may be given as excellent, very good, good, satisfactory, not satisfactory.

A 0th meeting be conducted (could even be by email circulation) to recommend courses, and make the student aware of these timelines.

For Ph.D. students admitted under other categories (Project- HTRA, Project-NHTRA, External, Part-time, QIP), the guides may appropriately modify these deadlines in consultation with the DC.

For MS students who convert to the PhD programme, the guides may appropriately modify these deadlines in consultation with the DC and communicate them to Dean (AR).

The above guidelines are applicable to Ph.D. Scholars admitted from the academic year 2021.

Sd/-

Deputy Registrar (Research)

To All HoDs/faculty/ Ph.D. Scholars

CC: Dean (AR)