



**Minutes of the PGC meeting of IIT-D held on 24<sup>th</sup> September, 2014 at 03.30 PM in the meeting Room (Director's office), 5<sup>th</sup> Floor, R&D Building, IIT-D Campus, Okhla Industrial Estate, Phase-III, New Delhi**

*Following members were present:*

- |                           |   |                    |
|---------------------------|---|--------------------|
| • Prof. Ashwin Srinivasan | - | Chairman           |
| • Dr. Astrid Kiehn        | - | Member             |
| • Dr. Pushpendra Singh    | - | Member             |
| • Dr. Mayank Vatsa        | - | Member             |
| • Dr. Vikram Goyal        | - | Member             |
| • Dr. Vinayak Naik        | - | Member             |
| • Dr. Somitra Sanadhya    | - | Member             |
| • Dr. Sriram K            | - | Member             |
| • Dr. Shobha Sundar Ram   | - | Member             |
| • Dr. Sujay Deb           | - | Member             |
| • Dr. Vivek Bohara        | - | Member             |
| • Mr. K P Singh           | - | Academic In-Charge |
| • Ms. Priti Patel         | - | JM-Academics       |

Chair PGC welcomed all to the meeting. Thereafter, the various issues were discussed and the following decisions/ recommendations were made.

**Points related to PhD Program**

**1. Regarding appointment of supervisor –**

**A. The PGC recommended the following guidelines for appointment of supervisor:**

- i. **For students joining PhD program through rolling admission –**
  - a. Supervisor assignment will be done at the time of joining.
  - b. The concerned faculty has to sign Supervisor/Advisor's Assignment Form.
- ii. **For students joining PhD program through direct admission –**
  - a. Students will be given a month's time to find a supervisor on their own.
  - b. Every student should have a supervisor by the end of 1st semester.

- c. Once a supervisor has agreed to guide a particular student, the concerned faculty has to sign Supervisor/Advisor's Assignment Form.
- d. After formal assignment, the supervisor will guide the student till completion of his/her PhD degree.

**B. In the event of resignation of concerned supervisor**

If the concerned supervisor has resigned from the Institute and become an adjunct faculty, in all such cases the supervisor has to nominate a co-supervisor / internal supervisor (any other existing faculty of the institute) for his/her PhD student.

This is to be made applicable on retrospective basis.

**2. The format of Research Plan to be submitted by the student towards comprehensive exam is as below:**

<p><b>Title of Research Plan</b> (Pg 1)</p> <p>submitted by Student Name (Roll No.)</p> <p><b>For Comprehensive Examination</b> Month, Year</p> <p>Supervisor's Name</p>
--

<b>CONTENTS</b> (Pg 2)	
<b>S.No.</b>	<b>Particulars</b>
1.	Course Work
2.	Introduction and review of literatures
3.	Objectives
4.	Plan of Ph.D work
5.	Publication
6.	References

The expected length of the report is 30 to 50 pages.

### 3. PhD Thesis Evaluation Form

The PGC recommends the following revised PhD thesis Evaluation form and guidelines to deal with the report received for category 'C' :

<b>INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY DELHI</b>		
		Ph.D./CSE/2014/001
Name of Candidate		
Title of the Thesis		
<p><b>Please note that the form should be accompanied by a report commenting on the strengths and weaknesses as well as specific suggestion for the improvement of the thesis as per the guidelines given in the covering letter. This recommendation form is to mainly to facilitate the Chairman, PGC in deciding appropriate action. Check ( ✓ ) for your recommendation.</b></p>		
Category (A)	The Thesis is worthy of a Ph.D. degree. The suggestions made by me are minor <b>(It can proceed to viva )</b>	
Category (B)	The Thesis is worthy of a Ph.D. degree after the suggested modifications have been done and the modifications verified by the advisor(s) <b>(It can proceed to viva)</b>	
Category (C)	The thesis requires major modifications as suggested, and the thesis must be sent to the examiner (s) after changes have been incorporated. <b>(It cannot proceed to viva)</b>	
Category (F)	The Thesis is not worthy of a Ph.D. degree <b>(It cannot proceed to viva)</b>	
<b>Name of the examiner</b>		<b>Signature of the Examiner</b>

#### **Guidelines to deal with the report received for “Category (C)” remark in PhD thesis evaluation Form:**

- i. The student should address all the issues raised by the examiner, and modify his/her thesis accordingly. He/she has to submit the revised version of thesis within one year.
- ii. The revised version of the thesis and the supporting document will be sent to **all** the examiners for re-evaluation.
- iii. In a covering letter, the Institute should also state that, we would like to hear back from the examiner in 4 weeks if the revisions meet with his approval. If more than 4 weeks time is needed to arrive at the decision, then could the examiner please write to the Institute informing us of the need for more time. If the Institute does not hear back from the examiner in 4 weeks time, then we will assume that the revisions are adequate, and have addressed the issues raised.

- iv. The PhD defense of the student will be scheduled once all examiners have agreed that the thesis addresses the issues that they each have raised.

#### **4. Travel Guidelines for PhD students**

To be discussed with Director to seek clarification.

#### **5. Procedure to be followed for rolling admission – December Round**

- i. For rolling admission, advertisement will be published on Institute's website in November month.
- ii. Faculty members may recommend applications of candidates which may be under migrated category or any external candidate.
- iii. Admin-Phd will verify applications to check whether they meet the eligibility criteria or not.
- iv. Concerned faculty member has to propose a 3 member interview committee to PGC Chair. The concerned faculty may also be the part of interview committee as member.

#### **6. Is it mandatory to complete the coursework requirement before comprehensive exam? If so, the deadline for the completion of coursework requirement should be decided.**

The PGC clarified that it is not mandatory to complete the coursework requirement before comprehensive exam.

#### **7. Set of general procedure for fellowship nominations and thesis nominations.**

The PGC recommended the following procedures:

##### **For Institute nominations for fellowship etc.**

- i. Nominations for fellowship will be called from faculty through admin-phd. Proposals should include as much of the documentation required for the nomination.
- ii. A 3- member committee consisting of PGC Chair and two PhD Coordinators will evaluate all applications/nominations. If required, the committee may co-opt any other member. In case if PhD coordinator has also nominated his/her student for fellowship, then he/she will not be part of the committee. The committee is free to follow its own procedure in deciding on its recommendations.
- iii. The committee's recommendation should be sent to the Director. The committee is free to use its judgment in formulating a justification for its recommendation.

**For nominating thesis for outside awards -**

- i. Nominations for thesis will be called from faculty through admin-phd. Proposals should include as much of the documentation required for the nomination.
- ii. A 3- member committee consisting of PGC Chair and two PhD Coordinators will evaluate all applications/nominations. If required, the committee may co-opt any other member. In case if PhD coordinator has also nominated his/her student for fellowship, then he/she will not be part of the committee. The committee is free to follow its own procedure in deciding on its recommendations.
- iii. The committee's recommendation should be sent to the Director. The committee is free to use its judgment in formulating a justification for its recommendation.