



AGENDA

Sixth (6th) Meeting of SENATE of

Indraprastha Institute of Information Technology, Delhi

Date: 19th August 2009

Day: Wednesday

Time: 3.00 PM

**Venue: **Conference Room
3rd Floor, Library Bldg
NSIT Campus
Dwarka, Sector - 3
New Delhi****

SIXTH (6TH) MEETING OF SENATE OF IIT-DELHI

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SIXTH (6TH) MEETING OF SENATE OF IIT-DELHI

AGENDA

- 6.0 Opening remarks of Chairman**
- 6.1 Confirmation of minutes of the 5th Senate meeting. (Also confirmed through circulation by majority) *Annexure 1***
- 6.2 PG Manual Adoption – to be discussed *Annexure 2***
- 6.3 Suggestion of the panel of names for selection committee for faculty**
- 6.4 Any other matter with the permission of Chair**



Minutes of the 5th Senate Meeting of IIIT-D held on July 27, 2009, at 3 PM in Conference Room, Library Building, IIIT Delhi.

Following members were present:

- Prof. Pankaj Jalote, Director, (Chairman),
- Dr. Veena Bansal,
- Dr. Astrid Kiehn,
- Dr. Mayank Vatsa,
- Dr. Richa Singh,
- Dr. Vikram Goyal,
- Dr. Ashish Sureka
- Prof. K.K. Biswas
- Mr. Sunpreet Arora, Student Representative (Invitee),
- Mr. Saurav Maitra, Student Representative (Invitee),
- Dr. A. Subramanian (Secretary),

Members Present through Audio Conferencing:

- Mr. Manish Gupta, Associate Director, IBM IRL,

5.0. Opening remarks of Chairman

Chairman extended warm welcome to all the members and to Dr. Ashish Sureka who has joined the Institute on 1st July 2009. It was informed that the Constitution of Senate as approved by the BOG permits the faculty members upto 10 will be taken in the Senate as and when they join. With his joining all the 7 internal faculty members will be in the Senate.

5.1. Confirmation of minutes of the 4th Senate meeting. (Also confirmed through circulation by majority)

The Minutes of 4th Senate meeting had been circulated and as there were no comments the same were taken as confirmed.

5.2. UG Manual Adoption

The Senate discussed at length the UG Manual. All the suggestions made during the course of meeting were incorporated and the modified version of Manual circulated, for comments if any of the members (**Annexure 1**)

5.3. PG Manual Adoption

The item could not be taken up for discussion due to paucity of time and therefore deferred.

5.4. Process for approving elective courses

The process of approving elective course was considered and approved.

5.5. Anti-ragging Initiatives

The Anti-ragging initiatives with the steps taken were considered and taken on record.

5.6. Any other matter with the permission of Chair

There being no other item, the meeting ended with vote of thanks to Chair

Rules and Regulations for PG Programs in IIT Delhi

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1 Introduction

The goal of PG programs in IIIT Delhi is to serve the R&D needs of organizations in IT and allied disciplines by producing suitable manpower as well as creating new knowledge and IPR in the process of producing this manpower. Education in these programs therefore requires students to develop deep insights into the areas of study, as well as develop ability for independent inquiry and knowledge creation.

The institute currently offers the following PG programs. Admissions into these programs and cross migration from one program to another shall be carried out as defined in this document.

- MS in Computer Science (by Research)
- PhD in Computer Science

The requirements and procedures stated in this manual are to support the goals of the PG programs. These programs are primarily governed by the following.

1. Academic Senate

The academic senate of IIIT Delhi shall be the supreme body in deciding matters related to the academic governance of the Postgraduate program at IIIT Delhi.

2. Postgraduate Committee

Postgraduate committee (PGC) is a standing committee of senate which shall oversee matters related to the postgraduate program as outlined in this document. This committee shall be appointed by the Senate and shall have a term of two years. It may consist of Faculty members, Research staff, and members of the Senate. In addition, there will be one student representative, who will be a full time PG student of the Institute.

3. Dean of Academic Affairs

Dean of Academic Affairs (DOAA) is the main functionary who ensures the smooth functioning of the academic programs as approved by the academic senate, executes the policies and decisions of the Senate and PGC, and maintains all records and files..

Waiver and Exception Clause. The rules, regulations and structure defined in this manual define the basic philosophy of the postgraduate programs at IIIT Delhi. Within the general framework, the provisions listed in this manual may be debated upon by the PG committee and in deserving cases certain requirements may be recommended for a waiver as long as it will serve the academic goal of the Institute. The PG committee may also impose additional requirements in resonance with the basic philosophy. Waivers so granted may be reviewed by the academic senate of the Institute. Any condition arising in the PG program and not covered in this manual shall be referred to the PG committee which may refer it to the academic senate.

2 Academic Session and Calendar

IIIT Delhi follows the semester system for its teaching. There are two regular semesters and one summer term in a year. Most courses are taught in the regular semesters. The semester timeline shall be defined in the academic calendar and will be broadly the following.

1. **Semester I (Monsoon Semester)**. Starts around in the first week of August and ends around the end of November.
2. **Semester II (Winter Semester)**. Starts around the first week of January and ends around the last week of April.
3. **Summer Term**: Starts around the middle of May and ends around middle of July.

A PG student is expected to take courses only during the main semesters.

The **academic calendar** of the IIT Delhi shall be approved by the academic senate and all academic events including registration, examinations, grades submissions, mid-semester recess etc. shall take place as per the academic calendar.

3 Categories of Students

3.1 *Sponsored and Regular Students*

The students may be admitted under the following categories:

1. **Sponsored** – This category comprises of students who are working professionals and are sponsored by their respective organizations by giving an undertaking (NOC) as given in Annexure. They will not be entitled to any financial assistance from the Institute, fee waiver, and on-campus placement.
2. **Regular** – This category of students are non-sponsored, normally registered as full time students.

3.2 *Full-time and part-time students*

A student may be a full-time or part-time student

1. **Full Time Students** – Are those who register for academic load of at least 12 units for those who are on financial assistance in lieu of additional administrative/academic responsibilities from the Institute, and at least 16 units for those who are not assigned any such responsibilities.
2. **Part Time Students** – Registered students who are not full-time students.

3.3 *Migration among various categories*

Migration from part time to full time (and vice versa) is permitted. Migration from Regular to Sponsored and vice-versa is also permitted. All migrations have to be requested along with supporting documentation by the student for approval to the PGC.

4 Admission

Admission to the PG program will be based on one or more of the following inputs:

- Past academic and professional record and recommendation letters
- Performance in national/international tests for PG programs
- Performance in the written tests &/or interviews organized by IITD

The eligibility criteria will be decided each year and will be communicated. The eligibility requirements as well as admission criteria may be different for the different categories of students.

4.1 Admission to the MS program

The applicant must have a BTech/BE/MCA/MSc in CS/IT/EE/ECE or other disciplines as may be announced, from a recognized university/Institute.

More details will be added later about this.

4.2 Admission to the PhD program

The applicant must have a BTech/BE/MCA/MSc or an MTech/ME/MS in CS/IT/EE/ECE or other disciplines as may be announced, from a recognized university/Institute. Students with MTech/ME/MS in CS/IT/EE/ECE may be given certain exemptions in the requirements.

4.3 Non-degree students

A non-degree student is a student registered for a degree in a recognized university/institute in India or abroad and who is officially sponsored by that Institute/university to complete part of the academic requirements at IIT Delhi. Such students may do courses or projects in IIITD, and will be given transcripts for the semesters spent in the Institute. They will be governed by all rules, regulations, discipline of the Institute. Any credit earned by a non-degree student at IIT Delhi cannot be applied towards any degree/diploma offered by IIT Delhi at any time. The admission to non-degree status is decided on a case to case basis. The applications are received by the Dean, Academic Affairs.

5 Financial Assistance

Financial assistantship is available for a limited number of MS and PhD students. Those availing of the financial assistance will be called students on financial assistantship plan of the Institute.

5.1 Types of financial assistantship

There are two kinds of financial assistantship plans of the Institute.

1. Teaching assistantship plan. The students under this plan are expected to help the instructors in various courses for the smooth running of the course.
2. Research assistantship plan. The students under this plan are expected to help the faculty members in various research programs. They may also be assigned limited academic duties.

Certain other kinds of financial assistantship such as scholarships might also be available from sources other than the Institute. Only to full-time, regular students are eligible for Assistantships and scholarships.

The teaching/research assistantship carries with it a stipend, but also has responsibilities for some academic work. The main assistantship has three components:

Sustenance Stipend. A student who is admitted on a financial plan will be entitled to the sustenance stipend as long as he remains a full time student of the Institute.

Scholarship: This part of the assistantship is for good scholarship and will be continued as long as the student maintains defined academic performance (and remains a full time student).

Remuneration for academic work. The remaining part can be viewed as remuneration for the academic work being performed for the Institute.

In addition, there will a performance linked incentive each year (after the first year), which will be over and above the main assistantship and the quantum each year will depend exclusively on the performance in the previous years.

5.2 Withdrawal and reduction of financial assistantship

The financial support continuation shall be contingent upon the performance in academics and the assigned academic/administrative duties and will be reviewed every semester. The scholarship part of the Assistantship may be terminated if the student's academic performance is not as per defined standards. The assistantship part may be terminated or reduced if the student's performance in his/her assigned duties is not satisfactory, or if the student has spent four years in the program. The sustenance part will not be terminated or reduced as long as the student remains a full time student of the Institute. The reduction/termination, if any, shall be decided by the PG committee each year, based on the performance of the student.

A student is not eligible for assistantship or scholarship after five years.

6 Change from One Program to Another

A student can change his/her registration from one program to another. All such requests shall be made by the student along with the supporting documents. After evaluation of the requests, the PG committee may approve the change. The credits for the courses and thesis shall be transferred to the new program. The change shall not be permitted if the academic performance in the old program is not good enough for continuation in the new program. After the changes, the rules for the new program shall be applicable.

A PhD student can change his program to MS. If this change is done by a student who is on the financial plan of the Institute, he/she will be treated as being in the MS program from the start of his/her program, and the difference in stipends will have to be refunded.

In special cases when a PhD thesis is not found suitable for PhD, the candidate can convert to MS and resubmit the thesis for MS (and ensure that other requirements are met). In such special cases, the student may not be asked to refund the difference between the stipends.

An MS student can change his program to the PhD and continue to do the course/research work to enable him to meet the requirements of the PhD degree. The student will be eligible for PhD stipends only from the time he enrolls as PhD student.

7 Registration

All Postgraduate students are required to register each regular semester, regardless of where they are working, unless they are on approved leave of absence. In particular, students working with an external supervisor outside of IIITD, must register through the external supervisor through electronic means. The student may discuss his registration plan with his/her supervisor or any other faculty.

Registration will generally be done just before the start of classes in a semester. Pre-registration for a semester may be done toward the end of the previous semester. Students will be informed about these dates and other details every semester.

Registration process has two parts: academic, and administrative and both must be completed in order to complete the registration process. Academic registration includes filling the registration form and specifying the courses that the student wishes to do in the semester and getting it approved. Administrative part includes paying all dues to the Institute. A student who is outside the Institute with an external supervisor may get this completed through a friend/family member/etc.

The students shall normally register for courses if their course requirement conditions are not fulfilled. A student may register for the courses and thesis simultaneously in a semester. The thesis registration shall be for thesis units in multiple of 4 (i.e. 4, 8, 12 or 16).

7.1 Late Registration

Late registration is permitted as per academic calendar on the payment of late registration fee. The late fee may be waived if the delay is due to an academic activity undertaken with prior permission. The number of days missed due to late arrival shall be treated as leave of absence.

7.2 Adding or Dropping of Courses

A student can change the courses that s/he does in a semester by adding and dropping courses till the last date for add/drop as specified in the academic calendar. In addition, a student can drop, with permission from the PG Committee, at most one course even beyond the last date for add/drop. The last date for the latter shall also be mentioned in the academic calendar.

7.3 Cancellation of registration

A student is solely responsible to ensure that all conditions for proper registration are satisfied, and there are no timetable clashes. The registration may be cancelled by DOAA for a course if any irregularity is found at a later stage. A student's registration for the semester may be cancelled as part of disciplinary action. Leave beyond permissible limits may also result in cancellation of registration for a semester.

7.4 Summer term registration

Registering in the summer term is optional. However, a PG student on financial plan of the Institute is expected to remain in the Institute and work during the summer term, though he/she may take vacation as per rules. A student may also register for up to 4 units of thesis work.

8 Leave Rules

The students may be granted leave of absence on application to the PG committee. The following leaves are applicable.

8.1 Vacation and casual leave

A post graduate student on financial assistance plan from the Institute may be allowed vacation leave during any period of Institute's vacation or during the mid-semester recess up to a maximum of 15 days per semester (six months), subject to a maximum of 30 days at a time. Leave not availed in one semester may be carried over to the next semester.

In addition, a student irrespective of the financial assistance may be allowed to go on casual leave for up to four working days in a semester, with permission.

8.2 Summer Leave

A PG student may be granted leave during the summer vacation period for undertaking internships, projects etc. This will essentially be “leave without pay” and during this period, the student will not be eligible for any financial aid. Decision on such leave requests will be made by the PG committee, which may not grant this leave if it views that granting of the leave can hinder the completion of the PG program of the student. All students taking such leave, must report for registration the next semester, even if they do not have any course requirement next semester. Any relaxation of this guideline will be decided by the PG committee, and will be granted only on academic grounds (e.g. a student is attending a conference).

8.3 Semester leave

Semester leave may be granted to students on various accounts for up to a maximum of two semesters in the program. In the case of semester leave, the academic registration of the student shall be cancelled. The financial assistance to students on financial assistantship plan from the Institute shall also be not available during the period of semester leave.

1. Semester leave may be given to students on genuine medical ground.
2. When the total days of absence is more than 20 days in a semester, the student may be required to take a semester leave.
3. Semester leave may be granted for other genuine reasons upon recommendations of the supervisor(s) and the PG committee.

8.4 Medical leave

A student can also take up to fifteen days of leave due to medical reasons. Competent authority can give up to six more days of leave under special circumstances. All medical leave requests must be supported by a medical certificate issued by a medical doctor.

8.5 Maternity and Paternity leave

As per GoI rules.

8.6 Unauthorized absence

Absence of a student without any sanctioned leave will result in the loss of financial assistance and may result in the termination of the student’s program.

9 Working on Collaborative Research outside IIITD

The postgraduate students of IIITD on collaborative research may need to interact and work in the collaborating organization on part of the thesis under the supervision of an external supervisor. Students shall require permission from the PGC to proceed to work with the collaborator. All students working on their thesis outside IIITD on collaborative research shall be governed by the following guidelines during the period of absence from IIITD.

1. Such students shall be required to register each semester as per the registration procedure of IIITD. They shall perform the academic and administrative registration of IIITD through the external supervisor using electronic means of communication.

2. The students are expected to follow the rules of the collaborating institute but shall continue be governed by the rules and regulations of the IIITD.
3. They shall be reporting to the external supervisor(s) for their research work on their thesis and shall be in constant touch with the supervisor(s) at IIITD. This may be through a regular video/audio conferencing or through regular reporting.
4. Such students are permitted to register as a non-degree student in an institute other than IIITD and may transfer the credit. Transfer of credits will be decided on a case-by-case basis by the PGC. The students can also take course on audit and submit the performance records for the consideration of waiver of course requirements if desired.
5. They shall not be provided any financial assistance under the financial assistantship plan of the Institute. Financial assistance to such students shall be provided by the collaborating institute as per their norms, or some other sources like scholarships from agencies, etc.

10 Grades and Performance Indicators

10.1 Grading Scheme

The IIITD awards the following letter grades. Each letter grade earns certain points as given in the table.

Letter Grade	Points	Remarks
A+ (Outstanding)	10	Letter grades A+ to F and I are given only in the regular courses. This grading scheme is effectively A to F; A+ is only to recognize excellent performers in a course – it has same points as A.
A (Very Good)	10	
A(-)	9	
B (Good)	8	
B(-)	7	
C (Satisfactory)	6 points	
C(-)	5 points	
D (Unsatisfactory)	4 points	
F (Fail)	2 points	
I (Incomplete)	Nil	
S (Satisfactory)	Nil	Incomplete (I grade must be converted to one of the letter grade (A to F) as per the academic calendar
X (Unsatisfactory)	Nil	S and X are grades for only certain kinds of courses.
Audit	Nil	If a student officially “audits” a course and completes all requirements.

In the academic courses, the final grades awarded are A to F (A+ is a grade with same points as A, and is there to honor excellence). An I (Incomplete) grade may be awarded in cases when all the requirements for a course are not met by the student at the time of submission of grades, and essentially reflects an “incomplete” status in the course. This grade must be converted to a regular letter grade (A to F) within the two weeks from the last date of the submission of the grades as stipulated in the academic calendar. Only for the project works and independent study courses, an additional two weeks will be admissible for the change of I grade. All unconverted I grades get automatically converted to F after this period.

All courses in which a student obtains an F grade must be repeated or replaced by another equivalent course.

The thesis work is awarded S and X grades one for each four units of thesis registration. The thesis registration is always for a multiple of 4 units. The thesis may be registered for 4, 8, 12 or 16 units in a semester and the following grades might be awarded.

Thesis Units registered	Possible grades
16	SSSS, SSSX, SSXX, SXXX, XXXX
12	SSS, SSX, SXX, XXX
8	SS, SX, XX
4	S, X

10.2 Performance Indicators – SGPA and CGPA

The semester performance is indicated by a Semester Grade Point Average (SGPA) which is a weighted sum of all the points earned in the courses done in a semester. The SGPA is given for each semester and is computed using the following formula.

$$SGPA = (u_1.w_1 + u_2.w_2 + \dots + u_n.w_n) / (u_1 + u_2 + \dots + u_n), \text{ where}$$

u_i is the number of units for the course i and w_i is the points earned through the letter grade in that course.

While doing the computation of SGPA, the course/thesis units with grades S and X are ignored.

The overall performance is indicated by a Cumulative Grade Point Average (CGPA) which is computed in the same manner as the computation of SGPA but for all the courses done in the program. While the F and X grades shall show on the grade sheet, the original grade of a course repeated/replaced is ignored in the computation of SGPA/CGPA.

11 Minimum Academic Performance Requirements

The following are the minimum academic performance requirements.

11.1 MS program

1. The minimum graduating CGPA is 6.5.
2. The minimum CGPA for continuing in the program is 6.0.
3. The minimum CGPA for continuing to get the scholarship component is 7.5
4. The student shall not be allowed to continue in the MS program if
 - a. His/her CGPA falls below 6.0.
 - b. His/her SGPA is below 6.5 in two consecutive regular semesters.
 - c. He/she obtains two or more F grades in a semester
 - d. He/she accumulates four or more X grades in the thesis units. For those students who migrate from the PhD program to MS program, the number of X grades accumulated in the MS part of the thesis only shall be counted.
5. The student shall be issued a warning for low academic performance if
 - a. His/her CGPA falls below 6.5 in a semester.
 - b. His/her SGPA is 6.0 or below in a semester and he/she is allowed to continue in the MS program.
 - c. He/she obtains two or more X grades in the thesis in a semester and he/she is allowed to continue in the MS program.

Comment [P1]: Delete?

11.2 PhD program

1. The minimum graduating CGPA is 7.5.
2. The minimum continuing SGPA is 7.0.
3. The minimum CGPA for continuing to get the scholarship component is 8.0
4. The student shall not be allowed to continue in the PhD program if
 - a. His/her CGPA falls below 7.0.
 - b. His/her CGPA is below 7.5 in two consecutive regular semesters.
 - c. He/she obtains two or more F grades in a semester.
 - d. He/she accumulates six or more X grades in the thesis units.
5. The student shall be issued a warning for the low performance if
 - a. His/her CGPA falls below 7.5.
 - b. His/her SGPA is 7.0 or below in a semester and he/she allowed to continue in the PhD program.
 - c. He/she obtains two or more X grades in the thesis in a semester, or three or more X grades in two consecutive semesters provided he/she is allowed to continue in the PhD program.
6. The students who are not allowed to continue in the PhD program may be permitted to transfer their registration to the MS program provided they meet the conditions of continuing in the MS program.

11.3 Students Under Warning

A student who is under warning will not be entitled for two components of his stipend – scholarship and assistantship. He/she will get only the sustenance portion. The student will also not be allowed to be on any elected/nominated committee representing students of the Institute, and if he is on any committee he/she shall resign.

12 Requirements for the MS Degree

12.1 Per Semester Load Requirements

A normal full time load is 16 units for all PG students. Students who are on assistantship (and are earning the remuneration portion) shall be given a relaxation of 4 units in the normal full time load. In special cases, a student may be permitted an overload of at most 4 units in a semester, with permission from the PG committee. The students who have completed the stipulated course requirements shall register for the thesis units in multiple of 4 units (i.e. 4, 8, 12 or 16). No overload shall be permitted in the thesis unit registration.

12.2 Course Work Requirements

The requirement of the course work for an MS student is 20 units. The supervisor may advise the students with insufficient background to do additional course units. The MS students are expected to finish their course requirements as soon as possible and definitely not beyond three semesters.

In special cases where the incoming candidate is very well prepared, the requirements of the courses may be reduced by the PG committee based on his past record.

An MS student may be permitted to replace up to two courses done by him/her and in which s/he has not obtained passing, but not good, grade. In this case, the earlier course will be listed in the transcript as having been taken on “Audit”. An MS student may also be allowed to do extra

courses to improve the CGPA. All such permissions shall be granted by the PG committee upon requests from the students.

12.3 Thesis credit and Total Credit requirements

All PhD students irrespective of their entry category are expected to successfully complete a minimum of 24 units of thesis. For the purpose of grading in the thesis units registered, the progress in the thesis work shall be assessed by the thesis supervisor(s). For each 4 units of thesis registration, one S (if the performance is satisfactory) or one X (if the performance is not satisfactory) grade shall be awarded by the thesis supervisor(s). The thesis grades shall be submitted by the thesis supervisor(s) at the end of the semester.

The minimum number of total units required is 56.

12.4 Thesis submission

Each MS student is expected to write a thesis report on the MS thesis. The thesis has to be submitted by the student for evaluation. The thesis shall be sent to the approved list of examiners for evaluation at least one week before the thesis defense. This list of examiners which shall include the thesis supervisor(s) and two other faculty members within the institute must be approved by the Dean, Academic Affairs and will form the thesis evaluation committee.

12.5 Thesis defense and Evaluation

Each MS thesis must be defended by the student to the thesis evaluation committee. The thesis evaluation committee shall recommend the outcome of evaluation to the Dean, Academic Affairs. The thesis evaluation committee shall comprise of at least three faculty members or researchers, two of whom are non-supervisors. It is desirable to have one of the committee members from outside the Institute (this external member may be a co-supervisor). The evaluation committee will be formed by the PG committee based on inputs from the thesis supervisors.

12.6 Award of degree

Upon a satisfactory report from the Dean, Academic Affairs, the academic senate may recommend the award of the MS degree to the student. While pending the actual award of the degree in a regular convocation of the Institute, a provisional degree may be granted by the Dean, Academic Affairs only after the recommendations from the academic senate.

13 Requirements for the PhD Degree

A student shall be considered for the award of PhD degree by the IIT Senate only upon the completion of the requirements mentioned here. Per semester load requirements of PhD students is same as for MS students.

13.1 Course Work Requirements

The requirement of the course work for a PhD student is aimed at providing the basic academic preparation to carry out the research. The course requirement for a PhD student is normally 20 units for students whose highest degree is not a MTech (or equivalent), and 12 for those who have an MTech (or equivalent). The PG committee may ask the students with insufficient background to do additional course units. This evaluation will normally be done by the PG committee after the student has completed his/her first semester in the Institute.

In special cases, students with advance standing by virtue of their academic preparedness and/or by virtue of their professional work experience may be waived certain course unit requirements. All such waivers shall be decided upon by the PG Committee.

The PhD students are expected to finish their course requirements as soon as possible and definitely not beyond four semesters.

A PhD student may be permitted to replace up to two courses done by him/her and in which s/he has not obtained passing, but not good, grade. In this case, the earlier course will be listed in the transcript as having been taken on "Audit". He/She may also be permitted to do extra courses to improve the CGPA. All such permissions shall be granted by the PG committee upon requests from the students.

Transfer of credits for courses done outside. Students may be permitted to do academic work and courses in places of repute outside IIT Delhi. Based on their performance/quantum of work done and the content of the course/quantum of work, the PG committee may waive some credit requirements for similar courses/projects. Institutions with which IITD has arrangements/MOU/student exchange programs, transfer of credits may also be permitted.

13.2 Thesis and Total credit requirements

All PhD students irrespective of their entry category are expected to successfully complete a minimum of 56 units by thesis. In truly exceptional cases where the PhD candidate is ready with a thesis before he/she has accumulated these credits, the PG committee can consider waiving off some of these units. For the purpose of grading in the thesis units registered, the progress in the thesis work shall be assessed by the thesis supervisor(s). For each 4 units of thesis registration, one S (if the performance is satisfactory) or one X (if the performance is not satisfactory) grade shall be awarded by the thesis supervisor(s). The thesis grades shall be submitted by the thesis supervisor(s) at the end of the semester.

The minimum number of total credits required is 76 units.

13.3 Comprehensive

The aim of the comprehensive examination is to check the understanding of the PhD students about his/her area of research. (Though a comprehensive traditionally was meant to check that the student has sufficient breadth, the Institute feels that this type of breadth requirement should be fulfilled through courses, and the comprehensive should be used to test the "comprehension" of the candidate about his main area of research.) For the comprehensive, the students shall prepare a "survey report" (much on the lines of papers in ACM Surveys) on his area of work, and will give a seminar on it. At least two weeks in advance, the student shall inform, through his/her supervisor, the PG Committee of his/her willingness to take the comprehensive examination, and submit the survey report. The PG Committee shall form an examination panel consisting of at least one supervisor and at least two other experts, who may be faculty members of the Institute. The survey report will be sent to the panel of the examiner as soon as possible, and definitely one week before the stipulated date of the seminar. The seminar should be open for all to attend. After the seminar, the examination panel will submit its report to the PG Committee.

13.4 Regular Seminars

This requirement is included to develop the confidence in presentations by the PhD students, as well as provide a forum for the student to present his work (perhaps before taking it to a wider audience.) Each PhD student is expected to give at least one seminar each year in the Institute (one of which will be his/her Comprehensive presentation). It is expected that the later seminars

will be based on the student's PhD research work. During his/her stay, the PhD student must give at least two such seminars. After each presentation, the advisor or the student can send the announcement about the seminar to the PG Committee for records.

13.5 Teaching Requirements

One of the potential career options for the research students is academics. The PhD program at IIITD aims to develop suitable teaching skills among the research students through teaching requirements. Towards this, it requires all students on financial assistantship plan of the Institute are required to take part in the teaching activities through teaching assistantship (TA).

All PhD students must be TA for at least two semesters to satisfy the Teaching requirements for a PhD degree. Students on research assistantship will also be required to complete this requirement, though they may be assigned lighter load each semester. The feedback received from the course students on the TA work will be part of the PhD student record, and will be an input in evaluation.

Students will be assigned their TA duties towards the end of a regular semester for courses in the next semester. During the break, they should prepare themselves for the course, and with help from the instructor, design the assignments, develop the solutions and grading of the assignments. They will also be involved in the grading of the exam papers and developing the solutions to the exam papers. Senior students are also encouraged to be a tutor as well as take part in the classroom teaching, as per along with the corresponding instructors. Such arrangements are to be worked out between the instructor in-charge of the course and the student. It is expected that the load of TA work in a semester will be similar to that of a course, that is, approximately 10 hours per week.

The teaching requirement may be waived for part-time and/or sponsored candidates (as their professional goals are likely to be already defined.)

13.6 Thesis submission

Each PhD student is expected to write a thesis report on the PhD work. The thesis has to be submitted by the student for evaluation.

1. **Submission of Extended Abstract.** The PhD students are required to submit the extended abstract on the thesis, along with the list of papers published based on PhD work. After the submission of the extended abstract the students are expected to submit their final thesis report within four weeks.
2. **Submission of Thesis:** Each PhD student is expected to submit the thesis on his/her PhD research, which shall be sent to the examiners for evaluation.

13.7 Thesis evaluation and Defense

All PhD theses will be evaluated by a panel of thesis examiners who are experts in that area, and the candidate will have to defend the thesis in front of this panel. The panel will consist of supervisor(s) of the student, and up to three other non-supervisor examiners, at least one of which must be external to the Institute, and at most one of which can be from within the Institute.

Based on the research performance of the student, the PG committee will decide how many non-supervisor examiners are desired for the thesis. The PGC will base this decision on inputs like the

number and quality of publications, the quality of the journals/conferences where the paper has appeared, the reviews of these papers, any commendations/awards received, etc. Suitable number of non-supervisor examiners will then be decided by the PG committee, based on inputs from the advisors. The PG committee Chairman will invite the non-supervisor examiners (generally through email) to become reviewers of the thesis.

After the examiners have been decided, a thesis defense date will be fixed, after taking inputs from all examiners. The date should normally be between 6 weeks and 8 weeks but not more than 3 months from the time the thesis is sent for review. The thesis will then be sent to the examiners along with the date of the defense (if some examiner(s) “back out” later, alternate(s) may be arranged by the PG Committee with inputs from the advisors). During the review period, if any further information is needed, a reviewer may request the PG Committee chairman, who may direct these requests to the supervisors.

The deadline for submission of individual reports by the examiners will be one week before the defense date. Each review member is expected to submit the review by the date. However, the defense can proceed even if all the reports have not been submitted. Each report consists of:

- An overall recommendation on the thesis. This could be one of the following:
 - Category A: The Thesis is worthy of a PhD degree. The suggestions are minor and are primarily presentation related.
 - Category B: The Thesis is worthy of a PhD degree after the suggested modifications have been done and the modifications verified by the advisor(s).
 - Category C: The Thesis requires major modifications as suggested and the thesis must be sent to the examiners after changes have been incorporated.
 - Category F: The Thesis is not worthy of a PhD degree.
- Suggestions/comments on the thesis.

All examiners are expected to attend the defense. A pre-scheduled defense can proceed even if one of the non-supervisor examiners is absent. If more than one examiner is not available, then the defense must be re-scheduled. Before the defense, all submitted reviews will be sent to all examiners. During the defense, examiners and the candidate can (and is likely) join using electronic means like video conferencing, audio conferencing, skype, etc. However, it should be ensured that all members are able to clearly see and hear the presentation, and are able to ask questions when they want. The defense shall be open to all, and arrangements should be made for this also – through presentation, video, webcast, etc.

At the end of the defense, the panel must deliberate and suggest an overall recommendation. The reports submitted earlier by individual examiners are inputs to these deliberations. The overall recommendation format is also the same as above – the category is what the panel finally awards, and suggestions/comments are those that the committee collectively wants to emphasize beyond the comments by individual reviewer. This recommendation will be physically signed by those who can. If any of the examiner is not physically present, the recommendations will also be circulated to the examiners through email or Fax (or other such means) and all the examiners present in the orals must explicitly accept the recommendations (through email, fax, etc.). If the decision is not unanimous and some examiners record their “dissent” or a “contrary view”, then the PG committee will decide how to proceed.

If the overall recommendation is F, then the thesis is rejected. Otherwise, the student has to make suitable changes to the thesis, if required, to address the concerns. This revision should normally be done within six months of the defense. When the issues raised by the examiners have been

addressed in the thesis by the student, the final thesis is submitted to the PG committee. If the overall recommendation is Category A, then the revised thesis is accepted. If the overall category is B, the revised thesis is accepted if it has a suitable certification from the advisors. If the overall recommendation is category C, then the PG committee chairman will send the revised thesis to the examiners again. The responses of the examiners will be evaluated by the PG committee to take necessary action regarding accepting the revised thesis.

13.8 Award of degree

Upon acceptance of the revised thesis by the PG committee, the academic senate may recommend the award of the PhD degree to the student. After this recommendation, while pending the actual award of the degree in a regular convocation of the Institute, a provisional degree may be granted by the Dean, Academic affairs.

14 Tuition Fee

Each registered student is required to pay a tuition fee as stipulated by the Institute. Some students might also be offered a fee waiver. If a student is on Teaching Assistantship, the Institute will waive the fee. If the student is on Research Assistantship, the project on which he is working will pay the fee.

FEE TO BE DECIDED FOR PG PROGRAMS. IIIT Hyd has 1.25 for MTech and 1L for PhD. Our computation. Faculty cost is 10L. Half of it is for R&D, of which most of it can be considered as guiding PhD and MTech/MS. If one faculty is working with 3 PG students, the cost comes to about Rs 1.25L. We should keep this as the fee for MS and PhD. We should consider having very specialized MTech programs, largely for skill upgradation, and charge heavy fee.