

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

NORMS FOR PhD PROGRAMME

(As approved by Senate in its 18th meeting held on 25th September 2014, updated in the 24th/32nd/36th/39th/44th/60th/63rd/64th/67th/68th meetings of the Senate)

The fundamental mission of the PhD programme of IITGN is to foster creative and scholarly inquiry while inculcating intellectual habits required for successful careers in teaching, research, innovation and entrepreneurship. At its core, it is envisioned that an IITGN PhD degree will be a very personal journey for the candidate, during which they undergo deep introspection and mature both academically and personally. Without compromising on the above core ideals and fundamental mission, the PhD programme at IITGN is expected to afford a great deal of flexibility and independence while encouraging the various interdisciplinary interactions needed for learning. The PhD programme is integral to IITGN's mission of furthering its status as a premier research Institute, and PhD students form the backbone of the research being conducted at the Institute. In short, by providing a dynamic learning experience, the PhD programme at IITGN is meant to be an intellectually exciting journey that shapes students into creative thinkers.

The **students are admitted to the Institute and NOT to the departments**. The student shall be assigned a department by the Institute. PhD students may be broadly classified under the '**Regular**' category or under the **continuing doctoral programme (CDP)** category depending on the nature of participation in the PhD programme. The highlights of IITGN's PhD programme can be summarized in three distinct ways:

- First, the programme facilitates exposure to diverse information and ideas to expand the breadth of the student's knowledge.
- Second, the programme will enable interaction and face-to-face professional learning through collaboration with the faculty and peers.
- Third, the programme is about a scholarly culture that encourages knowledge creation and dissemination of research in a timely manner.

A. Thesis Advisor and Doctoral Studies Committee

Each PhD student will be allotted a **thesis advisor** as early as possible and definitely **within a semester of joining** the PhD programme. The thesis advisor will propose a **doctoral studies committee (DSC)** to the Dean, Academic Affairs for approval within one semester of admission and subsequent joining in the PhD programme. The DSC shall comprise of the **thesis advisor as convener and two or more faculty members** (at least one member from the department as that of the student and one from a department different from that of the student) as members. If felt necessary, the DSC **may include persons from outside the Institute**. Although the DSC will carry out several assessments related to the coursework and thesis work, its primary mandate is to monitor the progress of the student and mentor the student from time to time. [*Note: Inclusion of outside members into DSC typically requires approval of the Chairman, Senate.*]

B. PG Orientation Programme (Aarohan)

- (a) PhD students must undergo the **PG Orientation Programme Aarohan** (2 credits) in the beginning and successfully clear it. Clearing of *Aarohan* is a **mandatory graduation requirement** for all PhD students.
- (b) *Aarohan* is a **two-week long programme** that all the newly joined students are expected to successfully complete before they commence the first semester in their academic

programme. It would have 5 themes (Inventing and Discovering, Communication, Professionalism and Ethics, Social Engagement, Well-being).

- (c) In case a student fails to clear *Aarohan*, s/he must clear an additional two credits worth of HSS courses for meeting the graduation requirements in lieu of successful clearing of *Aarohan*. (applicable for all students who join from Semester – II, 2022-23 onwards) [Ref: Senate 2022.5.10].
- (d) Students who completed a degree or diploma from IIT Gandhinagar prior to joining the PhD programme may seek approval from the Dean of Academic Affairs for exemption from the requirement of clearing *Aarohan*.
- (e) Successful completion of the programme may be mandatory for release of fellowship to the students.
- (f) The requirement of *Aarohan* is waived off for students under the IITGN-PRL/IITGN-SAC collaborative PhD programmes/CDP.

C. Credit Requirements (applicable for students admitted from Semester II, 2023-24 onwards)

For PhD students, the minimum credit requirements for graduation is outlined in Table I. Please note that meeting this minimum credit requirement will not automatically lead to a PhD degree.

Table I Minimum Credit Requirements for Graduation

Qualifying Degree Type	I	II	III
Qualifying Degree	BTech, BE or equivalent 4-year Bachelor's degree	MSc, MA or equivalent 5-year Master's degree	MTech, ME, two years' MPH, MPharm or MPhil or equivalent
Credits through <i>Aarohan</i>	2	2	2
Minimum Credits through Coursework	20	20	16
Minimum Credits through Research	80	80	80
Total Minimum Credits for Graduation	100	100	96
No. of Physical Education Courses	1	1	1

- (a) The **thesis advisor and/or DSC may set additional requirements** of up to 32 credits for courses over and above the minimum requirements for graduation, for enhancement of knowledge.
- (b) Students joining the PhD programme must complete **one Physical Education (PE) course** as part of their graduation requirements. This course will be evaluated on a Pass/No Pass grade basis.
- (c) The requirement of PE course is waived off for students under the IITGN-PRL/IITGN-SAC collaborative PhD programmes/CDP.
- (d) Minimum credits through coursework shall include the following in addition to other courses:
 - i. At least **2 credits** must be completed through **Independent Research and/or Independent Seminar and/or Independent Teaching**. The Independent Teaching course will include mentorship by a faculty member, successful completion of the teaching certification programme and independent teaching of at least two classes (of 1

hour 20 minutes each). The mode of evaluation will be developed and announced by the departments.

- ii. A 4-credit **Writing** course. This may be replaced by other courses for PhD students with MTech/MSc/MA degree from IIT Gandhinagar.
- (e) PhD students are normally required to do **postgraduate level courses** (course codes 6XX or above) towards meeting their coursework requirements. However, upto 4 credits of undergraduate level courses (course codes 5XX or below) may be permitted towards meeting coursework requirements.
- (f) PhD students are also allowed to take **up to 4 credits of online PG courses** from the list approved by the institute.
- (g) PhD students must complete their thesis before they are allowed to go for submission as per the laid out process and therefore may need to do additional credits through research (over the minimum credits through research).
- (h) Full-time doctoral students should register for a minimum of 12 credits in regular semesters and 8 credits during the summer term. Maximum registration can be up to 22 credits in regular semesters and 10 credits in summer term.
- (i) All doctoral students under Regular category must comply with **one semester of minimum residency requirement**. The residency requirement for candidates under CDP will be the time required to do the coursework offered offline.
- (j) A sample coursework plan is shown in Table II.

Table II Sample Course Plan (applicable for students admitted from Semester II, 2023-24 onwards)

Qualifying Degree		
I	II	III
BTech, BE or equivalent 4-year Bachelor's degree	MSc, MA or equivalent 5-year Master's degree	MTech, ME, two years' MPH, MPharm or MPhil or equivalent
<i>Aarohan</i> (2 credits)	<i>Aarohan</i> (2 credits)	<i>Aarohan</i> (2 credits)
Writing (4 credits)	Writing (4 credits)	Writing (4 credits)
Physical Education (1 x 0 credits)	Physical Education (1 x 0 credits)	Physical Education (1 x 0 credits)
Independent Research/Seminar/Teaching (2 credits)	Independent Research/Seminar/Teaching (2 credits)	Independent Research/Seminar/Teaching (2 credits)
Other Courses (Min. 14 credits)	Other Courses (Min. 14 credits)	Other Courses (Min. 10 credits)

D. Credit Requirements (applicable for students admitted before Semester II, 2023-24)

Students entering the programme will have to take total **credits** ranging from **88 through 120**, out of which coursework credits (typical course is of 4 credits) can range between 32 through 64, depending upon the area of interest/discipline and the previous degree attained by the student. In addition, all PhD students must complete the PG Orientation Programme *Aarohan* (2 credits) and two courses of Physical Education (0 credits). For a detailed description of the minimum coursework and research credits required, see the Table below.

Table III Graduation Requirements [Ref: Senate 2017.1.7, 2022.2.9]

Qualifying Degree Type	I	II	III
Qualifying Degree	BTech, BE or equivalent 4-year Bachelor's degree	MSc, MA or equivalent 5-year Master's degree	MTech, ME, two years' MPH, MPharm or MPhil
Credits through <i>Aarohan</i>	2	2	2
Minimum Credits through Course Work	64	44	32
Minimum Credits through Research	52	52	52
Total Minimum Credits for Graduation	120	100	88
No. of Physical Education Courses	2	2	2

Table III gives the minimum credit requirements through coursework and research for successfully completing the PhD programme. However, meeting this minimum credit requirement will not lead to a PhD degree.

- (a) In exceptional situations, if an entering student has taken a substantially high number of courses as part of their previous degrees, a **waiver of up to 10 credits** towards lowering course requirements may be granted. The waiver may be recommended by the DSC and the Dean of Academic Affairs and approved by the Chairman Senate.
- (b) Chairman, Senate may grant **suitable waiver of coursework credits to PhD students admitted during Semester I, 2023-24** on case by case basis upon recommendations of their DSC, and Dean (Academic Affairs).
- (c) Students joining the PhD programme (from Semester I, 2021-22 till Semester I, 2023-24) **must complete two Physical Education (PE) courses**, one each in their first two semesters, as part of their graduation requirements. These courses will be evaluated on a Pass/No Pass grade basis.
- (d) The requirement of PE courses is waived off for students under the IITGN-PRL collaborative PhD programme [Ref: Senate 2024.1.8].
- (e) A 4-credit **Writing** course is required to be taken by all doctoral students. The requirement of completing the Writing course is waived for PhD scholars who have completed MTech/MSc/MA degree from IIT Gandhinagar [Ref: Senate 2023.2.10] [Note: The waiver of 4 credits will be in addition to credit waiver mentioned in section D(a)].
- (f) Candidates pursuing their degree in Engineering and Natural Sciences must earn **at least four credits through HSS courses**. Similarly, the candidates pursuing their degree in HSS must earn **at least four credits through Engineering and Natural Sciences courses**. [Note: The four credits of the HSS course requirement for candidates pursuing their degree in Engineering and Natural Sciences is in addition to the Writing course.]
- (g) PhD students may credit **undergraduate courses** (up to 5xx level) at IITGN. However, for students admitted before Semester II, 2023-24, only up to **8 credits** of such courses can be **counted towards the graduation requirement**. In addition, they may be allowed to count one UG course (up to 5xx level) of HSS towards their graduation requirements [Ref: Senate 2016.2.22]. [Note: All other courses must be at the postgraduate level, with a course code of 6XX or above.]
- (h) The DSC may set additional requirements for courses over and above those in Table III based on the student's background.

- (i) Full-time doctoral students **should register for a minimum of 12 credits each semester**. **Maximum** registration in a semester can be up to **22 credits** unless otherwise permitted for higher credits without thesis registration by the Dean, Academic Affairs.
- (j) Out of the minimum credits through coursework, a minimum of 12 credits must be completed through **project-based courses**. Each unit of this project course [independent research project (IN 791)/ independent research seminar (IN 792)] will have three credits, and four of such courses must be registered during the programme. Project-based courses may include activities including lab-based experiments, independent study with a faculty, design study, book review etc., that involve at least 100 hours of overall engagement for a 3-credit course by the student in a given semester.
- Note: For more details on project-based courses, refer to the advisory entitled "Norms for Independent Research Project, Independent Research Seminar, Independent Teaching and Seminar Courses for PhD Students".*
- (k) In addition, a student can earn proficiency credits by engaging in any of the approved activities. These credits are typically earned in later stages of the PhD programme (after the qualifying examination). Such credits will be mentioned in the student's transcript; however, these will not be counted towards graduation requirements. A student should generally earn at least six such credits before graduation.
- (l) All doctoral students must comply with **two calendar years** of the **minimum residency requirement**.
- (m) In addition to the above credit requirements, every student will have to register for **one credit** of **seminar attendance** every semester, expecting them to attend on an average **one seminar per week** from across the Institute. Based on the **student's consistent attendance**, Pass (P)/Fail (F) grades will be awarded by the advisor. However, this additional credit will not be counted toward the total credit requirement for graduation. This requirement is not applicable from Semester II, 2023-24 for all PhD students [Ref: Senate 2023.5.5].
- (n) A sample course plan for PhD students is shown in Table IV.

Table IV Sample Course Plan (applicable for students admitted before Semester II, 2023-24)

Qualifying Degree		
I	II	III
BTech, BE or equivalent 4-year Bachelor's degree	MSc, MA or equivalent 5-year Master's degree	MTech, ME, two years' MPH, MPharm or MPhil
Aarohan (2 credits)	Aarohan (2 credits)	Aarohan (2 credits)
Writing (4 credits)	Writing (4 credits)	Writing (4 credits)
Physical Education (2 x 0 credits)	Physical Education (2 x 0 credits)	Physical Education (2 x 0 credits)
HSS Courses (4 credits) or Engineering/Natural Science Courses (4 credits) [See Section D(e)]	HSS Courses (4 credits) or Engineering/Natural Science Courses (4 credits) [See Section D(e)]	HSS Courses (4 credits) or Engineering/Natural Science Courses (4 credits) [See Section D(e)]
Independent Project Courses (Min. 12 credits)	Independent Project Courses (Min. 12 credits)	Independent Project Courses (Min. 12 credits)
Other Courses (Min. 44 credits)	Other Courses (Min. 24 credits)	Other Courses (Min. 12 credits)

E. Academic Performance Requirements (applicable for students admitted from Semester I, 2023-24 onwards)

- (a) The **minimum CPI** for graduation is **6.5 out of 10**.
- (b) There will be **no maximum permissible duration** to complete the requirements of the programme. However, at any time, **credits earned older than eight years will be deemed expired** and will not count towards the graduation requirements. After 13 semesters, a request from the student is needed to extend the programme on a semester by semester basis. *[Note: Course credits as well as research credits earned older than eight years will be deemed expired.]*
- (c) The **thesis units** registered by a student will be graded using letter grades **A, B, C and F**, where A, B and C are passing grades and F is a fail grade. A student may register for one 4 credit thesis unit or a multiple of it and can be graded according to the number of units which they have registered for. The thesis grades will not be counted towards the CPI calculation.
- (d) If the student accumulates **F grades in more than 24 credits of thesis units** any time during their PhD programme, the **student will have to exit the programme**.
- (e) Whenever the CPI of a student becomes less than 6.0, the Institute shall immediately stop fellowship, if any.
- (f) Sections E(a) to E(e) are applicable only for students admitted from academic year 2023-24. Students from previous batches may also opt for these instead of sections F(a) to F(d) [Ref: Senate 2023.1.7].

F. Academic Performance Requirements (applicable for students admitted before Semester I, 2023-24)

- (a) The **minimum CPI for graduation** is **6.5** out of 10.
- (b) The **maximum duration** of the PhD programme will be **7 years** and **6 years** for students who joined the PhD programme with a qualifying degree type I or II and III (as per Table III) respectively.
- (c) The **minimum CPI for continuing the programme at any point** is **6.0** out of 10. That is, if, at any stage, the student has a CPI less than 6.0, the programme will be terminated.
- (d) In case the **CPI of a student falls below 6.5** out of 10, or the student **accumulates eight or more Us towards thesis grades**, the **fellowship provided by the Institute will be stopped permanently**. The student may seek financial support from projects or other Institute activities through individual effort. In exceptional cases, the continuation of the fellowship may be approved by the Director on the recommendation of the Dean, Academic Affairs.
- (e) Sections E(a) to E(e) are applicable only for students admitted from academic year 2023-24. However, students from previous batches may also opt for these instead of sections F(a) to F(d) [Ref: Senate 2023.1.7]. *[Note: A request for this change may be sent to the academic office for processing and approval.]*

G. Qualifying Examination (applicable for students admitted from Semester II, 2023-24 onwards)

- (a) **Qualifying examinations** shall be conducted three times a year as per the qualifying examination calendar of the Institute. The students must appear for the qualifying examination during the qualifying examination window. In case of failure in the qualifying examination, one chance shall be given to the student to pass the qualifying examination immediately in the next scheduled regular slot for qualifying examination as per the calendar.

- (b) In genuine cases such as cases arising due to medical reasons, the Dean of Academic Affairs may permit the student to take the qualifying examination in the makeup qualifying examination slot as per the calendar.
- (c) The student must **successfully clear the qualifying examination no later than 1.5 years** from joining the programme. The admission will be terminated if the student fails to do so.
- (d) Qualifying examinations will have two components, **written and presentation**. While equal weightage is suggested for these components, departments may choose non-zero weightages. Entire qualifying examination is to be completed over the qualifying examination window. The department shall set up an **examination committee** for conduct, grading and results of the qualifying examination. The committee may include members of the DSC.

H. Qualifying Examination (applicable for students admitted before Semester II, 2023-24 onwards)

- (a) It is important to ensure the suitability of PhD students to carry out rigorous research work during their programme, and those not meeting the minimum expectations must be allowed to exit early. The qualifying examination is to be conducted within three semesters. Under exceptional circumstances, students may be permitted to appear for the qualifying examination afterwards but within two years with prior approval of the Dean, Academic Affairs. In rare cases, the candidate may be given a re-examination by allowing them 90 to 150 days of preparation. The examination will ensure the breadth and understanding of fundamentals (that is, course work before and during studies at IITGN) through a written examination and aptitude for research and appreciation of the area of research (through an oral examination).
- (b) The student must successfully clear the **Qualifying Examination** (preferably **within three semesters** and **no later than two years from joining** in exceptional circumstances). The admission will be terminated if the student fails to do so.
- (c) Qualifying examinations shall be conducted three times a year as per the qualifying examination calendar of the Institute. The students must appear for the qualifying examination during the qualifying examination window.

I. DSC Presentations and Proposal Defense Seminar (applicable for students admitted from Semester II, 2023-24 onwards)

- (a) PhD students who have **cleared the qualifying examination** must **present their research work to their DSC every semester**. The presentation must be conducted before 31st January for the July-December semester and 31st August for the January-April semester and the Summer term.
- (b) All doctoral students must give a **proposal defense seminar within six months of successfully clearing the qualifying examination** as one of the DSC presentations. The proposal defense will include a written report and a presentation and shall be conducted and evaluated by the DSC. Upon failure, the student shall be required to present the proposal defense seminar again to the DSC after appropriate modifications.

J. DSC Presentations and Proposal Defense Seminar (applicable for students admitted before Semester II, 2023-24)

- (a) PhD students who have completed two semesters at the Institute must **present their research work in a seminar to their DSC every semester**. The seminar must be conducted before 31st January for the July-December semester and 31st August for the January-April semester and the Summer term.

- (b) Students will submit a self-assessment form before their DSC presentation. The supervisor and DSC members will evaluate the report. The DSC members must provide their comments on the prescribed form before submission to the academic office. Additionally, head of departments will submit a status report of the DSC presentations of all PhD students in their department to the academic office each semester.
- (c) All doctoral students must give a **proposal defense seminar within four months of successfully clearing the qualifying examination**. The proposal defense will include both a written report and a presentation. Individual disciplines/faculty groups will be free to decide the specifics of the report and presentation depending upon the discipline's need and the student's proposed thesis project. This will, however, be conducted by the DSC, and the DSC may not clear the student until it is satisfied, requiring the student to go through the same more than once. DSC will communicate to the Academic Office once it clears the student's proposal defense.

K. Thesis Submission, Review and Defense

- (a) Doctoral students will give a **thesis seminar** towards the end of their thesis work when they are **almost ready for thesis submission**. Through this seminar, the student is expected to take feedback on their research from a wider audience. The DSC will have a follow-up meeting with the student to form its recommendation about thesis submission. The student will fill up a form indicating that they have successfully completed all the coursework requirements. In case of failure of evaluation of the thesis seminar by the DSC, the DSC may ask the student to work further on the thesis.
- (b) The expected time of thesis submission for all PhD students irrespective of their qualifying degree is four years or less (applicable for students admitted from Semester II, 2023-24).
- (c) Full-time PhD students who submit their thesis within their regular fellowship period may continue availing full fellowship till the date of their thesis defense, OR till the completion of their regular fellowship period of 5 years, whichever is earlier [Ref: Senate 2018.3.17]. *[Note: This continuation of fellowship will be approved by the Dean, Academic Affairs, on the request of the student and recommendation of the PhD Thesis Supervisor. The student will be required to work from the campus and will also be required to perform TA duties similar to that of regular PhD students]*
- (d) Once the DSC allows for thesis submission, the student will submit a **synopsis** of the thesis, and the advisor will provide the names of possible external reviewers – **at least 10 from across the globe**. Upon approval of the Chairman Senate, the thesis is sent to **three external reviewers** from the list suggested by the advisor or from outside that list. The reviewers will be contacted for their consent to review the thesis based on the content of the synopsis, and the process will be administered through the Academic Office. When the student submits the thesis, it will be sent to the three external reviewers approved by the Chairman, Senate. Once the feedback is received from all the reviewers, the student will **prepare a detailed rebuttal** to the reviewer's comments and suitably incorporate corrections in the thesis to the satisfaction of the advisor before proceeding to the final thesis defense.
- (e) The students who have demonstrated adequate peer review material (e.g. published works, peer-reviewed conference presentations/proceedings, etc.) can be granted a waiver from the external review process by the Chairman, Senate based on the recommendations of the DSC and the Dean, Academic Affairs. In this case, the student can directly proceed to the process of final defense after submitting the thesis.
- (f) Once the student is ready for final defense, the supervisor will provide **five names** in addition to the DSC members, along with a request to form a **Final Defense Committee (FDC)** for the student. The Chairman Senate will form the FDC on the recommendation of the Dean of

Academic Affairs, which will typically have **5-6 persons**, including the supervisor as the convener. Unless there is a reason, the DSC members will also be members of the FDC. In case of external review, the student is expected to submit the **corrected thesis along with the rebuttal sheets** to the FDC at least **one week before the date of the final thesis defense**. The final thesis defense must be conducted **within six months** from the date of receiving all the reviewer's comments unless permission has been sought from the Dean of Academic Affairs for an extension. In case of waiver from external review, the final thesis defense can be scheduled any time two weeks after the date of thesis submission. The final defense must be conducted **within three months** of thesis submission unless permission has been sought from the Dean of Academic Affairs for an extension. The purpose of the Final Defense is to allow the FDC to evaluate the research activity of the doctoral student. The overall assessment of the thesis will be marked by the FDC (in a Likert scale with categories ranging from outstanding, very good, good, average, and below average) along with its recommendation in a report to be submitted to the Academic office for final approval by the Chairman, Senate. The FDC can make any additional suggestions and require changes in the thesis before making a final recommendation.

- (g) If the PhD defense of a student is conducted well within the expected period of submission, the student may be recommended for a postdoctoral position (till they complete five years) based on the evaluation of review comments on the thesis and recommendation submitted by the supervisor.
- (h) Upon successful thesis defense and based on the FDC's recommendation, the candidate will submit the final thesis in the prescribed format to the Institute **within 90 days** of defense unless an extension has been granted by Dean, Academic Affairs. *[Note: One printed copy of the thesis has to be submitted to the Library, and the soft copy has to be submitted to the Academic Office (email to phdthesis@iitgn.ac.in).]* The student is not required to be in residency after the thesis submission for review. The recommendation of the final thesis submission will be submitted to the Chairman, Senate, for approval.

The series of events (along with the tentative time frame) from joining to the award of PhD degree has been summarized as a timeline and is shown on the next page.

PhD Programme: Tentative Timeline

(Applicable for students admitted from Semester II, 2023-24 onwards)

Event	Tentative Time Frame	Responsible Person/Group
Admission	1-3 months before joining	Head of Department, AR (Academics), Associate Dean (PG), Chairman Senate
Joining	Date of joining	AR (Academics)
Completion of Aarohan	First two weeks after joining	Student, Associate Dean (PG)
Allocation of supervisor	Before the end of first semester	Head of Department, AR (Academics) Associate Dean (PG)
Semester registration	Every semester	Student, Thesis Advisor/FA, AR (Academics)
Completion of physical education course requirements	Within one semester of joining	Student
Completion of independent project/seminar/teaching requirements	Any time before the thesis seminar	Student
Completion of coursework	Any time before the thesis seminar	Student
Formation of DSC	Within six months of joining	Thesis Advisor
Approval of DSC	Within six months of joining	Dean (AA)
Qualifying examination	Within three semesters of joining	Student, Head of Department
DSC Seminar	In January and August every year, after clearing qualifying examination	DSC
Proposal defense seminar	Within six months of successfully clearing the qualifying examination	Student, Thesis Advisor, DSC
Enhancement of fellowship (If applicable)	Whenever applicable as per rules	Supervisor, SAPEC
Thesis seminar	When the student is near completion of thesis work	DSC
Approval for thesis submission	Within a week of a satisfactory thesis seminar	DSC
Recommendation for external evaluation waiver (If applicable)	Within a week of a satisfactory thesis seminar	DSC
Submission of extended abstract/synopsis of the thesis (If applicable)	Within two weeks of a satisfactory thesis seminar	Student, Thesis Advisor
Recommendation of a panel of experts to the Chairman, Senate (If applicable)	Within two weeks of a satisfactory thesis seminar	Thesis Advisor, Associate Dean (PG)

Selection of three external examiners (If applicable)	Within three weeks of a satisfactory thesis seminar	Chairman (Senate), Associate Dean (PG)
Thesis submission	Within one month of a satisfactory thesis seminar	Student
Sending of synopsis to external examiners (If applicable)	Within ten days of thesis submission	Associate Dean (PG)
Sending of the thesis to external examiners (If applicable)	Upon acceptance of review invitation by external examiners	Associate Dean (PG)
Receipt of thesis evaluation reports (If applicable)	Normally within one month of sending the thesis to reviewers	Associate Dean (PG)
Recommendation of a panel of members for the final defense committee (FDC)	Within two weeks of receipt of the evaluation reports	Thesis Advisor, Associate Dean (PG)
Formation and approval of FDC	Within two weeks of receipt of evaluation reports	Chairman (Senate)
Preparation of the updated thesis	Within one month of receipt of the evaluation reports	Student, Thesis Advisor
Sharing of the updated thesis along with rebuttal sheets to FDC	One week before the date of the final defense	Student, Thesis Advisor
Thesis defense	<ul style="list-style-type: none"> ▪ Any time after two weeks and within three months from submission of a thesis (If external waiver granted) ▪ Within six months from the date of receipt of the reviewer's comments (If an external waiver is not granted) 	FDC
Recommendation for award of PhD degree	Within one week of thesis defense	FDC
Submission of the final thesis	Within 90 days of defense	Student
Approval of award of PhD degree	Within one week of thesis defense	Chairman (Senate)
Award of PhD degree	Annual Convocation	Senate, Board of Governors