

# Postgraduate Programmes Manual



Guidelines and Regulations  
2020

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल  
Indian Institute of Science Education and Research Bhopal

# **PG Manual**



**Guidelines and Regulations  
2020**

**Indian Institute of Science Education  
and Research Bhopal**

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# Integrated Ph.D. Programme

Integrated Ph.D. (I-Ph.D.) programme is offered for students with Bachelor's Degree. The programme is currently offered in the following Departments

- Chemistry
- Mathematics
- Physics

The programme aims to provide young motivated individuals with a rigorous training, desired level of scientific understanding, and a glimpse of global contemporary research at an early stage to enable them to pursue a career in science education and research.

After successful completion of the coursework based on the advanced professional courses, students may continue with the state-of-the-art research that leads to the PhD degree. However, the students, who do not intend to carry out their PhD degree, can exit the programme with an MS Degree after fulfilling all the requirements for the award of MS Degree.

## 1. ADMISSION TO I-Ph.D. PROGRAMME

Students are admitted to the Integrated Ph.D. programme, once a year in August. Students must have Bachelor's Degree in the relevant discipline with a minimum of 60% marks or Cumulative Grade Point Average/Cumulative Performance Index (CGPA/CPI) 7.0 in a 10 point scale. Candidates who have passed their graduate examination in the preceding year or

appearing in the final year examination of their Bachelor's Degree can apply.

Additionally, the applicants should qualify the nationwide aptitude test, Joint Admission Test for M.Sc. (JAM) for admission to Integrated Ph.D. programme in Mathematics and Chemistry and Joint Entrance Screening Test (JEST) for admission to Integrated Ph.D. programme in Physics.

Prospective students must apply for admission following advertisements along with the required documents, to the DoAA.

Applicants will be selected for admission to the Integrated Ph.D. programme by the concerned Departmental Selection Committee, comprising of faculty members of the Department, duly constituted by the Head of the Department. The Chairperson, Senate/DoAA will approve the admission.

Selection of applicants for admission to the Integrated Ph.D. programme will be based on a written test and/or oral interview of the short-listed candidates. SC/ST candidates will be interviewed first and will not be compared with general category candidates.

## **2. CURRICULUM OF I-Ph.D. PROGRAMME**

The Integrated Ph.D. programme comprises of course work and research work. The aim of the course work is to strengthen the fundamental understanding in the subject and to prepare them for conducting research work.

## **Academic Requirements**

Integrated Ph.D. students will have to register for course work as specified by respective departments.

Integrated Ph.D. students should register for a total minimum of 128 credits (coursework and research work) of which minimum 40 credits must be from research work and 48 credits must be from course work. The remaining credits can be as per the advice of the department.

Besides the above-mentioned minimum requirements, a Department may prescribe some additional credits of courses/thesis work approved by the Senate.

After fulfillment of a total minimum credit requirement, an Integrated Ph.D. student may be allowed to register for a minimum of 4 credits per semester until the completion of the program to be considered as a full time student.

The Senate may also allow Integrated Ph.D. students to credit courses in other academic Institutions.

Students conducting a part of their research work at other academic institutions may seek residence and research credits for the time spent outside. However, such work must be carried out under the guidance of IISER Bhopal faculty and his/her thesis supervisor will evaluate the progress of this work. Prior to undertaking work outside IISER Bhopal, the student must obtain consent from the DPGC and approval from DoAA.

### **3. ACADEMIC FRAMEWORK OF THE I-Ph.D. PROGRAMME**

The Integrated Ph.D. program requirements include coursework and research work.

The details of academic requirements which every Integrated Ph.D. student must complete satisfactorily in order to continue in the program of IISER Bhopal are listed below:

- Academic Performance Requirements
  - A student must attain a minimum CPI of 7.0 in the first two years in order to continue his/her candidacy for Ph.D.
  - Student who wishes to continue with PhD. Programme must submit a declaration to this effect by the end of 3<sup>rd</sup> year.
  - Students having CPI less than 6.0 at the end of fourth semester may either exit the programme or continue to work towards obtaining an MS degree. Academic requirements during this period will be as mentioned in 'Exiting the programme with MS degree'.
  - More than 4F grades in the first two years will lead to termination of the student from the programme.
  - If a student gets an 'F' grade in a core course in the first two years, he/she must take the same course as an overload/appear in re-examination and improve the grade.



- If a student gets an ‘F’ grade in an elective course in the first two years, he/she can substitute it with another elective as an overload and improve the grade.
- The student must have a minimum CPI of 7.0 at the end of every semester in order to receive Institute assistantship.
- Comprehensive Examination (Ph.D. candidacy requirements): The format and the conduct of the comprehensive exam will be decided by the department. The student must clear the comprehensive exam before the start of eighth semester. The candidate will be graded as “Satisfactory” or “Unsatisfactory” at the end of the examination. If graded “Unsatisfactory”, the candidate is allowed to repeat the exam only once within a time frame decided by the department. In case the candidate cannot improve the grade, s/he will be terminated from the Integrated PhD program. Once the student clears comprehensive exam, s/he will be treated at par with PhD students who have cleared the comprehensive exam.
- Research Credits: After the successful completion of comprehensive exam and graduate seminar, the students should register for 16 research credits every semester till the submission of PhD thesis. These credits will be graded as satisfactory/unsatisfactory by the respective thesis supervisor at the end of each semester and will not account for the SPI/CPI. Any student who is graded as “Unsatisfactory” for 32 credits of research work

after the comprehensive exam can be terminated from the program.

#### **4. TERMINATION FROM THE I-Ph.D. PROGRAMME**

A student may be terminated from the Integrated Ph.D. programme under the following circumstances:

- More than 4 'F' grades in the first two years will lead to termination of the programme.
- Has earned 8 'X' grades in research work.
- Has earned 6 or more 'X' grades in research work in two consecutive semesters.
- Is unable to qualify the comprehensive exam in two attempts before registering for the 8<sup>th</sup> Semester.

#### **5. MINIMUM RESIDENCY AND MAXIMUM DURATION OF I-Ph.D. PROGRAMME**

Minimum residency requirement for submission of Ph.D. thesis is 4 years (out of which two years of research/project work is mandatory for submitting the Ph.D. thesis). The registration of a student will automatically be cancelled if he/she does not submit the thesis within 9 years of joining the program.

#### **6. GRADUATION REQUIREMENTS OF I-Ph.D. PROGRAMME**

A student shall be deemed to have completed the graduation requirements, if the student

- Has completed a minimum residence of 4 years (and no more than 9 years) from admission to the programme.
- Has no 'F' grade in all courses registered for.
- Has qualified the comprehensive exam, admitted to Ph.D. candidacy, presented Graduate, and Open Seminars, submitted Ph.D. thesis, and passed the thesis Oral Examination.
- Has completed all specified credit requirements (course and research work).
- Has earned a minimum CPI of 7.0 on a 10.0 point scale in addition to the credit requirements.
- Has satisfied all other requirements specified by the concerned Department, if any.
- Has satisfied all the requirements specified by the Senate and the Ordinances.
- Has paid all the dues to the Institute, as applicable.
- Has no case of indiscipline pending against him/her.

Upon completion of the graduation requirements and fulfilling the requirement for participation in the Convocation, the student will be awarded his/her degree during the convocation.

## **7. EXITING THE I-Ph.D. PROGRAMME WITH MS DEGREE**

All students admitted to the Integrated Ph.D. programme are expected to work towards obtaining a Ph.D. Degree. However, after completing six semesters

a student may be permitted to exit the programme with an MS degree subject to fulfilment of the following:

1. He/she has earned a total minimum credit of 96 comprising of a minimum course credit of 48.
2. He/she has cleared all the courses registered for.
3. He/she has obtained a minimum CPI of 6.0.

At the end of six semesters, if a student did not meet the academic requirements for Integrated Ph.D. programme or MS degree (exit option), he/she with the permission of DUGC/DPGC/DoAA can register for additional year to meet the minimum requirements for obtaining an MS degree. However, if the student fails to meet the requirement specified for MS degree within 4 years, he/she will be terminated without award of any degree.

Fellowship will be paid for a maximum period of 3 years only subject to meeting the specified criteria.

## **8. ASSISTANTSHIP/FELLOWSHIP FOR I-Ph.D. STUDENTS**

Students will be paid fellowship as per the Institute policy provided the student maintains a CPI of 7 or more at the end of every semester.

Upon successful completion of the third year, the students who continue with the Ph.D. programme will be paid enhanced fellowship at par with the Ph.D. fellows. The arrears for difference of the fellowship of third year are paid by the end of seventh semester. Arrear will not be paid to for the tenure during which

the student did not qualify to receive fellowship during the third year of Integrated Ph.D. programme.

Students, who have successfully qualified national level exams such as CSIR-JRF/DBT-JRF/UGC-JRF or equivalent agencies, should submit the completed and relevant forms for activation of the fellowship to the granting agency through the Institute, as soon as they are awarded with the same.

## **9. LEAVE FOR I-Ph.D. STUDENTS**

Students can avail the following leaves till the completion of the Ph.D. candidacy,

### **9.1 Short Leave**

Leave of absence during the semester is discouraged for all registered students. However, for genuine reasons, student may be granted leave of absence during the semester for a maximum of 7 days subject to prior approval.

### **9.2 Medical Leave**

A student is permitted to avail medical leave during a semester for a maximum duration of 15 days upon submission of medical certificate (hand delivered through a representative or email/hardcopy) to Office of Academic Affairs. A student who remains on authorized leave of absence due to ill health is required to submit a certificate of fitness by a registered medical practitioner prior to resuming the semester. If a student has to be away for more than 15 working days even

due to medical reasons, he/she may have to drop a semester.

### **9.3 Semester Leave**

Students, for bonafide reasons, can avail a maximum of two semesters leave. Except for medical reasons, such leave will not be normally sanctioned unless a student has spent two semesters in the programme. However, for medical reasons, such leave may be sanctioned after his/her stay of one semester. Leave more than one semester at a time will not be granted. Semester leave will be sanctioned by the Director on the recommendation of the thesis supervisor, if applicable, Convener DUGC/DPGC and DoAA. Applications must be submitted well in advance of the date of commencement of the leave requested. No financial assistance will be paid during the period of such extended leave.

A student on semester leave will be required to pay the semester fees and other statutory fees/charges for the leave period such as his/her name is borne on the roll list.

***Guidelines for Ph.D. programme will be applicable after the successful completion of the Ph.D. candidacy requirements.***

# Ph.D. Programme

The Ph.D. Programme is offered to students who have acquired a Master's degree. Ph.D. programme is currently offered in the following Departments:

- Biological Sciences
- Chemical Engineering
- Chemistry
- Economic Sciences
- Electrical Engineering and Computer Science
- Earth and Environmental Sciences
- Humanities and Social Sciences
- Mathematics
- Physics

Further provision exists in the Institute to introduce new programme/disciplines, as appropriate.

## 10. ADMISSION TO Ph.D. PROGRAMME

Students are admitted to the Ph.D. programme, twice a year in August and in January. Admission to the Ph.D. programme is advertised by the Office of Academic Affairs, in consultation with the Departments, between March and April for August session, and between September and October for January session.

Students admitted to the Ph.D. programme must have Master's Degree in relevant discipline with a minimum of 60% marks or Cumulative Grade Point Average/Cumulative Performance Index (CGPA/CPI) 7.0 in a 10 point scale. Under special circumstances,

exceptionally bright students with B.Tech./B.E/B.S. (4 years) degree are also considered for admission. Students should have also qualified a national level entrance test such as: GATE/NET/DBT/JEST/ICMAR (or any other national level examination) and will be selected through written test and/or interview process. National level examination is exempt for those with B.Tech. from IITs or BS-MS from IISERs with CGPA/CPI more than 8.0 on a 10 point scale.

Students who have successfully qualified national level exams such as CSIR-JRF/DBT/UGC/NBHM or equivalent can avail their fellowship from the respective agencies. Such students should start the process of activating their fellowship immediately after joining IISER Bhopal by submission of the completed and relevant forms for the granting agency through the Institute. Students must submit all relevant papers and documents to the Academic Office within 15 days from the date of admission.

Students admitted through GATE/JEST/JGEEBILS etc. i.e., who do not have their own source of fellowship are eligible to receive assistantship through Institute.

Every student needs to fulfill all academic criteria set by IISER Bhopal at each stage of the Ph.D . Program for continuation of the fellowship.

### **Admission Procedure**

Prospective students must apply for admission following advertisements along with the required documents, to the DoAA.



Applicants will be selected for admission to the Ph.D. programme by the concerned Departmental Selection Committee, comprising of faculty members of the Department, duly constituted by the Head of the Department. The Chairperson, Senate/DoAA will approve the admission.

Selection of applicants for admission to the Ph.D. programme will be based on a written test and/or oral interview of the short-listed candidates. SC/ST candidates will be interviewed first and will not be compared with general category candidates.

Selected candidates, who have fulfilled all the requirements for admission, but cannot produce a proof of having passed and securing the minimum specified qualifying marks, or proof of clearing the qualifying examination, may be considered for provisional admission. However, such students will have to produce the required documents by the last date for document submission in the academic calendar (generally 8 weeks from the date of registration), failing which their provisional admission will be cancelled. The Senate may also cancel the admission at any later stage if it is found that the student had supplied false information or suppressed relevant information while seeking admission. Further, the Institute has the right to cancel the admission of any student and ask him/her to leave the Institute at any stage of his/her career on grounds of unsatisfactory academic performance, irregular attendance in classes, or indiscipline.

On approval, the Office of Academic Affairs will issue admission offer letters to the selected students. The selected students will be required to accept the offer of admission by depositing the prescribed fee before the specified date.

In case a student does not accept the offer by paying the prescribed fee by the specified date, his/her admission stands cancelled and admission offer may be made to students in the waitlist, if any, in order of merit.

The offer of admission may also stand withdrawn if a student who has accepted the offer fails to register by the date of late registration.

## **11. CURRICULUM FOR Ph.D. PROGRAMME**

Ph.D. programme consists of courses and research work. The aim of the course work is to strengthen the fundamental understanding in the subject and to prepare them for conducting research work.

### **11.1 Academic Load**

A semester load is defined as equivalent to 16 credits. It could be either course work, or research work or a combination of course work and research work. One research workload carries 4 credits. Most courses carry 4 credits, while a few courses may carry less or more credits. Thus, a student who has registered for a full semester load solely by course work is expected to attend 4 such four-credit courses. A student registered for a full semester load solely by research work is expected to register for 4 units of research work. Under

exceptional circumstances, the Senate may permit a student to register for a maximum of 20 credits or minimum of 12 credits.

After fulfilment of a total minimum credit requirement of 96 credits, a Ph.D. student may be allowed to register for a minimum of 4 credits per semester until the completion of the program (subject to a maximum of 7 years from the date of admission into Ph.D.) to be considered as a full time student.

## **11.2 Inadequate Academic Performance**

The academic performance of each student is reviewed at the end of each semester based on the credits and SPI/CPI earned by him/her at the end of that semester.

### **Warning**

A warning will be issued to a Ph.D. student if he/she earns 2 or more 'X' grades in a semester.

### **Termination**

A student may be terminated from the Ph.D. programme under the following circumstances:

1. CPI is below 7.0.
2. Has earned two 'F' grades in the same or different courses.
3. Has earned 8 'X' grades in research work.
4. Has earned 6 or more 'X' grades in research work in two consecutive semesters.
5. Is unable to qualify the comprehensive exam in two attempts or within four registered semesters.

## **12. MANDATORY REQUIREMENTS FOR Ph.D. PROGRAMME**

### **12.1 Minimum Residence and Maximum Duration**

Minimum residency requirement for submission of thesis is 3 years (out of which 1.5 years is for research work). The registration of a student will be automatically cancelled if he/she does not submit the thesis within 7 years of joining the program. Under exceptional circumstances, the period of residency can be extended beyond 7 years with the approval of Chairperson, Senate on the recommendation of Convener, DPGC and DoAA.

### **12.2 Academic Requirements**

The Ph.D. programme comprises of course work and research work. The aim of the course work is to strengthen the fundamental understanding in the subject and to prepare them for conducting research work.

The minimum course credit a student has to register for the Ph.D. curricula is 16 (equivalent to 4 courses of 4 credits each). Additional course credit may be imposed by department to suit their requirements. Department wise minimum course credits are outlined below:

<b>Name of the Department</b>	<b>Minimum Course Credits</b>
Biological Sciences	16
Chemistry	16
Chemical Engineering	16/24 <sup>#</sup>
Earth and Environmental Sciences	16 <sup>*</sup>

<b>Name of the Department</b>	<b>Minimum Course Credits</b>
Electrical Engineering and Computer Science	16/32 <sup>\$</sup>
Mathematics	24
Physics	24
Humanities and Social Sciences	16
Economic Sciences	24

# *The minimum course credits for students admitted with M.Tech./M.E./M.S. in Chemical Engineering is 16. However, students admitted with M.Sc./M.S. degree in Natural Sciences having some experience in allied areas of Chemical Engineering or B.E./B.Tech. in Chemical Engineering have to complete a minimum of 24 course credits.*

\* *The minimum course credits for students admitted in department of Earth and Environmental Sciences prior to AY: 2018-19-I semester is 24.*

\$ *The minimum course credits for students admitted with M.Tech./M.E./M.S./other relevant degrees (4+2 or higher)/IISERB BS-MS in EC/CS/EE/IT and other relevant discipline is 16. However, students admitted with M.Sc./M.S. in Physics/Mathematics or B.Tech./B.E./B.S. in EC/CS/EE have to complete 24 to 32 course credits as suggested by the DPGC committee.*

Every Department should permit the student to register for courses outside the Department, if recommended by the thesis supervisor, for a maximum of 8 credits. Out of the minimum prescribed course requirements for a Ph.D. student, the student cannot register for more than 50% credits of the prescribed courses with the same instructor. After completion of the minimum prescribed courses, the above rule will not be applicable.

For students who have completed their masters from reputed institutes such as IISERs, IITs etc., the Convener DPGC of the concerned Department can recommend an exemption of maximum 8 credits from this requirement, based on advanced (500/600 level) courses taken during BS-MS (Dual Degree)/Master's programme. Such an exemption will be done only upon the approval of DoAA.

Ph.D. students will also have to register for a minimum of 40 research credits. Ph.D. students should register for a total minimum of 96 credits (coursework and research work).

Besides the above-mentioned minimum requirements, a Department may prescribe some additional credits of courses/thesis work approved by the Senate.

The Senate may also allow Ph.D. students to credit courses in other academic Institutions. Students conducting a part of their research work at other academic institutions may seek residence and research credits for the time spent outside. However, such work must be carried out under the guidance of IISER Bhopal faculty and his/her thesis supervisor will evaluate the progress of this work. Prior to undertaking work outside IISER Bhopal, the student must obtain consent from the DPGC and approval from DoAA.

### **12.3 Provisions for Relaxation**

Senate may grant relaxation in the prescribed minimum/maximum residence and/or academic requirements to a student in view of the work done by him/her in the Institute or elsewhere, to the extent

considered appropriate according to the merit of the case.

## **12.4 Assignment of Thesis Supervisor**

A Ph.D. research supervisor will be assigned to every student at an appropriate time in the programme, as decided by individual Departments. The following guidelines will be followed in assigning research supervisor(s):

1. A student shall not normally have more than two supervisors at any given time. The primary supervisor must be from the parent department of the student.
2. Thesis supervisor of a student will normally be appointed from amongst the faculty members at IISER Bhopal in accordance with the guidelines of each Department. In general, supervisor(s) can be chosen any time before completing the course work. Criteria used for assigning thesis supervisor(s) include students' preference for a research area, his/her performance in the interview, and performance in course work at IISER Bhopal.
3. Under special circumstances the Senate may allow a scientist/faculty member from another academic Institution to be a co-supervisor.
4. The assignment or change of supervisor(s) of a student must be intimated to the Office of Academic Affairs. Addition or change of supervisor is not allowed once the thesis is submitted. In case a supervisor of a Ph.D. student is

change/added, the student cannot submit his/her thesis until after six months of the change.

5. If the thesis supervisor is a faculty member on probation (at assistant professor or new joiner at associate professor and professor level), the DPGC will appoint a co-supervisor, who is a confirmed faculty member. Once the services of the primary supervisor are confirmed by the Institute, the co-supervisor will be relieved.

### **12.5 Assignment of Alternate Thesis Supervisor**

For Ph.D. students who are assigned to only one supervisor the criteria for assigning alternate supervisors under specific circumstances are as follows:

1. If the supervisor of the Ph.D. student is away on long leave, the DPGC will appoint a new supervisor or a co-supervisor, in consultation with the supervisor of the Ph.D. student. In case, the supervisor of a Ph.D. student goes on short leave, the DPGC will appoint an administrative supervisor to fulfil various formalities.
2. In the event that a thesis supervisor proposes to go on leave when a Ph.D. student has completed all research work and is only writing his/her thesis, the DPGC may appoint an administrative supervisor. This supervisor will take care of all formalities like submission of thesis, suggesting a list of examiners and conducting the oral examinations.
3. If the thesis supervisor of a Ph.D. student retires, resigns, or otherwise ceases to be a faculty member



of the Institute, the DPGC will appoint a new supervisor or co-supervisor.

## **12.6 Comprehensive Examination**

1. All students must pass a comprehensive examination designed to test the overall comprehension of the student in the various subjects. A student can appear in the comprehensive examination only after he/she has completed the course requirements and satisfied the minimum specified CPI requirement. The total number of credits to be obtained in order to appear for the comprehensive examination is 32 (The reminder of 16 credits coming from research credits). Additional course credit may be imposed by department to suit their requirements.
2. Students admitted to the Ph.D. programme should complete their course requirements along with the comprehensive examination within a period of four registered semesters from the date of admission to the programme.
3. The comprehensive examination will be either oral or written, or a combination of both as detailed in the guidelines of individual Departments, duly approved by the Senate.
4. The Comprehensive Examination Board will consist of at least three but not more than five faculty members of the student's Department and one faculty member from outside the Department. Constitution of the board will be proposed by the thesis supervisor (DPGC, if supervisor is not yet assigned) and will be forwarded by the DPGC for

the approval of the DoAA. The thesis supervisor of the student, if already assigned, will be the convener of the board else convener, DPGC will be the convener of the board.

5. Although no grades are assigned for the comprehensive examination, students are required to pass the same. A student will be considered to have passed the comprehensive examination if all except at the most one member of the board are satisfied with student's performance in the examination. The report of the comprehensive examination must be sent to the DoAA within 8 weeks of the date of approval of the board.
6. When a student has not passed the comprehensive examination in his/her first attempt, a second comprehensive examination will be conducted by the same board that was constituted earlier unless otherwise approved by the Chairperson, Senate on the recommendation of the DPGC and the DoAA. A student will not be allowed to appear in the comprehensive examination more than twice. A student not qualifying the comprehensive exam in two attempts or within four registered semesters will be terminated from the programme.

## **12.7 Candidacy for the Ph.D. Degree**

A student enrolled in the Ph.D. programme is formally admitted to the candidacy for the Ph.D. degree after he/she has completed the course requirements for the degree with at least the minimum required CPI, and has passed the comprehensive examination. Only such

students who are admitted to the candidacy will be allowed to submit Ph.D. thesis.

## **12.8 Graduate Seminars**

- (i) First Graduate Seminar: The candidate must give graduate seminar within one year of the comprehensive examination. This seminar must encompass the formulation of the research problem and survey of existing literature. If the student fails to clear graduate seminar in one attempt he/she must clear the same during subsequent attempts.
- (ii) Second Graduate Seminar: The student must give second graduate seminar by the end of eighth semester (for Ph.D.) and eleventh semester (for Integrated Ph.D.) of study. This seminar topic may be related to the research work of the student.

Both the seminars will be assessed by a Department Level Committee and will be judged as satisfactory or unsatisfactory. In the latter case, a suitable course of action will be suggested by the Committee.

The reports of the graduate seminars must be submitted to the DoAA through the thesis supervisor and Convener DPGC.

## **12.9 Open Seminar**

Prior to submitting his/her Ph.D. thesis, a student must present a seminar on his/her thesis work to an audience consisting of faculty members and students of the Institute. A notice of the open seminar must be displayed 7 days in advance. A copy of the notice should be submitted to the Office of Academic Affairs.

General Public is also permitted to attend the Open Seminar. The student may incorporate comments/criticism obtained from the audience in his/her thesis.

The thesis can be submitted only after satisfactorily presenting the Open Seminar. A satisfactory completion report has to be submitted to the DoAA through the thesis supervisor and Convener DPGC.

The maximum time duration for the submission of the thesis after the delivery of the open seminar will be six months. In exceptional circumstances, the students may seek an extension of up to three months with proper justification. However, if the thesis is not submitted within the desired period including the extension, the open seminar already delivered will stand cancelled and the student will be required to give a fresh open seminar before he/she submits his/her thesis.

### **12.10 Ph.D. Thesis Evaluation Board**

The thesis will be evaluated by a board. The board, approved by the Chairperson, Senate, shall consist of two members in addition to the thesis supervisor(s). Members of the board should be very well recognized in the field and should be from other Institutes/Universities/Research Organizations.

The procedure for constitution of the ‘Thesis Evaluation Board’ is as follows:

1. The list of thesis examiners should be proposed at most 4 weeks before the submission of the Ph.D. thesis.

2. The research supervisor of the student should propose a list of 10 examiners (including himself/herself, with contact details including email, fax, telephone number and complete postal address) to the Office of Academic Affairs. Among the 10 listed examiners for Ph.D. thesis evaluation, not more than five may be from outside India. A hardcopy and softcopy of the synopsis should also be submitted along with the list of examiners.

To provide larger visibility to the research work carried out in IISER Bhopal in international front it is advised to put at least three examiners for Ph.D. Thesis evaluation from outside India.

3. The Chairperson, Senate, in consultation with the DoAA will select the names of the thesis examiners from the list provided by the supervisor to constitute the thesis evaluation board. The Chairperson, Senate may add examiners and/or ask for an additional list of examiners, if required. In case the Chairperson, Senate is the thesis supervisor, then the thesis evaluation board will be constituted by the DoAA. In case the DoAA is the thesis supervisor, then the Chairperson, Senate will constitute the thesis evaluation board, in consultation with the Dean, Faculty Affairs.
4. DoAA will send a copy of the synopsis to each member of the thesis evaluation board for obtaining their consent to act as thesis examiners. If no consent is obtained within two weeks, DoAA will communicate with other examiners in the list (as approved by the Chairperson, Senate), and this exercise will continue until adequate number of

examiners have consented. In rare circumstances, the DoAA may request another list of suggested examiners from the thesis supervisor, in case the original list is exhausted, and adequate number of examiners is not found.

5. After consent is obtained from the examiners, a copy of the thesis (soft bound hardcopy/softcopy depending upon the preference of the examiner) is sent to each examiner. Such a copy of the thesis must be submitted to the Office of Academic Affairs within 4 weeks of the submission of the list of examiners. The preference of the thesis examiner for a soft-bound copy/soft copy of the thesis will be communicated to the supervisor as soon as it is known.
6. In case the DoAA is the supervisor of the Ph.D. student, the above exercise is carried out by Dean, Faculty Affairs.
7. In all cases, the names of the thesis examiners will be kept confidential till the oral examination. Upon the completion of the evaluation of the Ph.D. thesis, the Office of Academic Affairs will communicate the names of the faculty members of the Institute (if any), as well as, the names of the thesis examiners from outside the Institute who will be a part of the oral board, approved by the Chairperson, Senate, to the thesis supervisor.

### **12.11 Ph.D. Thesis Evaluation**

1. Upon receiving all reports from the thesis evaluation board, the DoAA will place the thesis in

one of the following categories in accordance with the nature of recommendations:

- i. **Category 1:** The examiner has not pointed out any errors and has no corrections/suggestions. The examiner has recommended that the thesis be accepted as is.
- ii. **Category 2:** The examiner has pointed out only grammatical errors like punctuation, spelling mistakes or language problems. Suggested changes must be incorporated in the thesis to the satisfaction of the oral board.
- iii. **Category 3:** The examiner points out minor technical mistakes/raises queries/suggests some modifications but does not subject the acceptance of the thesis to the answering of queries/incorporation of suggestions. The student must respond to the queries raised by the examiner and submit the revised thesis to the Office of Academic Affairs through his/her thesis supervisor. Suggested changes must be incorporated in the thesis to the satisfaction of the oral board.
- iv. **Category 4:** The thesis examiners reject the thesis in its present form and point out major technical errors, clearly mentioning that the thesis cannot be accepted unless he/she is satisfied with the changes made by the student. In this case, the thesis supervisor(s) will communicate the changes carried out in the thesis, if any, in response to the queries raised by the examiner(s) with a covering note and

send it to the examiner through the DoAA with a request to respond within six weeks. If no response is received within the stipulated period, a reminder will be sent and the wait period will be extended by another six weeks. If no response is received even after twelve weeks further action will be initiated.

- v. **Category 5:** The thesis examiners find the thesis unsuitable and reject it. The thesis examiners explicitly mention that this thesis cannot be considered even with major revisions/resubmissions. If one of the examiners rejects the thesis, the matter will be referred to Chairperson, Senate for deciding further course of action. If two or more examiners reject the thesis, the thesis will be rejected. Students receiving such a recommendation will be terminated from their academic programme.
2. Copies of the report along with the category of the thesis (without the identity of the examiner) will be communicated to the thesis supervisor(s).
3. On completion of the process detailed above, the DoAA will intimate the concurrence of the Chairperson, Senate, if given, to the supervisor, to initiate the constitution of the oral board. This concurrence of Chairperson, Senate will be given if all the examiners recommend acceptance of the thesis.
4. In case the DoAA is the supervisor of the student concerned, the above processing will be done by Dean, Faculty Affairs.



If plagiarism is detected at any stage during the Ph.D. programme or even after award of the degree, disciplinary action including termination from the programme or withdrawal of the degree, as appropriate, will be initiated by the Institute.

### **12.12 Submission of Evaluated Thesis**

Hard bound copies of the Ph.D. thesis can be submitted only after the corrections, if any required by the thesis evaluation board have been incorporated. The thesis supervisor should certify the incorporation of all comments. Copies of the Ph.D. thesis (prepared according to the duly approved format), one for each examiner of the oral board and additional copies as required by Department should be prepared. One copy of the duly signed hard copy of the thesis should be deposited to the Office of the Academic Affairs.

### **12.13 Ph.D. Oral Board**

1. The 'Oral Board' shall consist of four members in addition to the thesis supervisor(s). Of the four, one shall be from the external members of the thesis evaluation board to be nominated by the Chairperson, Senate. Other three members of the oral board shall be from among the faculty members of the IISER Bhopal (including those, if any, on the thesis evaluation board). Of the three members from IISER Bhopal at least one shall be from a Department other than the student's Department.
2. Of the four, three shall be from among the faculty members of the Institute (including those, if any, on the thesis evaluation board) and one shall be from

among the members of the thesis evaluation board (to be nominated by the Chairperson, Senate from the thesis evaluation board) from outside the Institute. Of the three members from IISER Bhopal at least one shall be from a Department other than the student's Department. The Chairperson, Senate will nominate one member from the thesis evaluation board to the oral board.

3. The thesis supervisor(s) will propose the oral board in the prescribed format for the approval of the Chairperson, Senate.
4. The duly approved oral board will be communicated to the thesis supervisor by the Office of Academic Affairs.
5. Thereafter, the thesis supervisor will be responsible for making all necessary arrangements (including travel, accommodation for the external examiner, scheduling, announcing the oral exam and conducting the same) duly completing all formalities and following approved procedures.

#### **12.14 Ph.D. Oral Examination**

1. The Ph.D. oral examination will be an open examination. The supervisor will be the convener of the oral board and will fix the date of the oral examination and intimate the date to the Office of Academic Affairs.
2. If a member of the oral board communicates his/her inability to be present in advance or fails to be present on the specified date and time, the Chairperson, Senate may appoint a substitute in

consultation with the thesis supervisor(s), Convener DPGC and DoAA.

3. Each member of the oral board will be given a copy of the thesis/revised thesis, along with the reports of the thesis evaluation committee at least one week before the date of the oral examination.
4. The oral board shall
  - (i) examine the thesis reports,
  - (ii) examine if necessary modifications suggested by the thesis examiners have been incorporated,
  - (iii) examine the candidate on questions raised by the thesis evaluation board,
  - (iv) authenticate the work as the student's own,
  - (v) judge if the presentation of the work by the student and the answers to the questions asked have been satisfactory, and
  - (vi) provide a report of the candidate's performance, which will be communicated by the supervisor(s) to the DoAA through the Convener, DPGC and Head of the Department.
5. If all, except at most one member, declare the student as passed, the matter will be referred to the Chairperson, Senate for a decision on whether or not the student be declared 'passed'.
6. If a candidate has not passed, the oral board will specify whether
  - (i) the candidate may be given another chance to appear in the oral examination and will specify

the approximate date for re-examination. The original oral board will conduct the re-examination unless a different oral board is approved by the Chairperson, Senate. In the re-examination, the board will declare whether the student has passed or failed as per the criteria laid down above but will not recommend holding a third oral examination.

(ii) the candidate is declared to have failed.

7. On receipt of the report that the student has passed the oral examination, the DoAA will initiate further proceedings for the award of the Ph.D. degree.
8. If the candidate has failed, the matter will be brought to the attention of the Chairperson, Senate for further action.

### **13. GRADUATION REQUIREMENTS OF Ph.D. PROGRAMME**

A student shall be deemed to have completed the graduation requirements, if the student

- Has completed a minimum residence of 3 years (and no more than 7 years) from admission to the programme.
- Has no F grade in all courses registered for.
- Has qualified the comprehensive exam, admitted to Ph.D. candidacy, presented Graduate, and Open Seminar, submitted Ph.D. thesis and passed the thesis Oral Examination,

- Has completed all specified credit requirements (course and research work).
- Has earned a minimum CPI of 7.0 on a 10.0 point scale in addition to the credit requirements.
- Has satisfied all other requirements specified by the concerned Department, if any,
- Has satisfied all the requirements specified by the Senate and the Ordinances.
- Has paid all the dues to the Institute, as applicable.
- Has no case of indiscipline pending against him/her.
- Has served as tutor for at least two semesters any time before submission of the thesis.

Upon completion of the graduation requirements and fulfilling the requirement for participation in the Convocation, the student will be awarded his/her degree during the convocation.

Procedurally, the Office of Academic Affairs, upon the completion of every semester, will compile the grades obtained by students registered for various courses. These grades and the list of students eligible for award of degrees will be placed before the Senate for its due consideration. The Senate after considering the proposal shall recommend to the BoG, for its further necessary approval, the list of candidates for award of degrees at the next Convocation of the Institute.

However, during the academic session, from time-to-time, provisional degrees are issued by the DoAA. A list of provisional degrees issued to the students between two Convocations is placed for necessary

consideration and ratification by the Senate/BoG prior to the Convocation of the Institute, each time, for the award of degrees.

Under exceptional circumstances, where gross violation of the graduation requirements, falsification/misrepresentation of facts pertaining to eligibility to the programme and/or any misconduct (such as tampering with the grade report/transcript) is detected at a later stage, the BoG upon the recommendation of the Senate, may withdraw a degree that is already awarded.

#### **14. FELLOWSHIP FOR Ph.D. PROGRAMME**

Students who have successfully qualified national level exams such as CSIR-JRF/DBT/UGC or equivalent can avail their fellowship from respective agencies. Such students should start the process of activating their fellowship immediately after joining IISER Bhopal by submission of the complete and relevant forms to the granting agency through the Institute.

Students who do not have their own source of fellowship but have qualified UGC-NET(LS), GATE etc. are eligible to receive Institute assistantship.

IISER Bhopal offers hostel accommodation to all students. Thus, no HRA will be admissible to students who wish to opt out the hostel facility and become day scholars.

## **15. LEAVE FOR Ph.D. STUDENTS**

### **15.1 Annual Leave**

Ph.D. students are entitled for a maximum of one month of paid leave during an academic year with prior approval of thesis supervisor and DoAA.

Fellow is not entitled to any other vacations. The leave will be treated as part of the fellow's tenure. The leave due can be carried over to the next year, however, not more than 90 days can be accumulated at any time during the tenure, of this not more than 30 days can be availed in a calendar year with stipend and beyond that the leave will be treated as "Leave Without Stipend".

During the first year of fellowship or any uncompleted year, leave may be granted on pro-rata basis. Sanction of leave without stipend may be considered by respective funding agencies under special circumstances.

In case fellow proceeds on leave before expiry of fellowship tenure, he/she must join back before the expiry of tenure; failing which the tenure will be deemed to have terminated with effect from the date he/she proceeded on leave.

### **15.2 Leave for Academic Activities**

Students will be granted leave, without loss of scholarship for academic activities like attending conferences and conducting field work, provided it is certified by thesis supervisor or Convener, DPGC (if a supervisor is not allotted). The leave application for this purpose should be submitted to the Office of Academic Affairs. Further, students proceeding on

leave for academic activities are expected to be present for registration, examination and all other mandatory activities.

The student should not proceed on leave to visit abroad for attending conferences/seminars etc. without prior approval of the funding agency, well in advance. The entire duration of such foreign visits if funded by any national/international agency, whether partially or fully, would be treated as leave without stipend.

### **15.3 Maternity Leave**

A female student may be granted maternity leave as per Govt. of India norms issued from time to time at full rates of fellowship once during the tenure of their fellowship. Women fellows with less than two surviving children are entitled to full stipend plus HRA, during the period of absence up to 180 days on grounds of maternity. Such leave shall be sanctioned by the Guide under intimation to funding agencies. The fellowship amount for leave period will be paid after the fellow resumes duty and submits a medical certificate in support of actual confinement. It is expected that the fellow will make up for the research work during the remaining tenure.

### **15.4 Paternity Leave**

A male student with less than two surviving children are entitled for 15 days paternity leave during confinement of his wife on submission of relevant documentary proof as per Govt. of India norms issued from time to time at full rates of fellowship once during the tenure of their fellowship.



## **15.5 Leave Until Oral Examination**

A student will be granted leave until oral examination after he submits the thesis for evaluation. However, he/she should submit a request to be retained on the Institute's rolls along with the prescribed fee, every semester, while on leave. Such leave cannot be for more than a year.

The students who are availing Leave Until Oral Examination will not be paid any assistantship/fellowship during the period of leave. The student will not be registered for any course, nor earn any thesis credits during this leave. Additionally, the student can not avail the Institute's facilities during this period.

## **15.6 Semester Leave**

A student is not normally allowed to withdraw from the academic programme temporarily and is expected to finish his/her studies without any break. However, for genuine reasons and/or under exceptional circumstances, a student may be allowed to withdraw temporarily at the discretion of Chairperson, Senate for an extended period. Such an application of temporary withdrawal must be supported by proper documentation and should be endorsed by the parents/guardians. A student who has been granted temporary withdrawal from the Institute under the above provisions will be required to pay the token registration fees, if the application is submitted before the commencement of semester. Such leave of absence shall ordinarily not exceed two semesters with or without break during the entire period of the academic programme. During the entire

duration of his/her leave, no fellowship will be awarded in any form irrespective of the CPI.

#### **16. FINANCIAL ASSISTANTSHIP FOR ATTENDING CONFERENCES (FAAC) SCHEME**

The Institute has implemented the FAAC scheme to encourage and facilitate its students to attend conferences/workshops. This will enable the students to showcase their research globally and exchange scientific intellect and ideas at various academic platforms.

The scheme is open to all Integrated Ph.D. and Ph.D. students who have qualified their Ph.D. candidacy requirements.

The main objective of this scheme is to encourage and enable students to attend conferences/workshops outside India.

The scheme will support all expenditure related to travel, registration, accommodation, travel insurance, VISA processing and food subject to capping as mentioned in the detailed guidelines. All claims have to be supported by valid copies of bills/statements, in original, failure of which no reimbursement will be made.

#### **17. PROVISIONS FOR RELAXATION**

Senate may grant relaxation in the prescribed minimum/maximum residence and/or academic requirements to a student in view of the work done by

him/her in the Institute or elsewhere, to the extent considered appropriate according to the merit of the case.

## **18. PROVISIONS FOR AMENDMENTS**

- The Institute reserves the right to modify/amend/revise any rules without prior notice.
- For special cases not covered under the specified rules, the decision of Deans/Senate will be final and binding.



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल  
शैक्षणिक कार्यालय

IISERB/DOAA/2021/055

January 29, 2021

**Office Order**

Sub: Policy for Conducting Comprehensive Examination for Ph.D. candidacy.

Ref: Agenda Item No. 61.6 of the 2021-1/61<sup>st</sup> Senate meeting dated January 06, 2021.

The Senate vide minutes of its 2021-1/61<sup>st</sup> meeting has approved the following policy for conducting Comprehensive Examination for Ph.D. candidacy.

Comprehensive Examination for Ph.D. candidacy must consist of the following components:

- (a) Written component such as Written examination / Submission of a research proposal / Written chapter.
- (b) Oral examination

The due weightage of both the components can be decided by the concerned department. The syllabus, area of the above components and weightage should be determined and announced in advance.

The Oral Examination Committee should consist of the following:

- (a) Thesis Supervisor.
- (b) At least 1 external expert preferably from within the Institute. In case the external member is from outside the Institute, a suitable justification must be provided by the department.
- (c) Minimum 2 experts related to the topic.
- (d) One Nominee of the HoD.
- (e) In case of repeat oral examination, the HoD/Convener, DPGC must attend the oral examination.

This is for information and necessary action by all concerned.

Dean, Academic Affairs

- To:
- 1. All Heads of Academic Departments via E-mail
  - 2. All Convener, DPGCs via E-mail
  - 3. All Faculty via E-mail.
  - 4. All Ph.D. Students via E-mail.
  - 5. Notice/Website.



## Indian Institute of Science Education and Research Bhopal

Bhopal Bypass Road, Bhauri, Bhopal - 462 066 Madhya Pradesh, India

### List of Suggested Examiners for the Ph.D. Comprehensive Examination

Name of the student:

Roll no.:

Programme:

Department:

Funding Agency:

Date of admission to the programme (DD/MM/YYYY):

Thesis supervisor(s):

S. No.	Designation	Name of the Examiner	Department
1.	External Expert*		
2.	Ph.D. Supervisor		
3.	HoD's Nominee		
4.	Expert Member		
5.	Expert Member		
6.			

(\*External expert should be from a department other than the student's department or from outside the Institute)

Date:

Supervisor

Convener, DPGC

HoD,

Approved

Dean, Academic Affairs



# Indian Institute of Science Education and Research Bhopal

Bhopal Bypass Road, Bhauri, Bhopal - 462 066 Madhya Pradesh, India

## Report of the Examiners for the Ph.D. Comprehensive Examination

Name of the student:

Roll no.:

Programme:

Department:

Date of admission to the programme (DD/MM/YYYY):

Date of the written comprehensive examination:

Date of the oral comprehensive examination:

Funding Agency:

Thesis supervisor(s):

Rate the overall performance of student on the scale of 0-10:

(0-Very Bad, 10-Outstanding)

Candidate has

- PASSED and may be admitted to the candidacy for Ph.D. degree and will be allowed to submit the Ph.D. thesis in accordance with the prescribed guidelines.
- FAILED and is advised to clear comprehensive in the second attempt before the completion of his fourth semester
- FAILED in the second attempt also and is recommended for TERMINATION.

S. No.	Designation	Name of the Examiner	Department	Signature
1.	External Expert			
2.	Ph.D. Supervisor			
3.	HoD's Nominee			
4.	Expert Member			
5.	Expert Member			
6.				

Comments, if any:

Ph.D. Supervisor

Convener, DPGC

HoD

Approved

Dean, Academic Affairs

**Note:** The report of the comprehensive examination must be sent to the Dean, Academic Affairs within 8 weeks of the date of approval of the examiners.





भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल  
शैक्षणिक कार्यालय

IISERB/DOAA/2021/38  
January 21, 2021

**Office Order**

Sub: Maximum tenure of Ph.D. Fellowship.

Ref: Agenda Item No. 60.15 of the 2020-4/60<sup>th</sup> Senate meeting dated November 09, 2020.

This is to inform all concerned that the maximum tenure of Ph.D. fellowship will be 5 year only regardless of the source of funding.

The Institute funded students have to submit an undertaking that they will immediately inform their supervisors, Head of the Department and the Dean, Academic Affairs, whenever they qualify in any external fellowship exam conducted by UGC/CSIR etc. and shall activate the fellowship at the earliest opportunity. If the students fail to notify the same, the Institute shall recover the fellowship amount from the student for such periods and also stop the Institute fellowship, subsequently.

The students who suffer financial loss due to transition from Institute to external fellowship, the difference, if any, shall be reimbursed by the Institute towards assistantship for a maximum period of 02 years only.

Dean, Academic Affairs

- To:
1. All Heads of Academic Departments via E-mail
  2. All Convener, DPGCs via E-mail
  3. All Faculty via E-mail
  4. Deputy Registrar (F&A)
  5. All Ph.D. Students via E-mail
  6. Notice/Website



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल  
शैक्षणिक कार्यालय

कार्यालय आदेश

IISERB/DOAA/2021/69

February 09, 2021

Sub: Amendments in the existing guidelines for Financial Assistantship for Attending Conferences (FAAC) Scheme

The Institute has implemented the FAAC scheme to encourage and facilitate its students to attend conferences/workshops. This will enable the students to showcase their research globally and exchange scientific intellect and ideas at various academic platforms.

General Guidelines:

1. The main objective of this scheme is to encourage and enable students to attend conferences/workshops outside India.
2. The scheme is open to all Integrated Ph.D. and Ph.D. students who have qualified their Ph.D. candidacy requirements. However, the students funded by external agencies will be given preference in allocation of funds.
3. A committee duly appointed by the Chairperson, Senate will select the students who are eligible to avail this scheme.
4. The duly appointed committee will meet regularly to review the applications received.
5. In the process of selection preference will be given to the 5<sup>th</sup> year student followed by 4<sup>th</sup> year.
6. For recommending candidates, oral presentation will be given preference over poster presentation and/or participation.
7. In case of a 3<sup>rd</sup> year student applying for FAAC funding, a strong justification followed by special approval from department will be requested.
8. A student will be permitted to submit only one application under the FAAC Scheme at a point of time. The maximum limit of fund given to any student including both national and international conference/workshop stands revised to 1.5 lakhs. However, for attending conferences within India, the limit will be Rs. 10,000 in each instance. Further, application will be considered depending on the availability of funds under the scheme. Dearness Allowance (DA) will be paid up to a limit of USD 50 or equivalent



per day (for conferences/workshops outside India) upon the production of actual bills of expenditure only for the duration of the conference or up to a maximum of 5 days. For conferences/workshops within India, DA will be paid as per the entitlement upon the production of actual bills of expenditure only for the duration of the conference or up to a maximum of 5 days.

9. The scheme will support all expenditure related to travel, registration, accommodation, travel insurance, VISA processing and food. All claims have to be supported by valid copies of bills/statements, in original, failing which no reimbursement will be made.
10. For international travel only, a maximum of 80% of the estimated cost can be taken as an advance before attending the conference. No advance payment will be made for travel within India.
11. All applicants have to apply online (any time throughout the year) to avail this scheme. Please download the forms and fill them completely. Save your word file as "FAAC Scheme Roll No" (example: "FAAC Scheme\_1020101"), generate the PDF and email the same to office\_aa@iiserb.ac.in
12. Air travel, both domestic and international should be made only through Air India. For places where Air India does not provide service, travel may be made by other airlines also (subject to prior and specific approval in this regard).

This is for information and necessary action by all concerned.



Dean, Academic Affairs

- Encl: 1. Approval of Travel Support for FAAC Scheme  
2. Journey Cum Travel Advance Approval  
3. Travelling Allowance Bill for FAAC Scheme

- Copy to: 1. Director, IISER Bhopal  
2. Deputy Director, IISER Bhopal  
3. Registrar, IISER Bhopal  
4. All Deans/Heads of Academic Departments via E-mail  
5. Deputy Registrar (F&A)  
6. All Integrated Ph.D./Ph.D. students via E-mail  
7. Notice/Website



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल  
Indian Institute of Science Education and Research Bhopal

**Approval of Travel support for FAAC Scheme**

Date \_\_\_\_\_

Name of the Student			Roll No.		
Department			Program		
Nature of Conference/Workshop (enclose original Invitation / Brochure)	National (Please tick below)	International (Please tick below)	Venue		
To avail the scheme	Present a Poster <input type="checkbox"/> Deliver a Scientific presentation <input type="checkbox"/> Others (Please specify) <input type="checkbox"/>				
Details of leave	Academic leave				
	From		To		No. of Days
Expenditure (Estimate)	Travel	Registration	Stay	Other	Total (Rs.)
Amount of Advance required, If any (Only for international travel)	Rs.				
Details of financial support from other sources	Mentor	Funding Agency	Other		Total (Rs.)

Signature of the Student \_\_\_\_\_

<b>Approvals:</b>	
Forwarded & Recommended by	Approved as per rule
PI /Coordinator/ HOD	HOD /Dean/ Director

<b>For F&amp;A use only:</b>		
D. Asstt. /Jr. Supdt./ Supdt.	Dy. Registrar (F&A)	Finance Officer / Registrar





# Indian Institute of Science Education and Research Bhopal

## Journey Cum Travel Advance Approval

Account Head:

Institute A/c	R & D Project No.																		
CPDA	Others																		

Budget under the head of:

1. Contingency	2. Consumables	3. Non-consumables	4. TA	5. Others
SN	Content	Details		
1.	Name of the Employee/Students & P F No./Roll No.:			
2.	Designation & Department			
3.	Journey Period	From :	To:	
4.	Travel Destination			
5.	Purpose of journey			
6.	Mode of Travel	AIR:	Rail:	Road: Others:
7.	Approximate fare (To & Fro)			
8.	Amount of Advance required:			
9.	Bank A/c No.			
10.	Signature of the Traveler			

Forwarded & recommended by	Approved as per Rules
Dept. Coordinator/PI/ HOD	DoFA/Registrar/Dy. Director/ Director

### For Office Use Only

Is there enough balance in the relevant head	YES:	No:
Is there more than one advance outstanding in this category or more than 3 advances in all?	YES:	No:
Advance Reference no & date		
Assistant/Accountant	Coordinator/ Finance Officer/ Registrar	

### Advance Payment Note

1.	Name of the PI	
2.	Name of the Advance Holder & Designation	
3.	Advance Ref. No & Dt	
4.	Amount Rs.	
5.	Mode of payment	Cash:      Cheque:      Bank ECS:
6.	Terms & conditions: 1) Only one advance in a category and preferably no more than 2 advances in all are allowed. 2) Check with Dealing Assistant in case of any doubts about the category of an item. 3) Please submit bills to R&D/F&A office within two months of receipt of advance.	



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल  
Indian Institute of Science Education and Research Bhopal

**TRAVELLING ALLOWANCE BILL for FAAC Scheme**

Date

Name of the Student		Roll No.	
Department		Program	
Purpose of Journey			

Departure		Arrival		Mode of travel and class of accommodation	Distance in Kms. For road mileage	Duration of Halt		Fare Paid
Date & Time	From	Date & Time	To			Days	Hrs.	
Total Travel Cost :								

Other Claims : (Please provide valid supporting documents)		
Sr.No.	Particulars	Amount
1	VISA processing Fee	
2	Registration Charges	
3	Accommodation Charges	
4	Others	
Grant total travel cost:		
Less Advance, if any:		
Net Claim : Payable/Refundable (+/-) :		

Signature of the student

Approvals:	
Forwarded & Recommended by	Approved as per rule
PI/Coordinator/HOD	HOD/Dean/Director

**For F&A use only:**

D. Asstt./Jr.Supdt./Supdt.	Dy.Registrar (F&A)	Finance Officer / Registrar
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### INSTRUCTIONS FOR PREPARING TRAVELLING ALLOWANCE BILLS

1. Journey of different kinds and halts should not be entered on the same line.
2. Bills must be properly prepared and submitted within 7 days of completion of journey. Failure to do so may entail recovery of advance, if drawn, through the Scholarship bill submitted thereafter.
3. Money Receipts/Ticket numbers/Invoice/Boarding pass etc. (all in original) should be furnished along with the T.A. bill.

### CERTIFICATE

Certify that I actually travel in the class to which I am entitled. It was also certified that I did not perform the road journeys for which the mileage have been claimed at the higher rates by taking a single seat in any public conveyance excluding steamer which plies regularly between two fixed points at the fixed rates. It is also certified that I did not perform the journey free of charges or without payment or incurring in running expenses. In case of hiring taxi, it is also certified that the hiring of taxi was essential and road mileage is not claimed from any other source.

- Travelling by road includes travelling by sea or river in a steam launch or in any vessel other than steamer and travelling by canal. (This particular kind should be specified in the bill).
- In case where the Steamer Company has two rates of fare, one inclusive of diet, the "fare" should be held to mean. "Fare exclusive of diet."

Date.....

Signature of the student.....



**शैक्षणिक कार्यालय**

***Office of Academic Affairs***

**भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल**

**Indian Institute of Science Education and Research Bhopal**

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