

Ph.D. PROGRAMME RULES
(Revised in 2022)

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SECTION – A PhD PROGRAMME RULES , INSTITUTE

PhD Programme Administration and Regulations

1. The rules and regulations of Ph.D. Programme shall be discussed and decided in the Academic Programmes Committee (APC) of the Institute and submitted to the Board of Governors for approval.

1 Eligibility Criteria for admission and process of admission to the Ph. D Programme

INSTITUTE is not a degree awarding institution but conducts its Ph. D programme in various social science disciplines depending on the need, availability of suitable faculty and in conformity with the Memorandum of Understandings (MoUs) or Agreements with the Universities with which the students are registered through INSTITUTE.

1.1 Eligibility for Admission:

The applicants with Master's Degree from a recognised University with a first or a high second class (55% and above) or equivalent and satisfying all other eligibility criteria as stipulated by the Academic Programmes Committee of Institute, from time to time shall be eligible for admission to the programme.

Master's Degree OR equivalent examination: with 50% and above marks for OBC belonging to non-creamy layer, SC, ST and persons with disability (PWD) category.

Normally, admission will be provided to only Indian nationals. However, there may be 15% supernumerary quota for foreign students as per UGC / Government of India norms. In case no foreign students from abroad apply, the supernumerary quota shall be diverted to domestic students.

Amongst the candidates who qualify in the written test, at the time of selection, reservation shall be as provided in the reservation Rules of the Institute.

1.2 Financial support:

The institute provides fellowships to Ph. D scholars subject to the award of such fellowships from Indian Council of Social Science Research (ICSSR) or other sponsoring organization including Government of Karnataka and Government of India. The institute also provides a few fellowships directly based on availability of funds and criteria for such awards which shall be set by the APC from time to time.

The number of PhD Fellowships awarded and the subjects in which these are awarded are determined after taking into account the suitability of candidates, availability of finance and supervisors and other relevant considerations.

1.3 Age limit for admission to the Ph. D program

1.3.1 Age limit for financial support:

For Indian Council of Social Science Research or Reserve Bank of India or any other sponsored PhD Fellowship, the applicants must be below 35 years of age (40 years for SC/ST candidates) and in conformity with the regulations of the sponsoring institutions.

1.3.2 Regulations pertaining to age limit:

- (a) The general regulations in this regard shall be governed by the universities with which the scholars would be registered, keeping in view all other qualifying criteria set by the institute.
- (b) There is no age limit for Part-time or External PhD scholars' admissions subject to the University regulations and availability of guide.
- (c) In case of teachers and members of professional staff in research Institutions, the age limit shall be 40 years. However, in exceptional cases, the age limit may be relaxed by the Selection Committee, such relaxation should be recorded in the Minutes
- (d) There is no age limit for teachers who are deputed by any University /college/ research institutes under the Faculty Improvement Program(FIP).

2 Schedule of PhD Admission Every Year

2.1	Release of advertisement (on INSTITUTE website, EPW and University News)	:	Mid March
2.2	Last Date for receiving applications	:	Mid-May
2.3	Screening of Applications and Posting of Call Letter through email and also posting on Institute Website	:	Juneend
2.4	Written Test/Interview/Selection	:	July First and Second Week
2.5	Commencement of PhD Foundation Course	:	Early August

Note: The schedule may be revised by the institute after approval of any such changes by the Academic Programme Committee (APC).

3. Written Test:

A written test will be conducted for all the shortlisted candidates based on the decision of the Screening Committee. The written test shall be for a minimum of 100 marks. The qualifying marks shall be 55 marks for General Category, and 50 marks for SC/ST and OBC and Physically challenged persons. The modalities of the test shall be decided by the APC.

4 Interaction with the Centre/discipline faculty:

Those qualified in the written test need to appear for an interaction with the faculty of the centre/discipline. All members of faculty of the Centre will be present in the interaction meeting. In the case of Development Studies, which is an interdisciplinary subject, faculty members from all disciplines will provide the assessment of the concerned candidate. All the members present at the interaction meeting will assess the candidate in a scale of 1 to 10 and these scores will be aggregated and averaged across Faculty members. The exact modalities of this process shall be decided by the APC.

5. Interview:

- 5.1 Interview of the qualified candidates will be first carried out for each centre/discipline separately by a Committee as specified below in 5.3.
- 5.2 The Candidate will be assessed for 40 marks based on the candidate's abilities on the following:
- i. Comprehension and response;
 - ii. Understanding of the subject based on interaction with the faculty;
 - iii. Communication skills;
 - iv. Aptitude / behaviour, and
 - v. Responding to questions on the research proposal.

Each of these components will carry 8 marks only.

5.3 Centre level Ph. D Interview Committee

The Centre-level Interview Committee consists of the following members:

- 1) Head of the Centre
- 2) All Professors of the Centre
- 3) External Expert
- 4) One faculty from outside the Centre
- 5) Other faculty members from the Centre may be invited by the Head depending on need.

(Note: External expert may be one each in the Economics and non-Economics streams, respectively. The expert in Economics discipline will be common for Agricultural Economics, Economics, Environmental Economics and Population Studies while the expert belonging to non-Economics stream will be common for all the other disciplines).

7.4 The marks obtained in Stage-I (written test) and Stage-II (Interaction with Centre-level faculty) should be given to all Members of the Selection Committee.

6: Final Ph.D. Selection Committee

After aggregating all the scores obtained in Written Test, Interview and Interaction, a Committee consisting of the following members shall finalise the list of final candidates.

- (1) Director
- (2) External subject experts in the concerned Disciplines
- (3) Vice Chairperson of Academic Programmes Committee
- (4) Head of Centre in the Concerned discipline
- (5) Professors in INSTITUTE of the Concerned discipline
- (6) The Ph.D. Programme Coordinator
- (7) SC/ST/OBC Nominee
- (8) The Assistant Registrar (Academic).

7: Short listing of Candidates

Summated marks of Written Test; Centre level interaction and Interview, will form the basis of final selection. In this scheme 50% weightage will be for the written test, 20% for the centre/discipline interaction and 30% for the Interview.

8: Conditions of Fellowship Award

- 8.1: Students having UGC-Junior Research Fellowship (JRF) will be governed by the prevailing UGC norms and others will be governed under ICSSR Norms and Rules of INSTITUTE
- 8.2: Initially, maintenance allowances shall be paid to the students for the Foundation Coursework for the period often months for the coursework period. This will be decided on the availability of Funds by the APC. After successful passing of the Coursework, they will have to secure the National Fellowship from the funding agencies as per their norms. Only the candidates who have secured fellowship funding shall be admitted for PhD in the regular fellowship programme.
- 8.3 Ph. D Scholars shall be retained on the PhD rolls until completion of 5 years from date of registration, extendable by one more year, as per the prevailing university norms. In general, Ph. D Scholars not submitting their thesis within six years from date of joining the Ph. D Programme at INSTITUTE will forfeit the right to utilise any grant and the last month's fellowship amount. Such candidates will be relieved from the programme on the recommendation of the Supervisor and approved by APC.
- 8.4 The full time Ph. D Scholars shall be required to submit an undertaking; not to leave the Ph. D Programme midway without permission. Such students will have to repay the Ph. D Fellowship/contingency received by them, in case of leaving the Ph. D Programme.
- 8.5. Being a full-time PhD Programme, PhD Scholars should normally be in residence at the Institute hostel, or available accommodation in the Institute throughout the period of the receipt of PhD Fellowship, except when they are on field work or on leave under the rules applicable to them. The Day Scholars must attend the Institute regularly.
- 9: A Ph. D Scholar shall not join any other course offered by any University or public body or accept any full-time/part-time assignment in any organisation during the period of Ph. D. Fellowship.
 - 9.1: Conversion of Ph. D Fellowship to part-time Ph. D Studentship may be permitted after completion of two years in the Ph. D Programme and subject to furnishing an undertaking to comply with the requirements of the Ph. D Programme Rules and to submit the thesis within the period decided by INSTITUTE. Such requests should be considered by a Committee consisting of the Director, the Vice-Chairman of Academic Programmes Committee, the Supervisor concerned and the Ph. D Programme Coordinator. This is applicable to all the Ph. D scholars, irrespective whether they hold UGC/SRTT/ICSSR/INSTITUTE or any other fellowship.
 - 9.2: Any violation of this shall attract disciplinary action as given by disciplinary Committee as indicated in para 15.

1. In case a Ph. D Scholar wishes to discontinue from the Ph. D programme without submitting the thesis he/she shall:

- (a) Refund the entire Ph. D Fellowship/contingency received [an undertaking to that effect will be taken at the time of admission];
- (b) Submit a report of the work done by him/her during his/her stay in the programme;
- (c) Obtain prior permission from the Director based on the recommendation of the Ph.D. concerned Supervisor and Programme coordinator..
- (d) S/He shall not be eligible for re-admission to the PhD programme.

11: The Institute shall facilitate enrolment, registration process, conduct of viva-voce and other requirements, as required by the university concerned, subject to the Ph. D Scholar and the supervisor fulfilling necessary requirements.

12: Periodic Reports

12.1: The Ph. D Scholars receiving ICSSR Ph.D Fellowship shall be required to submit half yearly progress report of the work done by them to the ICSSR through the Supervisor, PhD Coordinator and Registrar.

12.2: The UGC Junior/Senior Research Ph. D Scholars shall be required to submit annual progress report to the UGC through the Supervisor, PhD Coordinator and Registrar.

12.3: All the PhD Scholars shall be required to submit periodic detailed progress reports to the University as per its prescribed rules in which they are registered, without fail through the Supervisor, PhD Coordinator and Registrar.

12.4: Failing to submit such reports will be reported to Disciplinary Committee as given in para 14.

13: Ph. D Supervisors Committee:

The Ph. D Supervisors Committee will consist of the following members.

1. The Director (Chair)
2. The Vice-Chairman of Academic Programmes Committee
3. All faculty members having recognition as PhD Guides by the University of Mysore/Bangalore/Mangalore/Osmania and those allotted with the PhD Scholars
4. PhD Programme Coordinator
5. Registrar
6. Assistant Registrar (Acad) Member Secretary

The Committee shall meet at least twice a year to review various aspects relating to the Ph. D Programme. The progress/status report on the PhD Programme shall be presented before the Committee. The allotment of Guides to Ph. D Scholars shall be made by the Committee.

14: Doctoral Committee

14.1: There shall be a Doctoral Committee (DC) for every PhD Scholar to monitor and evaluate:

- a) Periodical progress assessment of the scholar,
- b) *Conduct* pre-registration Colloquium,
- c) Convene pre-thesis submission Colloquium and
- d) Hold viva-voce examination.

Assistant Registrar (Academics) shall monitor the meetings of Doctoral Committee.

13.2. The Doctoral Committee (DC) will consist of the Director, Supervisor (Chairperson), a nominee of the Supervisor, and two nominees of the Director from a panel of 3-4 names provided by the Supervisor after obtaining their consent. The Committee is expected to ensure good quality presentation in the bi-annual seminars, monitor incorporation of assessment panellists' comments and overall quality of the thesis. The Committee can meet as often as required. However, it should compulsorily meet twice in a year preceding the bi-annual seminars. The DC will be advisory in nature and no member shall enjoy the veto power.

14.3: Ph.D. Supervisor shall be the Chairperson of the Doctoral Committee

14.4: A Doctoral Committee will be constituted for every Ph. D Scholar within six months from the date of joining. If the allocated Supervisor goes on long leave, or leaves the services of the Institute, the Ph. D Scholar concerned shall be assigned to one of the concerned DC members. In such cases, the Supervisor should write to the Ph. D Programme Coordinator and Assistant Registrar (Acad) clearly suggesting such an arrangement, before going on long leave/leaving the services. In addition to the DC members, with the Director's approval, additional subject experts may be invited for the DC meeting by the supervisor

15: Disciplinary Committee

The disciplinary committee shall include the following:

1. Director (Chair)
2. VC of APC -Member
3. Supervisor of the Student -Member
4. Head of the Centre -Member
5. One External Expert appointed by the Director -Member
6. PhD Programme Co-ordinator - Member
7. Registrar -Member
8. Assistant Registrar (Academic) - Member Secretary

16: Bi-annual Seminar Series:

The Doctoral Committee shall decide about presentation of Seminar by the PhD Scholar.

1	June	:	First Year Ph. D Scholars shall present a seminar on the broad area of their research interest.
2	September	:	First year Ph. D Scholars shall present a preliminary proposal to their Doctoral Committee
3	December	:	First year PhD Scholars shall present the final proposal at the Bi-annual Seminar series

- a) Any first year scholar, who along with his/her supervisor and DC feels that a proposal is ready for presentation in the Bi-Annual Seminar in June, can do so.
- b) The Bi-Annual Seminar Series structure will be mainly for Ph. D Scholars to report the progress made during the preceding six months.
- c) Pre-submission seminar will be scheduled as and when the scholar is ready and with the approval of the supervisor.
- d) The Bi-Annual Seminars will be held in June and December.
- e) The pre-submission (final) seminar shall be presented before the completion of 4 years covering substantive findings of the study. The pre-submission seminars shall be presented only after developing the draft synopsis of the thesis to be submitted to the university is finalised. A spiral bound copy of the draft thesis should be on display before the seminar. Compliance with the submission requirements of the University in which the scholar is enrolled is mandatory.
- f) The Ph. D scholar and the supervisor concerned have to work out a suitable programme for the field work such that it does not clash with the bi-annual seminar dates. But, if the field work spreads to 3-4 months, the Director may specially provide an exemption for one biannual seminar during the entire period of the Ph. D Programme. A Ph.D. scholar should give minimum 6 number of biannual seminar presentations during their studentship which includes theme presentation, proposal seminar and pre-submission seminar.
- g) **Chairpersons:** Chairperson of the seminars will normally be drawn from among the faculty and Visiting Professors.

17: PhD Enrolment, Pre-registration and Pre-thesis submission Colloquia

17.1 Ph. D Scholar desirous of registering with the University of Mysore/ Bangalore/ any other recognised University should get enrolled by completing the required formalities. Proper procedure should be followed while registering a student with foreign university.

17.2 Ph. D Scholars desirous of registering with the University of Mysore have to present a

pre-registration Colloquium and complete all other formalities after the successful completion of the Ph. D Foundation course work in the institute. All such eligible Ph. D Scholars shall submit to the office their application for registration duly filled-in with necessary supporting documents before the prescribed time. Scholars registering with any other University should comply with all the requirements of that particular university.

17.3 Ph. D Scholars registered with the University of Mysore have to present a Pre-thesis submission Colloquium before the actual submission of the thesis to the University. Scholars of Development Studies should invite Director of IDS, University of Mysore, Mysore for the Pre-thesis submission Colloquium.

17.4 Ph. D Scholars should satisfy all the requirements of the University in which they are registered. All correspondence relating to the Ph. D Programme with the University should be through the Institute only.

18 Panellists for the Bi-Annual seminars

18.1: The panel of experts will consist of two members. One nominated by the Director and another by the Supervisor. The Panel members' comments/suggestions shall be made available to the concerned Scholar and the Supervisor.

18.2: As far as possible, the same panel will be retained during succeeding bi-annual seminars. The Supervisors, with the Director's approval, may have an additional panel member, if there is a need.

18.3: PhD Scholar desiring to have an additional panel member from among the Ph. D Scholars during his/her Seminar Presentation will have the option to choose one with the permission of the Supervisor.

19: Pre-thesis submission requirements

19.1: The PhD Scholar should have at least two research publications or acceptance letter from the publishers of the journals, based on the thesis work in a standard research journal of repute or peer reviewed journal and the same shall be certified by the Doctoral Committee Members.

19.2: The PhD Scholar should submit the thesis to the University within three months from the date of colloquium. After incorporating all comments from the colloquium certified by the Supervisor, the student has to give the pre-submission seminar after a gap of two weeks from the date of colloquium. If there is any delay thereafter, the university rules will apply.

19.3: The Institute shall not forward the synopsis/thesis to the University until the Ph.D Scholar takes permission from the Director after satisfying that the final thesis has been finalised in the light of the comments/suggestions of the Doctoral Committee and the panel of experts in the pre-submission thesis seminar.

19.4: Part-Time or External or Affiliated Ph. D Scholars (including the Teacher Fellows under FIP), must comply with the pre-registration, bi-annual and pre- thesis submission seminar requirements of the Institute. The synopsis/thesis shall be forwarded to the University concerned only after these requirements are fully complied with alongwith any other requirement of the University.

19.5. Following shall be the steps to facilitate the process of registration of Ph. D scholars with the Universities and application for ICSSR fellowships by the qualifying scholars.

(i) Send a list of selected students to the University immediately after selection;

(ii) Enrolment of students with the affiliating University (University of Mysore or any other University) within one month after joining the Ph.D. Programme with supervisor allocation shall be completed within three months after admission.

(iii) The provisional registration shall be obtained as soon as the candidate is admitted into the PhD programme. This Registration is effective from the date of provisional registration and shall be confirmed after the successful completion of the Pre-PhD course work by the candidate, only after that the candidate will be eligible to submit thesis after completing 30 months of research work from the date of provisional registration

(iv) Pre registration colloquium should be completed only after successful completion of course work.

(v) Ph. D Registration shall be completed within six months of date of successful completion of Ph. D course work and other formalities. Any candidate who fails to comply with the above shall forfeit claim for Registration and will have to reapply for admission through entrance test afresh;

(vi) This process will also facilitate the students to apply for ICSSR fellowships. The ICSSR calls for fellowship during the month of July every year by which time the student should successfully complete the coursework, obtain the Registration Certificate and send the same to ICSSR in order to apply for the fellowship. The proposals of the candidates selected under ICSSR Doctoral Fellowship Scheme are also examined and these proposals of the selected candidates are finalised by an Expert Committee constituted by the ICSSR. Institute shall have no responsibility of the candidates who fail in this process and are not awarded the Fellowship by ICSSR.

20 Structure of PhD Foundation Course:

The contents of subjects of the PhD Foundation Course shall be finalised by a sub-Committee of APC along with a few invited subject experts under the Chairmanship of the Director.

21: Course-work: Broad Structure

Broadly the course structure will include three parts namely Part A, Part B and Part C. The modalities shall be as follows, but could be modified by APC whenever needed:

- (i) Part-A will have 4 papers and Part-B will have 2 papers. The Part-A will include four papers: (i) Social Science Research Methodology; (ii) Perspectives in Social and Economic Change; (iii) Basic Econometrics or Basic Statistics and; (iv) Discipline Based Paper. However, the syllabus for the discipline based paper on 'Development Studies' will be drawn from the Centres under Development Studies category (ADRTC, CHRDC, CEENR, CRUA, CDD, PRC). The Part-B shall include two discipline based papers covering advanced theories and new researches in the respective disciplines.
- (ii) Assignments
 - a) The number of assignments in any course shall be decided by the Course coordinator. Wherever appropriate, one of the assignments could be a term paper .
 - b) If the course is taught by more than one faculty member, the assignments shall be notified by the course coordinator in discussion with the faculty member, preferably at the start of the course, in consultation with other instructors.
 - c) Separate Assignments should be given for each scholar in order to ensure active engagement by Ph. D Scholars with the course work.
- (iii) Courses and Teaching methods
 - a) In the "Perspectives on Social and Economic Change" and "Research Methodology" Courses (and in other courses where this could be applicable) teaching method shall be more interactive mode,.
 - b) Instructors may give an introductory lecture for 15-20 minutes, followed by a scholar presenting a particular reading, or set of readings, and a focused discussion on the reading, thus ensuring that each scholar has done the reading for that day in that course.
 - c) Each paper shall consist of 35-40 sessions. Assignments shall be given by the paper co-ordinators in consultation with the main teaching faculty in the paper concerned.
 - d) Classroom participation shall carry not more than 10% of the total marks. The course coordinator, in consultation with the faculty teaching the course shall decide on the modality for awarding marks for classroom participation. This shall be notified to the Ph. D Scholars at the beginning of the course.
 - e) Lectures/discussion sessions shall be held on all working days continuously for, as many days as there are number of sessions. The time schedule of lectures shall be announced and made available to the Ph. D Scholars at the commencement of Parts A and B. A Ph. D Scholar who has not attended at least three-fourths of total number of sessions shall not be allowed to take the examinations.
 - f) The period of course work will incorporate more hands-on-training, including facilitating familiarity with computer packages, and short field trips to familiarise the

scholar with field work; the latter, particularly, may be combined with some themes being taught in the Research Methods course.

- g) Apart from the three Core Courses taught in Part-A, other courses will be the responsibility of the Centers concerned. Every Centre must develop a given number of courses in the beginning. From these, every year, a number of courses must be taught depending on requirements as decided by APC and scholars' interest.
- h) During Part A, a parallel stream of lectures may be arranged whereby all faculty members would have an opportunity to speak to the Ph D Scholars about their specific areas of research, as well as talk about new areas of research in the disciplines or sub-disciplines in order to widen the PhD Scholars' horizons regarding possible areas of research. These lectures could be arranged occasionally in the afternoons.
- i) A non-credit course in **Academic Writing** to improve the PhD Scholars' abilities of written communication will be offered in Part B.
- j) **Part C** : An academic writing training workshop will be arranged in this part, wherein training in writing skills will be given for a week. This will be followed by associating the student to one of the faculty members along with the Supervisor, in order to prepare a publishable research paper and that should be sent for publication by the end of the Course Work. There will be no passing for Part C but the Scholar must complete the research paper.

(iv) Econometrics/Basic Statistics (BS) requirement:

PhD Scholars with Economics/Statistics background must do the Econometrics course in Part-A. Any scholar who does not have an Economics/Statistics background, even if s/he belongs to one of the Economics related Centres (for example, CEENR and ADRTC), shall be allowed to do Basic Statistics, if he or she so opts, and in consultation with the Centre concerned. For scholars who have done M.A in Economics, M.Sc in Economics, M. Sc in Statistics necessarily should study Econometrics.. Similarly for scholars who have done MA in Agricultural Economics, MA in Environmental Economics will be given option of whether to study Basic Econometrics or Basic Statistics.

- a) The Course coordinators must teach, at least 60% of the course that they are coordinating.
- b) In case resource persons are being drawn, the foundations of the course must be taught by the coordinator(s) and the participation of resource persons must be on the basis of thematic modules, rather than to teach single themes.
- c) The Course coordinators must discuss a course (by first circulating a draft copy of the proposed course, and then discussing and defending it) in a meeting of the Centre concerned. Such meetings may be also attended by the Director, the Vice Chairperson of Academic Programmes Committee and the PhD. Co-ordinator.
- d) As far as possible, effort should be made to provide details of themes to be covered in a course, as well as reading materials, before the course commences.
- e) Scholar-feedback on teaching and courses shall be obtained in the prescribed format at the end of each Part (**APPENDIX-A**) and discussed by the faculty in the Academic Programme Committee to improve the course work.

22: Examinations and Evaluation of Course work

- a) The performance of PhD Scholars in all the papers in Part A and B shall be evaluated by internal assignments and term end-semester examinations.
- b) Each course will be evaluated on the basis of (i) a written examination, (ii) assignments and/or presentations and (iii) classroom participation as follows:

1.	Total marks for written test	:	60 (for Part Time students it should be valued for 70 marks)
2.	Total marks for assignments	:	30 (for all students)
3.	Total marks for classroom participation	:	10 marks (for full time students only) The Paper Co-ordinator awards marks to PhD Scholars for classroom participation in consultation with the teaching faculty involved.
4.	Minimum marks for passing: 50% in each of the three components for full time students, and 50% in 1 & 2 components in respect of Part-time students.		
5.	The students who fail in three papers in Part-A and two papers in Part-B shall not be eligible for re-examination.		

- c) If a PhD Scholar fails or absents in any examination, for whatever reasons, he/she shall be given a second and final examination not later than one month from the declaration of the result of the first examination. A Ph. D Scholar who fails, or absents himself in the second and final test for whatever reasons, shall be discontinued from the programme from the date of declaration of the result of the second and final examination.
- d) A Ph. D Scholar who fails in Part A may be allowed to proceed to Part B but the declaration of the result of Part B shall be withheld till he/she passes the second and final test in Part A.

22.1: Ph. D Programme for Part-Time Ph. D Scholars (including those on FIP).

Ph. D Scholars belonging to the above categories must undertake to comply with the biannual/pre-registration and pre-submission seminars as applicable to the regular PhD Scholars.

Until the seminar requirements are duly complied with, the synopsis/thesis of the scholar concerned shall not be forwarded to the University.

22.2 External Ph. D Programme (EPP)

- (a) The Institute has External PhD Programme. The applications for EPP will be scrutinised and evaluated by a specially constituted Committee by the Director consisting of Director; HoC of the concerned Centre and a Senior Faculty Member; External Expert; Registrar and Assistant Registrar (Academic). Only after the Committee clears the proposal, the candidate will be called for personal interaction and after satisfactory performance admitted to EPP. The External Ph. D Scholars (EPS) have the option of attending the classes though attendance is not compulsory. However, passing the 10-month Ph. D Foundation Course as applicable to the regular Ph. D Scholars is compulsory to continue with the affiliation. Following the

process adopted for Full-time students the External Ph. D Scholars (EPS) shall be allocated the Supervisor.

- (b) The EPS shall adhere to all the conditions and regulations stipulated by the University (where registered) and the Institute. They will have the regular Doctoral Committee and Biannual Seminars similar to the regular PhD Scholars of INSTITUTE. There shall not be financial obligation of any kind on the part of the Institute on account of the external candidates.
- (c) Faculty member (recognised supervisor only) will be permitted to supervise only one External Ph. D Scholar at a time, after taking Director's permission, in a block period of 3 years or submission of the thesis by the EPS, whichever is earlier.
- (d) The EPS must complete the stipulated period of stay at Bengaluru as may be decided by the Doctoral Committee. The Institute will charge appropriate fee on an annual basis, from time to time.
- (e) The EPS will be permitted to use the library facilities on payment of library fee applicable to part-time Ph. D Scholars and follow all the library policies till the time of declaration of PhD Degree. They shall have no claim on the use of computer facilities, office or hostel accommodation in the Institute. The EPS will have to pay the stipulated library charges and University Fees.
- (f) The candidates shall pay all the stipulated Fees to INSTITUTE as decided by the authorities.
- (g) No faculty member of the Institute shall be allowed to take candidates for Ph. D supervision directly other than through the above procedures.

23: Ph. D Viva-voce at INSTITUTE

The following shall be the procedure for the conduct of open Ph. D Viva-voce:

- a) One of the external expert on the panel shall be invited for the Ph. D Viva (preferably the expert who would have attended maximum number of Bi-Annual (BA) Seminars)

If both the BA Seminar Panel of Experts are from within the Institute, the Director may invite a suitable person out of the two external names suggested by the concerned Supervisor for the purpose.

- b) All the Doctoral Committee members shall be invited for the Viva-Voce.
- c) The thesis be placed in the library 8 days before the Viva-Voce along with an abstract of the thesis. This should be informed to the invitees (DC Members, faculty and students) for the Viva, through a notification issued by the Asst Registrar (Acad) Ph. D Thesis Examiners' name need not be mentioned at the time of Viva-Voce as Universities hold it confidential. The DC members should be provided access to the examiners' reports at the time of Viva-Voce.

SECTION – B ADMINISTRATION

1 Ph. D Programme Co-ordinator

1.1 The Director shall nominate a senior faculty member as a PhD Programme Co-ordinator for a term of two years to attend to both the academic and non-academic activities of the Ph. D Programme. S/he shall co-ordinate various activities such as:

- (a) Ph. D Admission process
- (b) Ph. D Foundation Course work
- (c) Doctoral Committee Meetings
- (d) Bi-annual Seminars

For the successful running of the Ph. D Programme, s/he shall interact closely with Director, Vice-Chairman of APC, Registrar, Accounts Officer, Assistant Registrar (Acad) and Paper Co-ordinators of Part A and B

1.2 S/he shall be a member of -

- (a) Ph. D Interview/Selection Committee
- (b) Ph. D Supervisors Committee
- (c) Academic Programmes Committee
- (c) Ph. D Syllabus Committee

1.3 S/he shall have frequent interaction with the Ph. D Scholars. S/he shall meet all senior Ph. D Scholars (except freshers) on the first Monday of every month, and with new entrants on every Monday afternoon to discuss Ph. D Scholars' grievances, problems, difficulties etc. S/he shall deal with all disciplinary matters following proper procedures relating to Ph. D Scholars

1.4 S/he shall act as a bridge between Ph. D Scholars and other faculty/ staff involved for the smooth running of the Ph. D Programme.

2. Attendance

2.1 A register shall be maintained to monitor the attendance of Ph. D Scholars during the course work in the Academic Section. All the Ph. D Scholars undergoing Part-A and Part-B course work should sign the register on every working day. Monthly report of the attendance shall be forwarded to the Registrar by the Asst Registrar(Acad).

3 Leave

3.1 The Ph. D Scholars are not eligible for vacations. They are eligible for general holidays and in addition, leave up to 30 days in a year subject to the approval of the Supervisor and Registrar.

3.2 All the requests for leave by the Ph. D Scholars shall be recommended by the Ph. D Programme Co-ordinator to be sanctioned by the Registrar/AR (Acad) until the allotment of Supervisors and thereafter the leave request should be recommended by the Supervisor and sanctioned by the Registrar/AR (Acad).

- 3.3 A Ph. D Scholar, who is a married woman, is eligible for maternity leave at full rates for a period not exceeding 180 days, once during the entire period of her Ph. D Scholarship.
- 3.4 A Ph. D Scholar may be permitted 'field work leave' for a maximum of 6 months in the entire duration of the Programme. Ph. D Scholars who may need more than 6 months for completing the field work shall have to obtain prior special approval of the Director through the Supervisor. The concerned Supervisor must duly recommend all such requests.
- 3.5 Ph. D Scholars who are engaged in field work should send a monthly report of the progress of their work to their respective supervisors and a copy to the Assistant Registrar (Academic).
- 3.6 With a view to encourage participation in seminars or conferences/workshops/training programmes etc. the Institute grants Special Leave to Ph. D Scholars. Such applications should be accompanied with an invitation received by the Ph. D Scholar supported by the Supervisor's recommendation.

4 Release of monthly Ph. D Scholarship

- 4.1 The monthly Ph.D Fellowship shall be released after submission of Fellowship/Attendance Certificate by the Scholar along with the recommendation of the Supervisor. In case a scholar's Ph. D Fellowship warrants stoppage or withholding, the supervisor concerned will intimate such stoppage request (after obtaining Director's approval) to the Accounts Officer/Assistant Registrar (Academic) at least 6 working days before the end of the month. Similarly, if a scholar's Ph. D Fellowship warrants stoppage/withholding for non-compliance of Ph. D Programme requirements, such cases will be communicated to the Supervisor concerned and the Accounts Officer by the Assistant Registrar (Academic) for necessary action after obtaining Registrar/Director's approval. In the absence of stoppage request from the Supervisor or Academic Section, the Accounts Officer will draw the Ph. D Fellowship of Ph. D Scholars automatically.
- 4.2 However, the last month's Ph. D Fellowship of Ph. D Scholars (36th month's in case where there is no extension beyond the three years and 42nd month's Ph. D Scholarship if Ph. D Scholarship is extended by six more months and 60th month's PhD Scholarship in respect of UGC JRF holders) should be withheld until the submission of the thesis.
- 4.3 Ph. D Fellowship can be withheld only on the following occasions:
- a) If unauthorised absence is noticed;
 - b) If the biannual Seminars are not presented without prior permission of the Director;
 - c) If the research proposal is not submitted for registration in time;
 - d) If six-monthly or annual progress reports are not submitted/sent in time;
 - e) If two consecutive monthly reports are not sent during field work;
 - f) If the supervisor recommends with specific reasons;

- g) If dues to the Institute are not settled;
- h) If performance, as evaluated by the Biannual/Pre-submission Seminar Assessment Panel, is unsatisfactory, the monthly PhD Fellowship/s could be withheld until next seminar is presented up to the satisfaction of the Assessment Panel.
- i) If any other condition for grant of Ph. D Fellowship is not fulfilled.

5 . Grievance Redressal

There will be a Ph. D Scholars' Grievance Redressal Committee consisting of the following members:

- 1:Vice-Chairperson of Academic Programmes Committee,
- 2:Ph. D Programme Coordinator,
- 3: Supervisor of the Student
- 4:A faculty member of the rank of Professor nominated by the Director, and
- 5: AR (Acad). In case the grievance is against the Supervisor, the HoC of that Centre will be the member.

6: Ethics Committee

The Ethics Committee of the Institute shall function as the Ethics Committee for the PhD Programme, except that the respective Supervisor and HoC of the Centre will be special invitees in the case of the students.

7. Interaction with the Students

It is important to maintain regular interaction from the Ph. D scholars of the institute to strengthen the academic program and resolve any concerns the scholars may have. The Director, Registrar and the Grievance Redressal Committee should convene a meeting with all the Ph. D scholars who are on campus for an interaction, at least twice a year. These meetings may be held prior to any two meetings of the Academic Programmes Committee during the year. The main purpose of the meeting should be to provide a forum for an interaction with the scholars.

SECTION – C FINANCIAL

1. Ph. D Fellowship and contingency grant

- 1.1 Ph. D Fellowship: The duration of the ICSSR/INSTITUTE fellowship will be only for two years. However, INSTITUTE shall pay a subsistence allowance from its funds during the course work period (ten months) without any contingency amount. The fellowship (on monthly basis) and the contingency (annual basis) shall be paid for two years as per the norms of relevant fellowship (INSTITUTE, ICSSR). During the fourth year, only subsistence allowance as decided by the INSTITUTE authorities (on monthly basis) shall be paid for those who do not receive any fellowships.
- 1.2 PhD Scholars qualified with UGC JRF are eligible for fellowship/contingency grant as specified in the sanctioned UGC JRF Rules. These fellowship holders should comply with all the requirements of the UGC from time to time.
- 1.3 The Ph. D Scholarship admitted under the salary protection scheme shall not receive any financial support from INSTITUTE and shall be supported by the parent Institution who are paying their salary or manage from their own source. .
- 1.4 The Ph. D Scholars are also eligible for contingency grant as per ICSSR or UGC-JRF norms, from time to time, for second and third year, and to be utilised only for the following items with the approval of the Supervisor and the Registrar:
- a) Books, journals, photo copying, duplicating, micro-films and cassette tapes needed for the approved research topic.
 - b) Word Processing, stationery and postage etc.
 - c) Field work/travel
 - d) Computational expenses
 - e) Partial assistance for attending conferences, seminars, workshops, training programmes etc.
 - f) Secretarial assistance in the case of PhD Scholars 'otherwise abled'
 - g) Voice tape recorder.
 - h) Purchase of computers, Compact Discs, Printer cartridges, pen drives etc.
 - i) The Institute will provide guarantee to recover loan instalment from the Ph. D Scholar's fellowship and to remit the same to the bank against the loan provided for purchase of computers.
- 1.5 Extension of PhD programme under UGC JRF beyond three years is subject to a review of the progress made by the Scholar during the first three years, by a Committee consisting of the Director, Vice-Chairman of Academic Programmes Committee, Supervisor and the Assistant Registrar (Academic). Applications for extension of PhD Scholarship shall be submitted by the concerned scholar with his/her Supervisor's recommendations, three months before the expiry of the third year. 1.6: At present ICSSR is granting fellowship only for two years.

2. TA and DA Rules for PhD Scholars

Ph. D Scholars going on field work are entitled to TA and DA as per the rules of the Institute, as may be amended from time to time which will be available with the Accounts Section

3. Utilization of Contingency Grant

- 3.1 PhD Scholars are not eligible for advance against contingency grant during the first half of the first year or second half of the last year of Fellowship.
- 3.2 Advance not exceeding 50% of the balance of the annual contingency grant could be granted. Before submission of thesis, advance of 60% from the contingency grant could be released on supervisor's recommendation and after ascertaining the definite possibilities of the Scholar submitting the thesis in the succeeding six months.
- 3.3 Contingency grant meant for subsequent years cannot be drawn during the current year. Any amount left unutilised in the first or second year can, however, be utilised for contingency purpose in the third/fourth year. All expenditure out of contingency grant should be supported by original bills/vouchers duly countersigned by the Supervisor. The expenditure incurred must be in furtherance of the approved research work of the Scholar.
- 3.4 Advances for purchase of books and other required materials shall be granted only after the list of such books and materials are scrutinised and approved by the Supervisor concerned.
- 3.5 Advance, other than the amount released for submission of thesis, shall be settled within a month of its receipt by rendering accounts supported by vouchers, for the amount utilised and by returning the unutilised amount, failing which disbursement of further PhD Fellowship shall be withheld. A PhD Scholar who has proceeded on field work after taking the advance may submit the travel vouchers for the amount utilised and return the unutilised amount, as the case may be, within 15 days of his/her return to the Institute from the field work, failing which disbursement of further PhD Fellowship shall be withheld. In the case of advance for submission of thesis, if it is not settled within six months, action to recover the advance shall be initiated
- 3.6 The expenditure items on which contingency grant have been spent are subject to verification by Registrar and Accounts Officer.

Post Doctoral Research Programme (PDRP)

Ground Rules

Approved by Academic Programmes Committee in its meeting held on 22nd April 2022

1.	The PDRP shall be for a period of one year extendable by one more year considering external evaluation of the performance of PDRP. No extension beyond two years will be admissible.
2.	Only candidates who have completed Ph.D. degree during the last 10-year period, as on the date of application, with atleast two publications in refereed national/international journals are eligible to submit their applications by <u>1st to 31st of January and 1st to 31st of July every year</u> . The aspirants shall forward applications through their employers or sponsors, if applicable, in the prescribed format (downloadable from www.isec.ac.in) along with a Curriculum Vitae, a copy of the research proposal and a Demand Draft for Rs. 1,000/- in favour of Registrar, ISEC towards non-refundable application and processing fee. Proposal should be comprehensive and clear not exceeding 1500 words. The applications shall be addressed to the Registrar of the Institute.
3.	The proposals received along with applications will be sent to an internal referee and based on the comments of the internal referee the same will be sent to an external referee if recommended by the internal referee.
4.	The qualifying proposals after review by both internal and external referee will be considered by a Selection Committee comprising Director, Vice-Chairperson of APC, Vice-Chairperson of RPC and Head of the concerned Centre through interaction of the applicants by the Selection Committee.
5.	Selected applicants shall be attached to a faculty member in ISEC. The faculty may not be designated as Supervisor. However, s/he shall facilitate the work of the scholar.
6.	The selected candidate needs to pay an affiliation fee of Rs. 20,000/- per year (for Indian Scholars) and Rs.30,000/- per year (for international scholars) from the date of joining the Programme.
7.	The Scholar shall give an initiation seminar before commencement of the programme, bring out his/her academic outcome in the form of ISEC Working Paper or ISEC Monograph after presenting a completion seminar at ISEC.
8.	ISEC shall issue a certificate of completion of the PDR Programme. The PDR fellow should bring out at least one publication in a refereed journal including ISEC monograph out of his/her PDR works.



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1.	Name of the Applicant (in capital letters)	
2.	Address for Communication	
3.	Telephone / Mobile No. and email address	
4.	Academic Qualifications	
5.	Topic proposed for Post-Doctoral Study	
6.	Duration of the proposed study	
7.	Particulars of Sponsors of the Study (if applicable)	
8.	Details of remittance of application cum processing fee of Rs.1,000/-	
9.	Signature of the Applicant	

Rules pertaining to Post Doctoral Research Programme – Project Based

Approved by Academic Programmes Committee in its meeting held on 22nd April 2022

1. Budget:

- a) The Project Director can appoint Post Doctoral Research Fellow (PDR Fellow) in the externally funded projects, provided that there is a provision in the project budget. The Project Director may appoint the PDR Fellow by following the procedure that is laid down hereunder.
- b) In case there is no provision in the budget of the externally funded project, the Project Director will make provision for appointment of PDR Fellow in the internal budget and submit the same for approval of the Director, ISEC.
- c) Faculty members can also use Cumulative Project Development Fund, provided adequate funds are available in the said Fund to appoint PDR Fellow in any of the Projects / Centre concerned.

2. Selection Procedure:

- a) The Committee to select the PDR Fellow will comprise of the Director, ISEC; VC of APC, VC of RPC and the Project Director concerned.
- b) The PDR Fellow shall work on the topic of the project under the mentorship of the Project Director concerned.
- c) SC/ST/OBC candidates should be given preference in selection.

3. Remuneration and Duration:

- a) The term/duration and remuneration of the PDR Fellow will depend on the duration of the project and availability of funds in the project.
- b) The number of PDR Fellows in each research project will also depend on the fund availability in the project.

4. Seminar/s to be presented at ISEC:

The PDR Fellow shall give an initiation seminar before commencement of the doctoral work. A final seminar will be presented by the PDR Fellow when the draft report is completed by him / her. Both these Seminars shall be presented by the PDR Fellow in consultation with the Seminar Coordinator and the Project Director concerned.

5. Review and Issuance of Certificate:

- a) The research proposal submitted by the PDR Fellow should be related to the research project.
- b) The report of PDR Fellow should be different from the Project Report.
- c) The Report of the PDR Fellow shall be sent to an external referee by the Director of ISEC. The comments / suggestions, if any, by the referee shall be

incorporated by the PDR Fellow and final report will be submitted by him / her to the concerned Project Director.

- d) A Certificate will be issued to the PDR Fellow on submission of the Final Report and on clearance as per ISEC requirements.
- e) The PDR Fellow, along with the mentor, should bring out at least one publication in a refereed and high impact journal with due acknowledgement to ISEC for the support provided to the scholar.

6. Other Terms and Conditions:

- a) The approval for project based PDR Fellow is subject to confidentiality clause of the project.
- b) The Institutional Overhead cannot be used for appointment of PDR Fellow in the project.
- e) The PDR Fellow appointed under project based Post Doctoral Research Programme should not draw salary elsewhere and an undertaking in this regard may be obtained.
- d) The project PDR Fellow should have completed PhD within the last 5 years as on the date of Application for the Project PDR Fellow.
- e) If accommodation is provided by ISEC, the PDR Fellow shall pay 10 per cent of the total fellowship towards rent for accommodation OR as per the prevailing tariff whichever is higher.
- f) The appointment of Project based PDR Fellow should not impinge on Institute's financial resources.

STUDENT HOSTEL RULES

General:

Wardens of the hostel shall be responsible officers to report any matter by the student and take care of the discipline in the hostel.

The Hostels shall be managed by the Hostel Supervisory Committee consisting of the following:

1. Registrar (Chair)
2. Wardens (Girls and Boys) (Member)
3. Two representatives each from Boys and Girls (Member)
5. Estate Manager (Member)
4. Assistant Registrar (Academic) (Convenor)

The Hostel Supervisory Committee shall meet in the beginning of two month and review the mess charges and other facilities of mess and problems faced by students.

Two faculty members will be appointed by the Director as Wardens of the Boys and Girls hostel respectively.

1. INSTITUTE has separate blocks of hostels for the accommodation of men and women students
2. Ph.D. students and Post Doctoral Fellows of the Institute shall be admitted in the hostel.
3. The accommodation is provided initially for a period of fellowship or till submission of thesis, whichever is earlier. The scholar shall vacate the hostel accommodation by the end of such period and seek continuation of stay from the authorities. The student can stay maximum till the date of submission of thesis.
4. The students requiring hostel accommodation shall apply to the Registrar through the Supervisor. The Registrar shall process the application and allot the rooms after seeking the approval of the Director.
5. The students shall have to pay security deposit as decided by the Space Allocation Committee of the Institute which will be refundable at the completion of the course while leaving the hostel. The Warden has to certify that the students has not caused any damage to property/ building and utility fittings of the Institute and based on it, the refund of the deposit will be made.
6. Admission will become effective from the date of allotment of a room and the room rent shall be fixed by the Space Allocation Committee. The BoG has authorised the Space Allocation Committee to decide the rent from time to time.
7. The male Ph.D. students shall be given a single room in gents' hostel and female Ph. D. students shall be given accommodation on sharing basis during the first year in the double accommodation rooms. From second year onwards single

- accommodation in a room will be provided to the female students based on the availability of rooms.
8. All those admitted to the hostel shall occupy the rooms allotted to them. When they leave the Institute finally, they will be required to handover the furniture and fittings to the Hostel Warden and will be charged for all damages thereto either by deducting from the security deposit or otherwise.
 9. In case of visit of the parents / family member of the students to the Institute from outside Bengaluru, the student may request for their accommodation in the guest house against payment subject to availability.
 10. Each student / inmate of the hostel will be supplied with a cot, chair and table and other articles/ utility fittings. The safety of such articles shall be responsibility of the student. No extra electrical fittings or any alternations to the room are allowed.
 11. The students are required to bring their own mattresses, mosquito nets and such other requirements.
 12. Though security arrangements are provided, the Institute shall not be responsible for any loss or damage to personal belonging of the student of the hostel.
 13. The incharge of Students' Hostel shall provide padlock with key and the same shall be returned by the scholar while vacating.
 14. Students should exercise all possible economy in the use of water and electricity. . Students should not meddle with the fittings already in their room or take extra electrical connections.
 15. Use of electrical gadgets, radios, transistors or any other instrument that would cause disturbance is prohibited.
 16. Students who expect to be away from the hostel for short periods exceeding 24 hours shall inform the Hostel Warden / hostel in charge of their absence, indicating the probable time of their return. Absence from the hostel without permission from the Warden will be subject to disciplinary action and absence for more than a month may result in cancellation of the allotment and the adjustment of the deposit towards dues.
 17. Notice of intimation to vacate a room must be given by the student in writing at least seven days before the vacation of the room. Change of the allotted room is allowed only once during the entire period of stay with the permission of the Registrar.
 18. The rooms shall be used only by the allottee and shall not be shared by any other student / non-student. If found the presence of other non-allottees disciplinary action will be taken against the allottee.

Discipline:

19. Students are expected to follow strictly all the rules of discipline which the Director may require them to, from time to time. They are also required to conduct themselves in such a way, both inside and outside the Institute, that they uphold the good name and reputation of the Institute. Failure to observe the discipline and good conduct will entail the offender to punishment varying from fine to expulsion.
20. The students should keep their rooms and corridors clean. They should not throw paper, litter or garbage in the corridors except in the designated dust/ garbage bins.
21. Display of obscene and vulgar pictures/posters, and writing or painting on the walls/doors of their rooms and any other place in the hostel or Institute's campus is strictly forbidden.
22. Students should avoid causing disturbance to other occupants in any manner whatsoever. It is important that complete silence should be maintained from 10 p.m. to 6 a.m.
23. Ladies are not allowed to stay in the men's wing of the hostel and vice-versa.
24. Students should not allow any non-students to stay in their rooms. Serious action will be taken if such cases are detected/ repeated, and heavy fines or expulsion will be imposed on violators of this rule. *Bona fide* guests are permitted to stay in the guest room on payment of the prescribed daily charge and with the previous permission of the Warden. It is the duty of all boarders to report to the Warden promptly the cases of unauthorized stay by outsiders.
25. Gambling of any kind or the consumption of liquor is strictly forbidden in the campus.
26. Cycles, motor cycles, scooters should be parked in the parking space meant for the purpose and not in the verandah /corridor.
27. The students shall take the food in the dining hall only. They should not take the foods to their rooms unless they are sick that too with the permission of the Warden.

The staff of the hostel shall be under the control of the Hostel Warden. Shortcomings, delays, etc., in service should be brought promptly to the notice of the Warden.

Mess Rules:

1. The students themselves as a group shall maintain the mess by sharing the mess expenses. The procurement of groceries / food articles is the responsibility of the students. The students may form a Mess Management committee for this purpose.
2. The Institute will bear the salary of one Cook. The students are at liberty to engage another kitchen assistant at their expenses.
3. The charges towards supply of electricity and water charges are borne by the Institute.
4. The daily menu shall be decided by the students themselves including veg and non-veg foods.

SECTION – D: OTHERS

1 Power to relax or to amend the Rules

The Director shall have the final powers/authority to interpret, modify or relax these rules on merits of individual case and report such cases to APC and the BoG for ratification of the action..

The powers to suggest changes in these Rules shall vest in the Academic Programmes Committee which shall report the same to the BoG for approval.

2 Overriding Effect:

The provisions of these Rules do not have any overriding effect on the basic Service Rules and Regulations prevailing in the Institute. In case of contradictions, provision of the Service Rules of the Institute shall prevail.