



# AcSIR

# HANDBOOK

## **Academic Guidelines for Students**

*(For internal circulation only)*

*(last updated on February 01, 2023)*

***DISCLAIMER***

*This handbook provides information on the AcSIR academic rules and regulations, which have been sourced from various AcSIR official documents. While every effort has been made to ensure the accuracy of the information contained in this document, however, in case of any discrepancy, the original source of these rules and regulations would be considered as authentic and final.*



*An Institute of National Importance*

## INSTITUTIONAL RANKINGS

- Ranked **2<sup>rd</sup>** in the overall **SCIMAGO Institutional Rankings** among universities in India in 2022.
- Ranked **11<sup>th</sup>** in “overall institutional output” by **NATURE Index** among academic institutions in India (October 01, 2021 to Sept. 30, 2022)
- Ranked **18<sup>nd</sup>** in the National Institution Ranking Framework (NIRF) – 2022 of Ministry of Education, Government of India in the “Research Category”, (<https://www.nirfindia.org/2021/ResearchRanking.html>).

## ACADEMIC AFFILIATION AND ACCREDITATION

- AcSIR is enlisted in Ministry of Education (MoE) website under “Institutions of National Importance” - <https://www.https://www.education.gov.in/en/institutions-national-importance>
- AcSIR is a member of Association of Indian Universities (AIU) - <http://www.aiuweb.org/Members/MembersA.asp>
- AcSIR is a member of Association of Commonwealth Universities (ACU) - <https://www.acu.ac.uk/membership/acu-members/>

## INTERNATIONAL FELLOWSHIPS - JOINT PhD DEGREE (Cotutelle)

*AcSIR currently awards about 100 Fellowships/year to its enrolled PhD students for a joint PhD degree (Cotutelle) program in one of the below-mentioned international universities.*

- RMIT University, Melbourne, Australia
- University of Western Australia, Perth, Australia
- Deakin University, Geelong, Australia

*The selected students, as a part of their AcSIR PhD enrolment, have to spend 1 year of research at one of the above universities. These fellowships are open to all PhD students, enrolled at AcSIR, who have successfully completed their comprehensive examination by the end of third semester of their PhD enrolment.*

## AcSIR Student's Queries

*In case of any query, the students should seek the assistance of AcSIR Executive Assistant/ Assistant Manager or the AcSIR Coordinator of their respective institutes.*

The students should direct their e-mail queries/requests to AcSIR-HQ only to the following email IDs, depending on the nature of their query/request.

Nature of request/query	e-mail ID
Admission-related	<b>admissions@acsir.res.in</b>
Payment of tuition fee, thesis submission fee, other fee-related, No-dues certificates, etc.	<b>ndc@acsir.res.in</b>
SBI fee web-portal related	<b>sbicollect@acsir.res.in</b>
Provisional certificate, degree certificate, duplicate certificates, UGC compliance certificate, subject specificity certificate, etc. <i>(to be forwarded only through the AcSIR institute Coordinator)</i>	<b>certificaterequest@acsir.res.in</b>
PhD Thesis submission related queries	<b>thesis@acsir.res.in</b>
Masters Programs (MSc./M.Tech/MPH)	<b>pgprograms@acsir.res.in</b>
Academic-break, change in subject-faculty, inter-institutional transfers, change in PhD supervisors, etc <i>(to be forwarded only through AcSIR institute Coordinator)</i>	<b>academics@acsir.res.in</b>
Faculty-related, including faculty recognition	<b>faculty@acsir.res.in</b>
Semester Academics Continuation Commitment (SACC) Form- related	<b>sacc@acsir.res.in</b>
AcSIR Student Email ID- related	<b>acsir2@acsir.res.in</b>
International joint PhD degree program fellowships	<b>admissions.jdp@acsir.res.in</b> <b>internationalprograms@acsir.res.in</b>
Any other general query	<b>officeofdirector@acsir.res.in</b>
<b>All academic Forms are available on AcSIR Website under the 'Forms' tab under 'Downloads'</b> <a href="https://acsir.res.in/forms/">https://acsir.res.in/forms/</a>	

### AcSIR Academic Centres (CSIR & non-CSIR Institutes) and Academic Functionaries

The List of AcSIR Academic Centres (CSIR & non-CSIR Institutes) along with the names of the AcSIR coordinators of individual Academic Centres is available at the AcSIR website ([www.acsir.res.in](http://www.acsir.res.in))

The names of the officials at the AcSIR-HQ at Ghaziabad are also available at the AcSIR website, along with the list of the Deans/Associate Deans of different subject faculties

This information is regularly updated on this website ([www.acsir.res.in](http://www.acsir.res.in))

## General Academic Calendar

The admissions to all the academic programs at different CSIR Laboratories/AcSIR Academic Centres are generally made twice in an academic year, in January and August semester sessions. The general academic calendar, common to all academic programs, is given below :

Sl. No	Activity	January Session	August Session
i)	Enrollment	2 <sup>nd</sup> Monday–Tuesday of January	2 <sup>nd</sup> Monday–Tuesday of August
ii)	Session begins	2 <sup>nd</sup> Friday of January	2 <sup>nd</sup> Friday of August
iii)	Mid Semester Exams	2 <sup>nd</sup> week of March (Monday to Saturday)	2 <sup>nd</sup> week of October (Monday to Saturday)
iv)	Session Ends	1 <sup>st</sup> Friday of May	1 <sup>st</sup> Friday of December
v)	End Semester Exams	2 <sup>nd</sup> Week of May (Monday to Friday)	2 <sup>nd</sup> Week of December (Monday to Friday)
vi)	Grades Finalization	2 <sup>nd</sup> Friday of June	1 <sup>st</sup> Monday of January
vii)	Publication of Grades	3 <sup>rd</sup> Friday of June	2 <sup>nd</sup> Monday of January

*@ This table is only indicative and the exact dates would be notified separately, before the beginning of each semester*

### Joining in an Academic program (for fresh students)

Every fresh selected student has to report to the particular CSIR laboratory/AcSIR Academic Centre for orientation, where s/he has been selected for the academic program, on the specified dates as notified by the AcSIR Laboratory Coordinator. In order to secure his/her admission in the academic program, the student has to pay the semester tuition fee (which is non-refundable) through AcSIR SBI Collect Web-Portal. The semester tuition fee payment has to be strictly made by the deadline, in order to ensure student's admission/enrollment to the course of study. The latest information and details about fee payment are available on the AcSIR website ([www.acsir.res.in](http://www.acsir.res.in)).

Last date of payment of semester tuition fees for fresh students for first-time enrollment (admission)  
: As mentioned in their admission offer letter.

### Continuation in an Academic program (for already enrolled students)

A Ph.D. student, who is already enrolled in AcSIR and wishes to continue his/her course of study in a semester, must fill-up and submit the Semester Academic Continuation Commitment (SACC) Form at the

Last date for payment of semester tuition fee and uploading of SAAC form by already enrolled students: **August 31 (August-Semester) & January 31 (January-Semester) by 23:45 hours.**

beginning of every semester. The SACC Form, given in **Annexure - I**, is required to be duly filled and signed by each student with counter-signatures of his/her Supervisor and uploaded on the AcSIR SACC Portal (<http://acsir.emli.in/SACApplicationPortal>) along with a documentary evidence of having paid the Semester Tuition-Fee. Those Ph.D. students, enrolled under AcSIR, who do not timely pay the semester tuition-fee payment would not be permitted to undertake any academic activities (including, course work, DAC, thesis submission, etc) during that semester.

## Mode of payment of Semester Tuition Fee/other dues for all students

The semester tuition fee and other dues can only be paid online by all AcSIR students through the SBI Collect web-based portal (details available on AcSIR website: <https://acsir.res.in/acsir-sbi-collect-portal/>). The hard-copy of the fee receipt, generated by the system after the successful payment of requisite fee, should be retained by the students as a proof of payment for their own records.

All fee payments to AcSIR, including, Ph.D thesis submission fee, fee for priority issuance of degree certificate, etc, are also to be deposited online through the SBI Collect web-based portal.

Standard Procedure for AcSIR Fee Payment through SBI Collect web-Portal is available at the AcSIR website ([www.acsir.res.in](http://www.acsir.res.in)).

## Imposition of penalty for late payment of tuition fees (for already enrolled students)

1. No Late Fee Penalty shall be applicable if the Semester Tuition Fee is paid by 31<sup>st</sup> day of January (for January semester) and 31<sup>st</sup> day of August (for August semester) upto 23;45 hrs.
2. Late Fee of Rs. 1000 shall be applicable, on non-payment of applicable Semester Tuition Fee, to students of all programs, as under:
  - a. For January Semester : from 1<sup>st</sup> day of February to 7<sup>th</sup> day of August
  - b. For August Semester : from 1<sup>st</sup> day of September to 7<sup>th</sup> day of January (of next year)
3. Late Fee of Rs. 1500 (in addition to Late Fee of Rs. 1000) shall be applicable, on non-payment of applicable Semester Tuition Fee, to students of all programs, as under:
  - a. For January Semester : from 8<sup>th</sup> day of August to 7<sup>th</sup> day of January (of next year)
  - b. For August Semester : from 8<sup>th</sup> day of January (of next year) to 7<sup>th</sup> day of August (of next year)
4. The SBI Collect Portal will not allow students to pay the Tuition Fee for any Semester, until and unless s/he pays the tuition fee for all the previous Semester (including Late Fee, if applicable).
5. Failure to pay the Semester tuition fee (even by the late fee deadline) for two consecutive semesters would entail cancellation of the student's enrollment in AcSIR.

## Amount of Tuition fees and other fee deposits

The students have to pay the semester tuition fees, based on the academic program and type of studentship (regular/sponsored). The semester tuition fee payable by the students is fixed at the time of their admission/enrollment according to the Annual Cohort-based Tuition Fee system and remains unchanged throughout the entire duration of the student's academic program at AcSIR. The tuition fee for admission/enrollment in January or August session of each year would be the same

Thus, for example, the semester tuition fees payable by students admitted in the 2023 Cohort (i.e., January and August session of 2023) is mentioned in the table and will remain unchanged during the entire duration of their academic program at AcSIR.

Program (2023 Cohort)	Regular/Semester (Rs)	Sponsored/Semester (Rs)
PhD (Science) / PhD (Engineering) / IDDP* (Engineering) / Integrated MSc-PhD (Science)	11,000	22,000
M.Tech / M.Sc	29,000	58,000
PG Diploma	30,000	60,000

\* IDDP: Integrated Dual Degree Program in Engineering

- The semester tuition fees, payable by the existing students already enrolled in degree/diploma academic program at AcSIR (enrolled in 2022 or before), would remain unchanged.
- The tuition and other fees payable by the employees of CSIR/AcSIR Academic Centers, would be the same as payable by the regular students.
- A PhD thesis submission fee of Rs.15,000 for regular students and Rs. 30,000 for sponsored students is to be paid before submission of Ph.D synopsis.
- A PhD re-registration fee of Rs. 10,000 is to be paid by students, who are unable to submit their thesis in 6 years (or by the last notified day) and wish to re-register for PhD

### **Ph.D enrollment for permanent/regular employees of AcSIR affiliated institutes**

The AcSIR may call for applications from the permanent/regular employees (scientists and eligible technical staff) of the AcSIR affiliated institutes (AcSIR Academic Centres and Associate Academic Centres) for admission to the Ph.D program subject to the following conditions : (a) their application shall be screened and the shortlisted and the candidates shall appear for an interview before a selection committee; (b) the selection committee shall critically evaluate the candidate in the subject and the research capabilities. The following guidelines are applicable for such employees (or Employees in Associate Academic Centres) seeking admission in PhD academic program of AcSIR :

1. The approval of the Director of the institute has to be obtained prior to applying for admission to the academic program. They have to apply for admission through the on-line AcSIR admission portal for the January or August Semester.
2. The proposed research of the Ph.D thesis of the candidate should be interdisciplinary in nature and an external co-supervisor from another institute (which could even be AcSIR academic center), other than candidate's institute of Ph.D enrolment, is mandatory.
3. If the Employee (of CSIR or Associate Academic Centre) is selected for admission to the PhD program, a letter of acceptance from the external co-supervisor countersigned by the primary supervisor has to be submitted by them to the AcSIR coordinator along-with the CV of the external co-supervisor (if not an AcSIR faculty). These documents along with the Director's approval of their institute (as mentioned at Sl. No. 1) have to be sent to the concerned Dean for approval, without which their admission in the Ph.D program will not be confirmed.
4. It is desirable that such candidates spend at least six months in the institute of the external co-supervisor during the PhD program. However, the BoG of AcSIR has approved that that the executional modalities of the this provision for its academic compliance may be left to the collective discretion of the Supervisors and the Co-supervisors of such Ph.D students, in the academic spirit of this requirement.
5. The external co-supervisor has to be included in the DAC of the PhD student, which should be constituted immediately at the start of the academic session.
6. The academic rules, including the course-work for these employee-students are the same, as those applicable for the regular Ph.D students.

The upper age limit for admission in the Ph.D program for such employees would be at least 6 years of service remaining at their institute and their Ph.D thesis has to be submitted before their superannuation, failing which their Ph.D registration in AcSIR would be cancelled.

## Academic Requirements for different Academic Programs of Study

The following table lists the academic credit requirements, minimum residency period and minimum/maximum duration allowed for completion for various academic programs:

Academic Program	Minimum number of Course Credits		Minimum Residency Period	Period of Completion (Years)	
	Course Work	Research/Project		Min	Max <sup>@</sup>
Ph.D - Science	18	Submission of thesis	Full time	3	6
Ph.D - Science (Industry Sponsored)	18	Submission of thesis	1 semester	3	6
M.Sc / M.Tech	60	Mini-project: 4; Dissertation/ project: 24	Full Time	2	3
M.Tech (Industry Sponsored)	60	Mini-project: 4; Dissertation/ project: 24	2 semesters	3	5
IDDP#	68	Mini-project: 4; Project: 24; Completion of thesis	Full Time	2+3=5	2+6=8
IDDP# (Industry sponsored)	68	Mini-project: 4; Project: 24; Submission of thesis	2 semesters	2+3=5	2+6 =8
PhD - Engineering	18	Submission of thesis	Full Time	3	6
PhD - Engineering) (Industry sponsored)	18	Submission of thesis	1 semester	3	6
PG Diploma	36	Industrial Training/project	Full Time	1	2

# IDDP: Integrated Dual Degree Program in Engineering

**@The women candidates and persons with disability (more than 40%) may be allowed a relaxation of two years for Ph.D. in the maximum period of completion.**

To satisfy the "Minimum Residency" a student must undertake the academic program without any break; exceptions will be only made if the student is on authorized leave/academic break. The period of residency would be counted from the student's official joining date in his/her academic program of study.

### Details of Course-Work for students enrolled in Ph.D program

The total course-work for the Ph.D program consists of 18 Credits, out of which Course 1 (mandatory - 6 credits), Course 2 (elective - 2 credits), Course 3 (elective - 6 credits) are to be weighted graded and completed with CGPA  $\geq 6.5$  with a minimum grade point in any individual course of 6.0. Course 4 (mandatory - 4 credits) is a group activity and will be only be evaluated as Satisfactory/ Unsatisfactory. The details of this Course 4 (Societal Program: Problem Understanding and Analysis) are given in **Annexure II**.

Courses 1, 2 & 3 are to be completed preferably during the student's 1<sup>st</sup> and 2<sup>nd</sup> Semester, but before appearing for the comprehensive examination; Course 4 is to be completed preferably before end of student's 6<sup>th</sup> semester of his/her PhD program but in any case, before appearing for the Open Colloquium (DAC IV).



<b>Course 1 MANDATORY</b>	<b>Research Methodology &amp; Research Publication and Ethics</b>	<b>6 Credits</b> (Evaluation based on grading)
	(a) Research Methodology	4 credits
	(b) Research Publication and Ethics	2 credits
<b>Course 2* ELECTIVE</b>	<b>Inter-disciplinary / Cross-disciplinary Course</b>	<b>2 credits</b> (Evaluation based on grading)
	Either two courses of 1 credit each OR one course of 2 credits, to be opted from the list of offered courses at the institute	
<b>Course 3* ELECTIVE</b>	<b>Advanced Course</b>	<b>6 credits</b> (Evaluation based on grading)
	Either two courses of 3 credit each OR three courses of 2 credits each, to be opted from the list of offered courses at the Institute	
<b>Course 4 MANDATORY</b>	<b>Societal Program: Problem Understanding and Analysis</b>	<b>4 credits</b> (Evaluation only as satisfactory/unsatisfactory)
	Group activity of up-to five team members from within the Institute or across Institutes (Details in <b>Annexure II</b> )	

\* For the choice of elective courses offered by the institute in a particular semester, the students are required to check with the AcSIR office at their institute.

Student enrolled in the Ph.D program are required to complete all the requisite course-work preferably within their first two semesters of study. A student is eligible to appear for the Comprehensive Examination only after s/he has successfully completed the mandatory course-work requirements of at least 14 credits, including, the mandatory courses on Research Methodology (4 credits) and Research Publication & Ethics (2 Credits) - (as mentioned in the Table above)

The approval of the Dean of concerned faculty shall be considered as the confirmation of Ph.D. registration after the successful completion of the comprehensive examination and no separate notification to this effect will be issued.

In the Ph.D program, courses on offer at any AcSIR Academic Centre can be taken by the students to fulfill the academic course requirement. In such cases, the student and his thesis supervisor shall send a request through the AcSIR Coordinator of his/her institute to the Coordinator of the Institute offering the course. The credits obtained by the student will be communicated by the Coordinator of the institute, where the course was undertaken, to the Coordinator of the parent institute.

### Examination & Evaluation procedure for Course-work

- Continuous evaluation procedure will be carried-out throughout the semester through class-tests, assignments, seminars, mid-term and end-semester examinations, etc.
- End-semester examination shall have maximum weightage of 40%.

- For laboratory courses, the students shall have to submit laboratory reports to the course coordinator. Depending on nature of the laboratory work, the coordinator can opt for a viva-voce at the end.
- Grading System to be followed for the course work :

Letter Grade	Performance	Numerical Value
A+	Outstanding	10
A	Excellent	9
B+	Very Good	8
B	Good	7
C+	Fair	6
C	Poor	4
F	Very Poor	2
I*	Incomplete*	0
S	Satisfactory (for audit course)	Not Applicable
X	Unsatisfactory (for audit course)	Not Applicable

\* "I" grade shall be given to students who have (i) Not Attended Classes; and/or (ii) Not been evaluated. This implies repeating the full course and appearing in the examination so that it could be considered towards final grade calculation.

SGPA (Semester Grade Point Average) = {Sum of (Course credit × Numerical value of course grade)} / Total course credits earned in the semester

CGPA (Cumulative Grade Point Average) = {Sum of (Course credit in all passed courses × Numerical value of course grade)} / Cumulative credits earned

A brief philosophy indicating the award of grades in courses is given as **Annexure -III**.

- For Masters' and PG-Diploma programs a student needs to have a SGPA  $\geq 6.0$  in each semester and a CGPA  $\geq 6.5$  from second semester onwards for continuation.
- For Ph.D. program a student needs CGPA  $\geq 6.5$  to pass the course work.
- For all programs the minimum grade point to be earned to pass any individual subject is 6.0.
- The SGPA and CGPA shall be calculated to two decimal places.
- Distinction<sup>#</sup>  $\geq 8.00$  CGPA ; First Class  $\geq 7.00$  CGPA ; Pass Marks  $\geq 6.50$  CGPA
- CGPA to %age conversion formula : %age of marks = (CGPA – 0.5) x 10 (Master's program)

*# The award of Distinction would be considered only if all the courses are passed in one attempt.*

### Conducting a "Re-test":

A re-test for any individual course (for all academic programs) can only be taken once for:

- a) passing a course i.e. when the student has failed in a course
- b) improvement in SGPA/CGPA (only in case of PG Diploma/ MPH/ M.Sc./M.Tech. programs)

Final grades obtained after taking the re-test shall only be considered valid and mentioned on the final grade card. The re-test can be taken without payment of any additional fee.

Students desirous of taking a re-test shall have to give their request in writing, signed by the all the DAC members, to the AcSIR Laboratory coordinator.

A student may request for re-test for a maximum of two courses during a given semester.

### Transfer of Credits for Ph.D program

AcSIR facilitates the transfer of course credits earned at other institutes (other than AcSIR academic centres) towards meeting the AcSIR course-credits requirements. However, the course credits earned more than five years before the date of PhD enrolment at AcSIR would not be considered for transfer.

Such requests for Transfer of Credits can be categorized in following scenarios:

1. Course completed/done at UGC or Ministry of Education accredited institutions
2. Course completed at any Institute/University abroad

The procedure for availing the transfer of credits, in each of the above cases, is detailed in **Annexure-IV**.

### Change/Addition of a Ph.D Supervisor or Co-supervisor

The following procedure is to be adopted by AcSIR PhD students for any change or addition of their supervisor/co-supervisor.

- (i) Student seeking change/addition of their PhD supervisor/co-supervisor should apply through their AcSIR coordinator with due justification and signed consent of the current and prospective supervisor(s).
- (ii) This application has to be sent to the Dean of the concerned faculty of study for their recommendation through the AcSIR Coordinator.
- (iii) Finally, the Dean's recommendations are to be forwarded to AcSIR-HQ for obtaining approval of the Chairman, Senate.
- (iv) In case the change/addition of supervisor(s) is approved by AcSIR-HQ, the Laboratory Coordinator should immediately reconstitute the student's DAC, as per the rules.

### Academic Break

A provision of a one-time Academic Break has been introduced for all the academic programs (PhD, Masters' and PG Diploma programs) that have a minimum duration of two semesters (one year) with the following guidelines :

- (a) Academic Break can only be availed after completion of first semester of any program.
- (b) The application for availing the academic-break for PhD students will only be considered by AcSIR-HQ if it is made within the normal period of residency of the academic program (within 6 years of PhD enrollment) and at least 7 working days prior to the date from which the academic break is requested.
- (c) Students pursuing semester-structured programs with maximum duration of 2 years (Masters' degree) a one-time Academic Break of up-to two semesters may be allowed, subject to (i) the program is continued at the concerned institute at the time of the intended resumption of studies after the Academic Break and (ii) the desired courses being offered in the semester of joining after Academic Break.

For PhD programs, including Integrated Masters'-PhD programs a one-time Academic Break of a maximum of 2 years would be allowed. No extension request of Academic Break beyond a period of 2 years will be entertained at AcSIR-HQ.

- (d) For PhD programs, including IDDP, if the academic break is availed for a period of less than 2 years, a provision exists for the extension of academic break by a period, so that the total one-time Academic Break does not exceed a period of 2 years.
- (e) Such extension of the Academic Break would only be considered only if the student's request (endorsed by the Supervisor and recommended by the Director of the institute of his/her enrollment) is made at least 7 working days prior to expiry of the approved Academic Break.
- (f) The student has to join back the institute where s/he is enrolled, on or before the approved date of joining after availing the academic break, failing which his/her enrollment in the academic program would stand automatically cancelled.
- (g) The request of availing the academic break by the student will only be considered by AcSIR-HQ, if s/he has no outstanding tuition fee dues.
- (h) The duration of the academic break period availed by a student will not count towards determining the residency period spent by him/her in the academic program.
- (i) The semester tuition fee payable by the student during his/her academic break would be the same as applicable to him/her during regular semesters of study, which is to be paid during the entire period of his academic break.
- (j) The student cannot pursue any academic activity related to his/her academic program at AcSIR during the period of the approved academic break, such as, attending course-work, conduct of DAC meetings or appearing for any AcSIR examination, including comprehensive, etc.
- (k) The request of Academic Break would be considered on a case-to-case basis, based on its merit and admissibility, as per the rules.
- (l) The student's request for the Academic Break, endorsed by the Supervisor and recommended by the Director of the institute of his/her enrollment, should be forwarded by the AcSIR Institute Coordinator to the AcSIR-HQ (academics@acsir.res.in).

### **Inter-institutional transfer of AcSIR students (within AcSIR academic centres/associate academic centres)**

The following procedure is to be adopted for the transfer of AcSIR students in the same academic program from one CSIR Laboratory/AcSIR Academic Center to another :

- (i) Student seeking transfer should apply through their AcSIR coordinator with due justification and written consent of the current and prospective supervisor(s).
- (ii) Directors of both the institutes should accord their approvals on the proposed transfer.
- (iii) All the documents have to be forwarded to the Dean of the concerned faculty of study for his/her recommendation through the AcSIR Coordinator.
- (iv) Finally, all these documents are to be forwarded to AcSIR-HQ (academics@acsir.res.in) for obtaining approval of the Chairman, Senate.
- (v) The transfer of the fellowship of the student from the funding agency will entirely be the responsibility of the student/concerned institutes.

## Change of Subject Faculty of Study in PhD

The following procedure is to be adopted for the change of faculty of study of the PhD student

- (i) Student seeking a change in the faculty of study, should apply through their AcSIR Lab Coordinator with a proper justification and signed consent of the his/her supervisor(s) along with the approval of the Director of the institute.
- (ii) The AcSIR Lab Coordinator would obtain the recommendations of the Deans of the two concerned faculties. The recommendation of the Deans would be based on the academic background and the research area of the student, availability of faculty for research guidance in the concerned area and approved coursework of the concerned institute in the new area (Faculty) of research.
- (iii) The recommendation of both the Deans are finally to be forwarded to the Associate Director (Academic) at AcSIR-HQ for obtaining the approval of the Chairman, Senate.
- (iv) No request for the change in faculty of study will be allowed after clearing of the comprehensive examination in the original enrolled faculty.

## Exemption from physical presence at the institute for PhD students after PTOC

Provision exists, wherein a regular Ph.D student may be exempt from physical presence at their institute of enrolment during their PhD, after his/her successful completion of PTOC (DAC 4). However, such students would have to abide by the respective institutional/funding agency rules applicable for the fellowship on their physical attendance at the institute.

Such cases will only be considered provided the PhD student has completed all the academic requirements, which include, fulfillment of the minimum residency period of 3 years and successful completion of the Open Colloquium (i.e. DAC IV). Such students would have to continue paying the tuition fees till their thesis submission and would have to submit the Ph.D thesis within the maximum stipulated period, as per the AcSIR rules.

Such applications will only be considered by AcSIR-HQ if made during the normal PhD residency period and at least 7 working days prior to the date from which the exemption from Physical Presence at the institute is requested. Such applications of the students, endorsed by the DAC and recommended by the Director of the Laboratory, should be forwarded through the AcSIR institute Coordinator to AcSIR-HQ at academics@acsir.res.in.

## Examination & Evaluation of Thesis/Dissertation

### MASTER'S DISSERTATION

- a. The Oral Examination Board (OEB) for each student shall be constituted by the Director of the laboratory on the recommendation of the Institute Coordinator and the dissertation supervisor.  
The OEB shall have a minimum of three members:
  - One examiner from same field of research,
  - One examiner from areas other than the candidate's field of research and
  - The dissertation supervisor(s).
- b. The candidate, at the earliest, would be allowed to submit the thesis two weeks before the completion of the fourth semester (middle of April) with recommendation of the dissertation supervisor.
- c. The last date for submission of the Master's Dissertation is 15<sup>th</sup> May of every calendar year.
- d. The candidate shall present his dissertation work in the colloquium in presence of the OEB members.
- e. The notification of the open seminar would be circulated by the dissertation supervisor in consultation with members of the OEB.

- f. The candidate is considered to have passed the oral examination if all the OEB members consider that the performance of the candidate is satisfactory with award of grades C+ or above.
- g. Based on the presentation and responses to the questions raised during oral examination, the OEB can even recommend the resubmission of the dissertation (only once) after incorporating the suggestions made by the OEB.
- h. In the rescheduled oral examination, the OEB must declare the candidate either to have passed or failed with award of appropriate grades. There shall not be any recommendation for further oral examination.
- i. The grading system to be followed during evaluation of thesis work for Masters is illustrated below:

Letter Grade	Performance	Numerical Value
A+	Outstanding	10
A	Excellent	9
B+	Very Good	8
B	Good	7
C+	Fair	6
X	Unsatisfactory	

- j. Last date for evaluation of the Masters project at Lab is 15<sup>th</sup> June of every calendar year.
- k. Last date for submission of all results to AcSIR-HQ (pgprogams@acsir.res.in) by the institute coordinator is 30<sup>th</sup> June of every calendar year.

## Ph.D THESIS

### Allocation of Supervisors

Each Ph.D student shall be allotted a research supervisor and a co-supervisor (if required) and this allocation process has to be undertaken at the student's institute of enrollment, immediately after his/her joining the institute latest by the end of the first semester of the student's enrolment. The AcSIR Coordinator has to coordinate this process and the supervisor(s) have to be allotted only amongst the AcSIR approved faculty and with the mutual consent of both the student and the supervisor(s) and with the approval of the Director of the institute. The available specialization among the AcSIR-faculty and the research interests of the student should be kept in mind while allotting the supervisor(s). The AcSIR faculty can supervise Ph.D students in any faculty of study.

**NOTE :** A Ph.D student can enroll in his/her choice of faculty (irrespective of the faculty of the intended supervisor/co-supervisor) subject to his/her appropriate educational background, fulfilling the entry requirements of that particular faculty of study and that the nature of his/her intended Ph.D research project lie or significantly overlap with the domain of the faculty of study being opted.

- An AcSIR faculty, moving out of his/her institute on lien/deputation to other organizations, can continue to remain as a primary supervisor of the AcSIR student(s), already enrolled with him/her, till s/he remains on rolls of the institute.
- If an AcSIR faculty, proceeds abroad on long-term study leave, extra-ordinary leave or on any fellowship etc. through an official deputation process and remains on rolls of the institute, he/she can also continue to remain as a primary supervisor of the Ph.D students.

In both the above cases, a co-supervisor has to be allotted for the PhD student for administrative continuity and logistic support for his/her research work, only if the PhD student is yet to successfully clear the Pre-Thesis Open Colloquium-PTOC (DAV IV).

The general guidelines for appointment as an AcSIR Faculty are given in **Annexure – V & VI** which also includes the maximum number of Ph.D. students that they can enroll under AcSIR.

## Doctoral Advisory Committee (DAC)

There shall be a DAC for each Ph.D. student, which will have the following responsibilities:

- Review the Ph.D research proposal and finalize his/her topic of research.
- Supervise and mentor the student to develop the study design and methodology of his/her research.
- Identify the course(s) that the student may have to take. In absence of DAC, the PhD supervisor shall advise on the courses to be taken by the student and inform the coordinator.
- Periodically review and assist the student in the progress of his/her research work

The AcSIR institute coordinator in consultation with the Director of the institute shall constitute the DAC for each student as soon as his/her thesis supervisor(s) is assigned, but no later than the beginning of the students' II<sup>nd</sup> semester. The DAC members of AcSIR PhD students need to be PhD Degree holders. A proper justification of scientific expertise has to be provided for inclusion of a non-PhD faculty as a DAC member along with his/her academic CV for prior approval of the Dean of the concerned subject faculty.

a. Composition of the DAC:

- Thesis supervisor(s), including the co-supervisor – the primary supervisor shall be the Convener of the DAC.
- Two members from the same research area, as recommended by the supervisor(s)
- One member nominated by the Director of the Institute from a different area of research.

b. The nominated DAC members should be, as far as possible, only from the institute of the PhD student's enrolment or other AcSIR affiliated institutes (CSIR or non-CSIR). In exceptional cases, a DAC member may also be nominated from a reputed non-AcSIR affiliated institute. No honorarium or TA/DA is admissible to any DAC member for attending the PhD student's DAC meetings, which can also be attended on-line.

c. The Ph.D student shall appear before the DAC at least once a year to make a presentation of the progress of his/her work for evaluation and further guidance, although it is preferred that the DAC meeting of the PhD student is conducted every semester. The proceeding of the DAC meetings shall be recorded in a specified format as a DAC report (*as given in the AcSIR website under menu - "Forms"*) and sent by the AcSIR institute coordinator to the respective Dean for ratification. These DAC reports are to be submitted to AcSIR-HQ at the time of thesis submission.

d. In an academic year, a student must appear for at least one DAC meeting (in person or online) and submit a six months Progress report, in lieu of DAC meeting by physical presence, with DAC members' signatures.

e. In case the progress of Ph.D student is unsatisfactory, the DAC shall record the reasons of the same and suggest corrective measures. If the Ph.D. student fails to implement these corrective measures in a specified time-frame, the DAC may recommend cancellation of his/her enrollment to the concerned Dean after approval of the institute Director. The decision of the Director, AcSIR shall be final in this matter.

f. The students are also encouraged to informally interact with the DAC members for guidance and advise pertaining to their research.

g. The DAC would also recommend the Ph.D student for his/her comprehensive examination as well for the submission of the thesis.

h. The primary supervisor, who is also the convener of the DAC, will be responsible for timely conducting the DAC meetings and submitting the DAC reports to the AcSIR institute coordinator.

i. A minimum of at least two months gap has to be mandatorily maintained between two consecutive DAC meetings.

In general, the functions of the DAC meetings are summarized in the table below:

DAC No.	Objective of the DAC	Time frame
I	Discussion on the topic of research to be pursued, questions to be addressed, etc.	Before the end of student's III <sup>rd</sup> Semester
II	Finalization of the Ph.D proposal	Within 6 months of the comprehensive exam
III	Monitoring the progress of the student	Before the end of student's VI <sup>th</sup> Semester
IV	Ph.D Colloquium (Open Seminar)	Any-time before submission of thesis and after completion of DAC I to III and after completion of course 4.

## Comprehensive Examination for PhD students

A student is eligible to appear for the Comprehensive Examination only after s/he has successfully completed the minimum credit requirements of the course-work (after completion of course 1, 2 & 3, as mentioned at page 8) and at least DAC-1.

The students shall appear for the comprehensive examination, on the recommendation of their DAC, any time between the II<sup>nd</sup> semester and the end of the IV<sup>th</sup> Semester. In case of a delay, prior approval of the concerned Dean with due justification is mandatory.

It is the responsibility of the student to initiate the conduct of their Comprehensive Examination through the AcSIR Coordinator, after the PhD student has completed all the eligibility requirements for its conduct.

It is recommended that the PhD students complete their comprehensive examination by the end of their 3<sup>rd</sup> semester of PhD enrollment so that they are eligible for applying for the International Joint PhD Degree Program (cotutelle) Fellowships.

- a. Based on the recommendations of the DAC, the comprehensive examination board would be constituted for each Ph.D student and communicated to the AcSIR-HQ (academics@acsir.res.in).
- b. The Comprehensive examination board shall at least include :
  - DAC members
  - Director/Director's nominee, who has demonstrated ability in supervising Ph.D students

No honorarium or TA/DA is admissible to any member of the Comprehensive examination board.

- c. If the candidate fails to clear the Comprehensive Examination in two attempts, his/her enrollment in Ph.D is liable to be cancelled.
- d. The comprehensive examination will consist of a presentation by the student followed by a rigorous oral examination. The recommendation of the board would only be in the form of "Cleared" or "Not Cleared".
- e. The student will be allowed to take the comprehensive examination only if he/she has cleared all the AcSIR tuition fees dues.
- f. Submission of the student's grade card of courses 1, 2 & 3 by the AcSIR Coordinator to the concerned Deans is mandatory along with result of the comprehensive examination of the student for further action at AcSIR-HQ.



## Pre-Thesis Open Colloquium (DAC IV)

Before submitting the PhD thesis, a Pre-Thesis Open Colloquium (PTOC) has to be given by the PhD student about his/her PhD thesis work in the presence of the DAC members. The PTOC presentation can be given any-time before submission of thesis and after completion of DAC I to III and completion of course 4 (Societal Program: Problem Understanding and Analysis). The PTOC will be open to the entire student & faculty community of the institute. The DAC members during the PTOC may recommend that the PhD student should incorporate some changes/suggestions in the PhD thesis, which can improve the quality of the PhD Thesis.

The process for conduct of PTOC is as detailed below :

1. PTOC of any Ph.D student can be conducted, only after receipt of approval by the Associate Director (Academics), AcSIR
2. The request for the conduct of PTOC has to be submitted in a prescribed form (**Annexure - VII**) which is to be mandatorily submitted to AcSIR-HQs (thesis@acsir.res.in) preferably 15 days, but mandatorily 7 working days before the proposed date of PTOC, along with the following documents for verification:
  - a. Reports of all DAC meeting
  - b. Report of Comprehensive Examination along with the Dean's approval
  - c. Semester Grade cards and cumulative grade card
  - d. Result of the Societal Program along with the Societal program Project Report
  - e. Project Proposal Report and Review Article (applicable only for batches of admissions up to Jan 2020)
  - f. List of SCI publications (with a copy of the title page) emanating from the Ph.D work of the student (with AcSIR affiliation fully compliant to the format prescribed by AcSIR-HQ).
  - g. High School Certificate (Class X)
  - h. Duly filled PTOC form in word format (name as per high school certificate – Class X)
  - i. All other relevant information, including, approvals on change of supervisor/co-supervisor/DAC, change of faculty, academic break, any kind of leave, extension of tenure etc., if applicable;
  - k. All the above-mentioned activities should be done in continuity of one mail only seeking approval for the conduct of PTOC. The subject line should be 'Conduct of PTOC and submission of thesis documents <Name of the student> <Enrolment No> <Lab name>'.
3. The following documents must be sent to the AcSIR HQs within 7 working days after the conduct of PTOC of the student:
  - a. PTOC proceedings duly signed by the student and the DAC members;
  - b. Synopsis (Summary of the PhD research work-done), signed by the student and supervisor
  - c. Thesis board (signed PDF as well as in word-format) along with the short academic CV of the proposed external examiners and their consent to evaluate the thesis
  - d. Approval for change of thesis title, if applicable;

All communication for the PTOC and Thesis Board should be directed only at [thesis@acsir.res.in](mailto:thesis@acsir.res.in)

## PhD Synopsis of the Thesis (Summary of the PhD research-work)

Immediately after the successful conduct of the PTOC (DAC IV), the student has to submit a softcopy of the Synopsis (not more than 3-5 pages, duly signed by the student as well as supervisor(s)) of the PhD thesis to the AcSIR institute Coordinator, on the recommendation of the DAC after incorporating their suggestions, if any.

The synopsis should broadly include the following :

- i. Brief introduction highlighting the novelty
- ii. Statement of problem (aim & objectives)
- iii. Methodology used
- iv. Results and their interpretation
- v. Important conclusions

## Pre-requisites of PhD Thesis Submission

- a) The student is eligible for submission of the PhD thesis if s/he fulfills all the prerequisites of thesis submission and submits the thesis within the period of the PhD residency (3 to 6 years), unless a special extension has been granted by the competent authority at AcSIR-HQ. The student should not have any unauthorized period of absence from the institute without due permission of the competent authority during the entire PhD residency period.
- b) The Ph.D thesis can be submitted anytime within six months after the successful completion of the student's Pre-Thesis Open Colloquium (DAC-4)
- c) Publication/acceptance of at least one paper in a SCI indexed journal, emanating from the student's thesis-work is mandatory (*publication(s) which do not clearly indicate the author's AcSIR affiliation in the title page, as per the format in **Annexure – VIII**, will not be considered*).
- d) "Plagiarism Check Report", generated using an appropriate plagiarism detection software, is mandatory for Masters' and PhD thesis, which has to be duly signed by the student and his/her supervisor(s), the details of which are given in **Annexure – IX**. The Plagiarism Check Report should be in accordance with the UGC notification (July 23, 2018) on "*Academic integrity and prevention of plagiarism in higher educational institutes regulations*". (If required, the thesis can also be checked by AcSIR-HQ to verify the accuracy of the submitted "Plagiarism Check Report").
- e) In case the Plagiarism detection software is not currently available in the student's work-place institute, a Declaration (available on AcSIR website under 'Forms') must be submitted by the student stating that the content of the Thesis is plagiarism-free, in accordance with the UGC notification (July 23, 2018) on "*Academic integrity and prevention of plagiarism in higher educational institutes regulations*".

The tuition fee has to be paid till the day the student submits the Ph.D thesis. The cut-off date for Ph.D thesis submission, without the liability of payment of semester tuition fee for the entire semester, shall be January 07 or August 07. If this date falls on a holiday, then the next working day would be considered as the cut-off date. Submission of Ph.D. thesis after January 07 or August 07 would attract payment of tuition fee for the entire semester.

## Change in the Title of the Ph.D Thesis

The following are the guidelines pertaining to the change of the title of the Ph.D. Thesis :

- (a) The broad area of the title of the Ph.D thesis should be finalized by the time the student appears for the comprehensive examination
- (b) Any subsequent request for the change in the thesis title must be reported through the DAC meetings.

- (c) The final change in the thesis title will be allowed at the DAC IV (Open Colloquium) of the student; the old and the changed title must be recorded on the DAC form and endorsed by all the DAC members and the student and it must receive due approval of the concerned Dean.
- (d) The title provided in the Synopsis (summary of the work) approved by DAC IV (Open Colloquium) will be considered as the final title of the thesis.
- (e) Beyond the DAC IV (Open Colloquium), any request for the change in the title of the thesis will not be entertained unless suggested by the thesis external examiner(s) and is accepted by the competent authority at AcSIR-HQ.

## PhD Thesis Submission

The PhD Thesis has to be submitted within 6 months from the date of PTOC along with the following documents to the AcSIR HQs at [thesis@acsir.res.in](mailto:thesis@acsir.res.in)

- a. PhD Thesis, as per AcSIR format (soft-copy duly signed by the student and the supervisor at relevant pages);
- b. Plagiarism Check Report of the PhD thesis submitted, duly signed by the student and the supervisor(s)
- c. Checklist in excel format with the date of synopsis and PhD thesis submission
- d. List of SCI publications emanating from the Ph.D work of the student
- e. Approval from the competent authority for extension of thesis submission, if applicable
- f. All the above-mentioned activities should be done in continuity of the initial mail seeking approval for the conduct of PTOC. The subject line should be 'Conduct of PTOC and submission of thesis documents <Name of the student> <Enrolment No> <Lab name>'.
- g. A softcopy of the PhD thesis (strictly as per the format and with all the certificates/declarations duly signed by the student and supervisor(s)) should be submitted to the AcSIR Coordinator

## Financial No-dues Certificate

The Financial No-Dues Certificate may be requested by the student after the process of his/her thesis submission is complete. The request must be made (in a standard editable proforma available at AcSIR website under 'Forms') to [ndc@acsir.res.in](mailto:ndc@acsir.res.in). The No-dues certificate will be issued to the student within seven working days after the receipt of the request at AcSIR-HQ, in case the student has no outstanding dues. The No-dues Certificate has to be mandatorily submitted along-with or before the Ph.D. Oral Examination Report (submitted by the AcSIR Coordinator at CSIR Lab to AcSIR HQ).

It is advised that the students must initiate the process of obtaining "No Dues Certificate" from AcSIR- HQ immediately after the submission of thesis, to avoid any delay later in the issuance of the provisional/final degree.

## Format of the PhD thesis

The following formats/documents have to be mandatorily included in the PhD Thesis (both in soft-copy as well as bound hard-copy), submitted to AcSIR, to ensure documented compliance to the UGC regulations on *"Minimum Standards & Procedures for award of PhD degree (2016)"* and *"Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions (2018)"* and the CSIR Guidelines for *"Ethics in Research and in Governance (2020)"* :

### Beginning of the Thesis

- 1) AcSIR Ph.D. Thesis Cover/Title Page - (as per **Annexure X** attached)
- 2) Thesis Certificate signed by the Student and the Supervisor(s) – (as per **Annexure XI** attached)

- 3) Statements of Academic Integrity - (as per **Annexure XII** attached)
- 4) Plagiarism related declaration by the Student - to be mandatorily included by students, who do not have an access to plagiarism detection software in their work-place (as per **Annexure XIII** attached).

#### End of the Thesis

- 5) Abstract for Indexing/Archiving- (as per **Annexure XIV** attached)
- 6) Details of publications, emanating from the thesis-work. (as per **Annexure XV** attached)

It is recommended that the thesis should be paperback and printed on both sides of the page.

#### **Evaluation of the Ph.D. Thesis**

- a) The Ph.D thesis shall be first evaluated by a Thesis Board (external examiners of the thesis submitted) and thereafter by an Oral Examination Board (for PhD Viva-voce examination).
- b) The PhD Thesis Supervisor(s) of the student shall submit the proposed panel of thesis external examiners of thesis board (normally 6-8 experts from the relevant field) to the AcSIR institute coordinator. The guidelines on the selection of PhD Thesis Examiners are given in **Annexure - XVI**, which have to be strictly followed and would be accepted only after complete compliance has been ensured.
- c) The AcSIR institute coordinator shall submit the proposed panel of thesis external examiners to AcSIR-HQ at thesis@acsir.res.in, for verification, within maximum of three working days after the receipt of the thesis. After verification at AcSIR-HQ, these will be forwarded to the Associate Dean/Dean of concerned subject faculty.
- d) The Associate Dean/Dean shall verify these documents and revert to the concerned AcSIR institute coordinator suggesting modifications/corrections, if any.
- e) The Associate Dean shall then forward the proposed list of thesis examiners, to the Dean for his/her recommendations.
- f) The Dean shall mark the order of preferences of the proposed thesis examiners and after his/her recommendations send it to the AcSIR-HQ for seeking approval of the Director, AcSIR. The Dean/Director may change the order of preference of the proposed external examiners, recommended by the supervisor, or may assign any other academician as an external examiner
- f) A softcopy of the thesis (duly signed by the student and the supervisor(s)) shall be submitted by the student to the AcSIR Coordinator, who in turn will send it to the first two external examiners of the Thesis Board (as per the list approved by the Director, AcSIR) along with the format of the evaluation report. In case a hard-copy is desired by the examiner then same shall be provided to him/her.
- g) The two external examiners will send the signed evaluation reports of the Ph.D. thesis to the AcSIR institute coordinator. It is desired that a soft reminder may be sent to the examiner after 7 weeks, if the reports are not received by then. On non-receipt of thesis evaluation reports by 8 weeks, the thesis should be sent to the next examiner(s) of the thesis board following the approved order of preference. As soon as two reports are received from any of these examiners, the decision should be made based on these reports only, without waiting for the additional report(s). If, however, additional reports are available at about the same time, then all the reports will be considered.
- h) In case both the external examiners in their adjudication report of the PhD thesis of the student recommend that *“the thesis is acceptable in the present form for the award of the PhD degree”* the process of Viva-voce examination of the student can be initiated.
- i) In case one or both the external examiners in their adjudication report of the PhD thesis recommend *“the thesis is acceptable and the corrections, modification and improvements suggested would*

*be incorporated in the thesis to the satisfaction of the oral examination board*” the student shall incorporate all the corrections, modification and improvements in the thesis, based on the comments of the thesis examiners. The DAC shall ensure that all the comments/suggestions/corrections of both the examiners have been incorporated in the thesis by the student, before recommending the student for Viva-voce examination.

- j) In case one or both the external examiners in their adjudication report of the PhD thesis recommend *“the thesis requires major modifications and may be revised and resubmitted for evaluation”*, the student shall incorporate all the corrections, modification and improvements in the thesis, based on the comments of the thesis examiners. The DAC shall ensure that all the comments/suggestions/corrections of both the examiners have been incorporated in the thesis by the student, before recommending the re-submission of the thesis. The re-submitted thesis has to be again sent for evaluation only to those examiner(s) who had suggested resubmission of the thesis. The thesis can only be re-submitted once for evaluation.
- k) The revised thesis must be re-submitted within a period of 3 months after receiving the comments of the external examiners. In case additional time is needed to incorporate the comments of the external examiners (including additional experiments), an application (recommended by supervisor(s)) for the grant of an additional time for re-submitting the revised PhD thesis may be sent by the PhD student to the Director, AcSIR.
- l) In case one or more external examiners in their adjudication report of the PhD thesis recommend that *“the thesis is rejected”*, the adjudication reports of all the external examiners along with the thesis should be forwarded to AcSIR-HQ for arriving at a final decision.
- m) In case of any clarification is needed regarding the contents of the external examiner’s adjudication report of the PhD thesis, the report(s) should be sent to the Associate Directors (Academic). Under no circumstances should the coordinator or the supervisors communicate with the external examiners in any way, regarding the contents of the adjudication report of the PhD thesis.
- n) The PhD thesis can be re-submitted ONLY ONCE, if the recommendation of the external examiner(s) in their adjudication report recommend, “the thesis requires major modifications and may be revised and resubmitted for evaluation”, after incorporating the all the corrections, modification and improvements in the thesis, based on the comments of the external thesis examiners.
- o) Thesis oral examination board (OEB) shall be constituted by the Director of the institute (where the thesis is being submitted) on the recommendation of the thesis supervisor(s). The OEB will have minimum three members :
- One external member (amongst the thesis examiners)
  - At least one DAC member (apart from the thesis supervisor(s)) and
  - Thesis supervisor(s)

The Viva-Voce examination should be scheduled by the supervisor in consultation with the AcSIR institute coordinator, as soon as possible, depending on the mutual convenience of the OEB, especially the external examiner. The viva-voce examination shall be open and can be attended by Members of the DAC, all faculty members of the institute, other research scholars and other interested experts/researchers.

The Viva-voce examination should be preferably conducted on-line to avoid delay in the conduct of viva-voce examination, the details of which are given in **Annexure - XVII**. A formal communication is to be sent to the external examiner by the AcSIR institute coordinator to this effect is given in **Annexure - XVIII**

- p) The Ph.D candidate shall present his research work in presence of the above OEB, which would assess the student's work and performance based on the presentation and responses to the questions raised during oral examination.
- q) The candidate is considered to have passed the oral examination if the majority of the OEB members, including the external examiner, consider that the performance of the candidate is satisfactory.
- r) If a student has not passed the oral examination, the OEB shall specify whether :
  - (A) (a) the student may be given another chance to appear in the oral examination and approximate date for re-examination will be specified.
    - (b) the original OEB shall conduct the re-examination, unless a different Oral Examination Board is approved by the Chairperson, Senate;
    - (c) in the re-examination, the OEB shall declare whether the student has passed or failed but shall not recommend holding a re-examination.
  - (B) the student is declared to have failed;
- s) The AcSIR Laboratory Coordinator has to send the completed viva-voce examination form (as per the format), signed by all the OEB members, to the concerned Dean. The viva-voce form has to be accompanied by the student's No-dues certificate (to be submitted by the student). The Dean will forward his/her recommendations to the AcSIR-HQ for the approval of Chairman, Senate and subsequently Provisional Degree will be awarded to the student.
- t) On ratification by the Senate, AcSIR, the successful candidate will become eligible for receiving the Ph.D. degree from AcSIR-HQ.

### **Thesis submission Certificate**

The thesis submission certificate will be issued on the request of the student by the AcSIR Institute Coordinator only after the thesis submitted, along-with all the relevant documents, has been found to have met all the prerequisites of thesis submission, as per the rules of thesis submission. The thesis submission date would be the date on which the thesis is finally accepted by the Office of the AcSIR Institute Coordinator complete in all respects (with all the thesis submission prerequisites and supporting documents in order and the thesis in proper format).

### **Issuance of Provisional/Final degree Certificates**

The provisional certificate shall be sent to the student after successful completion of the Masters/Ph.D oral examination within 2 weeks from the intimation of the PhD oral examination result to AcSIR-HQ. The final degree shall be awarded at the time of convocation of the AcSIR or within 180 days from the date the student's oral examination.

The name printed on the provisional and degree certificate of the student will be exactly the same as that mentioned in his/her X<sup>th</sup> Class or equivalent certificate/grade card. In case the student wishes to get the name changed, he/she will have to send a gazette notification to this effect to AcSIR-HQ, before the approval of their final result. No request for the change of name on the degree certificate will be entertained after the degree has been issued by AcSIR-HQ.

### **UGC Compliance Certificate for Ph.D**

The UGC compliance certificate is issued to the students (along with the hardcopy of the degree certificate) who have completed their Ph.D degree, which certifies that the Ph.D degree obtained by the student fulfills the requirements with respect to the University Grants Commission's "Minimum Standards and Procedures for Award of Ph.D. Degree Regulations 2009/2016".

## Subject Specificity Certificate for Ph.D

A separate subject specificity certificate is issued to the students (along with the hardcopy of the degree certificate), who have completed their Ph.D degree. A maximum of three subject areas, based on the thesis work, as recommended by the Doctoral Advisory Committee meeting (PTOC/DAC IV) and ratified by the concerned Dean are mentioned on this certificate.

## Priority issuance of Final degree certificates

Provision exists for priority/out-of-turn issuance of the final degree certificate to a student, who would have its urgent requirement for justifiable reasons (including for job, post-doctoral offers etc.) instead of within 180 days after successful completion of the program. Such priority/out-of-turn certificates would be issued within 15 working days of receipt of student's request to [certificaterequest@acsir.res.in](mailto:certificaterequest@acsir.res.in), justifying its urgency and documentary evidence (receipt) of Rs. 3000/- being remitted to the AcSIR-HQ account (only using the AcSIR SBI Collect Portal), as a fee for priority/out-of-turn issuance of the final degree.

If the certificate is not issued within the stipulated 15 working days due to some unavoidable reasons, the fee for the priority issuance of the degree certificate would be refunded although efforts would continue to issue the certificate on priority basis.

## Transcripts

In order to obtain the transcripts, the instructions mentioned at <https://acsir.res.in/177-2/> should be followed.

## Guidelines for the issuance of Duplicate Degrees Certificates

Duplicate Certificates will only be issued if the original Certificate is damaged, lost or stolen. An application has to be made at [certificaterequest@acsir.res.in](mailto:certificaterequest@acsir.res.in) mentioning the reason for the request for the duplicate certificate, having the reference to the degree awarded, year of award and enrollment number of the student. This application has to be signed by the student himself and submitted with all documents in original as mentioned below :

### A. Procedure

- (i) For replacement of damaged certificate, it must be submitted along with the application.
- (ii) For lost or stolen certificate, a FIR (First Information Report) is to be filed to the nearest Police Station. The same is to be enclosed with the application.
- (iii) Affidavit on non-Judicial Stamp Paper of Rs. 10/-) with an undertaking to return the duplicate degree in the case of original is found.
- (iv) For lost or stolen certificate, enclose a self-certified copy of the original Certificate issued by AcSIR (if available)

### B. Charges

#### For Certificates issued within 10 years

Rs. 3000/- per copy for applicants living in India

USD 200/- per copy for applicants living abroad

#### For Certificates issued more than 10 years ago

Rs. 5000/- per copy for applicants living in India

USD 250/- per copy for applicants living abroad

The fee for the issuance of duplicate degree certificate may be paid only using the AcSIR SBI Collect Portal. Please enclose a copy of the transaction slip of the payment along with the application and e-mail to [certificaterequest@acsir.res.in](mailto:certificaterequest@acsir.res.in) for further processing of the application.

### C. Processing time

For Certificates issued within 10 years : 45 days from the date of receipt of the Fee

For Certificates issued more than 10 years ago : 60 days from the date of receipt of the Fee

### D. Proforma for affidavit

I, <Name of the Student> son/daughter of Sh./Smt. <Name of Father/Mother>, resident of <Present residential Address>, hereby solemnly declare and affirm as under:

- 1) That I was a student of Academy of Scientific and Innovative Research (AcSIR) from <month & year> to <month & year>.
- 2) That I appeared and passed <Program Name> from <Lab Name> in the year <Year>.
- 3) That the original < Program Name> Degree Certificate conferred on me by AcSIR has been lost and to the best of my knowledge and belief there is no likelihood of the said original certificate to be found.
- 4) That in the unlikely event of the original certificate is found, I shall return the duplicate certificate to the concerned authorities at AcSIR.

*Deponent*

#### *Verification*

*Verified that the contents of the affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.*

*Deponent*

*Date :*

*Place :*

### **Leave of absence for students**

The students need to take permission from their Supervisor for availing any kind of leave of absence (excluding academic break), which shall be approved by the competent authority in the institute where the student is enrolled, as per the institutional/funding agency guidelines.

Permission for attending national/international conferences or availing international fellowships has also to be sought from the competent authority in the institute, where the student is enrolled and/or from the funding agency, as per the institutional/funding agency guidelines with a no-objection certificate from AcSIR-HQ.

### **Extension of tenure of PhD Thesis submission beyond the prescribed period**

There exists a provision for a relaxation of upto 2 years, in the maximum duration of residency period for the submission of the Ph.D thesis, for women candidates and persons with disability (more than 40%), as per the UGC guidelines 2016. However, for availing such relaxation, application has to be sent by the student (during her regular period of PhD residency of 6 years) with proper justification and supporting documents to the Director, AcSIR, for consideration. This application has to be sent through the institute coordinator and should be recommended by his/her supervisor and the Director of the Institute.

### **Maximum period of extension for thesis submission after Pre-Thesis Open Colloquium (PTOC) - DAC-4**

(i) The PhD thesis can be submitted any time within six months after clearing the Pre-Thesis Open Colloquium PTOC but before six years of student's PhD enrolment (or the last notified date of thesis submission).

(ii) First Extension for submission of the PhD thesis beyond six months, after clearing the Pre-Thesis Open Colloquium (DAC-4) - the application should be sent to the concerned Dean for approval with a proper justification for the delay in submitting the thesis. Such applications will only be considered if they are made



within six months after the date of conduct of (open colloquium) and at least 7 working days prior to the date from which the extension is requested.

(iii) If the thesis is not submitted even during the extended period of first extension (within one year *i.e* six months of usual time plus six months of extension, if granted by the Dean) of the date of the PTOC, the student can make a request for a second extension to the Chairman, Senate (through the respective Dean) for a further one additional year for the submission of the PhD thesis, at least 7 working days prior to the date from which the extension is requested. If such a request of the student is granted, he/she will have to re-appear for PTOC and clear the same within one month (from the last date of the first extension) and must submit his/her thesis within the next eleven months after the re-appearance of PTOC..

(iv) No further request for reappearing for the Open Colloquium will be considered.

(v) During this period of second extension of one year (granted by the Chairman, Senate as in (iii) above), the semester tuition fees payable will be double and four times of the usual semester fee in the follow-up first and second semester (during the second extension period of one year as in (iii) above), respectively. Further, tuition fee charged will be for the full semester(s), even if the period covered till the date of thesis submission, is only part of the semester.

The application for such extension(s) will only be considered by AcSIR-HQ if it is made at least 7 working days prior to the date from which it is requested.

Notwithstanding the period of extension(s) granted for PhD thesis submission after PTOC (as in (ii) and (iii) above), the thesis has to be submitted within six years (which includes the extension(s) period granted as in (ii) & (iii) above) of student's PhD enrolment or by the notified date, whichever is later.

## Grievance Redressal of the Students

The first level of grievance redressal for the AcSIR students is the Institute where student is enrolled for his academic program. The students are required to contact their AcSIR Institute Coordinator for redressal of their grievance, who in his/her wisdom would get it resolved from the concerned authorities at the Institute or AcSIR-HQ.

Depending on the nature of grievance it can also be addressed to the Academic committee of the concerned institute (Academic Committee at CSIR Laboratories given in **Annexure - XIX**).

In case the student feels that his grievance has not been addressed/resolved to his satisfaction, s/he may e-mail the following functionaries at AcSIR-HQ (with a copy to the AcSIR Institute Coordinator):

Manager: Mr. Ashwini Mishra (ashwini@acsir.res.in)

Senior Manager: Ms. Arpita Sengupta (arpita.acsir@acsir.res.in)

Associate Director: Prof. Ajay Dhar (ad\_studentaffairs@acsir.res.in)

**Note : All the Forms/Formats, to be used for submitting student related academic information to AcSIR-HQ, can be downloaded from the AcSIR website under the menu - "Downloads -> Forms".**

# **ANNEXURES - I to XIX**

Semester Academic Continuation Commitment (SACC) Form

**ACADEMY OF SCIENTIFIC AND INNOVATIVE RESEARCH**

(AcSIR)

Semester Academics Continuation Commitment (SACC) Form

\*\*\*\*\*

1. Semester (January/August) & Year : \_\_\_\_\_
  2. Name of the Student : \_\_\_\_\_
  3. Phone & E-mail Contact : \_\_\_\_\_
  4. Enrollment/Registration (as applicable) No. : \_\_\_\_\_
  5. AcSIR Centre/Unit (Name of Institute) : \_\_\_\_\_
- 
6. Name of the Supervisor : \_\_\_\_\_
  7. Details of the Semester Tuition Fee paid (only through SBI Collect)
    - a. Date of payment : \_\_\_\_\_
    - b. Amount paid : \_\_\_\_\_
    - c. Payment Receipt Number : \_\_\_\_\_  
**(Copy must be attached)**

Accordingly, I hereby commit to continue my AcSIR academic/research work during the above semester as per program of enrollment and report progress of the semester to the Supervisor.

Date:

(Signature of the Student)

Countersigned by the Supervisor (with Date): \_\_\_\_\_

**To be submitted to AcSIR Latest by January 31<sup>st</sup> & August 31<sup>st</sup>**

.....  
(For AcSIR Office Use)

## **Guidelines for undertaking the Societal Project for AcSIR Ph.D. students**

The major objective of the Societal Project is to create and nurture a sense of social consciousness and responsibility by participation in Science & Technology activities relevant to the societal problems of the nation.

### Background

The ultimate aim of AcSIR is to create human resources who will promote research in science and technology having a bearing on socio-economic, cultural, intellectual and academic welfare of the people of our nation. Keeping this in view AcSIR has mandated that students aspiring to obtain a Ph.D. degree from AcSIR undertake a project concerned with societal/rural issues of the nation. The premise of this course is the aspiration of inclusive growth and improved quality of lives of the fellow underprivileged Indians through S&T interventions that are socially and economically relevant.

### Broad Guidelines for undertaking the Societal project

Societal Project will have 4 credits and has to be taken up as a group activity (maximum: 5 students) with substantial contribution from each member of the group. However, in exceptional cases, if only a single student remains ungrouped, he/she may be allowed to join the existing group even if the group strength rises to 6. The exclusive time period devoted to undertaking this project should be commensurate with 4 credits normalized with the number of students in the project team. The project may also include teaching initiatives for the society.

The societal project is a 4-credit course is to be completed preferably before end of student's VI<sup>th</sup> semester of the PhD program but in any case, before appearing for the Open Colloquium (DAC IV).

### Evaluation the Societal project

- The evaluation of this course shall be carried out by a committee comprising of Supervisors of the students of the group as well as the Activity Coordinator.
- After completing the project, the student's project-team should submit a report and give a presentation highlighting the observations/results of the project. The presentation and the report of the work shall be made collectively with individual role of each student clearly defined.
- The committee may recommend re-submission of the project at most once after incorporating the suggestions made by the committee for evaluation.
- Grade will have to be awarded only in terms of Satisfactory or Unsatisfactory.
- Laboratory Director shall designate the Activity Coordinator on a rotation basis.

## **Brief philosophy of awarding the academic letter grades in courses**

$$\text{CGPA} = \frac{\text{Summation of } C_i G_i}{\text{Summation of } C_i}$$

where  $C_i$  represents credit points and  $G_i$  represents grade points.

Based on the philosophy, letter grade does not allow the fractions. The grades have to be within the ranges of A+, A, B+, B, C+ in order to pass the course. Please note that at AcSIR "C" is a fail grade. Therefore, while mapping the absolute marks onto the letter grades the investigator in-charge has to be sure what grade he wants to award. One student may get 55 or 58 (out of 100) as his/ her actual marks, but the onus is on the Instructor to declare whether the candidate is C+ or C. The Instructor has the liberty to declare 58 as C+ and he has to be convinced that the candidate deserves a C+ grade. Likewise, the investigator in-charge has to assign A+, A etc based on the performance of the students in the course. Ideally, the instructor has to draw a histogram based on the performance (absolute marks) of the students in the course. Then he has to decide what should be the minimum pass mark for that course. He/ she has to then decide on a range (say minimum + X marks, X being 6 or 7 or 8 marks) and assign that range as C+, the immediate upper range (again he/ she has to decide the range based on the trend of the histogram) should be assigned a letter grade of B and so on. If the instructor sees that nobody is truly outstanding in the histogram, he need not even award A+ in that course for that particular batch of students. The Instructor is free to choose the minimum pass marks (and hence the pass grade is mapped there) depending on the standard of the examinations/ assignments and the standard of performance of the students in the course.

The numerical interpretation of the letter grade has only relation to the calculation of SGPA and CGPA. But letter grade cannot be interpreted as a fractional number. For example, if an Instructor has awarded B+ grade to somebody, then the student earns full 8.0 grade point on that course. The grade point cannot be 8.2 or 7.8. The grade point will be multiplied by the corresponding credit of the course and then SGPA or CGPA will be calculated based on the formula given above.

Whenever a large number of student's grades in a course fall on either extreme of the spectrum, they shall be discussed/reviewed by the concerned course coordinator and AcSIR Laboratory Coordinator in consultation with the Laboratory Director, if required.

## Credit Transfer Policy

### **AcSIR facilitates transfer of credits through an internal evaluation process**

#### **Requests for Transfer of Credits can be categorized as below:**

1. Course completed/ done at UGC/MHRD accredited institutions
2. Course completed/ done at any Institute/ University abroad

#### **1. Course completed at UGC/MHRD accredited institution/university**

Candidate can get benefit of transfer of credits successfully completed and passed at UGC/MHRD accredited institutions provided that a grade of at least "C+ of AcSIR (equivalent to 6.0 or above grade point on a scale of 10) is earned and the course is similar in content compared to what is offered at AcSIR.

#### **2. Course completed at any Institute/University abroad**

Credits earned from courses attended in the Universities/Institutes abroad can be transferred based on the comparability with the equivalent courses at AcSIR. Generally the Institutions/Universities should be well reputed or recognized by the Association of Indian Universities (AIU).

All grade-cards/transcripts and course syllabi must be translated from the original language into English and certified by a professional translator.

In order to obtain transfer of credits, the student must send his request to the concerned Dean attaching the grade-card and an official document indicating grade to %marks conversion and the course curriculum of individual courses. The recommendations of the Dean will then be sent to the Associate Director for approval.

#### **Maximum credits allowed to be transferred**

AcSIR will allow a transfer of maximum of 12 credits for a 2-year program or 16 credits for an integrated combination (2+3 year) program or 4 credits for the doctoral degree program. Courses must be academic in nature and be similar in scope and content to the courses offered at AcSIR.

## Eligibility Criteria for AcSIR Faculty

CSIR-staff (Group IV & III)/ Quick Hire Fellows/Ramanujan Fellows/Ramalingaswami Fellows/INSPIRE Fellows are eligible to be an AcSIR faculty, as per the following guidelines:

### 1. Essential Requirement

- (i) ME/ MTech in Engineering/ PhD/ MD or recognized equivalent degree
- (ii) Should teach at least one coursework in 4 semesters and/or guide PG or Doctoral students.

### 2. Qualification required by CSIR Scientists at different levels of AcSIR faculty

- (i) **Assistant Professor** : Scientist (Scientist-C)/ Senior Scientist (Scientist-E-I)  
*Ordinarily, Junior Scientists (Scientist-B) are not to be considered as Faculty of AcSIR. However, if an outstanding candidate teaches AcSIR courses and has above qualification and the Director of the concerned Lab recommends him/ her for faculty position in AcSIR, the person could be designated as an Assistant Professor of AcSIR on due recommendation from the concerned Dean and approval from the Chairman of the Senate. Such candidates would be expected to have at least two publications in SCI journals as a first author. It is to be noted that such an AcSIR faculty can only be a co-supervisor for the PhD students.*
- (ii) **Associate Professor** : Principal Scientist (Scientist-E-II)
- (iii) **Professor**: Senior Principal Scientist (Scientist-F), Chief Scientist (Scientist-G), Fellow of a National Academy of Sciences/Engineering, JC Bose Fellow/Bhatnagar Fellow or any other similar fellowships of high esteem (as decided by the Chairman, Senate)
- (iv) **Outstanding Professor** : Director/Scientist H
- (v) **Distinguished Professor** : Scientist I
- (vi) **Emeritus Professor** : An emeritus CSIR scientist teaching a AcSIR course and/or supervising an AcSIR student's thesis.
- (vii) **Professor of Eminence** : Director General, CSIR will be recognized by the Academy as a Professor of Eminence of AcSIR.

- Only AcSIR faculty can act as a supervisor/co-supervisor to the Ph.D students.
- All the faculty designations in AcSIR are applicable with respect to only regular positions in the institutes (i.e. not applicable to any interim/acting/officiating positions) and are co-terminus with their regular employment in CSIR.
- The AcSIR faculty who resigns/superannuates from CSIR automatically ceases to be a faculty member of AcSIR. However, if such a faculty is appointed as CSIR emeritus scientist, s/he will have to apply afresh to AcSIR-HQ for faculty recognition.
- Holding a scientist's position in a CSIR Laboratory is not the sole criteria for appointment/upgradation to a faculty position in AcSIR, which is subject to their active involvement in various AcSIR-related Academic and other related activities.
- CSIR scientist desirous of applying/upgradation as a faculty of AcSIR have to get their application (in a specified format given in **Annexure - VI**) forwarded to AcSIR-HQ through their AcSIR Laboratory coordinator for the consideration of the Chairman, Senate.

### 3. Qualification required by CSIR (Group III) staff for different levels of AcSIR faculty

All Group III staffs of CSIR interested to be faculty in AcSIR must fulfill (i) Essential Requirement mentioned above, and (ii) have at least one published paper in SCI or equivalently indexed journal as a corresponding author or at least two such publications as first author.

- (i) **Assistant Professor** : Technical Officer-2 Gr.III(5)/Technical Officer-3 Gr.III(6) [equivalent to Scientist/Senior Scientist]
- (ii) **Associate Professor** : Principal Technical Officer Gr.III(7) [equivalent to Principal Scientist]

A Group III staff of CSIR who is a AcSIR faculty can only be a co-guide of MTech/PhD students enrolled in AcSIR.

### 4. Qualification required by Quick Hire Fellows/Ramanujan Fellows/Ramalingamswami Fellows/INSPIRE Faculty and other equivalent Fellows to be an AcSIR faculty

- Must have a PhD/ MD or recognized equivalent degree
- Must have at least one published paper in SCI or equivalently indexed journal as a corresponding author or at least two such publications as first author.

*A Fellow in this category could be included normally as an Assistant Professor but could also be included as an Associate Professor depending his/her length of experience and credentials. He/she would be expected to teach the courses under AcSIR and could serve as a supervisor to the PhD students only if a regular AcSIR faculty is the co-supervisor of these Ph.D students.*

### 5. Requirement for AcSIR faculty to act as primary Supervisor for Ph.D students

- a) Must hold a doctoral or equivalent degree preferably with 2-3 years' post-doctoral experience
- b) Must have at least one published paper in SCI or equivalently indexed journal as a corresponding author or at least two such publications as first author.
- c) Institute Scientists, not having a doctoral degree, are eligible to serve as co-supervisor of students registered for Ph.D in AcSIR. However, they can act as a supervisor for PG students registered for M.Tech/M.Sc etc. in AcSIR.
- d) JC Bose Fellows, Bhatnagar Fellows, Emeritus professors or any other similar fellows of high esteem can act as primary supervisors to the Ph.D. students only if a regular AcSIR faculty is the co-supervisor of these students, to ensure the continuity of the study.
- e) The AcSIR faculty who superannuates/resigns from the institute of employment can only continue as a co-supervisor and a new supervisor has to be allocated to the Ph.D student amongst the existing AcSIR faculty. However, if the AcSIR faculty superannuates/resigns from CSIR after the successful conduct of the Open Colloquium (DAC IV) of the student, he/she can continue to act as a Primary Supervisor without any additional requirement of a co-supervisor. In such cases, where there was an already existing co-supervisor of the student, s/he can continue to be the co-supervisor.

The scientists/staff of the AcSIR affiliated institute, who are enrolled in the AcSIR PhD program, cannot be the co-supervisor of any AcSIR PhD student, till such scientists/staff is awarded the PhD degree.
--



## 6. Maximum number of students that can be enrolled for PhD under an AcSIR faculty

Total number of students enrolled for PhD under an AcSIR faculty, including those registered with other Universities or Academic Institutions (if any), should be limited by his/her AcSIR academic position as follows:

**Assistant Professor** : 4 students (*except Junior Scientists or Scientist B of CSIR system, if recognized as AcSIR faculty-Assistant Professor, is eligible only as a co-supervisor*)

**Associate Professor** : 6 students

**Professor** : 8 students

**Outstanding Professor** : 8 students

**CSIR Emeritus Professor** : 2 students (mandatory to include a co-supervisor who is a AcSIR faculty)

Further, in following cases, student number would not be counted towards this ceiling of number of students permitted for each level of faculty: i) Being a co-supervisor of a student; and ii) PhD student who has submitted his/her thesis

**It is mandatory for primary supervisors to include a co-supervisor for their Ph.D students when their tenure in regular service is less than 3 years.**

## 7. Allotment of PhD students to CSIR Emeritus Scientists as a Primary Supervisor

As per the rules of AcSIR, the Faculty positions are co-terminus with the regular employment of a CSIR Scientist, appointed as Faculty member of AcSIR. Despite this rule, it has been observed that in some instances, superannuated CSIR Scientists, on being appointed as “Emeritus Scientists” of CSIR, continue as a Primary Supervisor of PhD students or take up new PhD students, without their having been formally appointed as Emeritus Professor of AcSIR. At times technical issues have arisen in the past, putting PhD students at multiple types of disadvantages.

In order to avoid inconveniences to such CSIR Emeritus Scientists and the AcSIR PhD students associated with them, the following procedure is to be followed for recognition of the CSIR Emeritus Scientists (including JC Bose Fellows, Bhatnagar Fellows or any other similar fellows of high esteem) as “Emeritus Professor of AcSIR” and for allotment of their AcSIR PhD students as Primary Supervisor:

1. The AcSIR faculty who superannuates/leaves CSIR can only continue as a co-supervisor and a new primary supervisor has to be allocated to the students, he/she was supervising as Primary Supervisor (from amongst the existing AcSIR faculty), except for those PhD students, who have successfully cleared their Pre-Thesis Open Colloquium (PTOC) on or before the date of the Scientist's superannuation or leaving CSIR;
2. After being appointed as “Emeritus Scientist” of CSIR, or being conferred a prestigious Fellowship after superannuation (e.g., JC Bose Fellows, Bhatnagar Fellows or any other similar fellowships of high esteem), such superannuated Scientists have to apply afresh to AcSIR-HQ, for faculty recognition.
3. AcSIR HQs. will review such applications and, if approved, will issue Faculty Recognition Letter as “Emeritus Professor” of AcSIR. Only after such a recognition has been accorded by AcSIR, he/she would be eligible to be a primary supervisor of PhD students, subject to the following conditions:
  - a) Allotment of student to such Emeritus Professor of AcSIR, needs to be immediately communicated to AcSIR HQs. ([academics@acsir.res.in](mailto:academics@acsir.res.in))
  - b) Inclusion of a Co-Supervisor from amongst the recognised AcSIR Faculty (who is also qualified to be a primary supervisor in case of any exigency) from the concerned Institute is mandatory

- c) Such Co-Supervisor will automatically become the Primary Supervisor of the student when the Emeritus Professor of AcSIR completes his/her tenure as Emeritus Scientist of CSIR (or the other Fellowships) or resigns. The change needs to be immediately communicated to AcSIR HQs. ([academics@acsir.res.in](mailto:academics@acsir.res.in))
- d) On completion of initial three-year tenure as CSIR Emeritus Scientist, if an extension is granted by CSIR, fresh application has to be submitted to AcSIR-HQ for continuation of the recognition as Faculty of AcSIR;
- e) The Emeritus Professor of AcSIR can act as a Primary Supervisor to a maximum of Two (02) AcSIR PhD students at any given time and can enroll fresh PhD students as a Primary Supervisor only if they have at least two years remaining of their approved tenure as CSIR Emeritus Scientists (excluding the extension period).

***The designations of employees, mentioned in this Annexure V, refer to those followed at CSIR institutes. In case of non-CSIR institutes, the designations equivalent to those at CSIR, will be followed for the interpretation of these rules.***



## Application format for Appointment or Upgradation as a Faculty of AcSIR

**NAME OF THE INSTITUTE:** \_\_\_\_\_

1. **Name** :
2. **Date of Birth** :                      3. **Email id** :                      4. **Telephone/Mob:**
5. **PAN** :
6. **Discipline** : (Biological Sciences/Chemical Sciences/Physical Sciences/Mathematical & Information Sciences/Engineering Sciences)
7. **Incase of upgradation as AcSIR Faculty, previous Designation at institute of employment** \_\_\_\_\_  
and in AcSIR \_\_\_\_\_
8. **Current Designation at the Institute of Employment** : \_\_\_\_\_

(Scientist/ Senior Scientist/Principal Scientist/Senior Principal Scientist/Chief Scientist/ Outstanding Scientist)  
(Technical Staff-Group III (5) / Technical Staff-Group III (6) / Technical Staff-Group III (7))  
(Ramanujan Fellow/ Ramalingaswami Fellow / INSPIRE Fellow / Quick Hire Fellow / Others (please mention) )

9. **Academic Qualifications** (in reverse chronological order)

Sl No	Degree	University/Institute	Year of passing	Subjects/ Specialization
1				
2				
Add rows				

10. **Employment** (in reverse chronological order)

Sl No	Designation	Institute/organization	From	To	Nature of work (Research/teaching/others)
1					
2					
Add rows					

**NOTE: In case of new appointees, please attach a copy of the OM of joining the institute  
OR**

**In case of faculty upgradation, please attach the OM of the assessment result**

11. No. of Publications in SCI or Equivalently indexed journals  (in numerical)

As corresponding Author

As first Author

h-index

12. Fellow of a National Academy of Science/Engineering or equivalent: Yes/No  
(if Yes, please give details)

13. Any other national/international awards or academic achievements (with details) :

14. Mentoring Student(s):

(a) Details of AcSIR Ph.D students supervised – completed & on-going

Sl. No	Enrolment No.	Name of Student	Year of Award/ongoing	Subject faculty	Lab/Institute	Supervisor/co-supervisor
1.						
2.						
3.						
ADD ROWS						

(b) Ph.D students supervised of other institutes (other than from AcSIR) -completed/on-going

Sl. No	Name of Student	Year of Award/on-going	Subject faculty	University/Institute	(Supervisor/co-supervisor)
1.					
2.					
3.					
ADD ROWS					

(c) Number of Masters students supervised: AcSIR : \_\_\_\_\_ Non-AcSIR : \_\_\_\_\_

(d) Teaching Course(s) in AcSIR PG/Ph.D Program: YES/NO (If yes, please give details)

(e) Undertaking:

I hereby furnish an undertaking that should I be appointed an honorary faculty of AcSIR, I would mention AcSIR as an institution of affiliation at the title page (in addition to the institute I am associated with) in all my research publications.

Date:

Signature of the Applicant

**Certificate (to be furnished by AcSIR Coordinator) in respect of Applicant**

It is certified that \_\_\_\_\_ (Name & Designation of Applicant) has been associated with teaching of at least one of the approved courses and/or guiding PG or Doctoral Students, since January/August Session, \_\_\_\_\_ (year).

Sl. No.	Course Code	Course	Session & Year
1.			
2.			
ADD ROWS			

**OR**

It is certified that \_\_\_\_\_ (Name & Designation of Applicant) would be associated with teaching of at least one of the approved courses and/or would be supervising at least one PG or Doctoral Student, from ensuing Semester

Sl. No.	Course Code	Course	Session & Year
1.			
2.			
ADD ROWS			

**AcSIR Coordinator**

Date

Signature

Name & Designation

**Director of CSIR Lab./Institute**

Date:

Signature

SEAL

**Chairman, AcSIR-Senate**



**Academy of Scientific and Innovative Research**

**Request for approval of conduct of PTOC**

<b>Name of the student: (Mr./Ms.)</b>	
<b>AcSIR Academic Centre</b>	
<b>Registration No.:</b>	
<b>Semester &amp; Year of Joining:</b>	
<b>Faculty:</b>	
<b>Proposed Date of Pre-Thesis Open Colloquium (PTOC)</b>	

**Documents Enclosed- (check boxes)**

- Reports of all DAC meeting.
- Report of comprehensive examination along with the Dean's approval
- Semester Grade cards and cumulative grade card
- Result of the Societal Program undertaken by the student along with the Societal program Project Report
- Project proposal report and Review Article a. (applicable only for batches of admissions upto Jan 2020)
- List of SCI publications emanating from the Ph.D work of the student (with AcSIR affiliation fully compliant to the format prescribed by AcSIR HQ.
- High School Certificate
- Duly filled PTOC form in word format (name of the student as per high school certificate)
- All other relevant information including approvals on change of supervisor/co-supervisor/DAC, faculty change, academic break, any kind of leave, extension of tenure etc., if applicable.

**AcSIR Coordinator, Lab Name**

**(Verified by AcSIR Headquarters)**

**(Associate Director-Academic)**

## **Guidelines for the Mandatory inclusion of AcSIR Affiliation in all publications of the student & faculty of AcSIR**

Any student and/or faculty of AcSIR (including the supervisor & co-supervisor) publishing a paper, emanating from the AcSIR thesis research work of the student and/or the thesis content must mandatorily mention their affiliation with the Academy of Scientific and Innovative Research (AcSIR) in the Title page of the publication (in addition to the affiliation with their institute). This affiliation must be in proper format, as per example illustrated below :

Jyoti Yadav<sup>1,2</sup>, Anurag Agarwal<sup>1</sup>, Anil Sharma<sup>1,2</sup> and Balaram Ghosh<sup>1,2</sup>

<sup>1</sup>*CSIR-National Physical Laboratory, Dr. K.S. Krishnan Marg, New Delhi-110012, India*

<sup>2</sup>***Academy of Scientific and Innovative Research (AcSIR), Ghaziabad- 201002, India***

*Note: In this case Jyoti Yadav is an AcSIR Student working at CSIR-NPL and Balaram Ghosh is her supervisor and a faculty of AcSIR working at CSIR-NPL. Anurag Agarwal is working at CSIR-NPL, but not a faculty/student of AcSIR. Anil Sharma is a faculty of AcSIR working at CSIR-NPL, but not a supervisor/co-supervisor/student*

Any publication without full compliance to the above format of the affiliation of the authors with AcSIR by the student and/or faculty of AcSIR would not be admitted as a pre-requisite for fulfilment of their AcSIR PhD thesis submission requirements. Also, any publication, emanating from the thesis work of the student at any time, without proper AcSIR affiliation (as mentioned above), would be considered violative of academic norms and guidelines of AcSIR.

All the faculty of AcSIR are to mention their AcSIR affiliation (in the above format) in all their publications authored by them for their continuation and subsequent upgradation of their faculty position at AcSIR.

## Plagiarism Check Report mandatory for submission of Dissertation/Thesis

It has been decided to implement the “Plagiarism Check Report”, in compliance with the University Grants Commission (Promotion of Academic integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 notified on July 23, 2018. The adoption of the parameters of UGC in this regard as detailed in

[https://www.ugc.ac.in/pdfnews/7771545\\_academic-integrity-Regulation2018.pdf](https://www.ugc.ac.in/pdfnews/7771545_academic-integrity-Regulation2018.pdf)

Submission of a Plagiarism Check Report, through an appropriate licensed software, in compliance with the UGC Regulations 2018 (Gazette Notified in the Gazette of India on July 31, 2018), would be a mandatory requirement for submission of any Masters’ Dissertation and Ph.D Thesis from January 01, 2019.



**Format of the AcSIR Ph.D Thesis Cover/Title-Page**

**Thesis Title**

by

**Name of the candidate**  
**AcSIR Registration Number**

A thesis submitted to the  
Academy of Scientific & Innovative Research  
for the award of the degree of  
**DOCTOR OF PHILOSOPHY**  
in  
(SCIENCE/ENGINEERING)

Under the supervision of  
**Name of the supervisor(s)**

\* **LOGO of Institute with**  
**Name of the Institute & City**



Academy of Scientific and Innovative Research  
AcSIR Headquarters, CSIR-HRDC campus  
Sector 19, Kamla Nehru Nagar,  
Ghaziabad, U.P. – 201 002, India

**Month - Year (of thesis submission)**

## Format of the Ph.D Thesis Certificate

### Certificate

This is to certify that the work incorporated in this Ph.D. thesis entitled, “*(Thesis Title)*”, submitted by *(Student’s Name)* to the Academy of Scientific and Innovative Research (AcSIR), in partial fulfillment of the requirements for the award of the Degree of *(Title of Degree)*, embodies original research work carried-out by the student. We, further certify that this work has not been submitted to any other University or Institution in part or full for the award of any degree or diploma. Research material(s) obtained from other source(s) and used in this research work has/have been duly acknowledged in the thesis. Image(s), illustration(s), figure(s), table(s) etc., used in the thesis from other source(s), have also been duly cited and acknowledged.

(Signature of Student)

Name with date

(Signature of Co-Supervisor)  
if-any

Name with date

(Signature of Supervisor)

Name with date

## Statements of Academic Integrity

I \_\_\_\_\_ (name of student), a Ph.D. student of the Academy of Scientific and Innovative Research (AcSIR) with Registration No. \_\_\_\_\_ hereby undertake that, the thesis entitled “ \_\_\_\_\_ ”has been prepared by me and that the document reports original work carried out by me and is free of any plagiarism in compliance with the UGC Regulations on “*Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions (2018)*” and the CSIR Guidelines for “*Ethics in Research and in Governance (2020)*”.

### Signature of the Student

Date :

Place :

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It is hereby certified that the work done by the student, under my/our supervision, is plagiarism-free in accordance with the UGC Regulations on “*Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions (2018)*” and the CSIR Guidelines for “*Ethics in Research and in Governance (2020)*”.

### Signature of the Co-supervisor (if any)

Name :

Date :

Place :

### Signature of the Supervisor

Name :

Date :

Place :

**Plagiarism related declaration by the student**

**DECLARATION \***

I, \_\_\_\_\_ (name of the student), bearing AcSIR Registration No. \_\_\_\_\_ declare:

- (a) that the plagiarism detection software is currently not available at my work-place institute.
- (b) that my thesis entitled, “\_\_\_\_\_” is plagiarism free in accordance with the UGC Regulations on “*Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions (2018)*” and the CSIR Guidelines for “*Ethics in Research and in Governance (2020)*”.
- (c) that I would be solely held responsible if any plagiarized content in my thesis is detected, which is violative of the UGC regulations 2018.

(Signature of the Student)

Date :

Place :

*\* This declaration is to be mandatorily given by all the students, who do not have an access to the plagiarism detection software in the work-place.*

**One-page Abstract to be appended at the end of the thesis**

**ABSTRACT**

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**Name of the Student:**

**Registration No. :**

**Faculty of Study:**

**Year of Submission:**

**AcSIR academic centre/CSIR Lab:**

**Name of the Supervisor(s):**

**Title of the thesis:**  
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*Text of the Abstract*

## Details of the publications emanating out of the thesis work

The following have to be appended serially at the end of the thesis:

- 1) List of publication(s) in SCI Journal(s) (published & accepted) emanating from the thesis work, with complete bibliographic details.
- 2) List of Papers with abstracts, presented (oral/poster) at national/international conferences/seminars with complete details.
- 3) A copy of all SCI publication(s), emanating from the thesis, to be bound at the end of the thesis.

## **Guidelines for the selection of PhD Thesis External Examiners**

1. The supervisor of the PhD student shall submit a panel of 6-8 proposed external examiners of the PhD thesis from the relevant research area (with their brief one-page CV including their area of their research expertise) to the AcSIR coordinator of the institute, which will be sent to the concerned Dean for selection of external examiners. The supervisor should provide the consent of all the proposed external examiners or furnish a signed declaration (on the list of proposed examiners) that the consent of all the proposed external examiners has been obtained.
2. The proposed external examiners shall at least be of the level of “Associate Professor” or equivalent from reputed Institutes/Universities, including academic experts from the industry. In exceptional cases, where an Assistant Professor or equivalent is being proposed, a proper justification should be given by the supervisors, on basis of which the name has been proposed.
3. The proposed examiners of the thesis can be selected with the following imposed conditions (i) Only one examiner is allowed from any institute/university (ii) maximum of four examiners can be proposed from a single state (iii) maximum of two examiners can be proposed from the AcSIR faculty with limit of only one examiner belonging to the same state (iv) An examiner cannot be proposed, who is a regular or retired faculty of the same institute from where the thesis is being submitted
4. The Dean of the relevant faculty may request for a revision in the panel of proposed external examiners or add new names of external examiners, if the proposed examiners are not found suitable to be considered as an examiner of the thesis.
5. Collaborators of research supervisor with whom the concerned student has worked or co-authored any publication, should not be included as a proposed thesis examiner.
6. In case of recommending the name of an examiner from an industry, it should be ensured that the external examiner is an active researcher with publications/patents in the theme area of thesis.
7. The proposed list of examiners is recommended to be submitted to the AcSIR Coordinator in two formats: (a) as a Word document, (b) as a signed PDF file.

The proposed panel of examiners must be prepared strictly adhering to the above guidelines and it would be accepted only after complete compliance has been ensured.

## **Promotion of conduct of Ph.D Thesis Viva-Voce examination through electronic/digital media**

To encourage the use of digital communication technologies in AcSIR activities and in order to avoid delays in conduct of viva-voce examinations, it is proposed to promotion of conduct of PhD Thesis viva voce examination through digital & electronic media/mode, such as, Video-conferencing, Skype and other appropriate bi-directional video-based communication mechanisms. It would also help in having potential examiners who otherwise have difficulty in sparing sufficient time to travel and conduct the viva voce in person.

Such examiners conducting the viva-voce examination through electronic communication modes would be paid an additional “Digital Communication Allowance (DCA)” of Rs. 2000/- per viva voce examination. The DCA would be paid in addition to the usual honorarium payable (Rs. 2000) to the examiners for conducting the viva-voce examination. A format of the Invitation Letter for use in such communications with the examiners is given in Annexure XII.



## Invitation to examiner for conducting PhD Viva Voce Examination

To  
Examiner Name & Address

Dear Dr. / Prof. ....

This is with reference to the Ph.D. Thesis entitled “\_\_\_\_\_”, which has already been evaluated by you.

On behalf of the Chairman, Senate, Academy of Scientific and Innovative Research (AcSIR), I feel privileged to invite you to kindly conduct the Ph.D. Thesis Viva Voce Examination of \_\_\_\_\_, a student of AcSIR at its center – CSIR-XXX (Name of the Lab). The viva voce examination has been scheduled to be held on \_\_\_\_\_ (date) at \_\_\_\_\_ (time) at CSIR-XXXX, (Insert address).

I hope you would accept the invitation to conduct the examination. May I mention that as a token of appreciation for your valuable intellectual time, AcSIR would pay honorarium of Rs. 4,000 for conducting the viva-voce examination.

I would like to further mention that the viva-voce examination may be conducted through video-conferencing. To facilitate the use of digital communication during viva-voce and submission of duly signed e-viva voce examination report (a scanned copy of signed examination report), AcSIR would additionally pay a “Digital Communication Allowance” of Rs. 2,000.

I look forward for your earliest communication for the above.

(Coordinator)

## Academic Committee at AcSIR-affiliated Institutes

All the institutes participating in the academic programs of AcSIR should have an Academic Committee in place in their respective institutes. The purpose of the Academic Committee is for better overall academic supervision at institute level and strict compliance to rules and directives issued by AcSIR from time to time. This can also be a first platform to address the academic grievances of AcSIR students.

The composition and function of Academic Committee (AC) to be formed at all institutes participating in AcSIR programs, would be as detailed below:

- (i) The Director of the concerned Institute will constitute the Academic Committee with the concurrence of the Chairman, Senate.
- (ii) The Committee will be Chaired by the Director of the concerned institute or his nominee (who would be a person of repute in research/academics at the level of Professor of AcSIR and senior to the Institute Coordinator).
- (iii) The Academic Committee (AC) will have a minimum of 5 members and the AcSIR Institute Coordinator will be the Convener.
- (iv) The remaining three or more members will be from amongst the faculty of AcSIR currently involved in guiding/teaching the AcSIR students.
- (v) Tenure of the AC will be two years. However, not more than one nominated member may be re-nominated to the AC and that too only for one more term of two years.
- (vi) Vacancies arising in the interim period may be filled up by fresh nomination by the Director, of the institute for the remaining tenure of the AC. Such changes in the composition of the AC may be communicated AcSIR-HQ.
- (vii) The ACs in each of the institute should conduct at least one meeting in each semester and monitor level of compliance with respect to the academic guidelines and standards (quality of teaching, students' participation, internal review, feedbacks from teachers/students for improvement of academic learning, etc.) of the ongoing AcSIR programs.
- (viii) The Coordinator of the Laboratory may refer any academic matter to the AC.
- (ix) AcSIR may assign any other task or responsibility or Terms of Reference to the AC for improvement of academic processes, compliance to guidelines, feedback or any other matter of AcSIR at the institute
- (x) Coordinator will submit the approved minutes of the meetings of AC to the Director of institute and the Chairman, AcSIR Senate.
- (xi) Additional member(s) may be co-opted by the Director of Institutes depending on the need and exigencies on a regular basis or for a specific meeting/agenda of the meeting