

Ph.D. Ordinances and Regulations

ORDINANCES	
0.1	The Indian Institute of Information Technology Manipur awards the degree of Doctor of Philosophy (PhD) in Engineering/Humanities and Basic Sciences to a candidate who has successfully completed the stipulated Programme of Research.
0.2	The Programme of Research with the governing rules and regulations are formulated by the Academic Council of the Institute. The Academic Council can modify or change the structure, the governing rules and regulations from time to time.
0.3	A candidate to be awarded the PhD degree has to submit a thesis embodying the findings of his/her research carried out under this programme. The thesis should make an original contribution of high quality to the advancement of knowledge as judged by the experts in the relevant area.
0.4	A candidate becomes eligible for the award of the PhD degree after fulfilling all the academic requirements prescribed by the Academic Council of the Institute.
0.5	The award shall be made upon the recommendation of the Academic Council of the Institute after ratification by the Board of Governors of the Institute.
0.6	The PhD degree shall be awarded in the discipline of the Department which registers the student for the PhD programme.
<u>Regulations</u>	
CATEGORIES OF PhD STUDENTS	
1.1	The Institute admits PhD students under the following categories: REGULAR A student in this category works full-time for his/her PhD degree. He/she receives assistantship from the Institute or fellowship from CSIR/UGC or any other recognized funding agency.
1.2	SPONSORED A student in this category is sponsored by a recognized R&D organization, academic institution, government organization or industry for doing research in the Institute on a full-time basis. The Institute does not provide any assistantship/fellowship to such a student.

1.3	<p>SELF-FINANCED</p> <p>A student in this category works full-time or part-time towards the PhD Programme. The Institute does not provide any assistantship/fellowship to such a student.</p>
1.4	<p>PROJECT-STAFF</p> <p>This category refers to a student who is working on a sponsored project in the Institute and is admitted to the PhD Programme to work on a full-time or part-time basis. The remaining duration of the project at the time of admission should be at least one year. If the project gets completed before the student completes his/her PhD Programme, his/her category will be converted to that of SELF-FINANCED unless he/she is granted an assistantship/fellowship from the Institute or any other agency.</p>
1.5	<p>PART-TIME</p> <p>A student in this category is a professionally employed person (including the staff of IIIT Manipur), who pursues the PhD Programme while continuing the duties of his/her service. The Institute does not provide any assistantship/fellowship to such a student.</p>
1.6	<p>EXTERNAL</p> <p>This category refers to a student employed in an R&D organization/academic institution/industry having adequate research facilities. The research work leading to the PhD degree may be carried out largely in the parent organization of the candidate under a Local Supervisor from the organization but with the overall guidance provided by a faculty member (Institute Supervisor) of the Department in which he/she is registered. The Institute does not provide any assistantship/fellowship to such a student.</p>
1.7	<p>Quality Improvement Programme</p> <p>This category refers to a student selected under the Quality Improvement Programme (QIP) of the AICTE. The student works full-time in the PhD Programme as per the rules and regulations of QIP.</p>
1.8	<p>VISITING</p> <p>A student in this category is a registered student in another university/institute in India or abroad. The Institute does not award any degree to such a student.</p>
CHANGE OF CATEGORY	
2.1	<p>The Chairman, Institute Postgraduate Programme Committee (IPPC) on recommendation of the Department Postgraduate Programme Committee (DPPC) approves change from one</p>

	category to another (except to regular category). Only the Chairman, Academic Council approves change to the regular category from any other category.
ADMISSION TO PhD PROGRAMME	
3.1	Eligibility Criteria The details of the eligibility criteria for admission to various PhD programmes are given in Appendix-I. These criteria are revised by the Academic Council from time to time.
3.2	ADMISSION PROCEDURE
3.2.1	Admission to the PhD Programme of the Institute normally takes place in January and July every year. Advertisements are issued in September/October for the even semester (January -April) and February-March for the odd semester (July/August November).
3.2.2	Admission to all categories of students is granted on the basis of interview/admission test held usually during the month of December and May July every year.
3.2.3	The following documents are to be furnished along with the application by candidates falling under Sponsored, Project Staff, Part-time and External categories: Form I: Sponsorship letter for Sponsored category. Form II: No objection certificate from Dean (R&D), IIIT Manipur, for Project Staff category Form III: No objection certificate from the employer for Part-time category. Form IV: Sponsorship certificate for External category.
ASSISTANTSHIP	
4.1	Institute assistantships will be available to eligible students as per Technical Education Quality Improvement Programme (TEQIP) phase-III norms for the period of two and half years.
4.2	Assistantships from external funding organizations will be available as per terms and conditions of the concerned funding organizations.
4.3	Students receiving assistantships from the Institute or fellowships from any other funding agencies, are required to perform academic duties as per prevailing norms.
4.4	The continuation of the assistantship/fellowship is subject to satisfactory performance of the assigned duties and satisfactory progress of the student in the PhD Programme.

LEAVE RULES

5.1	<p>Ordinary Leave</p> <p>A full-time PhD student is eligible for 30 days leave for every completed year (calculated in terms of two consecutive semesters, from the time of his/her joining the programme) Saturdays, Sundays or holidays during the leave period are counted towards leave, except for prefixed or suffixed holidays. Of the 30 days leave, a maximum of 15 days of leave is permitted in a semester. However, a maximum of 5 days of such leave is allowed to avail at a stretch if student having any teaching assignment. However, a student can accumulate leave, and avail a maximum of 30 days' leave at a time in a year. The maximum number of carried-over leave, from one completed year to another, is 15 days.</p> <p>Head of the Department sanctions leave on recommendation of the Supervisor.</p>
5.2	<p>Maternity/Paternity Leave</p> <p>A student is eligible for 4 months maternity leave or 15 days of paternity leave as applicable only once during the PhD Programme.</p> <p>The Head of the Department sanctions maternity/paternity leave on recommendation of the Supervisor and submission of a certificate from Senior Medical Officer /Medical Officer of the institute.</p>
5.3	<p>Academic leave</p> <p>Academic leave is permitted on the following grounds.</p>
5.3.1	<p>To attend conferences/seminars/workshops/trainings/short-term courses. A maximum of 15 days of leave is permissible in a calendar year.</p> <p>A maximum of 30 days of leave in a calendar year is permissible for field trips such as data collection, survey work, etc.</p> <p>The Head of the Department sanctions academic leave on recommendation of the Supervisor.</p> <p>Academic leave exceeding 30 days but up to a maximum of 60 days in a calendar year is approved by the Chairman, IPPC on recommendation of the Supervisor and the Head of the Department.</p>
5.3.2	<p>Academic leave of more than 60 days but up to a maximum of 12 months is also permissible to carry out part of the research in another institute/R&D Lab/industry in India or abroad. For sanction of such a leave, a letter of consent from the host institute is required. This leave is permissible only after the student has passed the comprehensive examination and has done part of the research work at IIIT</p>

	<p>Manipur.</p> <p>On recommendations of the Supervisor, the doctoral committee (DC), the DPPC and Chairman, IPPC, the Chairman, Academic Council approves such an academic leave. Such cases are also to be reported to the Academic Council.</p> <p>A student granted academic leave for one or more semesters, pays prescribed fees in every semester.</p> <p>If a registration date falls during the period of academic leave, a student completes the registration procedures at the expiry of his/her academic leave.</p>
SUPERVISOR(S)	
6.1	Every student admitted to the PhD Programme undertakes research under the guidance of a faculty member of the Department in which he is admitted. The faculty member is called his/her Supervisor. In the case of an external category there is also a Supervisor in the parent organization (Local Supervisor).
6.2	A student (external category excluded) may have a second Supervisor from the same or another Department. One of the supervisors will act as the Coordinating Supervisor. The Coordinating Supervisor has to be from the Department where the student is registered. The Chairman DPPC/Head of the nominates the Coordinating Supervisor.
6.3	<p>The following categories of persons can act as one of the Supervisors but not as a Coordinating Supervisor</p> <p>i. A faculty nearing superannuation with less than 3 years of service left at the Institute.</p> <p>ii. A faculty on contract (including a Visiting Faculty) with less than 3 years of service left at the time of appointment as a Supervisor.</p> <p>iii. Professionals from industry for students other than external category. On recommendation of the DPPC and the Chairman IPPC, the Chairman Academic Council approves appointment of such a Supervisor.</p>
6.4	In special cases, a student admitted to a Department A can have as his sole supervisor a faculty F from another Department B, unless either of the departments A or B do not agree. The reasons of disagreement must be given in writing and the matter will then be decided in a joint meeting of the Heads and DPPC Secretaries of the two departments, the Dean Academic Affairs, and the Director. A faculty member F can take at most one student from

	outside his / her department in one academic year. The faculty F, and the department A will be identified before the admission takes place. In order to encourage such cross-disciplinary guidance, Department A may be allowed an increase in intake capacity if required. The DPPC Secretary of Department A will handle the official processes and faculty F will interact with this convenor directly (without going through his / her Head) for matters relating to the concerned student. Reservation of slots can also apply in such cases.
APPOINTMENT OF SUPERVISOR(S)	
7.1	The DPPC appoints Supervisor(s) to a student after obtaining mutual consent of both the student and the Supervisor(s).
7.2	The Supervisor(s) is identified and appointed at the earliest and within six months from the date of admission.
7.3	A student under external category has one Supervisor from the Department in which he is admitted and another from the parent organization (Local Supervisor). On recommendation of the DPPC, the Chairman of the IPPC approves the appointment of the Local Supervisor.
CHANGE/ADDITION OF SUPERVISOR(S)	
8.1	If a student has only one Supervisor and the Supervisor goes on leave for more than 15 (fifteen) months, another Supervisor is appointed by the DPPC. Mutual consent of both the student and Supervisor(s) is taken for such cases.
8.2	If the Supervisor of a student under external category proceeds on a leave for more than 15 (fifteen) months, the Secretary, DPPC or the Head of the looks after the routine administrative issues. Otherwise, the DPPC may appoint a new Supervisor. Mutual consent of both the student and Supervisor(s) is taken for such cases.
8.3	The Chairman, Academic Council may permit a student to change his/her Supervisor(s) for valid reasons. Mutual consent of the student and supervisor(s) and recommendations of the DPPC and IPPC are required. Such cases are reported to the Academic Council.
DOCTORAL COMMITTEE (DC)	
9.1	To monitor the progress of research of a student, there will be a Doctoral Committee with the following composition:

	(i)	A faculty member other than the Supervisor(s) to be nominated by the DPPC	Chairman
	(ii)	Supervisor(s)	Member(s)
	(iii)	Two other faculty members of which one should preferably be from another department	Members
9.2	The DC is constituted by the DPPC in consultation with the Supervisor(s) within one month from the date of appointment of the Supervisor(s). The list is sent to the Chairman, IPPC for approval.		
9.3	Until the DC is constituted, the DPPC performs the duties of the DC.		
COURSE WORK			
10.1	The DC of a student prescribes the courses a student has to register for every semester. However, the DPPC prescribes courses if the DC is not yet constituted.		
10.2	A student of Engineering/Technology Department with an entry level qualification of two-year Master's degree (after completion of 4-year Bachelor's degree) or three-year Master's degree (after completion of 3-year Bachelor's degree) registers for a minimum of 4 courses with at least 24 credits and has to obtain a CPI of at least 6.5. Similarly, a student of Science Department with an entry level qualification of Master's degree registers for a minimum of 4 courses with at least 24 credits and has to obtain a CPI of at least 6.5		
10.3	A student with entry-level qualification other than those under Clause 10.2 above registers for a minimum of 6 courses with at least 36 credits and has to obtain a CPI of at least 6.5.		
10.4	Two of the registered courses may be taken as seminar courses. In a seminar course, a student delivers 2-4 seminars. A brief report is submitted at least one week before the due date of every seminar. The DC members act as examiners for such seminars. One of the DC members coordinates the seminar course. Before registration, the DC and the DPPC decides the number (one or two) and the type of the course taken as a seminar course.		
10.5	For students having MTech/MDes degree from IITs, coursework is not mandatory. The DC/DPPC may recommend such a student to do some course work after due assessment.		
10.6	For a student inducted to the PhD programme while pursuing MTech/MDes, coursework is		

	not mandatory. However, the DC/DPPC may recommend some courses after due assessment.
10.7	Under normal circumstances, a student is required to complete all course work within two semesters, and registering for at least two courses in the first semester. In each semester, the Cumulative Performance Index (CPI) should not be less than 6.0.
10.8	If at the end of any semester, a student maintains a SPI of 6.0, but fails in a course, he/she is allowed to repeat/substitute it in the following semester(s).
10.9	A repeat/substitute course may be registered during the summer term.
10.10	A student is not allowed to register for B.Tech or MSc level courses. However, he may be allowed to audit these courses.
10.11	A student, who is not exempted from course work, can opt for a Credit Waiver Written Comprehensive Examination (CWWCE) only without undertaking any normal course work (see clause 11.5). The DPPC evaluates and approves the above option of the student. Otherwise, the student will follow normal course work and system of comprehensive examination.
COMPREHENSIVE EXAMINATION	
11.1	To test the overall competence and academic preparation of a student in the PhD Programme, a Comprehensive Examination is held within 18 months for students with master's degrees and within 24 months for the students only with Bachelor degrees from the date of admission.
11.2	Comprehensive Examination is held only after successful completion of course work.
11.3	A student, for whom course work is waived, takes the Credit Waiver Written Comprehensive Examination (CWWCE) within six months from the date of admission.
11.4	The mode of Comprehensive Examination (oral or written or both) as well as the modus operandi (common to all students in a Department) is decided by the DPPC and is intimated to the students (other than the rigorous written comprehensive examination).
11.5	The Credit Waiver Written Comprehensive Examination (CWWCE) (as mentioned in clause 10.11) will be as follows: i. Will consist of at least three papers of 3-hours each.

	<p>ii. The syllabi will cover broadly undergraduate curriculum of the concerned discipline (other than electives)</p> <p>iii. The syllabi will be approved by the Academic Council</p> <p>iv. A student takes the examination within six months from the date of admission.</p> <p>The additional guidelines of Credit Waiver Written Comprehensive Examination (CWWCE) with other rules and regulations is enclosed as ANNEXURE I.</p>
11.6	The date of the Comprehensive Examination is informed to the student at least one month prior to the date of examination. The DPPC conducts Comprehensive Examinations for all PhD Students.
11.7	A student failing in the Comprehensive Examination in the first attempt is given a second attempt not before one month and within six months from the date of the first attempt. If the student fails in the second attempt, he/she is not allowed to continue in the PhD programme.
11.8	If a student inducted to the PhD programme while pursuing MTech/MDes fails in the Comprehensive Examination, he/she is allowed to complete project work of the MTech/MDes and will get an MTech/MDes degree. He receives assistantship as per MTech/M.Des regulations.
11.9	If a student inducted to the PhD programme while pursuing B.Tech, he/she will be allowed to replace the B.Tech Projects by PhD level courses or he/she will be allowed to drop the B.Tech Projects. Such a student can drop out of the dual degree programme at any time, but he/she will be awarded a B.Tech degree only after he/she passes the PhD comprehensive examination which must be of the Credit Waiver Written Comprehensive Examination (CWWCE) type. A student not wishing to keep his/her option of dropping out in the middle of the PhD programme, will be able to take the ordinary comprehensive examination if he/she so desires.
11.10	All cases of failure in the Comprehensive Examination are reported to the Academic Council.
STATE-OF-THE-ART SEMINAR	
12.1	Within 6 months of the successful completion of the Comprehensive Examination, a student presents a State-of-the-Art Seminar (SOAS). The presentation is open to all. In this, he/she presents literature survey and broad areas of research.

12.2	A student submits a write-up to the DC members at least one week before the date of the SOAS.
12.3	A report on the successful completion of the SOAS, is submitted by the DC to the Secretary DPPC who communicates the same to the Chairman, IPPC.
12.4	Within a month, a student delivers another SOAS if the first SOAS is not satisfactory.
PROGRESS REVIEW	
13.1	After the State-of-the-Art Seminar (clause 12), a student submits at-least one progress report for yearly evaluation to the DC. The DC schedules a meeting where the student presents his/her progress report. All such presentations are open to all. However, the DC may schedule more such meetings depending on the progress of the student.
13.2	The DC reviews the progress and submits a report to the Chairman, IPPC through Secretary, DPPC after every such review.
13.3	Based on needs, the DC may fix a minimum number of working days (up to fifteen) twice a year for a student in part-time and external category to be present in IIIT Manipur for his/her research work.
ENROLMENT	
14.1	Students of all categories will have to enroll in person every semester on the stipulated date till the submission of their theses.
14.2	They are required to pay the prescribed fees till the submission of their theses within stipulated dates.
14.3	A student may be exempted from the prescribed fees for the last semester if he submits thesis within 30 days from beginning of the semester.
14.4	Semester drop: Up to two semesters may be dropped in the entire duration of the PhD Programme, on bonafide grounds. Except on medical grounds, semester drop is not permissible before successful completion of Comprehensive Examination by a student. On recommendation of the Supervisor, Chairman, DPPC and Chairman, IPPC, the Chairman, Academic Council e approves a semester drop. Cases of semester drop are reported to the Academic Council. No assistantship is provided during the period of a semester drop. The period of semester

	drop is not counted in the prescribed time limit for completion of the PhD Programme.
CONDUCT AND DISCIPLINE	
15.1	Regulations for Conduct and Discipline are common for all students of IIIT Manipur, and these are the same as that prescribed in the B.Tech Rules and Regulations.
15.2	In addition, unauthorized absence for more than one month leads to disciplinary action, in the form of reduction of assistantship or even termination of studentship.
CANCELLATION OF STUDENTSHIP	
16.1	<p>The PhD studentship is liable to be cancelled for any of the following reasons:</p> <ul style="list-style-type: none"> i. Giving false information at the time of application/admission. ii. Not conforming to the regulations of the programme. iii. Failure in coursework requirement. iv. Failure in Comprehensive Examination. v. Consistent lack of progress in research. vi. Violation of discipline and conduct rules of the Institute. vii. Not submitting a thesis within the stipulated period. viii. Not enrolling for a semester within stipulated dates. ix. Regular, Sponsored (Full-time) and QIP category students, remaining absent for more than 6 (six) weeks in a semester, without sanctioned leave.
DURATION OF THE PHD PROGRAMME	
17.1	<p>The duration of the PhD programme is as follows:</p> <ul style="list-style-type: none"> i. The minimum duration of the PhD Programme (excluding dropped semester(s)/maternity leave) is four semesters. ii. The maximum duration of the PhD programme is 6 years from the date of admission for a full-time student and 7 years for a part-time student.
SYNOPSIS OF THESIS	
18.1	<p>Prior to the submission of the thesis, a student submits the synopsis of thesis to the DC. The synopsis contains outline of the research contained in the thesis.</p>

18.2	The student makes a presentation of his/her thesis work before the DC in an open seminar (named as Synopsis Seminar). The synopsis is submitted one week before the Synopsis Seminar date.
18.3	If the DC approves the synopsis, the student is allowed to submit the synopsis of the thesis. The Coordinating Supervisor sends report of the Synopsis Seminar and Synopsis to the Chairman, IPPC through the Chairman, DPPC.
18.4	If a student fails to submit the thesis within 3 months from the date of the Synopsis Seminar, he /she shall present another Synopsis seminar. His/her synopsis has to be approved by the DC and sent to the Chairman, IPPC.

PANEL OF EXAMINERS

19.1	Two external experts, one from India and the other from abroad, examine a thesis.
19.2	At least fifteen days prior to the submission of the thesis, the DC submits to the Chairman, DPPC a panel of eight examiners, four each from India and abroad. The Chairman, DPPC forwards it to the Chairman, IPPC. The Chairman, IPPC will recommend the same to the Chairman, Academic Council e, for approval.
19.3	The list of examiners remains confidential with the office of the Chairman, IPPC. The office of the Chairman, IPPC makes all correspondence with the examiners. The name of the Indian examiner is made available to the HOD/HOC and the thesis Supervisor(s) after both the reports have been received. The name of the foreign examiner may also be made available to the concerned Supervisor, subject only to a written consent received from the examiner to that effect.

SUBMISSION OF THESIS

20.1	Within three months of the acceptance of the synopsis by the DC, the student submits seven (or eight, if there are two supervisors) copies of his/her thesis in prescribed format to the Academic Section.
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THESIS REPORTS

21.1	Examiners are expected to send reports on the thesis within two months from the date of receipt of the thesis.
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21.2	If an examiner does not send his/her report within two months, reminders are sent. If the report is not received in spite of reminders, the Chairman, IPPC replaces the examiner.	
21.3	If both the thesis examiners recommend the thesis for award of the PhD degree, the Chairman, IPPC approves the conduct of a Viva Voce. Corrections in the thesis, responses to comments of examiners are ratified by the DC.	
21.4	If an examiner suggests re-submission of the thesis, the student is allowed to resubmit the thesis after due revision within the time stipulated by the DC.	
21.5	If one examiner recommends the thesis, and the other rejects, the report of the first examiner is sent to the second examiner and vice-versa. The examiners are requested to review their recommendations. If after this, there is one acceptance and one rejection, the matter is placed before the Academic Council for possible replacement of the examiner who has rejected.	
21.6	If both the examiners do not recommend the thesis for the award, the reports are sent to the DC which can decide on one of the following based on their assessment.	
21.6.1	If the DC is satisfied with the work already done and the contents of the thesis already submitted, it may request the Chairman, Academic Council that the thesis may be sent to another set of examiners. Such a request has to be recommended by the DPPC and Chairman, IPPC.	
21.6.2	The DC may advise the student to augment the research and submit the synopsis again. If both the examiners do not recommend the thesis for the award for second time, the student is not awarded the degree and the registration is cancelled.	
VIVA VOCE		
22.1	In a Viva Voce, a student makes an oral presentation on his/her thesis. The presentation is open to all.	
22.2	The following is the composition of the Viva Voce Board (VVB).	
	Chairman of the DC	Chairman
	Supervisor(s)	Member(s)
	One examiner of the thesis within the country, or a specialist in the subject nominated by the Chairman, IPPC, from the approved panel of examiners.	Member
	A faculty member of another department to be nominated by the DPPC.	Member
	One faculty member of the Department with knowledge of the subject of	Member

	the thesis.	
	The other members of the DC of the student will be invitees to the Oral Examination.	
22.3	The VVB conducts the defense of the thesis by the candidate ensuring that he/she answers all the queries of the thesis examiners satisfactorily.	
22.4	If the VVB finds the performance of the student unsatisfactory, the student will be asked to reappear for another oral examination at a later date (not earlier than a month and not later than six months from the date of the first oral examination).	
22.5	If the VVB finds the performance of the student unsatisfactory on the second occasion also, then the matter will be referred to the Academic Council for a decision.	
22.6	The VVB may also recommend revisions to be made in the final version of the thesis after taking into consideration the suggestions of the examiners who evaluated the thesis and the discussion at the Viva Voce. The Chairman of the VVB shall forward the report to the Chairman, IPPC, certifying that the recommended revisions by the VVB, if any, have been incorporated in all copies of the thesis, for award of the degree.	
AWARD OF PhD DEGREE		
23.1	If the Viva Voce Board recommends award of the degree, a student will be awarded the PhD degree on the recommendation of the Academic Council with the approval of the Board of Governors of the Institute.	
LEGAL OTHER MATTERS		
24.1	All other cases, not covered by the above, shall be referred to the Academic Council.	
24.2	Any legal matter relating to Rules and Regulation under 1-24 shall be subjected to jurisdictions of Court(s) in Guwahati.	

Eligibility Criteria FOR ADMISSION INTO PhD PROGRAMME

The details of the eligibility criteria (i.e. minimum qualifications and experience) for admission to various PhD programmes are given in this appendix. The Academic Council reviews the same for admission to the PhD programme from time to time. Relaxation in academic qualification for reserved categories of students is as per Government of India guidelines.

A	MINIMUM QUALIFICATIONS	
	A.1	PhD in Engineering
	For admission to the PhD Programme in Engineering departments, a candidate must satisfy one of the following criteria:	
	A.1.1	Master's degree in Engineering/Technology in a relevant area with a minimum Cumulative Performance Index (CPI) of 6.5 or 60% of marks.
	A.1.2	Bachelor's degree in Engineering/Technology in a relevant area with a minimum CPI of 7.5 or 70% of marks.
	A.1.3	Bachelor's degree from an Indian Institute of Technology (IIT) in a relevant area with a minimum CPI of 7.0.
	A.2	PhD in Humanities and Basic Sciences
	For admission to the PhD Programme in the department of Humanities and Basic Sciences, a candidate must satisfy one of the following criteria:	
	A.2.1	Master's degree in Arts/Science in a relevant area with a minimum of 60% marks or equivalent of marks.
	A.2.2	Master's degree in Engineering/Technology in a relevant area with a minimum CPI of 6.5 or 60% marks.
	A.2.3	Bachelor's degree from an Indian Institute of Technology (IIT) in a relevant area with a minimum CPI of 7.0.
	A.2.4	Bachelor's degree in Engineering/Technology (from other than IITs) in a relevant area with a minimum CPI of 7.5 or 70% marks.
	A.3	MINIMUM EXPERIENCE FOR SPONSORED, PART-TIME AND EXTERNAL CATEGORIES
	A.3.1	Candidate in Sponsored, Part-time and External categories must be a

			regular employee of the sponsoring organization with at least one year of professional experience in the respective field.
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FORM I -SPONSORSHIP LETTER

(This should be typed on the letter head of the sponsoring organisation)

Reference No

Date:

The

The Director

Indian Institute of Information Technology

Sub : Sponsoring an Employee for Ph.D. Programme

Dear Sir,

We hereby sponsor the candidature of Mr/Mswho is an employee in our organisation, for joining PhD. Programme inat your Institute as a full time student.

It is certified that he/she has completed 1(One) year of service in our organization/institute as a regular employee.

We shall relieve him/her of his/her duties in the organisation during the two years of the PhD. programme.

Signature and seal of the Sponsoring Authority

FORM II -NO-OBJECTION CERTIFICATE FOR IIIT MANIPUR'S PROJECT STAFF

(This should be typed on the letterhead of the R&D Section of IIIT Manipur)

Reference No

Date:

The

The Director
 Indian Institute of Information Technology

Sub : No-Objection Certificate for IIIT Manipur's Project Staff

Dear Sir,

The R&D Section, of IIIT Manipur, has no objection if Mr./Ms./Mrs..... a project employee in the projectunder.....department, is admitted to the PhD programme in.....

.
 Principal Investigator of the concerned project has agreed to allow him/her to attend classes/research work during the PhD programme.

Signature and seal of the
 Dean (R&D)

FORM III NO-OBJECTION CERTIFICATE FOR PART-TIME STUDENTS

(This should be typed on the letter head of the sponsoring organization)

Reference No

Date:

The

The Director

Indian Institute of Technology

Sub : No-Objection Certificate

Dear Sir,

We have no objection if Mr./Ms./Mrs.an employee in our organization, is admitted to the PhD programme in at your institute as a PART-TIME student.

It is certified that he/she has completed one year of service in our organization/institute as a regular employee.

We shall grant him/her leave of absence to attend classes/research works at IIIT Manipur during the PhD programme.

Signature and seal of the Sponsoring Authority

FORM IV SPONSORSHIP CERTIFICATE OF EXTERNAL REGISTRATION

(This should be typed on the letterhead of the sponsoring organization)

Reference No

Date:

The

The Director

Indian Institute of Information Technology

Sub : Sponsoring an Employee for PhD Programme for External registration

1. Name of the sponsoring organization:

Address:

2. Designation of the applicant:

3. Present status of the applicant:

4. List of Division/Section where research work is proposed to be done:

5. List of available local supervisor(s):

(Bio-data of local supervisor(s) to be enclosed giving details of designation, qualification, research experience with area of research etc. along with their consent for research guidance)

6. Details of relevant facilities which will be made available to the candidate:

It is certified that he/she has completed 1(One) year of service in our organization/institute as a regular employee.

If Mr./Ms./Mrs.is admitted to the PhD programme, we agree to relieve him/her to enable him/her to be available at IIIT Manipur to attend classes for completion

	<p>of his/her course works relating to the PhD programme.</p> <p>Mr/Ms./Mrs.will be permitted to carry out research leading to the PhD degree at our organization under the guidance of selected local supervisor. The necessary facilities will be provided for the purpose.</p> <p>Signature and seal of the Sponsoring Authority</p>
	<p style="text-align: center;"><u>ANNEXURE –I</u></p> <p>(1) Additional set of guidelines, rules and regulations for Credit Waiver Written Comprehensive Examination (CWWCE) as noted below:</p> <p>a. A Preamble to the syllabus for Credit Waiver Written Comprehensive Examination is required to be provided, clarifying the following points:</p> <p>b. undergraduate courses taken in to consideration while setting syllabi for each of the question papers ;</p> <p>c. syllabi for individual question papers are to be designed in such a manner that overlapping areas among question papers could be avoided;</p> <p>d. syllabi of every question paper should be self-contained, including Texts and References to be consulted by students; and</p> <p>e. marks distributions across components of the syllabi of every question paper, are to be clearly specified;</p>
	<p>(2) duration of Credit Waiver Written Comprehensive Examination, shall be 3(three) hours for each of the three question papers;</p>
	<p>(3) Credit Waiver Written Comprehensive Examination, for all the three papers, shall be concluded and completed preferably within 7(seven) days;</p>
	<p>(4) each question paper of Credit Waiver Written Comprehensive Examination shall carry a total marks of 100;</p>
	<p>(5) pass percentage of marks for individual question papers shall be 40%;</p>

	(6) if a student fails in all the 3(three) papers of the Credit Waiver Written Comprehensive Examination, he/she will have to compulsorily do course works;
	(7) if a student passes in 2(two) papers but fails in 1(one) paper, he/she will be allowed to clear the paper in second attempt within 3(three) months from the date of the first appearance;
	(8) if a student passes in 1(one) paper but fails in 2(two) papers, he/she will have two options to avail: Option-I - to appear in all 3(three) papers in second attempt within 3(three) months from date of the first appearance, and clear them; OR Option-II - to compulsorily do course works.
	(9) each academic Department should constitute its Credit Waiver Written Comprehensive Examination Committee (CWWCEC) consisting of at least 3(three) faculty members, including 1(one) member from an allied Department “ out of which 1(One) may be nominated as the Convener.
	(10) the term and functions of the CWWCEC shall broadly be as below: i. the term of the CWWCEC is to be for 2(two) years; ii. the concerned subject faculty members of a Department are to set question papers and evaluate the same; iii. the Convener of the CWWCEC is to collect question papers, organize Credit Waiver Written Comprehensive Examination, and declare results, in full consultation with the CWWCEC; iv. The Convener of the CWWCEC is to collect question papers, organize Credit Waiver Written Comprehensive Examination, and declare results, in full consultation with the CWWCEC; v. The CWWCEC shall be the sole authority for organizing and supervising Credit Waiver Written Comprehensive Examination of the Department, including moderation of question papers and declaration of results.