

Regulations
for the
Ph. D. Degree Program
(Academic Session 2022-23 Onwards)



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P R E A M B L E

The provisions contained in these Regulations shall govern the conduct of research and examinations of theses leading to the award of the degree of “Doctor of Philosophy (Ph. D.)” of the KIIT Deemed to be University (hereinafter referred to as KIIT / Institute) in disciplines such as Biotechnology, Dental, Engineering, Languages, Law, Management, Medicine, Nursing, Physical Sciences, Social Science & Humanities, Technology and interdisciplinary disciplines relating thereto.

These Regulations shall also be applicable to new disciplines, schools and programs launched by KIIT with due approval of the competent authority for the necessary and applicable changes.

The meaning of the following terms wherever used in these Regulations shall be interpreted as defined and or explained hereunder.

- **Ph. D. Thesis** is the documentation of the research work carried out by a research scholar.
- **Research** means the systematic investigation of the existing or new knowledge. It is used to establish or confirm the fact(s), reaffirm the result(s) of previous work(s), solve new or existing problem(s), support theorem(s) or develop new theory (or theories). A research project may also be an expansion of past work in the field (Wikipedia).
- **The Ph. D. Degree** signifies that an awardee of the degree has undertaken a substantial piece of research work, which has been conducted and reported under the proper academic supervision and in an appropriate research environment during a prescribed period.
- **Research Scholar** means a student admitted to a Ph. D. program through the well-defined established procedure adopted by KIIT. Following categories of the research scholars ordinarily shall be admitted.
 - ❖ **A Regular Full Time Research Scholar** shall receive an assistantship from KIIT or from any other recognized and approved funding agency such as AICTE, UGC, CSIR, DBT, ICMR, ICAR, etc.
 - ❖ **A Self-Supporting Research Scholar** shall not receive any assistantship and shall undertake the program either as a part-time or full-time scholar.
 - ❖ **A Sponsored Research Scholar** may be sponsored by any government department or by any reputed industry or by any external research organization or by any academic organization. Such a scholar must have been in the service of her / his organization for a minimum period of three years and must provide a certificate of sponsorship from her / his employer in the prescribed form at the time of submitting the application for admission.
 - ❖ **A Faculty Research Scholar** means a faculty member of KIIT attached to a Department / School and registered for a Ph. D. degree.
- **Supervisor** means a faculty member of KIIT recognized by KIIT for supervising research work in the field of her / his expertise, which could be carried out by a research scholar for a Ph. D. degree.

- **Co-Supervisor** means a person who may or may not be a faculty member of KIIT and is recognized by KIIT to co-supervise the research work of a research scholar along with the **Supervisor**.
- **University Level Research Committee (ULRC)** is a committee to look after the overall research activities and Ph. D. program of whole of the Institute. The committee is also expected to help different Departments / Schools of KIIT to identify thrust areas of research and related developmental activities.
- **School Level Research Committee (SLRC)** is a research committee of a School of KIIT to look after the overall growth of the research and development of School.
- **Research Scrutiny Committee (RSC)** is a committee constituted for a research scholar of School to assess and monitor the progress of the research work.
- **Board of Examiners of Thesis (BET)** means a board of examiners appointed by KIIT (a) to evaluate quality of the research work presented in the thesis, (b) to conduct the Viva Voce on the thesis and (c) to finally recommend the thesis for award of the Ph. D. degree.

1. **REGULATION-1**

THE REGULATION deals with submission of the Application Form, Entrance Test, Interview, etc.

- 1.1 The application form, available '**ONLINE**' as well as obtainable from the Admission Section of KIIT, must be submitted along with the documents and prescribed fee. The announcement(s) related to Ph. D. admissions is (are) ordinarily issued and advertised by KIIT. Details are, however, available in the **Information Brochure** as well as on KIIT website - www.kiit.ac.in.
- 1.2 Selection of a research scholar shall be based on the academic background and the performance of the candidate in the Entrance Test and Interview at KIIT.
- 1.3 The candidates, qualified in any one or more National Level Examinations such as CAT, XAT, MAT, ATMA, GATE, UGC, CSIR, NBHM, NET, BRNS, DBT, BINC, ICAR, JRF, Lectureship or equivalent may be exempted from appearing in the Entrance Test of KIIT.
- 1.4 The candidates, having M. Tech. (in case of Science / Engineering) or M. D. / M. S. (in case of Medical) or equivalent degree after qualifying any one or more National Level Examinations as mentioned in the sub-section 1.3 above, are also exempted from appearing in the Entrance Test of KIIT.
- 1.5 The candidates exempted from appearing in the Entrance Test of KIIT will, however, have to appear in the Interview at KIIT.
- 1.6 The syllabus, question paper pattern and duration of the Entrance Test shall be decided by the Admission Committee each year and that shall be announced in the advertisement(s) as well as on the KIIT website. The number of seats advertised (if any) may change due to various compelling reasons.

2. REGULATION-2

THE REGULATION deals with the minimum educational qualifications for becoming a candidate eligible for admission into a Ph. D. program of KIIT.

- 2.1 For an Indian National: A graduate / postgraduate in a professional discipline such as Architecture, Engineering, Law, Management, Medicine, Technology, etc. with a good academic record (marks not less than 60% in aggregate or its equivalent average of grades not less than grade 'B' in the UGC 10-point scale) throughout and having aptitude for research may be admitted into a Ph. D. program in a respective professional discipline as a general category student. A candidate, having a Master's degree or M. Phil. degree in a subject of physical sciences, social science and humanities or a graduate in a professional discipline such as Engineering, Medicine, Technology, etc. with a good academic record (marks not less than 60% in aggregate or its equivalent average of grades not less than grade 'B' in the UGC 10-point scale) throughout and having aptitude for research may be admitted into a Ph. D. program in a subject of physical sciences or social science and humanities as a general category student. A rational relaxation of marks of 5% in aggregate or its equivalent in average of grades may, however, be given to a candidate belonging to SC / ST / OBC (non-creamy layer) / Differently-Abled Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time-to-time.
- 2.2 For an International Student: The admission of any foreign student into a Ph. D. program of KIIT shall be made on the basis of the Rules, Regulations and Guidelines of the Ministry of Education, Govt. of India.
- 2.3 For an Employed Indian National: A candidate must submit a "No Objection-cum-Leave Certificate" from the employer at the time of Interview at KIIT in addition to fulfilling the conditions applicable to any Indian National to become a Regular Full Time Research Scholar already stated in the Section 2.1 above.
- 2.4 For a Retired Indian Employee: Such case(s) may be considered on case-to-case basis, depending upon the background and merit-cum-potential of a candidate as evaluated by the Admission Committee and approved by the Vice-Chancellor.

3. REGULATION-3

THE REGULATION deals with the duration of the Ph. D. program.

- 3.1 Registration of a candidate in a Ph. D. program of KIIT shall ordinarily be valid for a maximum of Six Years in general. It may, however, be extended by Two Additional Years on the recommendation of the concerned RSC with valid reason(s). After the expiry of the total of Eight Years, a candidate desirous to continue has to apply for Re-Registration as a Fresh Candidate to the Vice-Chancellor for approval.
- 3.2 A woman candidate or a person with disabilities (more than 40% disability) may be allowed a relaxation of two years in the maximum duration of Ph. D. In addition, a woman candidate may be provided Maternity Leave / Child Care Leave for a maximum period of 240 days once in the entire duration of the Ph. D. program.

- 3.3 A Scholar in general will not be allowed to submit the thesis before the completion of Three Years from the date of Admission. A Regular Full Time Scholar, having master's degree in a Professional Subject or M. Phil. in a Subject of Physical Sciences or M. Phil. in a Subject of Social Science and Humanities or having publications, may however be allowed to submit the thesis after the completion of two years and that too only on the special recommendation of the RSC and approval of the same by the Vice-Chancellor.
- 3.4 RSC may permit a scholar for a temporary withdrawal from the Ph. D. program for one semester or longer due to ill-health or any other valid ground(s) but not more than two semesters at a stretch under any circumstances.
- 3.5 Cancellation of the Registration: Registration is liable to be cancelled on any one or more of the grounds: (a) RSC finds the research progress unsatisfactory consecutively for two or more semesters, (b) scholar has not submitted the thesis by the end of the maximum permissible period of six or eight years (whichever is applicable), (c) scholar is found involved in the act of indiscipline and (d) scholar is found involved in the act of plagiarism.
- 3.6 On the cancellation of registration, a scholar ceases to be a student of KIIT. However, if such a candidate desires to take re-admission, she / he shall have to apply as a fresh candidate following normal procedure of admission and that too after taking prior permission of the Vice-Chancellor for re-admission.

4. REGULATION-4

THE REGULATION is about the eligibility to become a Ph. D. Supervisor / Co-Supervisor.

- 4.1 A faculty member of KIIT becomes eligible to guide a Ph. D. student if she / he has obtained a Ph. D. degree from a recognized Indian or Foreign University, has published at least five research papers in the international journals of high repute (such as Scopus / PubMed / SCI (WOS) / SSCI, etc.) and has a teaching experience of at least one year or industrial / R & D experience of at least three years. One may, however, be recognized as a guide if one has three very good quality publications of high impact factors.
- 4.2 A faculty member without a Ph. D. degree may be allowed by the Vice-Chancellor as a special case to guide a Ph. D. student provided the faculty member has published at least five research papers in the international journals of high repute and has a long teaching or R&D or industrial experience.
- 4.3 A Professor may be allowed to guide (singly and or jointly) a maximum of eight Ph. D. students, an Associate Professor a maximum of six Ph. D. students and an Assistant Professor a maximum of four Ph. D. students at any given point of time. Any faculty member, guiding for the first time, should only be allowed to guide a maximum of four students.
- 4.4 An external scientist or a faculty member or a member from a reputed industry may be allowed by KIIT to be Co-Supervisor provided she / he has obtained a Ph. D. from a recognized University, has published at least five research papers in the international journals of high repute after obtaining Ph. D. and has adequate experience to guide a Ph. D. student.

- 4.5 A faculty member of KIIT, who is having less than three years of service and or who is of 70 years of age, will not be allowed to take any Ph. D. student as a sole Supervisor.
- 4.6 A Co-Supervisor from a recognized National Institute / R & D Laboratory (wherever there is MOU with KIIT) must have at least five years of service prior to retirement.

5. REGULATION-5

THE REGULATION meant for recognizing any Institute for Collaboration(s) in the Research Activities of KIIT, to sign MOU with KIIT and for any member of it to become a Co-Supervisor of a Ph. D. student of KIIT.

- 5.1 A three-member committee constituted by the Vice-Chancellor will visit the Institute on its request to KIIT for allowing the Institute for Collaboration(s) in the Research Activities of KIIT. The Committee will submit a report on (a) the adequacy of the available research facilities, (b) the availability of at least three Members to become Ph. D. Co-Supervisor(s) as per the criteria stated in the **REGULATION-4** and (c) the availability of high-quality International Research Journals, Research Materials and Laboratories.
- 5.2 The Academic and Research Institutes, already recognized by Indian Universities, may be recognized for Research Collaboration(s) on the request of a Ph. D. student or Supervisor of a Ph. D. student without sending a three-member committee for the purpose as stated in the **Section-5.1**.
- 5.3 The Academic Council will finally take the decision in regard to the recognition of Research Collaborations stated in the **Sections 5.1 and 5.2**.

6. REGULATION-6

THE REGULATION deals with the formation and functioning of SLRC.

- 6.1 The Dean / Director of the School, as the Chairperson, will form a SLRC consisting of a Professor, an Associate Professor and an Assistant Professor from each of the constituent Departments of the School as per the seniority by rotation and any Professor or Associate Professor from an allied School. Each of these members must possess a Ph. D. degree. On the approval of the Vice-Chancellor, this SLRC will be valid for a period of three years.
- 6.2 The important functions of SLRC include (a) shortlisting of the applications, (b) conducting the interviews, (c) preparing a merit list of the qualified candidates, (d) proposing a Supervisor for approval in consultation with the research scholar on joining, (e) constituting a RSC for each of the scholars joined in consultation with the concerned Supervisor (the Supervisor as the Convener), (f) proposing a Co-Supervisor (if any) on the advice of the Supervisor and RSC, (g) to monitor the progress of each research scholar through its RSC and (h) to monitor the overall growth of the research and development activities of the School.

7. REGULATION-7

THE REGULATION deals with the enrolment of a research scholar, formation and functioning of RSC.

- 7.1 On receiving the selection letter, the candidate shall have to report to the Admission Section of KIIT within a specified period as mentioned in the letter for completing the admission formalities for enrollment. On completion of the enrollment, the Director of the Admission Section will assign her / him a Roll Number along with a Registration Number. The candidate will then be directed to go to the concerned School.
- 7.2 In the School, within a week, SLRC will recommend for appointment of the Supervisor for each of the research scholars joined in consultation with them. Soon after, in consultation with the Supervisor, SLRC will propose RSC for each of the scholars. For an interdisciplinary research program, in consultation with the Supervisor, Co-Supervisor may be appointed from within School or from an allied School or from a recognized organization outside KIIT.
- 7.3 RSC of a scholar will have (a) Supervisor as the Convener, (b) Co-Supervisor (if any) as Member, (c) one Professor of the School guiding Ph. D. student(s) as Member, (d) one Associate Professor of the School guiding Ph. D. student(s) as Member and (e) one Professor or Associate Professor from an allied School guiding Ph. D. student(s) as Member. The total number of RSC members for each scholar should be 4 to 5.
- 7.4 Any report of RSC shall be forwarded by the RSC Chairperson to the Vice-Chancellor for approval. The Vice-Chancellor with appropriate remarks may forward it to the COE / Supervisor (Convener) through the Dean / Director of the School.
- 7.5 The change of the Supervisor is ordinarily not permissible. However, RSC may recommend the proposal of change of Supervisor / Co-Supervisor to the Vice-Chancellor for approval under a genuine valid reason. The valid reasons include resignation, superannuation and long leave of the Supervisor before completion of the research work of the scholar. In such a situation, RSC in consultation with SLRC may recommend (a) the appointment of the Co-Supervisor along with the superannuating faculty member remaining the Supervisor (being the sole Supervisor previously) or (b) the superannuating faculty member remains the Co-Supervisor with the expectation of active participation in the research work of the scholar till completion or (c) the appointment of a Supervisor / Co-Supervisor as the case may be or (d) the senior most RSC member takes the responsibility as the Co-Supervisor or Supervisor as the case may be.

8. REGULATION-8

THE REGULATION deals with the course work, conduct, involvement of the scholar in the teaching, etc.

- 8.1 A research scholar will have to undergo a course work required for research by registering for each of the subjects assigned by RSC in addition to the compulsory subjects on “Research Methodology” of 4 credits and “Publication Ethics” of 2 credits. A research scholar must earn at least B grade in each of the compulsory subjects. Besides the compulsory subjects, a research scholar with a graduate degree in a professional subject must complete course work of 20 credits, that with a master’s degree must complete a course work of 8 credits involving subjects related to the research work as per the advice of RSC. A scholar must earn the credits with at least “B” grade on the average within a period of eighteen months from the date of enrollment. A research scholar needs to register for each subject by paying a prescribed fee.

- 8.2 The Supervisor may permit the scholar to start working on the research problem during the period of course work itself.
- 8.3 Each scholar needs to renew the registration in the beginning of each semester by paying the prescribed fee on or before the date announced by KIIT.
- 8.4 No regular research scholar is allowed to take up any other assignment involving payment during the period of fellowship or assistantship except that permitted by the Vice-Chancellor on the specific recommendation of RSC. Also, RSC has to certify that such an assignment will not hamper the progress of the research work in any way.
- 8.5 A full-time research scholar shall not be permitted to take any other degree program. The scholar may however be permitted by the Vice-Chancellor, on the recommendation of RSC, to undertake part-time Diploma or Certificate program(s) and that too without affecting the progress of the research work.
- 8.6 A regular research scholar drawing fellowship is required to assist in laboratory classes for the academic programs up to a maximum of eight hours per week and her / his leave will be governed by the rules of the funding agency and KIIT.

9. REGULATION-9

REGULATION deals with the research proposal, seminar, registration, etc.

- 9.1 A research scholar, during the period of the course work and within the period of eighteen months from the date of enrollment, shall have to prepare a research proposal in consultation with the Supervisor(s) and defend the same in an open seminar. The finalization of the research proposal may take a maximum of three seminars in all within the period of eighteen months from the date of enrollment.
- 9.2 The enrollment of a research scholar may be cancelled if she / he completes eighteen months from the date of enrollment without finalizing a research proposal or fails to defend the research proposal in three consecutive seminars.
- 9.3 The final research proposal should typically include (a) the title of the proposed research work, (b) the review of the literature with a table containing the chronological development of the field, (c) the statement of the problem, (d) the objective(s) of the proposed research work, (e) the model and methodology to be used, etc. after incorporating the modifications suggested (if any) by RSC in the open seminar(s) for the purpose.
- 9.4 After accepting the research proposal, RSC will make recommendation for the Registration of the scholar for Ph. D. program, which will be effective retrospectively from the date of enrollment.

10. REGULATION-10

THE REGULATION deals with the progress of the research work.

- 10.1 Under the guidance of the Supervisor(s), a research scholar is expected to pursue independently the original research work towards the preparation of the thesis. The research work may require field investigation(s), laboratory experiment(s), observation(s), etc. in

order to ascertain impartially the facts and issues of significance. The research work may include analysis and evaluation of the relevant data to yield independent and significant conclusions.

- 10.2 On the recommendation of RSC, the Vice-Chancellor may permit a research scholar to carry out research work outside KIIT for a period of not more than one year. For this, the research scholar shall be required to be present in the approved Institute / University for the permitted semester(s) and her / his presence shall have to be duly recorded there.
- 10.3 At the end of each semester, a scholar has to present a seminar as well as submit a report on the progress of the research work to RSC. RSC will review the research progress, provide feedback to the scholar for improving the quality of the research work and forward the progress report with appropriate remark(s) to the Vice-Chancellor.
- 10.4 A scholar, having satisfactory research progress in a semester, will be permitted to register for the subsequent semester.
- 10.5 A scholar, having unsatisfactory research progress in two consecutive semesters, will be given a show-cause notice before cancellation of the registration.

11. REGULATION-11

THE REGULATION deals with the quality and standard of the thesis.

- 11.1 By preparing a Ph. D. thesis, a research scholar demonstrates her / his capability in making fruitful use of the research methodology appropriate to her / his research problem and contributes significantly new knowledge to the field. Accordingly, the Ph. D. thesis should contain (a) the statement of the research problem, (b) the review of the literature with a table containing the chronological development of the field, (c) the procedure(s) employed with its reliability and suitability to the problem, (d) the findings of the research work, (e) the discovery of the new facts (if any), (f) the novel interpretation of the known facts, (g) the design and development of a new equipment or material (if any), etc.
- 11.2 Every scholar should participate actively in the national / international seminars / conferences. Before submitting a thesis, a scholar is required to have at least two research papers published / accepted for publication in the peer-reviewed National / International Journals of high repute (such as Scopus, PubMed, SCI (WOS), SSCI, etc.) based on her / his research work.
- 11.3 A Thesis should be written in clear and concise English with an orderly presentation. References to the published work must be cited appropriately in the thesis with a list of references (bibliography) at the end of the thesis. Every thesis must be scanned through “turn-it-in” software to avoid plagiarism even inadvertently. It is necessary to include sufficient evidence in support of the reasoning and conclusions so as to permit other scholars to build upon them, wherever possible. The length of the thesis will vary with the research topic and field pursued. However, efforts should be made to contain thesis within 200 pages as per the format of the Ph. D. thesis as outlined later in this booklet.

12. REGULATION-12

THE REGULATION deals with the Open Synopsis Seminar and Submission of the Thesis.

- 12.1 On completion of the research work by a scholar, the Convener in consultation with the RSC Members will hold an Open Synopsis Seminar as a prelude to the thesis submission.

The Convener / Chairman will notify the date of the Open Synopsis Seminar to all the concerned for information. RSC may ask the scholar to present another Open Synopsis Seminar after incorporating modifications suggested by the RSC Members or may consider the presented research work appropriate for a Ph. D. degree.

- 12.2 Subsequent to the approval of the Synopsis by RSC, the scholar is required to submit through the Supervisor(s) a soft copy along with five hard copies of the Synopsis of about 3000 words (about ten pages) having format similar to the Ph. D. thesis as outlined later in this booklet.
- 12.3 A scholar shall have to submit the Ph. D. thesis following the guidelines for its preparation as outlined later in this booklet within two months from the date of successful defense of the research work in the Open Synopsis Seminar. Under special circumstances, however, the date of submission of the Ph. D. thesis may be extended by the Vice-Chancellor. In case, the scholar fails to submit the Ph. D. thesis within the stipulated date, she / he shall have to appear in the Open Synopsis Seminar once again (if permitted by the Vice-Chancellor) and shall have to submit the thesis within one month thereafter.
- 12.4 A scholar is required to submit (a) five soft bound copies and a soft copy of the thesis, (b) a certificate of the Supervisor(s) also included in the thesis in the format given later in this booklet to the effect that the thesis embodies the results of the original investigation(s) carried out by the scholar during the period of registration in KIIT, (c) A clearance certificate from the School, hostel, library and accounts section, (d) a list of publications with a copy of each of the research papers published in the National / International Journals related to the work presented in the thesis and (e) a report of the “turn-it-in” software to know the level of plagiarism.

13. REGULATION-13

THE REGULATION deals with the Appointment of Examiners and follow-up action.

- 13.1 On successful completion of the Open Synopsis Seminar by a scholar, RSC shall submit to the Controller of Examinations the report-cum-recommendation in the KIIT prescribed form, a panel of examiners consisting of six Indians and three Foreigners with a brief CV / resume of each of them, a soft copy along with five soft bound copies of the Synopsis and the original report of “turn-it-in” software. Each of these examiners should be at the level above the level of Assistant Professor or Scientist-F. The postal address, email id, fax number (if any), landline number (if any), mobile number, etc. of the office (or residence) of each of these examiners should also be sent to the Controller of Examinations by RSC. **(Note: The Indian examiners must preferably be working outside the State of Odisha and Foreign examiners must preferably be from outside the Indian subcontinent.)**
- 13.2 The Vice-Chancellor will appoint three external examiners (two Indians and one Foreigner) from the panel. If RSC fails to provide appropriate list of examiners, the Vice-Chancellor may appoint external examiners whom she / he feels appropriate. Once three external examiners are appointed, the Controller of Examinations shall contact each of these by sending a copy of the Synopsis in order to secure her / his consent.
- 13.3 Each of the external examiners is ordinarily expected to accept the appointment offered by KIIT within the time indicated by the Controller of Examinations in the appointment letter.

If any examiner does not respond within a week, a reminder will be sent. The appointment of the examiner will be cancelled by informing through email if no communication is received within the subsequent week. Also, another examiner shall be approached for examining the thesis after taking due approval from the Vice-Chancellor.

- 13.4 RSC shall forward a soft copy along with the five soft bound copies of the thesis, submitted by a scholar after checking the appropriateness of its format, to the Controller of Examinations.
- 13.5 Soon after receiving the consent, the Controller of Examinations shall forward a soft copy of the thesis to the examiner and follow it up to get the report expeditiously. A soft bound copy of the thesis will be sent to any examiner on demand.
- 13.6 Each of the examiners is expected to submit the report on thesis within one month of the receipt of the thesis. If no response is received from the examiner within a month, a reminder will be sent. If examiner does not respond within fifteen days of the reminder, it shall be construed that the examiner is not in a position to examine the thesis. In such a case, the appointment of the examiner shall be cancelled by informing her / him through email. Also, a new examiner shall be appointed with the approval of the Vice-Chancellor.

14. REGULATION-14

THE REGULATION deals with the reports of the Examiners.

- 14.1 Each of the examiners is required to submit a detailed report along with a specific recommendation on the thesis in the standard KIIT form supplied by the Controller of Examinations. In the detailed report, each of the examiners shall make an overall analysis of the thesis and state whether the thesis complies with the following or similar such condition(s) to merit the award of the Ph. D. degree: (a) It is a piece of research work characterized by finding an original theory or methodology or discovering new facts or novel approach towards interpretation of the existing facts or independently designing and developing new equipment or material, (b) it contains sufficient references to the existing literature in the field, (c) it reflects the candidate's capability for critical analysis and judgment and (d) it is quite satisfactory in its literary presentation.
- 14.2 On receiving the reports from the examiners, the Controller of Examinations shall place these before the Vice-Chancellor for approval.
- 14.3 If all the three examiners clearly recommend for award of the Ph. D. degree, the Controller of Examinations will send a photocopy of each of the reports to RSC for consolidation and arranging a Viva Voce of the scholar in the presence of the an external (Indian) examiner appointed by the Vice-Chancellor for the purpose.
- 14.4 If two examiners recommend for award of the Ph. D. degree and one asks for revision, the Controller of Examinations will send a photocopy of each of the reports to RSC for consolidation after revision of the thesis by the scholar and arranging a Viva Voce of the scholar in the presence of the external (Indian) examiner appointed by the Vice-Chancellor for the purpose.
- 14.5 If two examiners recommend for award of the Ph. D. degree and one rejects, the Controller of Examinations will send the thesis to the fourth examiner and her / his decision will be

final. An appropriate action will be followed by the Controller of Examinations subsequently.

- 14.6 If one examiner recommends for award of the Ph. D. degree, one suggests for revision and one rejects, the scholar will be asked to revise the thesis and the revised thesis will be sent to the fourth examiner as well as to the examiner who has asked for revision (if she / he is willing to review). An appropriate action will be followed by the Controller of Examinations on receiving the reports.
- 14.7 If one examiner rejects and two ask for revision, the revised thesis will be sent to the two examiners who have asked for revision (provided they are willing to review) as well as to a fourth examiner. An appropriate action will be followed by the Controller of Examinations on receiving the reports.
- 14.8 If one examiner recommends for award of the Ph. D. degree and two reject or one examiner asks for revision and two reject or all the three examiners reject, the thesis will be rejected.

15. REGULATION-15

THE REGULATION deals with formation of the Viva Voce Board by the School, conduct of the Viva Voce, recommendation of the Board of Examiners, etc.

- 15.1 If reports of all the examiners are unanimous in recommending the thesis for the award of a Ph. D. degree, a Seminar cum Viva Voce of the scholar shall be conducted by the Board of Examiners consisting of the RSC members and an external (Indian) examiner appointed by the Vice-Chancellor for the purpose. The date and time of the Seminar cum Viva Voce shall be fixed by the RSC Chairperson in consultation with the external examiner.
- 15.2 If the Board of Examiners is satisfied with the reports of the examiners and overall performance of the scholar (which include the discussions over various points raised) in the Seminar cum Viva Voce, the Board shall submit a comprehensive report along with the recommendation for award of the Ph. D. degree.
- 15.3 The Controller of Examinations shall submit the comprehensive report and recommendation for award of the Ph. D. degree of the Board of Examiners to the Vice-Chancellor for consideration and approval.
- 15.4 If the Board of Examiners is completely unsatisfied with the performance of the scholar in the Seminar cum Viva Voce, the scholar shall have to appear again for the purpose before the Board of Examiners within the next three months. Follow the actions of Sections 5.2 and 5.3 subsequently.

16. REGULATION-16

THE REGULATION deals with some general aspects, rejected thesis, etc.

- 16.1 On request, a photocopy of each of the reports of the examiners may be made available to the scholar through the Supervisor without disclosing the names of the examiners.
- 16.2 If a scholar wants to publish her / his thesis subsequent to award of the Ph. D. degree, she / he can do so only after stating on the title page of the publication that the publication is

based on the thesis approved for award of the Ph.D. degree of KIIT.

- 16.3 With the Degree, KIIT shall also issue a statement certifying that the Ph. D. degree has been awarded in accordance with the provisions of the UGC Regulations 2009.
- 16.4 For an interdisciplinary subject, a scholar is admitted to School / Department A and is desirous of getting the degree from School / Department B. In such a case, soon after enrollment, the scholar must be advised to take at least one subject from the School / Department B. Also, there should be at least one RSC member from the School / Department B. Further, at the time of Registration Seminar, the desire of the scholar should be recorded.
- 16.5 A rejected thesis cannot be resubmitted in its original form. If the scholar desires to resubmit the thesis for award of the Ph. D degree, however, she / he should make an application to the Dean / Director of the School. The SLRC will conduct an interview and (if satisfied) will recommend the case to the Vice-Chancellor for approval for resubmission of the thesis by the scholar as a fresh case. The scholar can have the same Supervisor(s) / different with the same topic / different topic. A new RSC will be constituted by SLRC and the scholar will follow all the rules applicable to any other research scholar except the course work. The duration of submission of the thesis will be as recommended by new RSC, but not less than one year.

17. REGULATION-17

THE REGULATION deals with THE ACT OF PLAGIARISM.

- 17.1 In the event of a research scholar, who has been found by a committee that the scholar has copied a research work or a Ph. D. dissertation, the Ph. D. dissertation of the scholar will be rejected and the concerned registration will be terminated. Also, such a student will be debarred from registering for any other degree program of KIIT.

18. REGULATION-18

THE REGULATION deals with the UGC Depository.

- 18.1 On successful completion of the evaluation process of a thesis and announcement for the award of the Ph. D. degree, KIIT shall upload a soft copy of the Ph. D. thesis on the UGC website.

19. REGULATION-19

THE REGULATION deals with the change(s) of the REGULATIONS.

- 19.1 The Academic Council of KIIT may revise, amend or change these regulations as per the necessity from time to time.
- 19.2 On any aspect, which is not covered under these Regulations or in case of any difficulty / ambiguity arising out of the interpretation or application of these Regulations, the decision of the Vice-Chancellor shall be “**FINAL**”.

GUIDELINES FOR PREPARATION OF THE THESIS

1. General

The thesis should be written in English (either US English or UK English), in a precise manner without making it unnecessarily voluminous. Further, it should be prepared in the format specified below.

- 1.1 Paper - A4 (size - 297 x 210 mm, weight \geq 85 GSM)
- 1.2 Text Font - New Times Roman (size - 12)
- 1.3 Margins - left and right margins as 3.17 cm each, top and bottom margins as 2.54 cm each
- 1.4 Line Spacing - 1.5
- 1.5 Printing - Preference may be given to printing both sides.
- 1.6 For each chapter of the Thesis, equations, figures, photographs, graphs and tables should each be numbered separately.
- 1.7 Certificate - A certificate from the Supervisor(s) stating that the thesis submitted is a bona-fide record of the research work carried out by the student during the period of study under her / his / their guidance and that the thesis has not previously formed the basis for the award of any other Degree, Diploma, Associateship, Fellowship or other similar title to the student or to any other person.
- 1.8 Page Numbering - Pages of the Thesis (inclusive of the main text, figures, photographs, graphs and tables) should be numbered consecutively and clearly in Arabic Numerals (0, 1, 2, 3, 4, 5, 6, 7, 8, and 9).
- 1.9 Binding - Five Soft Bound copies should be submitted initially as Provisional Thesis. After the Seminar cum Viva Voce on the corrected (revised) Thesis, Five Hard Bound copies of the Final Thesis should be submitted.
- 1.10 There should be no tissue or transparent sheet in the Thesis.
- 1.11 The Thesis may or may not be dedicated.
- 1.12 The scholar shall also have to append her / his Thesis by peer-reviewed published research papers relevant to her / his work in the Thesis.
- 1.13 Folded diagrams or charts, if any, should be arranged so as to open from top to right.
- 1.14 Before producing copies of the Thesis for submission, the scholar and Supervisor(s) should ensure that all the spellings, punctuations, vocabulary and grammar are correctly used and the bibliography is prepared according to internationally accepted conventions.

2. Organization of the Thesis

- 2.1 The thesis may be organized in the following manner.
- 2.2 Cover page should be a replica of the title page.

- 2.3 Page-i is the “**TITLE PAGE**” and should be as illustrated on the page-17 of this booklet.
- 2.4 Page-ii is the blank page or the page for dedication (if any).
- 2.5 Page-iii is meant for a “**CERTIFICATE**” from the Supervisor(s) as per the format given on the page-18 of this booklet.
- 2.6 Page-iv is meant for “**DECLARATION BY THE SCHOLAR**” as per the format given on the page-19 of this booklet.
- 2.7 Page-v is meant for acknowledgments and every Scholar should at least acknowledge the Institute, the Supervisor(s), the financial support(s) received (if any) from any funding agency (agencies), etc.
- 2.8 Page-vi is meant for Abstract and a Research Scholar should highlight her / his contribution(s) to the growth of the knowledge in the abstract.
- 2.9 Pages vii, viii, ix, x, etc. are meant for the Table of Contents, List of Tables, List of Figures, List of Illustrations (if any), List of Abbreviations, List of Symbols, etc.
- 2.10 The main text of the thesis should be divided into appropriate number of chapters. A Research Scholar may adopt the following or any other internationally accepted scheme of pattern.
- Chapter-1: Introduction
 - Chapter-2: Background and Review of the Literature
 - Chapter-3: Procedure (Experimental / Theoretical / Logistic, etc.)
 - Chapter-4: Data Analysis
 - Chapter-5: Results and Discussion
 - Chapter-6: Summary of Results and Scope for Future Work
 - Bibliography or List of References
 - A copy of each of the Peer-Reviewed / Refereed Journal Publications
 - The initial submission of the thesis should preferably be soft bound with a flexible cover page in order to facilitate the incorporation of modifications / corrections which might be suggested / recommended by the examiners.
 - The final submission of the thesis must be hard bound with a strong cover page so as to resist damage due to bending, etc. Twin-ring, spring-back and spiral bound copies of the final thesis will not be accepted.
 - ***NOTE: The Supervisor(s) and the RSC members should meticulously observe the above norms while a thesis is being prepared by a Scholar.***

Title of the thesis - Capital Bold Centered (Times New Roman Font 14)

A thesis submitted to (Times New Roman Font 12)



**Kalinga Institute of Industrial Technology (KIIT)
Deemed to be University U / S 3 of UGC Act, 1956
Bhubaneswar - 751024
(Times New Roman Font 14)**

**For the partial fulfillment of the requirements of the
Degree of (Times New Roman Font 12)**

DOCTOR OF PHILOSOPHY (Times New Roman Font 14)

**By
Name of the candidate
Department / School
Year
(Times New Roman Font 14)**



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C E R T I F I C A T E

It is hereby certified that the work presented in the thesis entitled, “Title of the Thesis” for the partial fulfillment of the requirements for award of the degree of Doctor of Philosophy in the Faculty of and submitted to KIIT, Bhubaneswar is a bona-fide and authentic record of the research work carried out by Ms. / Mr. during the period from to under my / our supervision.

Further, the subject matter embodied in this thesis has not been submitted by her / him or by any other person for the award of any other degree of this or any other University / Institute.

(Co-Supervisor)
(Affiliation)

(Supervisor)
(Affiliation)

DECLARATION BY THE SCHOLAR

I hereby certify that the work presented in the thesis entitled, “Title of the Thesis” for the partial fulfillment of the requirements for award of the degree of Doctor of Philosophy in the Faculty of and submitted to KIIT, Bhubaneswar is an authentic record of the research work carried out by me during the period from to under the supervision of Dr. and Dr.

Further, the subject matter embodied in this thesis has not been submitted by me or by any other person for the award of any other degree of this or any other University / Institute.

(Signature of the Scholar)

(Name of the Scholar)

This is to certify that, to the best of my / our knowledge, the above statement made by the Scholar is correct.

(Co-Supervisor)

(Affiliation)

(Supervisor)

(Affiliation)



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Format for Semester Performance Evaluation of a Research Scholar

1.	Name of the Scholar	
2.	Roll Number	
3.	Registration Number	
4.	Name of the School	
5.	Evaluation Period	
6.	Research Topic	
7.	Work Done	
8.	Assessment	*Unsatisfactory / Satisfactory
9.	Work is Unsatisfactory	Additional Work to be done in the next Semester
10.	Work to be done in the next Semester	
11.	Progress Report Attached	Yes / No
RSC Members		Signature
1.	Member-1	
2.	Member-2	
3.	Member-3	
4.	Co-Supervisor	
5.	Supervisor (Convener)	

Name and Signature
School Ph. D. Program Head

Signature of the Research Scholar



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Bhubaneswar - 751024

Recommendation of the Research Scrutiny Committee (RSC)
Subsequent to Registration Seminar

1.	Name of the Scholar	:	
2.	Category	:	
3.	Discipline / School	:	
4.	Date of Enrollment	:	
5.	Status of the Course Work	:	Incomplete / Completed (CGPA = ≥ 7.0)
6.	Date of Registration Seminar	:	
7.	Broad Area of Research	:	
8.	Name of the Supervisor	:	
9.	Name of the Co-Supervisor	:	
10.	Progress of the Research Work	:	
11.	Proposed Title of the Thesis	:	
12.	Recommendation of RSC	:	Asked the scholar to present another Registration Seminar after incorporating all the modifications suggested by RSC / Recommended for Registration from the date of Enrollment (Strike out non-applicable parts).

RSC Members		Signature
1. Member-1		
2. Member-2		
3. Member-3		
4. Co-Supervisor		
5. Supervisor (Convener)		
6. Dean of the School (Chairperson)		

Note: Please complete this form in (neat) **BLOCK LETTERS** and forward it to the Controller of Examinations for needful in the matter after the successful completion of the Registration Seminar.

To,
 The Controller of the Examinations
 KIIT University, Bhubaneswar



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Bhubaneswar - 751024

Recommendation of the Research Scrutiny Committee (RSC)
Subsequent to Open Synopsis Seminar

1.	Name of the Scholar	:	
2.	Category	:	
3.	Discipline / School	:	
4.	Date of Enrollment	:	
5.	Date of Registration Seminar	:	
6.	Broad Area of Research	:	
7.	Name of the Supervisor	:	
8.	Name of the Co-Supervisor	:	
9.	Date of the Synopsis Seminar	:	
10.	Proposed Title of the Thesis	:	
11.	<u>Recommendation of RSC:</u> 1. Research Scholar has completed the approved course work as per KIIT and UGC norms. 2. Paper(s) related to the Ph. D. Thesis are published in journals of high repute. 3. RSC may ask the Scholar to present another Open Synopsis Seminar after incorporating modifications suggested by the RSC Members or may consider the presented research work of appropriate / high quality for a Ph. D. Thesis submission (Strike out non-applicable parts).		

RSC Members	Signature
1. Member-1	
2. Member-2	
3. Member-3	
4. Co-Supervisor	
5. Supervisor (Convener)	
6. Dean of the School (Chairperson)	

Note: Please complete this form in (neat) **BLOCK LETTERS** and forward it to the Controller of Examinations along with five soft bound copies and a soft copy of the Synopsis of about 3000 words (i.e., about 10 pages) having format similar to the Thesis for needful in the matter.

To,
 The Controller of the Examinations
 KIIT University, Bhubaneswar



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Bhubaneswar - 751024

PANEL OF EXAMINERS

Panel of Indian Examiners

	Name	Designation	Postal Address, Email Address, Mobile and Landline (if any)
1.			
2.			
3.			
4.			
5.			
6.			

Panel of International Examiners

	Name	Designation	Postal Address, Email Address, Mobile and Landline (if any)
1.			
2.			
3.			

RSC Members	Signature
1. Member-1	
2. Member-2	
3. Member-3	
4. Co-Supervisor	
5. Supervisor (Convener)	
6. Dean of the School (Chairperson)	

To,
The Controller of the Examinations
KIIT University, Bhubaneswar



Kalinga Institute of Industrial Technology (KIIT)
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Bhubaneswar - 751024

NO DUES CERTIFICATE

(to be submitted by the research scholar after completion)

This is to certify that Ms. / Mr., a Regular (Full Time) / Part-Time / Faculty Research Scholar (Roll No. / Registration No.) attached to the School, cleared dues of all kinds and there is nothing outstanding against her / his name.

	Unit / Section	Name and Signature of the Person
1.	Central Library	
2.	ICT Cell	
3.	Admission Section	
4.	Accounts Section	
5.	School	
6.	Co-Supervisor	
7.	Supervisor	
8.	Dean of the School	



Kalinga Institute of Industrial Technology (KIIT)
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Bhubaneswar - 751024

Office of the Controller of Examinations

Ref:		Date:
Sub:	Request for Consent to Examine / Evaluate a Ph. D. Thesis of KIIT	

Dear Prof.

You may be aware that the KIIT University, Bhubaneswar is one of the fastest growing educational conglomerates and is well known for its high standard in teaching and research. Also, recently it has been declared as an Institute of Eminence by the Government of India. I am glad to inform you that the Vice-Chancellor on behalf of the Academic Council of KIIT has selected you to act as one of the examiners of the thesis entitled, “.....” submitted by Ms. / Mr. for award of the degree of Doctor of Philosophy (Ph. D.). I am attaching herewith a PDF file of the Synopsis of the thesis to give you an idea about the research work carried out by the candidate. On behalf of the Academic Council of KIIT, I request you to kindly agree to examine the thesis by sending your consent preferably within one week of the receipt of this email / letter. On receiving your consent, I shall send a hard copy of the thesis at your address given below (please correct the details of your contact, if needed).

KIIT expects you to give your evaluation report preferably within one month of the receipt of the hard copy of the thesis. Your recommendation may be either to accept the thesis for award of the degree, or to suggest modification(s) in the thesis, or to reject the thesis. It may be noted that the candidate will be recommended for award of the degree only if the reports of all the examiners are favorable and the candidate successfully defends the research work embodied in the thesis in an Open Seminar cum Viva Voce.

KIIT shall be happy to pay you a token honorarium of Rs.6000/- for kindly examining and evaluating the thesis critically. I request you once again to kindly send your consent preferably within one week. In case of any pressing reason(s) you are unable to examine the thesis, please inform the same within a week so that we can take further follow up action.

With best regards,

Yours sincerely,

(Controller of Examinations)

To,
Prof.



Kalinga Institute of Industrial Technology (KIIT)
Deemed to be University U / S 3 of UGC Act, 1956
Bhubaneswar - 751024

Office of the Controller of Examinations

Ref:

Date:

Sub: Evaluation of a Ph. D. Thesis of KIIT

Dear Prof.

Thank you for accepting the invitation to act as an examiner to evaluate the thesis entitled, “.....” submitted by Ms. / Mr.for award of the degree of Doctor of Philosophy (Ph. D.) of KIIT.

I am sending herewith a hard copy of the thesis to you and request you to kindly send me the Evaluation Report Summary (by ticking one of the five options available in the enclosed form) along with a Detailed Report of your evaluation on the thesis giving comments in regard to the strengths and weaknesses, suggestions for improvements in the form of corrections (if any), etc. on the research work embodied in the thesis.

Please send to me the Evaluation Report Summary, your Detailed Report and the enclosed Remuneration Bill by an email or fax or speed post after signing each of them.

It may be noted that the standard of a Ph. D. thesis of KIIT is comparable to that of any recognized University / Institute of higher learning in any advanced country.

Kindly acknowledge the receipt of the hard copy of the thesis.

With best regards,

Yours sincerely,

(Controller of Examinations)

To,
Prof.



Kalinga Institute of Industrial Technology (KIIT)
Deemed to be University U / S 3 of UGC Act, 1956
Bhubaneswar - 751024

Office of the Controller of Examinations
Specific Recommendation on the Ph. D. Thesis (Evaluation Report Summary)

Name of the Scholar	:	
Title of the Thesis	:	

Please send the specific recommendation by ticking (☐) one and only one of the following five options along with a **Detailed Report** on the thesis to be written on separate sheet(s).

The thesis is to be accepted for award of the Ph. D degree.	
---	--

OR

The thesis is acceptable subject to the clarification(s) of certain points given in the Detailed Report enclosed herewith at the time of Viva Voce.	
---	--

OR

The thesis is acceptable subject to the corrections recommended in the Detailed Report enclosed herewith. After revision, the thesis need not be referred back to me. Incorporation of the suggested correction(s) should be ensured by the RSC and Viva Voce Board.	
--	--

OR

The thesis is acceptable subject to the corrections recommended in the Detailed Report enclosed herewith. After revision, the thesis should be referred back to me for final assessment.	
--	--

OR

The thesis is to be rejected as per the Detailed Report enclosed herewith.	
--	--

Place:	Signature of the Examiner
Date:	Name of the Examiner

To,
The Controller of the Examinations
KIIT University, Bhubaneswar



Kalinga Institute of Industrial Technology (KIIT)
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Bhubaneswar - 751024

RSC Recommendation for the Seminar cum Viva Voce

1.	Name of the Scholar	:	
2.	Category	:	
3.	Discipline / School	:	
4.	Date of Enrollment	:	
5.	Date of Registration Seminar	:	
6.	After consolidation of the Reports, RSC recommends one of the followings by ticking (<input type="checkbox"/>).		
	(a) If Reports are unanimous and favorable, the Viva Voce may be arranged.		<input type="checkbox"/>
	(b) If two Reports recommend and one asks for revision, a Viva Voce may be arranged after revision of the thesis.		<input type="checkbox"/>
	(c) If two Reports recommend and one rejects, the thesis is sent to a fourth examiner for review for a final decision. Appropriate action follows subsequently.		<input type="checkbox"/>
	(d) If one Report recommends, one asks for revision and one rejects, the revised thesis is sent to a fourth examiner as well as to the examiner asking for revision (if willing to review). Appropriate action follows on receiving the reports.		<input type="checkbox"/>
	(e) If one Report rejects and other two ask for revision, the revised thesis is sent to the two examiners asking for revision (if willing to review) as well as to a fourth examiner. Appropriate action follows on receiving the Reports.		<input type="checkbox"/>
	(f) If one Report recommends and two reject or one asks for revision and two reject or all of them reject, the thesis is rejected.		<input type="checkbox"/>
7.	Examiner's Name & Address for the Viva Voce		
RSC Members		Signature	
1. Member-1			
2. Member-2			
3. Member-3			
4. Co-Supervisor			
5. Supervisor (Convener)			
6. Dean of the School (Chairperson)			
<p>Note: Please complete this form in (neat) <u>BLOCK LETTERS</u> and forward it to the Controller of Examinations for needful in the matter.</p> <p>To, The Controller of the Examinations KIIT University, Bhubaneswar</p>			



Kalinga Institute of Industrial Technology (KIIT)
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Bhubaneswar - 751024

Office of the Controller of Examinations

Ref:

Date:

Sub:

Request for conducting Viva Voce

Dear Prof.

I am pleased to inform you that the Vice-Chancellor has appointed you to act as an External Member of the Viva Voce Board consisting of yourself and the members of the Research Scrutiny Committee (RSC) for the thesis entitled, “.....” submitted by Ms. / Mr., a Research Scholar attached to the School of of KIIT.

I shall be glad if you kindly accept the assignment and suggest a date for the Viva Voce as per your convenience. It may be noted that the RSC Chairperson shall coordinate the Viva Voce and that will be in an Open Seminar on the thesis by the scholar.

For conducting the Viva Voce, it will be an honor to reimburse your travel expenses as per the KIIT rules and provide free hospitality. You shall also be paid a token honorarium of Rs.3000/- (Rupees Three Thousand) only for the same.

Kindly convey your acceptance and a date of your convenience for the Viva Voce.

Thanking you,

Yours sincerely,

(Controller of Examinations)

To,
Prof.

Copy to,
The Chairperson, RSC



Kalinga Institute of Industrial Technology (KIIT)
Deemed to be University U / S 3 of UGC Act, 1956
Bhubaneswar - 751024

Office of the Controller of Examinations

Ref:		Date:	
Sub:	Request for conducting Viva Voce		

Dear Prof.

I am pleased to inform you that the Vice-Chancellor has appointed you to act as an Internal Member of the Viva Voce Board as you are a member of the Research Scrutiny Committee (RSC) in respect of the thesis entitled “.....” submitted by Ms. / Mr., a Research Scholar attached to the School of of KIIT.

It may be noted that the RSC Chairperson shall coordinate the Viva Voce in an Open Seminar on the thesis by the scholar.

The date of the Viva Voce is fixed, as agreed by all the RSC members including you.

Kindly convey your acceptance.

Thanking you,

Yours sincerely,

(Controller of Examinations)

To,
Prof.

Copy to,
The Chairperson, RSC



Kalinga Institute of Industrial Technology (KIIT)
Deemed to be University U / S 3 of UGC Act, 1956
Bhubaneswar - 751024

Office of the Controller of Examinations
Report on the Seminar cum Viva Voce for the Ph. D. Degree

1.	Name of the Scholar	:
2.	Department / School	:
3.	Title of the Thesis	:
4.	Date of the Viva Voce	:
5.	Performance	<p>➤ Certified that the corrections and modifications as suggested by the examiner(s) have been incorporated and the revised thesis has been submitted.</p> <p>➤ The candidate presented the contributions made by her / him in the thesis as well as answered questions raised by the examiners and others in the audience. Overall performance has been satisfactory / good / very good / excellent (strikeout nonapplicable parts).</p> <p>➤ Performance has been completely unsatisfactory and the scholar is advised to reappear before the Viva Voce Board within the next three months.</p>
6.	Recommendation	➤ Recommended / Not Recommended for the Ph. D. Degree

Names and Signatures of the Members of the Viva Voce Board

Internal Member	Internal Member	Internal Member
Internal Member	Internal Member	Internal Member
External Examiner	Chairperson, RSC	

To,
The Controller of the Examinations
KIIT University, Bhubaneswar



Kalinga Institute of Industrial Technology (KIIT)
Deemed to be University U / S 3 of UGC Act, 1956
Bhubaneswar - 751024

Office of the Controller of Examinations

Bill of Remuneration for Examining a Ph. D. Thesis

Part - I: For the use of the Examiner

Date:

To,
The Controller of Examinations
KIIT University, Bhubaneswar-751024

Dear Sir,

Please arrange for payment of my remuneration of Rs. 6000.00 (Rupees Six Thousand Only) for examining the thesis entitled, “.....” submitted by Ms. / Mr. for a Ph. D. degree of the University. The payment may please be made by demand draft in the name given below payable at or may be deposited in my Account whose details are given below. A pre-receipt is appended below.

Signature :

Name : Prof.

Received Rs. 6000/- (Rupees Six Thousand Only)

(Signature:)

Account Number

:

Name of the Account Holder

:

Name of the Bank

:

Branch with IFSC

:

SWIFT Code (for Overseas Account)

:

Part - II: For the use of the Office of the Controller of Examinations

Certified that Prof. has been appointed by the Vice-Chancellor to examine the Ph. D. thesis referred to in the above claim, for which he entitled to receive a honorarium of Rs. 6000/- (Rupees Six Thousand Only). Her / His report on the thesis has been received and considered by the appropriate authorities. The bill may please be passed for payment.

(Controller of Examinations)

Part - III: For the use of the Accounts Section

The claim of Prof. for Rs. 6000/- for examining the Ph. D. thesis of Ms. / Mr. has been drawn vide bill No. dated

(Accounts Officer)

List of the Documents to be submitted within one week of the Registration Seminar

- | | |
|-----|---|
| 1. | Copy of the Offer Letter issued by the Director, Admissions |
| 2. | Copy of the Receipt of Payment of the Admission Fee |
| 3. | Copy of the Joining Letter |
| 4. | Copy of the Roll Number and Registration Number |
| 5. | Copy of the Approved RSC |
| 6. | Copy of the Approved Course Work assigned by RSC |
| 7. | Copy of the Grades of different Subjects of the Course Work and the Grade of Research Methodology |
| 8. | Copy of the Notice of the Registration Seminar |
| 9. | RSC Recommendation after successful completion of the Registration Seminar |
| 10. | Copy of the Attendance Sheet of the Registration Seminar |

List of the Documents to be submitted within one week of the Synopsis Seminar

- | | |
|----|---|
| 1. | Copy of the Notice of the Synopsis Seminar |
| 2. | RSC Recommendation after successful completion of the Synopsis Seminar |
| 3. | Copy of the Attendance Sheet of the Synopsis Seminar |
| 4. | Panel of the six Indian and three International Examiners in a sealed envelope |
| 5. | Copy of the Receipt of Payment of the Examination Fee |
| 6. | Five Soft Bound copies of the Synopsis, a soft copy of the Synopsis along with the Panel of the Examiners on a CD |
| 7. | RSC Certification on the Quality of the Research Work |
| 8. | RSC Certification on minimum two Papers published in the Scopus Indexed Journals |

List of the Documents to be submitted along with the submission of Soft Bound Thesis

- | | |
|----|--|
| 1. | No Dues Certificate in the Prescribed KIIT Format |
| 2. | Five Soft Bound copies of the Thesis along with a soft copy of the Thesis on a CD |
| 3. | For submission of the Thesis after two months subsequent to the Synopsis Seminar, a copy of the approval of extension for submission |

List of the Documents to be submitted within two weeks after receiving the Examiner's Reports by the School and before the Seminar cum Viva Voce

- | | |
|----|---|
| 1. | Reply to the Report of each of the Examiners |
| 2. | Consolidated Report on the Corrections / Modifications in a Table Form for each of the Examiners as per the suggestions of the Examiner |
| 3. | RSC Certification in regard to the incorporation of Corrections / Modifications suggested by the Examiners in the Final Hard Bound Thesis |

List of the Documents to be submitted along with the Hard Bound Thesis within a day or two after the Seminar cum Viva Voce

- | | |
|----|--|
| 1. | Copy of the Notice of the Seminar cum Viva Voce |
| 2. | Report on the questions raised by the Examiners and other members in the audience during the Seminar cum Viva Voce along with the corresponding reply given by the scholar |
| 3. | Copy of the Attendance Sheet |
| 4. | Recommendation of the Viva Voce Board on the Seminar cum Viva Voce in the Prescribed KIIT Format |
| 5. | Two Hard Bound copies of the Final Thesis signed by all the Members of the Viva Voce Board |

ADMINISTRATIVE STEPS FOR THE Ph. D. PROGRAM	
Step-01	Admission Section uploads the Admission Notification on the KIIT website.
Step-02	Each candidate desiring to take admission submits the application form along with all the relevant documents online or personally to the Admission Section.
Step-03	The application forms received for a Department / School are forwarded to the concerned Department / School by the Admission Section for scrutiny. After scrutiny, the application forms are sent back to the Admission Section for posting of the Admit Cards on the KIIT website for the candidates whose application forms were found correct and appropriate.
Step-04	An Entrance Test of the prospective candidates is arranged by the Admission Section as per the Notification.
Step-05	After evaluation of the scripts, a merit list of the candidates is prepared and forwarded by the Admission Committee of the Department / School to the Admission Section for issuing the Call Letters to the candidates for appearing before DLRC / SLRC of the respective Department / School for interview.
Step-06	A list of the selected candidates, prepared by the Department / School, is sent to the Admission Section for the approval of the Vice-Chancellor. Subsequently, the list is to be posted on the KIIT website. Also, the selection letters along with necessary enclosures are issued to the selected candidates for reporting to the Admission Section.
Step-07	Copy of the approved list of candidates along with a copy of the selection letter sent to each candidate is to be sent to the concerned School by the Admission Section.
Step-08	After completion of the procedural formalities of a candidate reported to the Admission Section, the Roll Number and Registration Number are allotted by the Director of the Admission Section. A copy of each of the documents submitted by the candidate is then forwarded to the concerned School by the Admission Section.
Step-09	The Admission Section then directs each candidate joining the Ph. D. program to report to the respective School after completing the enrollment as stated in the Step-08.
Step-10	The Dean / Director of the School allots the candidate to the Supervisor as decided earlier at the Department / School level and constitutes RSC of the candidate in consultation with the Supervisor (as the Convener of RSC). The Supervisor in consultation with RSC may add the Co-Supervisor later, if required.
Step-11	A note containing details of the candidate and proposed RSC are then sent by the Dean / Director to the Vice-Chancellor for approval.

Step-12	The Dean / Director sends a copy of the approved RSC to the Supervisor(s) for record.
Step-13	A copy of the consolidated list having the Roll Number, Registration Number, name of the Supervisor, etc. of each of the students admitted into the Ph. D. program of the School semester-wise is then issued to all the concerned by the Admission Section.
Step-14	Registration Card is then issued through the Supervisor to each of the bona-fide students of KIIT by the Admission Section.
Step-15	Depending upon the requirement of the course work, each scholar shall begin the research work under the direct guidance of the Supervisor(s).
Step-16	Each scholar shall have to submit a research progress report every semester about a month prior to the expiry of the semester. RSC will review the report and forward the recommendation(s) to the Dean / Director for record and regularization of the fellowship / assistantship (if any).
Step-17	Each scholar is required to give an Open Registration Seminar on the research proposal before RSC any time within 12 - 18 months of joining on any date to be fixed by the Supervisor(s) in consultation with RSC.
Step-18	RSC may advise the scholar for alternation / inclusion / deletion / change in the research proposal as may deem fit or may recommend to the Vice-Chancellor for confirmation of the Registration.
Step-19	On confirmation, the Registration shall be effective retrospectively from the date of enrollment and a copy of the letter should be marked to all the concerned (including to the Controller of Examinations) by the Dean / Director.
Step-20	On completion of the research work by a scholar, the Convener in consultation with the RSC Members will hold an Open Synopsis Seminar. The Convener / Chairperson will notify the date of the Open Synopsis Seminar to all the concerned for information.
Step-21	RSC may ask the scholar to present another Open Synopsis Seminar after incorporating modifications suggested by the RSC Members or may consider the presented research work appropriate for a Ph. D. degree.
Step-22	RSC in parallel recommends confidentially a panel of External Examiners consisting of six Indians and three Foreigners (with the address, email-id, mobile number, landline number (if any), etc. of each of them) along with the original Recommendation Report, five hard bound copies and a soft copy of the Synopsis and the Original Report of “turn-it-in” software to the Controller of Examinations.

Step-23	The Controller of Examinations presents the panel of External Examiners, Recommendation Report on the Synopsis and other related documents to the Vice Chancellor for the appointment of Examiners.
Step-24	The Controller of Examinations subsequently contacts each of the External Examiners with a copy of the Synopsis (preferably by email) for the consent.
Step-25	Subsequent to the satisfactory defense and RSC approval of the research work in the Open Synopsis Seminar, the scholar has to submit five soft bound copies (prepared as per the KIIT guidelines for the purpose) and a soft copy of the thesis along with all the necessary documents within a period of two months.
Step-26	On receiving the consent of an External Examiner, a soft copy of the Thesis along with the related standard KIIT forms are sent to the Examiner by the Controller of Examinations. The process is to be repeated for each of the External Examiners.
Step-27	Each of the External Examiners is required to submit a detailed report on the thesis along with the specific recommendation(s) in the standard KIIT form supplied by the Controller of Examinations.
Step-28	On receiving the Reports from all the External Examiners, the Controller of Examinations will place the Reports to the Vice-Chancellor for consideration and subsequently forward a copy of each of the Reports along with the standard KIIT forms to the RSC Convener for holding the Seminar cum Viva Voce and other appropriate actions in the matter.
Step-29	The RSC Convener in consultation with an External (Indian) Examiner finalizes the date and proposes it to the Dean of the School for Notification of the Seminar cum Viva Voce.
Step-30	The RSC Convener forwards the report of the Seminar cum Viva Voce in the standard KIIT format along with the three hard bound copies of the corrected thesis to the Controller of Examinations for consideration and approval of the Vice-Chancellor.
Step-31	Subsequent to the approval of the Vice-Chancellor for award of the Ph. D. Degree, the Controller of Examinations issues a notification to this effect and takes necessary action for issuing a <u>Provisional Certificate</u> . The Degree will finally be conferred in a subsequent Annual Convocation of KIIT.
<p>Note: <i>For clarification of any of the above step(s), the Booklet of Regulations for the Ph. D. Degree Program should be consulted.</i></p>	



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