AcSIR

HANDBOOK

Academic Guidelines for Students & Faculty
(For internal circulation only)

(Updated on December 15, 2018)

General Academic Calendar

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

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

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

Joining/Continuation in an Academic program

Every fresh student has to report to the particular CSIR laboratory for orientation, where s/he has been selected for an academic program, on the specified dates notified to him by the AcSIR Laboratory Coordinator. In order to secure his/her admission for the academic program in the CSIR Laboratory, the student has to remit the semester tuition fee (which is non-refundable) directly to the AcSIR-HQ account. This tuition fee payment has to be strictly made by the last date of tuition fee payment.

A Ph.D. student, who is already enrolled in AcSIR and wishes to continue his/her course of study in a semester, must fill-up and submit the **Semester Academics Continuation Commitment (SACC) Form** at the beginning of every semester. The SACC Form, given in **Annexure - I**, is required to be duly filled and signed by each student with counter-signatures of his/her Supervisor and submitted to AcSIR (by email to sacc@acsir.res.in) along with a documentary evidence of having paid the Semester Tuition-Fee by the last due date. Ph.D. students, enrolled under AcSIR, who do not timely submit their SAAC form along with the documentary evidence of the tuition-fee payment cannot undertake any academic activities (including, course work, DAC, thesis submission, etc) during that semester.

Last date of payment of semester tuition fees <u>for fresh Students with first-time enrollment</u> : July 31 (for August-Semester) & December 31 (for January-Semester)

Last date for submitting the SAAC forms <u>for already enrolled students</u> along-with with documentary evidence of tuition fee payment : August 31 (August-Semester) & January 31 (January-Semester).

A late fee penalty of 10% will be imposed if the tuition fee is not paid by the due date.

The tuition fees has to be remitted to the following Bank Account of AcSIR-HQ :
AcSIR Bank a/c No ; 32594652804 ; Branch Code No : 0428 ; Branch Name : Tidel Park (Chennai)
MICR code : 600002105 ; IFSC code : SBIN0004285

The SAAC form along with receipt of semester fee payment may be submitted by email (sacc@acsir.res.in) as a soft copy attachment.

Tuition fees and other fee deposits

The student will have to pay the fees, based on the concerned program by AcSIR, as per the terms and conditions notified from time-to-time. The tuition fee for all programs of AcSIR is fixed according to the Annual Cohort based Tuition Fee system and is fixed at the time of admission for each yearly cohort (i.e., tuition fee for admission in January and August session of each year would be the same and would remain un-changed throughout the duration of the student's academic program at AcSIR).

As per the above system, the Tuition fees payable for students taking admission in the 2019 Cohort (i.e., January and August session of 2019) in any program would be as under and will remain same during their entire duration of his/her course.

Sl. No.	Program (Proposed for 2019 Cohort)	Regular/Semester (Rs)		Sponsored/Semester (Rs) (Double of Regular)	
		Full Time	Part Time	Full Time	Part Time
1	PhD (Science)	7000	7000	14000	14000
2	PhD (Engineering)	7000	7000	14000	14000
3	MTech	25000	25000	50000	50000
4	IDDP* in Engineering	7000	7000	14000	14000
5	IDDP* (for conversion to part time after 6 semesters with Provisional MTech Degree)	Difference of 25000 & 7000 for 1st 4 semesters	Difference of 25000 & 7000 for 1st 4 semesters	Difference of 50000 & 14000 for 1st 4 semesters	Difference of 50000 & 14000 for 1st 4 semesters
6	Masters in Science	25000	25000	50000	50000
7	Integrated MSc-PhD in Science	7000	7000	14000	14000
8	Masters (for exit and conversion to part-time as per rules)	Difference of 25000 & 7000 for 1st 4 semesters	Difference of 25000 & 7000 for 1st 4 semesters	Difference of 50000 & 14000 for 1st 4 semesters	Difference of 50000 & 14000 for 1st 4 semesters
9	PG Diploma	26000	-	52000	-

* *IDDP: Integrated Dual Degree Program in Engineering*

The tuition fees payable by the existing students (enrolled before 2019) already pursuing their Degrees/Diplomas in various programs at AcSIR would remain unchanged. A PhD thesis submission fee of Rs. 5000 for Regular Students and Rs. 25000 for Sponsored candidates is also to be paid before submission of synopsis.

Minimum Residence, Maximum Duration and Academic Requirements

The following table lists the minimum residence, maximum duration allowed in the program and credit requirements in the various academic programs of AcSIR :

Program	Number of Credits						Minimum residency in program	Period of completion (in years)	
	Course work	Project Proposal	Review Article	Research/ Project	Societal Program	Total		Min	Max.
Ph.D (Sciences)	12	2	2	Completion of thesis	4	**20**	Full-time	3	6
Ph.D Sciences (Industry Sponsorship)	8	2	2	Completion of thesis	4	**16**	1 semester	3	6
Direct Ph.D Sciences	20	2	2	Completion of thesis	4	**28**	Full-time	4	6
Direct Ph.D Sciences (Industry Sponsorship)	20	2	2	Completion of thesis	4	**28**	Full-time	4	6
M.Tech	32			Mini-project: 4; Thesis/ project: 24		**60**	Full-time	2	3
M.Tech (part-time)	32			Mini-project: 4; Thesis/ project: 24		**60**	NA	3	5
M.Tech (external)	32			Mini-project: 4; Thesis/ project: 24		**60**	2 semesters	3	5
Integrated Dual Degree Program in Engineering	32	2	2	PhD Research Proposal: 20; Completion of thesis	4	**60**	Full-time	3	6
Integrated Dual Degree Program in Engineering (part-time)	32	2	2	PhD Research Proposal: 20; Completion of thesis	4	**60**	NA	4	8
Integrated Dual Degree Program in Engineering (external)	32	2	2	PhD Research Proposal: 20; Completion of thesis	4	**60**	2 semesters	4	8
PhD Program in Engineering	8	2	2	Completion of thesis	4	**16**	Full-time	3	6
PhD Program in Engineering (part-time)	8	2	2	Completion of thesis	4	**16**	NA	3	8
PhD Program in Engineering (external)	8	2	2	Completion of thesis	4	**16**	1 semester	3	8

> Course Credits - course of one credit is equivalent either 1 lecture/tutorial hour per week (minimum 14 contact hours) or 2 laboratory hours per week (minimum 28 contact hours) or combination thereof for the duration of the semester.

To satisfy the "Minimum Residence" a student must undertake the academic programs without any break; exception will be made only if the student is on authorized leave/academic break. The period of Residency is counted from the student's official joining date in his/her program of study. Provision exists for enabling an extension of tenure for the completion of PhD beyond the maximum prescribed period, which is enumerated later in this handbook.

Details of Course-Work to be taken by students enrolled for Ph.D program

- For the Ph.D program, 4 levels of course (i.e. 100, 200, 300 and 400 levels) will be offered under different faculties of study.
  - Level-100: Core/Preparatory Courses, including Research Methodology (Compulsory)
  - Level-200: Major Courses
  - Level-300: Advanced/Elective courses
  - Level-400: Review Article, Project Proposal and Societal Program (all Compulsory)

  Individual laboratories can impart additional credits (of any level) to suit their academic requirements.

- The following 400 level courses are mandatory for the Ph.D program (in Science or Engineering) and Integrated Ph.D (after completing the credit requirements of the Master part of the program), which are to be taken-up only after the successful completion of the Comprehensive examination and have to be completed before the Open Colloquium:
  a. Project Proposal (2 credits)
  b. Review Article (2 credits)
  c. Societal Program (4 credits) - guidelines given in **Annexure II**

  These courses will be graded only as Satisfactory (S) or Unsatisfactory (X).

- Courses on offer at any AcSIR/CSIR institute can be availed by the students to fulfill the academic course requirement. In such cases, the student and his thesis supervisor shall send a request through the Coordinator of his/her institute to the Coordinator of the Institute offering the course. In such cases, the credits obtained by the student will be communicated by the Coordinator of the institute where the course was undertaken to the Coordinator of the parent institute.

> Student enrolled in the Ph.D program shall be required to complete 12 credits within their first two semesters of study. Only after completion of the mandatory 12 credit requirement (including the Research Methodology course), the students will be allowed to appear for Comprehensive examination, after successful completion of which they can be registered for Ph.D.
>
> The approval of Dean of respective faculty shall be considered as the confirmation of Ph.D. registration and no separate letter to this effect will be issued.

Examination & Evaluation procedure for Course-work

- Continuous evaluation procedure will be followed through-out the semester through class tests, assignments, seminars on special topic, mid-term and end-term examinations etc.

- End semester examination shall have maximum weightage of 40%.
- Depending on the nature of the subject, the concerned course faculty may opt for open or close book examination.
- For laboratory courses, the students shall have to submit laboratory reports to the course coordinator. Depending on nature of the laboratory work, the coordinator can opt for a viva-voce at the end.
- Grading System to be followed for course work for all academic programs :

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

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

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

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

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

- For Masters' and PG-Diploma programs a student needs to have a SGPA ≥ 6.0 in each semester and a CGPA ≥ 6.5 from second semester onwards for continuation.
- For Ph.D. program a student needs CGPA ≥ 6.5 to pass his course work.
- For all programs the minimum grade point to be earned to pass any individual subject is 6.0.
- The SGPA and CGPA shall be calculated to two decimal places.

    Distinction# ≥ 8.00 CGPA ; First Class ≥ 7.00 CGPA ; Pass Marks ≥ 6.50 CGPA

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

Conducting a "Re-test":

A re-test for any course (for all academic programs) can be taken in two situations:

a) For passing a course i.e. when the course grade is < 6.00 ('C' or 'F' grade, but not 'I' grade).
b) For improvement in SGPA/CGPA

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

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

Guidelines for Transfer of Credits for Ph.D program

AcSIR facilitates the evaluation of credits for transfer of courses and such requests for Transfer of Credits can be categorized in following scenarios:

1. Taking a course outside while enrolled in AcSIR
2. Taking a break (due to unavoidable circumstances) during studies at AcSIR
3. Course completed/done at UGC accredited institutions and other reputed institutions, such as, IITs, BITs, NITs, etc.
4. Course completed/done at any abroad Institute/ University

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

Guidelines for availing Academic Break

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

a. Academic Break can only be availed after completion of first semester of any program.

b. Students pursuing semester-structured programs with maximum duration of 2 years (Masters' degree) or 1 year (PG Diploma), a one-time Academic Break of upto two semesters may be allowed, subject to (i) the program is continued at the concerned Laboratory at the time of the intended resumption of studies after the Academic Break and (ii) the desired courses being offered in the semester of joining after Academic Break.

c. For PhD programs, including Integrated Masters'-PhD programs (regular or part-time mode) a one-time Academic Break of maximum upto 2 years (4 semesters) would be allowed.

d. The duration of the academic break period availed by a student will not count towards assessing the residency period spent by him/her in the program.

e. The semester Tuition Fees payable by the student during his/her academic break would be the same as applicable to him/her during regular semesters of study.

f. The requests of Academic Break would be considered on a case-to-case basis, based on its merit and admissibility.

g. These provisions would be applicable to the requests received by AcSIR from January 01, 2019 onwards as well as to those students who would remain on Academic Break or who would be beginning the Academic Break w.e.f January 2019 semester onwards.

The student's request for the Academic Break, endorsed by the Supervisor and recommended by the Director of the Lab, should be forwarded by the AcSIR Laboratory Coordinator to the Director, AcSIR

for approval at AcSIR-HQ. However, such request would be considered on a case-to-case basis at AcSIR-HQ and would require approval of the Senate.

Procedure for inter-institutional transfer of AcSIR student (from one CSIR Lab to another)

The following procedure is to be adopted for the transfer of AcSIR students from one CSIR Laboratory to another :

(i)   Student seeking transfer of Lab, should apply to AcSIR through the Laboratory Coordinator with due justification and consent of the current and prospective Supervisors of the respective Labs.

(ii) Directors of both the Laboratories should accord their approvals on the proposed transfer.

(iii) All the documents have to be forwarded to the Dean of the concerned Faculty through the AcSIR Laboratory Coordinator, keeping the Coordinator in the receiving Lab in loop, for approval.

(iv) The student is to submit approval of the funding agency for transfer of the fellowship (after receipt of consent from both the Labs and the Dean of the Faculty).

(v)   Finally, all documents in a compiled manner (along with the approval of the funding agency) is to be forwarded to AcSIR for obtaining approval of the Chairman, Senate and placing the matter for information at the Senate.

(vi) Any request received at AcSIR without any of the documents/approvals mentioned above, will not be entertained

(vii) The transfer will be at the risk, cost and responsibility of the student and/or funding agency with respect to fellowship and associated issues.

Furthermore, a student seeking transfer must not resign from his/her affiliation as an enrolled/registered student of AcSIR at the current Laboratory. Resignation implies termination of his/her affiliation with AcSIR whereas transfer is only a change of location/Lab for pursuing the AcSIR degree.

Guidelines for the change of Faculty/School of study within AcSIR

The following procedure is to be adopted for the change of Faculty/School of Study of AcSIR students from one discipline to another:

(i)   Student seeking change of Faculty/School of study, should apply with justification including consent of the Supervisor and approval of the concerned Lab Director.

(ii) Deans of both the Faculties should also accord their approvals on the proposed change on the basis of the background of the student and the research work, availability of faculty for guidance in the desired area and recognition and approved coursework of the concerned Lab in the new area (Faculty) of research.

(iii) Approvals of the Deans of the two concerned Faculties at AcSIR have to be obtained through the Lab Coordinator.

(iv) All documents in a compiled manner is to be forwarded to AcSIR for obtaining approval of the Chairman, Senate.

(v) No such request for change in Faculty/School of study will be allowed after Registration to the PhD program i.e., clearance of the Comprehensive Examination in the original Faculty.

(vi) Any request received at AcSIR without any of the documents/approvals mentioned above, will not be considered.

Continuation of PhD as a Part-time student after completion of all academic requirements

Provision exists wherein a regular Ph.D student may be allowed to continue as a "part-time" PhD student for the purpose of writing/submitting his/her thesis. Such cases will only be considered provided the student has completed all the academic requirements, which include, fulfillment of the minimum residency period and completion of the comprehensive examination and DAC IV. Such students would have to continue paying the tuition fees till thesis submission and that he/she would have to submit the thesis within the maximum stipulated period as per AcSIR rules. However, Trainee Scientists quitting their CSIR job for taking-up new assignment will not be given this relaxation.

Such requests of the students, endorsed by the Supervisor and recommended by the Director of the Lab, should be forwarded by the AcSIR Laboratory Coordinator to the Director, AcSIR for approval at AcSIR-HQ.

Examination & Evaluation procedures for Thesis work

MASTER'S THESIS WORK

a. The thesis Oral Examination Board (OEB) for each student shall be constituted by the Director of the laboratory on the recommendation of the Coordinator and the thesis supervisor.

    The OEB shall have a minimum of three members:
    * One examiner from same field of research,
    * One examiner from areas other than the candidate's field of research and
    * The thesis supervisor(s).

b. The candidate, at the earliest, would be allowed to submit the thesis two weeks before the completion of the fourth semester (middle of April) with recommendation of the thesis supervisor(s).

c. The last allowable date for submission of the Master's Thesis is 15th May of every calendar year.

d. The candidate shall present his thesis work physically in the colloquium in presence of the OEB members.

e. The notification of the open seminar would be circulated by the thesis supervisor in consultation with members of the OEB.

f. The candidate is considered to have passed the oral examination if all the OEB members consider that the performance of the candidate is satisfactory with award of grades C+ or above.

g. Based on the presentation and responses to the questions raised during oral examinations, the committee may recommend re-submission of the thesis (at most once) after incorporating the suggestions made by the committee for evaluation.

h. In the rescheduled oral examination, the OEB must declare the candidate either to have passed or failed with award of appropriate grades. There shall not be any recommendation for third oral examination.

i. The grading system to be followed during evaluation of thesis work for Masters is illustrated below:

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

j. Last date for evaluation of the Masters project at Lab end is 15th June of every calendar year.

k. Last date for submission of all results to AcSIR by the Coordinator is 30th June of every calendar year.

PH.D THESIS WORK

Allocation of Supervisors

Each Ph.D student shall be allotted a research supervisor(s) and this allocation process has to be undertaken at the laboratory-level. The AcSIR Laboratory Coordinator has to coordinate this process and the supervisor(s) has to be allotted only amongst the AcSIR approved faculty and with the mutual consent of both the student and the supervisor(s) and with the approval of the Laboratory Director. The available specialization among the AcSIR-faculty and the research interest of the student should be kept in mind while allotting the supervisor(s).

➤ Any CSIR scientist, who is an AcSIR faculty, moving out of CSIR on lien/deputation to other organizations can continue to be the supervisor of the AcSIR student(s), already enrolled with him/her, till the Supervisor remains an employee of CSIR.

➤ If a scientist, who is an AcSIR faculty, proceeds abroad on long-term study leave or extra-ordinary leave or on any fellowship etc. through an official process after CSIR approval and remains on rolls of CSIR, he/she can also continue to remain as an AcSIR faculty.

In both the above cases, a co-supervisor has to be allotted for the student for administrative continuity and logistic support for his/her research work, if the student is yet to successfully clear the Pre-thesis Seminar/ Open Colloquium.

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

Provisions also exist for holding a dual faculty position in AcSIR, the Guidelines of which are given in **Annexure - VII.**

Doctoral Advisory Committee (DAC)

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

- Review the research proposal and finalize his/her topic of research.
- Guide the student to develop the study design and methodology of his/her research.
- Identify the course(s) that s/he may have to take. In absence of DAC, the PhD Supervisor shall advise on the courses to be taken by the student and inform the Coordinator, which would be subsequently need to be ratified by the DAC.
- Periodically review and assist in the progress of his/her research work

a. The AcSIR Laboratory Coordinator in consultation with the Director of the laboratory will constitute the DAC for each student as soon as his/her thesis supervisor(s) is assigned, but no later than the beginning of the students' 3rd Semester. The DAC for each student will be recommended by Dean for the approval of the Chairman, Senate.

b. Composition of the DAC:
- Thesis supervisor(s), who shall also be the Convener.
- Two members from the same research area as recommended by the supervisor(s)
- One member nominated by the Director of the Institute from different field of research.

c. The Ph.D student shall appear before the DAC at least once a year to make a presentation of the progress of his/her work for evaluation and further guidance. The proceeding of the DAC meetings shall be recorded in a specified format of a DAC report *(as given in the AcSIR website under menu - "Forms")* and sent to the respective Dean for verification by the AcSIR Laboratory Coordinator. All the verified reports have to be forwarded to the AcSIR-HQ for archiving.

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

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

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

g. The Supervisor, who is also the convener of the DAC, will be responsible for timely conducting the DAC meetings and submitting the DAC reports to the AcSIR Laboratory Coordinator.

h. In exceptional cases, a minimum of at least two months gap has to be mandatorily maintained between any two consecutive DAC meetings.

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

DAC No.	Objective of the DAC	Time frame
I	Discussion on the topic of research to be pursued, questions to be addressed, etc.	Before the end of Third Semester
II	Finalization of the Ph.D proposal	Within 6 months of the Comprehensive exam
III	Monitoring the progress of the student	Before the end of 6th Semester
IV	Ph.D colloquium (Open Seminar)	Minimum two weeks before submission of thesis

Comprehensive Examination

a. A student is eligible to appear for the Comprehensive Examination only after he/she has successfully completed the compulsory course requirements (minimum 12 credits, including the mandatory Research Methodology course) with more than the minimum CGPA.

b. Based on the recommendations of the supervisor(s), the Comprehensive examination board would be formed for each student and communicated to the AcSIR-HQ.

c. The Comprehensive examination board shall at least include :
   - DAC members
   - Director/Director's nominee, who has demonstrated ability in supervising Ph.D students

d. The candidate in consultation with the DAC shall appear for the Comprehensive Examination between his 2nd and 5th semester (after completion of DAC I).

e. If the candidate fails to clear the Comprehensive Examination in two attempts, his/her enrollment in Ph.D is liable to be cancelled.

f. The Comprehensive examination will consist of a presentation by the student followed by a rigorous oral examination. The recommendation of the board would be in only the form of "Cleared" or "Not Cleared".

g. The student will be allowed to take the comprehensive examination only if he/she has cleared all the AcSIR tuition fees dues.

Change in the Title of the Ph.D Thesis

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

(a) The broad area of the title of the Ph.D thesis should be finalized by the time the student appears for the comprehensive examination

(b) Any subsequent request for the change in the thesis title must be reported through the DAC meetings.

(c) The last and final change in the thesis title will be allowed at the DAC IV (Open Colloquium) of the student and it must receive due approval of the concerned Dean.

(d) The title provided in the Synopsis (summary of the work) approved by DAC IV will be considered as final title of the thesis.

(e) Beyond the DAC IV, any request for the change in the title of the thesis will not be entertained unless suggested by the thesis external examiner(s) and is accepted by the competent authority.

Ph.D Thesis Submission & Evaluation

> The cut-off date for Ph.D thesis submission without the liability of payment of tuition fee for the ensuing semester is January 7 or August 7 of each year. If this date fall on a holiday, then the next working day would be considered as the cut-off date. Submission of Ph.D. thesis beyond 7th of January or August would attract the payment of tuition fee for the entire semester.

Pre-requisites of Thesis Submission

a) The Ph.D thesis can be submitted any time within six months after clearing the DAC IV through Open Colloquium.

b) Publication/acceptance of at least one paper in a SCI journal, emanating from the student's thesis-work *(publication(s) which do not clearly indicate the student & supervisor's affiliation to AcSIR in the title page (as per the guidelines and format in **Annexure - VIII**) will not be considered).* Granted patents/ transferred technology know-how can also be considered equivalent to a publication in SCI journal as a pre-requisite for thesis submission.

c) Submission of a "Plagiarism Check Report", generated using an appropriate plagiarism detection software is mandatory for Masters' and PhD thesis (submitted January 01, 2019 onwards) which has to be duly signed by the student and his/her supervisor(s), the details of which are given in **Annexure - IX**. *(If required, the thesis can also be checked by AcSIR-HQ to verify the accuracy of the submitted "Plagiarism Check Report").*

d) The thesis should include a Certificate, as per the format attached as **Annexure - X**.

Evaluation of the Ph.D. Thesis

a) A Ph.D thesis shall be first evaluated by a Thesis Board and thereafter by an Oral Examination Board.

b) Summary of work done (synopsis): The student will submit a softcopy of the Synopsis to the AcSIR Lab Coordinator on recommendation of the DAC and after incorporation of their suggestions, if any.

c) The Summary of Work Done normally should be written based on the following points:
   i. A very brief introduction with a succinct link to the available literature
   ii. Statement of problem
   iii. Methodology used
   iv. Sample Results with interpretation
   v. Citation of any publications resulting from the thesis work

d) The Thesis Supervisor(s) shall submit the proposed panel of thesis examiners of thesis board (normally eight experts from the relevant field) to the AcSIR Laboratory Coordinator. The Guidelines on the selection of PhD Thesis Examiners are given in **Annexure - XI,** which have to be strictly followed and would be accepted only after complete compliance has been ensured.

e) The student will have to submit a list of documents along with Synopsis (i.e. summary of work done) of the Ph.D. thesis to the AcSIR Coordinator of the concerned Laboratory immediately after the Ph.D colloquium/Open seminar along with the recommendation of the DAC to submit thesis (DAC IV report).

f)   List of documents to be submitted to the AcSIR Laboratory Coordinator for further processing at AcSIR-HQ are:

        i.   Thesis Submission Checklist
       ii.   Plagiarism Check Report (details given in **Annexure - IX**)
     iii.   All Grade cards
     iv.   DAC Reports including Comprehensives Report
      v.   Societal Project
     vi.   Project proposal and Review Article
    vii.   List of Publication - Semester wise
   viii.   Synopsis of Thesis (Summary of work done)
     ix.   Thesis Board (along with consent of examiners)
      x.   Tuition fees submission details (with documentary evidence)
     xi.   Thesis submission fee details (with documentary evidence)
    xii.   Copy of any additional approval sought from AcSIR (Change in supervisor, academic break, etc)

g)   The AcSIR Laboratory Coordinator shall submit the above mentioned thesis-related documents to the AcSIR-HQ, which will then be send to the Associate Dean/Dean of concerned faculty to check for correctness and validity of the submitted documents.

h)   The Associate Dean/Dean shall verify these documents and revert to the concerned AcSIR Laboratory Coordinator suggesting modifications/corrections, if any, are required.

i)   The Associate Dean shall then forward the Synopsis of Thesis, Publication List and the List of Thesis Examiners, in their correct formats, to the Dean for his/her recommendation.

j)   The Dean shall mark the order of preferences of the potential thesis examiners and after his approval send these to the AcSIR-HQ for forwarding it to the AcSIR Laboratory Coordinator.

k)   A softcopy of the thesis shall be submitted by the student to the AcSIR Laboratory Coordinator, who in turn will send it to the members of the Thesis Board (as approved by the Dean).

l)   The members of the Thesis board will send the Ph.D. thesis evaluation reports to the AcSIR Laboratory Coordinator.

On non-receipt of thesis reports by 8 weeks, the thesis should be sent to the next examiner(s) of the thesis board following the order of preference adopting the same procedure.

As soon as two reports are received from any of these examiners, the decision should be made based on these reports only, without waiting for the additional report(s). If, however, additional reports are available at about the same time, then all the reports will be considered.

m)   Based on the reports of the thesis examiners, the student shall incorporate all the suggestions/corrections based on the comments of the thesis examiners. The DAC shall ensure that all suggested suggestions/corrections of both the examiners has been incorporated in the thesis and only then recommend the holding oral examination or rework.

n)   The DAC may recommend the re-submission of the thesis for evaluation at most once after incorporating all the comments/suggestions made by the DAC.

o) Thesis oral examination board (OEB) shall be constituted by the Director of the Laboratory (where the thesis is being submitted) on the recommendation of the thesis supervisor(s). The OEB will have minimum three members :
   - One external member (amongst the thesis examiners)
   - At least one DAC member and
   - Thesis supervisor(s)

   The Viva-Voce examination should be scheduled by the Supervisor in consultation with the AcSIR Laboratory Coordinator, as soon as possible, depending on the mutual convenience of the OEB, especially the external examiner.

   The Viva-voce examination should be preferably conducted (especially in the case of outstation examiners) using digital communication aids (Video-conferencing, Skype and other appropriate video-based communication) to avoid delays in the conduct of Viva-voce examination, the details of which are given in **Annexure - XII.** A formal communication to be sent to the external examiner by the AcSIR Laboratory Coordinator to this effect is given in **Annexure - XIII**

p) The Ph.D candidate shall present his research work in presence of the above OEB, which would assess the student's work and performance based on the presentation and responses to the questions raised during oral examination.

q) The candidate is considered to have passed the oral examination if the majority of the OEB members, including the external examiner, consider that the performance of the candidate is satisfactory.

r) In case of non-satisfactory oral examination, in the rescheduled oral examination, the OEB must declare the candidate either to have passed or failed. There shall not be any recommendation for a further oral examination.

s) The AcSIR Laboratory Coordinator has to send the completed viva-voce form (signed by all the OEB members), to the concerned Dean, who after reviewing it, will forward the same to the AcSIR-HQ for the approval of Chairman, Senate and subsequent award of the Provisional Degree.

t) On ratification by the Senate, AcSIR, the successful candidate will become eligible for receiving the Ph.D. degree from AcSIR-HQ.

Format of the thesis

a) A CD containing the entire thesis should be submitted to the coordinator of the laboratory, who in turn shall send it to the members of thesis board for evaluation. In case a hard copy is desired by the Examiner then same shall be provided to him/her.

b) Based on the reports of the thesis board the candidate should incorporate all the suggestions and corrections as recommended by the thesis board and submit two hard copies of the thesis to the AcSIR Laboratory Coordinator.

c) One copy of the thesis will be archived at the library of the Institute, and the other will be with the thesis supervisor for records. The CD will be sent by the AcSIR Laboratory coordinator to AcSIR office for records.

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

e) The cover of the thesis shall contain the title of the thesis, name of the student, name of the supervisor(s) name of the degree for which the thesis is submitted, AcSIR logo and name of the institute(s) where the work was undertaken. The format of the Thesis Cover page is given below as **Annexure - XIV.**

f) Apart from summary of the thesis, review of literature and chapters related to the work done by the student, it is also recommended that a summary (not exceeding two pages) be incorporated in the thesis in any one Indian language preferred by the student intended for a layperson to understand the gist of the work done. This summary will be compiled by the respective CSIR laboratories in the form of a compendium for further dissemination of information to various schools, colleges etc. AcSIR will also have a copy of the compendium for records

Thesis submission Certificate

The thesis submission certificate will be issued only by the AcSIR Laboratory Coordinator after the thesis submitted by the student has been cleared for submission by the concerned Dean and AcSIR-HQ. A copy of all such certificates issued by the AcSIR Laboratory Coordinator have to be sent to AcSIR-HQ for maintaining records.

Issuance of Provisional/Final degree Certificates

The provisional certificate shall be awarded after successful completion of the Masters/Ph.D oral examination within 4 weeks from the intimation of the result to AcSIR-HQ. The final degree shall be awarded at the time of convocation of the AcSIR or within 180 days from the date the student's oral examination.

Priority/out-of-turn issuance of Final degree certificates

Provision exists for priority/out-of-turn issuance of the final degree certificate to a student, who would have its urgent requirement for justifiable reasons (including for job, post-doctoral offers etc.) instead of within 180 days after successful completion of the program, as per the UGC guidelines. Such priority/out-of-turn certificates would be issued within 30 days of receipt of student's request at AcSIR-HQ justifying its urgency and a documentary evidence (receipt) of Rs. 3000/- being remitted to the AcSIR-HQ account as a fee for priority/out-of-turn issuance of the final degree.

If the certificate is not issued within the stipulated 30 days due to some unavoidable reasons, the fee for the priority issuance of the degree certificate would be refunded although efforts would continue to issue the certificate on priority basis.

Guidelines for the issuance of Duplicate Degrees Certificates

Duplicate Certificates will only be issued if the original Certificate is damaged, lost or stolen. An application has to be made to the AcSIR-HQ (Associate Director - Academic) mentioning the reason for the request for the duplicate certificate, having reference to the degree awarded, year of award of degree and the place of study. This application has to be signed by the student himself and submitted with all documents in original as mentioned below :

A. Procedure

   (i) For replacement of damaged certificate, it must be submitted along with the application.

   (ii) For lost or stolen certificate, a FIR (First Information Report) is to be filed to the nearest Police Station. The same is to be enclosed with the application.

(iii) Affidavit on non-Judicial Stamp Paper of Rs. 10/-) with an undertaking to return the duplicate degree in the case of original is found.

(iv) For lost or stolen certificate, enclose a self-certified copy of the original Certificate issued by AcSIR (if available)

B. <u>Charges</u>

> <u>For Certificates issued within 10 years</u>
> Rs. 3000/- per copy for applicants living in India
> USD 200/- per copy for applicants living abroad
>
> <u>For Certificates issued more than 10 years ago</u>
> Rs. 5000/- per copy for applicants living in India
> USD 250/- per copy for applicants living abroad

Please enclose a copy of the transaction slip of the payment along with the application and e-mail a copy of proof of fee submission (transaction slip) to <u>fao@acsir.res.in</u> with a copy to <u>info@acsir.res.in</u> for further processing of the application.

C. <u>Processing time</u>

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

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

D. <u>Proforma for affidavit</u>

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

1) *That I was a student of Academy of Scientific and Innovative Research (AcSIR) from <month & year> to <month & year>.*

2) *That I appeared and passed <Program Name> from <Lab Name> in the year <Year>.*

3) *That the original < Program Name> Degree Certificate conferred on me by AcSIR has been lost and to the best of my knowledge and belief there is no likelihood of the said original certificate to be found.*

4) *That in the unlikely event of the original certificate is found, I shall return the duplicate certificate to the concerned authorities at AcSIR.*

Deponent

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

Deponent

Date :
Place :

Leave of absence for students

The students need to take the permission from their Supervisor for availing any kind of leave, which shall be granted as per the institutional/funding agency guidelines.

Extension of tenure of PhD Thesis submission beyond the prescribed period

Provision exists for enabling an extension of tenure for the completion of PhD beyond the maximum prescribed period of six years, which would be considered for approval on a on a case-to-case basis.

Such applications of the students, duly signed by the DAC members, have to be forwarded by the AcSIR Laboratory Coordinator to the Associate Director (Academic) and must include a proper justification for the same. The applicant should also mention the monthly plans of action for completion and submission of the thesis. Each case will be considered based on its merit by the AcSIR-Associate Director (Academic) in consultation with the concerned Dean, and submit his recommendation to the Chairman, Senate.

Further, there exists a provision for a relaxation of upto 2 years in the maximum duration for women candidates and Persons with Disability (more than 40%) as per UGC guidelines 2016. These two years of relaxation period for women candidates will include, Maternity Leave/Child Care Leave, if availed, only once during the entire duration of PhD for up to 240 days.

Maximum period of Extension for thesis submission after Open Colloquium

The time limit for thesis submission, after approval of the synopsis enabling the extension of tenure of completion of PhD beyond six years, will be considered on a case-to-case basis. The guidelines in this regard are as follows:

(i) The PhD thesis can be submitted any time within six months after clearing the DAC IV through Open Colloquium.

(ii) Submission beyond months will require Dean's approval for the requested extension period (maximum upto 6 additional months), on the basis of satisfactory reasons for the delay/extension. The permission, if granted, will be recorded at Dean/Associate Dean's level under intimation to the Associate Director (Academic), AcSIR.

(iii) If the thesis is not submitted within one year (i.e., six months of usual time plus six months of extension, if granted) of clearing the Open Colloquium, student will have to request the Chairman, Senate (through the respective Dean) for continuation of the registration before the expiry of the granted period of one year. If such a request of the candidate is admitted, he/she will have to re-appear for Open Colloquium and clear the same within one month and must submit his/her thesis within the next eleven months after the re-clearance of the Open Colloquium.

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

(v) During this period of special extension of one year, fees payable will be double and four times of the usual semester fee in the follow-up first and second semester, respectively. Further, fee charged will be for full semester(s), even if the period covered is only part of the semester.

All these provisions/relaxations and compliances thereunder must be completed within the period which is permitted (i.e., usually six years from date of enrollment) for completion of degree as per UGC guidelines.

Grievance Redressal of the Students

The first level of grievance redressal for the AcSIR students is the CSIR Laboratory where student is enrolled for his academic program. The students are required to contact their AcSIR Laboratory Coordinator for redressal of their grievance, who in his wisdom would get it resolved from the concerned authorities at the CSIR Laboratory or AcSIR-HQ, as the case may be. Depending on the nature of grievance it can also be addressed to the Academic committee of the concerned CSIR Laboratory (Academic Committee at CSIR Laboratories given in **Annexure - XV**) .

In case the student feels that his grievance has not been addressed/resolved to his satisfaction, s/he may e-mail the following functionaries at AcSIR-HQ (with a cc to his Laboratory Coordinator), depending on the nature of their grievance:

Associate Director - Student Affairs) : Prof. Ajay Dhar (ad_studentaffairs@acsir.res.in)

Associate Director - Academics : Prof. K. Ravikumar (ad_academic@acsir.res.in)

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

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

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

ANNEXURES - I to XV

Semester Academic Continuation Commitment (SACC) Form

ACADEMY OF SCIENTIFIC AND INNOVATIVE RESEARCH
(AcSIR)

Semester Academics Continuation Commitment (SACC) Form
****

1. Semester (January/August) & Year   : _____

2. Name of the Student   : _____

3. Phone & E-mail Contact   : _____

4. Enrollment/Registration (as applicable) No. : _____

5. AcSIR Centre/Unit (Name of Institute)   : _____

    _____

6. Name of the Supervisor   : _____

7. Details of the Semester Tuition Fee paid:

    a. Date of payment   : _____

    b. Amount paid   : _____

    c. Method of payment   : _____

        DDM/Bank transfer to AcSIR Account having following details:
        Account No.: 32594652804
        Bank: State Bank of India
        Branch name: Tidel Park
        IFSC Code: SBIN0004285

    d. Payment Receipt Number   : _____
        (***Copy must be attached***)

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

Date: (Signature of the Student)

Countersigned by the Supervisor (with Date): _____

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

....
(For AcSIR Office Use)

Guidelines for Societal Project for AcSIR Ph.D. students

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

Background

The objective of the Academy of Scientific and Innovative Research (AcSIR) is to disseminate advanced knowledge in science and technology, particularly in emerging inter-disciplinary and multi-disciplinary areas to create socially conscious, highest quality personnel. The ultimate aim is to create human resources who will promote research in science and technology having a bearing on social economic, cultural, intellectual and academic welfare of the people of our nation. Keeping this in view AcSIR has mandated that students aspiring to obtain a Ph.D. degree from the academy undertake a 6-8 weeks project concerned with societal/ rural issues under the (4 credits). The premise of this course is aspiration of inclusive growth and improved quality of lives of the fellow underprivileged Indians through S&T interventions that are socially and economically relevant.

Societal Project focus areas

The two major focus areas of Societal program are to enhance income and to improve the quality of life of the fellow underprivileged Indians. Some typical examples are as the following:

Enhancing Income of the downtrodden
- ➢ Value added Agriculture
- ➢ Waste to Wealth
- ➢ Energy efficiency

To Improve Quality of Life
- ➢ Low cost housing
- ➢ Affordable health care
- ➢ Potable Water supply
- ➢ Sustainable energy
- ➢ Means of protecting environment

Broad Guidelines for undertaking the Societal project

- Students shall select a scientific topic of social relevance and aligned with the focus areas of the Societal program and studying the problem in detail.

- Students shall try to find out solutions which are techno-commercially viable and have the potential to be scaled up to reach out to uplift the life of millions**.**

- It shall not be a mandatory requirement to live and work in the targeted areas, however, the ultimate objective of addressing societal problems shall not be compromised.

- The students shall select the project and the target area in consultation with his/her DAC members.

- Students can participate in a societal project either in his/ her Institute or any other CSIR institute.

- In case the student wants to do the project in any other CSIR Institute, he/she should send a request to the coordinator of his/ her laboratory forwarded through the thesis supervisor well in advance. The

coordinator in turn shall forward the request after taking the approval of the Director to the coordinator of the laboratory where the project is intended to be undertaken.

- The coordinator of the laboratory where the project will be undertaken shall obtain an approval from the Director of the laboratory which shall then be communicated to the student through the coordinator of the student's parent Institute.

- The Institute where the project is to be undertaken shall provide all necessary infrastructural facilities and extend all possible help and cooperation to facilitate the student to complete the project.

- After carrying out the project, the student should submit a report and give a presentation highlighting the observations/results of the project and provide recommendations (if any). This will be reviewed by the DAC and the thesis supervisor (who is a member of DAC).

- In case the project was undertaken in other Institutes, the supervisor with whom the project was undertaken shall also be a member of the committee reviewing the project.

- The DAC can approve or ask for modification, if they are not satisfied with the report or Presentation. The committee may recommend re-submission of the project at most once after incorporating the suggestions made by the committee for evaluation.

- It is encouraged that the student prepares a shorter version of the report for societal usage highlighting the objectives of the project, observations and recommendations (if any). Such reports may be sent to the relevant officers (District magistrate/ BDO's etc) of the target area for information if felt necessary only after the approval of the Director(s) of the student's host Institute and where the student has undertaken the project work. Host Institute is expected to translate the short report into different regional languages that are spoken locally.

Brief philosophy of awarding the academic letter grades in courses

$$CGPA = \frac{Summation\ of\ Ci\ Gi}{Summation\ of\ Ci}$$

where Ci represents credit points and Gi represents grade points.

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

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

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

Guidelines for Transfer of Credits in Ph.D program

AcSIR facilitates the evaluation of credit for transfer of courses and to give information and assistance.

Request for Transfer of Credits can be categorized in following scenarios:

1. Taking course outside while enrolled in AcSIR
2. Taking a break (due to unavoidable circumstances) during studies at AcSIR
3. Course completed/ done at UGC accredited institutions and other reputed institutions such as IITs, BITs, NITs
4. Course completed/ done at any abroad Institute/ University

1. Taking course outside AcSIR and recognition of Credit

Current AcSIR students who are considering taking a course(s) at another institution should gain permission from their guide, lab coordinator, student's Doctoral Advisory Committee (DAC) and approval of the concerned cluster Dean prior to enrolling in the class.

The supervisor, DAC and AcSIR Laboratory Coordinator shall decide how many credits of recommended courses will be recognized as equivalent by AcSIR with due approval from Associate Director (Academics).

A test shall be conducted to certify level of understanding as expected. Based on this assessment, student shall be granted full as pre-agreed or adjusted credits (if performance not as expected) as approved by Associate Director (Academics); if required he/she can be asked to repeat the course for the actual benefit of the student.

2. Taking a break (due to unavoidable circumstances) during studies at AcSIR

If a student had to take a break due to unavoidable circumstances during studies at AcSIR (with due permission form the Senate) and wish to complete his/her studies at AcSIR may also get the benefit of transfer of credits earlier earned. Such individual may route the application through Coordinator and Coordinator shall then take necessary approval from his/her guide, DAC, Board of Studies and Associate Director (Academics).

Number of credits that can be transferred:

AcSIR shall allow adjusted to full or adjusted transfer of credits earlier earned keeping in view the modification in syllabus/curricula and recent development in the discipline of the individual requesting transfer of credits.

3. Course completed/ done at UGC accredited institutions and other reputed institutions such as IITs, BITs, NITs

Candidate can get benefit of transfer of credits for college/under graduate level courses completed at UGC-accredited institutions and other reputed institutions such as IITs, BITs, NITs, provided that a grade of at least "B"/ 'good' (equivalent to 7.0) is earned and the course is similar in content and scope to work offered at AcSIR.

In some cases, AcSIR will only be able to determine a particular category for previous coursework, not an exact equivalency.

To get most recent transfer coursework on record, the candidate must submit an official transcript to Associate Director (Academics) who in turn will obtain the recommendations of the concerned cluster

Dean and Associate Dean for equivalent grade and credit for the course(s) in question. Documents to accompany the application for Credit transfer are Transcript of Credits earned, copies of syllabi, course descriptions, textbook/reference book titles, etc.

Note: If one is in a major that requires a solid foundation in recent developments (e.g., Biology or Computer Science), it may be to the advantage of the candidate to repeat the introductory level courses, even though the candidate will lose transfer credit. The recommendations and approvals can be validated through the concerned Board of Studies if considered necessary by the Director.

Maximum credits allowed to be transferred:
AcSIR will allow a maximum of 20 credits from a 2-year program or 30 credits from an integrated combination (2+3 year) program or 4 credits for the doctoral degree program from-accredited institutions. Courses must be academic in nature and be similar in scope and content to courses offered at AcSIR.

How grades will be transferred:
Grades from transfer courses are used in making admission decisions and exempting student to study them in respective programme at AcSIR. They shall not be calculated into CGPA at AcSIR directly. AcSIR will generally apply a multiplier of 0.67 to all credits earned from other institutions, unless the recommended multiplier by the Associate Director (Academics) is different from 0.67. Transfer courses shall appear on official AcSIR transcript, but the grades received shall be adjusted as per the multiplier.

If the transfer course is of more or fewer credits than that the equivalent course at AcSIR:
AcSIR will neither take any credits away nor add any additional credits earned hours. Thus, e.g., a 5-semester hour calculus class at a sending institution will be awarded 5 semester hours here at AcSIR, even if it is deemed directly equivalent to something AcSIR offers at fewer semester hours.

4. Course completed/ done at any abroad Institute/ University
At present, coursework taken at non-domestic institutions of higher learning is evaluated in a several-step process. AcSIR will need to have as much information as possible regarding coursework, previous institution, and previous educational system. Courses will be evaluated on the basis of their comparability to courses and curricula offered at the University/institution. Generally, institutions should be recognized by Association of Indian Universities (AIU).

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

Credits will be evaluated on the basis of comparable bachelor's or under-graduate degree requirements at the previous institution. The AcSIR will make a recommendation as to the number of credits transferrable, and coordinator and corresponding Dean will determine which requirements transfer credits will fulfil.

The decision of the Associate Director (Academic) will be final in all above matters relating to the transfer of credits.

Eligibility Criteria for AcSIR Faculty

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

1. Essential Requirement

   (i)   ME/ MTech in Engineering/ PhD/ MD or recognized equivalent degree

   (ii) Should teach at least one coursework in 4 semesters and/or guide PG or Doctoral students.

2. Qualification required by CSIR (Group IV) staff at different levels of AcSIR faculty

   (i) *Assistant Professor* **:** Scientist (Scientist-C)/ Senior Scientist (Scientist-E-I)

   *Ordinarily, Junior Scientists (Scientist-B) are not to be considered as Faculty of AcSIR. However, if an outstanding candidate conducts course work of AcSIR, has above qualification and the Director of the concerned Lab recommends him/ her for faculty position in AcSIR, the person could be designated as an Assistant Professor of AcSIR on due recommendation from the concerned Dean and approval from the Chairman of the Senate. Such candidates would be expected to have at least two publications in SCI or equivalently indexed journals as first author. It is to be noted that such an AcSIR faculty **can only be a co-supervisor for PhD students***.

   (ii) *Associate Professor* **:** Principal Scientist (Scientist-E-II)

   (iii) *Professor***:** Senior Principal Scientist (Scientist-F), Chief Scientist (Scientist-G), Principal Scientist (Scientist E-II), Fellow of a National Academy of Sciences/Engineering, JC Bose Fellow/SS Bhatnagar Fellow.

   (iv) *Outstanding Professor* **:** Director/Scientist H

   (v)   *Distinguished Professor :* Scientist I

   (vi) *Emeritus Professor* **:** An emeritus CSIR scientist teaching a AcSIR course and/or supervising an AcSIR student's thesis.

   (vii) **Professor of Eminence :** Director General, CSIR will be recognized by the Academy as a Professor of Eminence of AcSIR.

> - Only AcSIR faculty can act as a supervisor/co-supervisor to the Ph.D students.
>
> - All the academic designations in AcSIR are applicable with respect to only regular positions in CSIR (i.e. not applicable to any interim/acting/officiating positions) and are co-terminus with their regular employment in CSIR.
>
> - Holding a scientist's position in a CSIR Laboratory in not the sole criteria for appointment/upgradation to a faculty position in AcSIR, which is subject to their active involvement in various AcSIR-related Academic and Managerial activities.
>
> - CSIR scientists desirous of applying/upgradation as a faculty of AcSIR are requested to get their application (in a specified format given in **Annexure - X**) forwarded to AcSIR-HQ through their AcSIR Laboratory coordinator for the consideration of the Chairman, Senate.

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

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

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

  (ii) *Associate Professor*: Principal Technical Officer Gr.III(7) [equivalent to Principal Scientist]

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

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

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

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

5. Requirement for AcSIR faculty to act a Primary Supervisor to AcSIR PhD

  a) Must hold a doctoral or equivalent degree preferably with 2-3 years' post-doctoral experience

  b) Must have at least one published paper in SCI or equivalently indexed journal as a corresponding author or at least two such publications as first author.

  c) CSIR scientists, not having a doctoral degree, are eligible to serve as co-guide of students registered for Ph.D in AcSIR. However, they can act as a supervisor for PG students registered for M.Tech/M.Sc etc. in AcSIR.

  d) AcSIR faculty, who do not hold any regular position in CSIR (Emeritus Professor, JC Bose Fellow, SS Bhatnagar Fellow, Bhatnagar Fellows, Quick Hire Fellow, Ramanujan Fellow, Ramalingaswami Fellow, INSPIRE Fellow, etc) can supervise a maximum of 2 Ph.D students at any given time and can serve as a primary supervisor only if a regular AcSIR faculty is the co-supervisor of these students.

  e) The AcSIR faculty who superannuates/resigns from CSIR can only continue as a co-supervisor and a new supervisor has to be allocated to the Ph.D student amongst the existing AcSIR faculty. However, if the AcSIR faculty superannuates/resigns from CSIR after the successful conduct of the Open Colloquium (DAC IV) of the student, he/she can continue to act as a Primary Supervisor without any requirement of a co-supervisor.

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

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

Assistant Professor	**:**	4 students (*Junior Scientist, if recognized as AcSIR faculty, is eligible only as a co-guide*)
Assoc. Professor/ Professor	**:**	6 students
Outstanding/Distinguished Professor **:**		8 students

> **It is strongly recommended that supervisors include a co-guide for their students when their tenure in regular service is less than 3 years.**

Application format for Appointment or Upgradation as Faculty of AcSIR

[Please tick (√) in appropriate boxes]

CSIR Lab./Instt.:----------------------------------

1. **Name**   :

2. **Date of Birth**   :

3. **Email id**   :

4. **Telephone/Mob:**

5. PAN   :

6 **Discipline**   :

   (Biological Sciences/Chemical Sciences/Physical Sciences/Mathematical & Information Sciences/Engineering Sciences)

7   **For upgradation as AcSIR Faculty, previous Designation in CSIR _____**

   and in AcSIR _____

8   **Current Designation at CSIR:**

   i.   Scientist ☐   Senior Scientist ☐   Principal Scientist ☐
          Senior Principal Scientist ☐   Chief Scientist ☐   Outstanding Scientist ☐

   ii.   Technical Staff-Group III (5) ☐   Technical Staff-Group III (6) ☐
          Technical Staff-Group III (7) ☐

   iii.   Ramanujan Fellow ☐   Ramalingaswami Fellow ☐   INSPIRE Fellow ☐
          Quick Hire Fellow ☐

9   **Highest Qualification**   :

10 **Year in which highest qualification was obtained**   :

11 **Post Doctoral Experience (In year/s)**   :

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

   i.   As corresponding Author ☐

ii.   As first Author   ☐

13 **PI or Coordinator in any project(s):**   Yes ☐   NO ☐

14 **Fellow of a National Academy of Science/Engineering:** Yes ☐   No ☐

If yes, affiliated to   ☐ NASI   ☐ IAS   ☐ INSA   ☐ INAE

Date: Signatures of Applicant:

                                                              Name:

15 **Teaching Course(s)/Mentoring Students in AcSIR PG/Ph.D Program:**

Yes ☐   No ☐

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

It is certified that _____(Name & Designation of Applicant) has been associated with teaching of at least one of the approved courses and/or guiding PG or Doctoral Students, as detailed below, since January/August (strike out whichever is not applicable) Session, _____(year).

SI. No.	Course Code	Course	Session & Year

OR

It is certified that _____(Name & Designation of Applicant) would be associated with teaching of at least one of the approved courses and/or would be guiding at least one PG or Doctoral Student, as detailed below, from ensuing Semester with communication of confirmation of the same to AcSIR Headquarters (January/August (strike out whichever is not applicable) Session, _____(year):

SI. No.	Course Code	Course	Session & Year

16   Mentoring Student(s):

    i.   **AcSIR Doctoral Student(s) :**   Yes ☐   No ☐

    a.   **If Yes**,   Guide ☐   Co-Guide ☐

    b. No. of AcSIR Students, Guide ☐   Co-Guide ☐ ; Please provide details as under:

Sl. No	Enrollment No.	Name of Student	Session	Discipline	Lab Name	Role (Guide/ Co-Guide)

    ii.   **AcSIR PG Student(s):**   Yes ☐   No ☐

    If Yes,   No. of AcSIR Students ☐

AcSIR Coordinator

Date   Signatures

                                             Name & Designation

Director of CSIR Lab./Institute

Date: Signatures:

                                           Name:

Chairman, AcSIR Senate
(Director, AcSIR)

Guidelines for holding a Dual faculty position in AcSIR

1. It is mandatory that a faculty member of AcSIR desirous of holding dual faculty position of AcSIR should have his / her primary faculty affiliation with the appropriate discipline of his / her expertise in any of the Institute of AcSIR.

2. A faculty member irrespective of their positions as Assistant, Associate or full Professor should have right to hold dual faculty position in the same level, if other stipulated conditions for such positions are fulfilled and duly approved by Senate, as per procedure.

3. For Engineering science discipline, faculty member of a particular area (e.g. Civil, Mechanical, Electronics etc.) can have dual faculty position of another area in the same discipline, if other stipulated conditions for such positions are fulfilled and duly approved by Senate as per procedure.

4. A faculty member of AcSIR, having primary faculty position and desirous of holding a dual faculty position in another discipline / area, shall submit a detailed Curriculum Vitae supported with all relevant documents, which merit the justification for such dual faculty position to the coordinator of AcSIR of the Institute (Individual CSIR laboratory).

5. The AcSIR Laboratory coordinator in consultation with the Director of the Institute will constitute a three-member committee with two external experts in the relevant field in which the faculty desires to hold dual position. The recommendation of the committee will then be forwarded to the Dean of the respective discipline.

6. The Dean of the respective discipline shall forward the recommendation with appropriate justification (taking due cognizance of different academic parameters of the faculty, including, academic credentials, National/International level awards, recognitions, achievements publications/patents, etc.) for the approval of the Senate.

7. A faculty can hold dual faculty position, after the approval of the AcSIR-Senate.

Guidelines for the Mandatory inclusion of AcSIR Affiliation in all publications emanating from the Thesis work

Any student and/or faculty of AcSIR publishing a paper based on the AcSIR thesis research work of the student and/or the thesis content must <u>mandatorily</u> include their affiliation with the Academy of Scientific and Innovative Research (AcSIR) in the Title page of the paper under the Author lines (in addition to their affiliation with the CSIR institute). This affiliation must be in proper form as per example illustrated below :

Jyoti Yadav[1,2], Anurag Agarwal[1] and Balaram Ghosh[1,2]

[1]*CSIR-National Physical Laboratory, Dr. K.S. Krishnan Marg, New Delhi-110012, India*

[2]*Academy of Scientific and Innovative Research (AcSIR), Ghaziabad- 201002, India*

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

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

Plagiarism Check Report made mandatory for submission of Dissertation or Thesis

It has been decided to implement the "Plagiarism Check Report", in compliance with the University Grants Commission (Promotion of Academic integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 notified on July 23, 2018. The adoption of the parameters of UGC in this regard as detailed in
https://www.ugc.ac.in/pdfnews/7771545_academic-integrity-Regulation2018.pdf

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

Template for certificate in AcSIR Ph.D thesis

Certificate

This is to certify that the work incorporated in this Ph.D. thesis entitled ___*(Thesis Title)*___ submitted by Mr./Ms. ___*(Student's Name)*___ to Academy of Scientific and Innovative Research (AcSIR) in fulfillment of the requirements for the award of the Degree of ___*(Title of Degree)*___, embodies original research work under my/our supervision/guidance. I/We further certify that this work has not been submitted to any other University or Institution in part or full for the award of any degree or diploma. Research material obtained from other sources has been duly acknowledged in the thesis. Any text, illustration, table etc., used in the thesis from other sources, have been duly cited and acknowledged.

It is also certified that this work done by the student, under my supervision, is plagiarism free.

(Student)   (Supervisor)

Guidelines for the selection of PhD Thesis Examiners

1. The research supervisor of the candidate shall submit a panel of 8 examiners (with their brief one-page CV including their area of research expertise) in the relevant field to the AcSIR coordinator of the respective laboratory, which will be sent to the Dean of the relevant faculty of study for selection and approval. The AcSIR laboratory coordinator should accept consent from as many proposed examiners as possible but not necessarily all.

2. The panel of examiners shall be regular/retired faculty from reputed National Labs like CSIR, DST, ICMR, ICAR, DAE/BARC, DRDO, ISRO and Academic Institutes and Universities of repute like IITs, IISER, NIPER etc./State and Central Universities of repute and also experts from industry (including PSUs).

3. The Dean of the relevant faculty may ask for a revision in the panel of proposed examiners, if found not suitable to be considered as an examiner.

4. Collaborators of research supervisor with whom the concerned student has worked or co-authored any publication, should not be included as a proposed thesis examiner.

5. The proposed examiners can be selected from the following choices with imposed limits: (i) Only one examiner is allowed from any institute/university (ii) Maximum four examiners can be proposed from a single state (iii) For thesis submitted from CSIR Labs, a maximum of two examiners can be proposed from two different sister CSIR Labs with limit of only one examiner belonging to the same state (iv) An examiner cannot be proposed who is a regular or retired faculty of the same institute from where the thesis is being submitted (v) The Dean has the right to include an examiner that has not been proposed by the Supervisor. Any exception to the above proposed choices should be made with proper justification from the Supervisor of the student, which may or may not be accepted by the Dean of the concerned faculty.

6. In case of recommending the name of an examiner from an industry, it should be ensured that the examiner is an active researcher with publications/patents in the theme area of thesis.

7. The selected examiner(s) may not necessarily be from the proposed name of examiners as selected by the Supervisor of the PhD student and the Dean has the right to add more names in the panel of examiner in the relevant field.

8. The proposed list of examiners is recommended to be submitted in two formats: (a) as a Word document, (b) as a signed PDF file.

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

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

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

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

Invitation to examiner for conducting PhD Viva Voce Examination

To
Examiner Name & Address

Dear Dr. / Prof. ……

This is with reference to the Ph.D. Thesis entitled "_____
_____", which
has already been evaluated by you.

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

I hope you would accept the invitation to conduct the examination.

May I mention that as a token of appreciation for your valuable intellectual time, AcSIR would pay a honorarium of Rs. 2,000 for conducting the Viva-voce examination.

I would like to further mention that, as per your convenience, the Viva-Voce Examination may be conducted either in person by visiting the venue of the examination or through any electronic communication mode (Video Conference, Skype or any other bi-directional video-based communication). To facilitate the use of digital communication during viva-voce and submission of duly signed e-viva examination report (a scanned copy of signed examination report), AcSIR would additionally pay a "Digital Communication Allowance" of Rs. 2,000. In case you plan to conduct the Viva-Voce Examination through an electronic mode, kindly share your ID details with us.

However, if you wish to conduct the Viva-Voce Examination in person, please let us know your travel plans for making necessary arrangements for your local travel and accommodation. TA/DA will be paid to you as per the AcSIR rules for the above purpose and you can choose any mode of journey as per your convenience. While booking an air-ticket for your journey, please prefer economy class tickets with the cheapest fare available **on any airline**.

Kindly confirm whether you would like to conduct the viva-voce examination in person (at CSIR-**XXXX**) or through one of the specified electronic/ digital communication modes.

I look forward for your earliest communication for the above.

(Coordinator)

Format of the Thesis Cover

Thesis Title

Thesis Submitted to AcSIR For the Award of
the Degree of
DOCTOR OF PHILOSOPHY
In (Name of Faculty of Study)

By
Name of the Candidate
Registration Number

Under the guidance of
Name of the Supervisor(s)

Name of the Institute(s) where the work was
carried-out

XV*Annexure A - XV*

Academic Committee at AcSIR-affiliated CSIR Laboratories

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

The composition and function of Academic Committee (AC) formed at all CSIR Laboratories/ other program Centres of AcSIR participating in AcSIR programs would be as detailed below:

(i) The Director of the concerned CSIR Laboratory/program Centres/Affiliates of AcSIR will constitute the Academic Committee with the concurrence of the Chairman, Senate.

(ii) The Committee will be Chaired by the Director of the concerned CSIR Laboratory/ program Centres/Affiliates of AcSIR or his nominee (who would be a person of repute in research/academics at the level of Professor of AcSIR and senior to the Coordinator).

(iii) The Academic Committee (AC) will have a minimum of 5 members and the AcSIR Laboratory Coordinator will be the Convener.

(iv) The remaining three or more members will be from amongst the faculty of AcSIR currently involved in guiding the AcSIR students.

(v) Tenure of the AC will be two years. However, not more than one nominated member may be re-nominated to the AC and that too only for one more term of two years.

(vi) Vacancies arising in the interim period may be filled up by fresh nomination by the Director, CSIR Laboratory for the remaining tenure of the AC. Such changes in the composition of the AC may be communicated to the Chairman, Senate.

(vii) The ACs in each of the Labs should conduct at least one meeting in each semester and monitor level of compliance with respect to the academic guidelines and standards (quality of teaching, students' participation, internal review, feedbacks from teachers/ students for improvement of academic learning, etc.) of the ongoing AcSIR programs.

(viii) The Coordinator of the Laboratory may refer any academic matter to the AC.

(ix) AcSIR may assign any other task or responsibility or Terms of Reference to the AC for improvement of academic processes, compliance to guidelines, feedback or any other goal of AcSIR at the Lab.

(x) Coordinator will submit the approved minutes of the meetings of AC to the Director of CSIR Lab, the Chairman, Senate and the concerned Dean(s) & Associate Dean(s).

(xi) Additional member(s) may be co-opted by the Director of CSIR Laboratory depending on the need and exigencies on a regular basis or for a specific meeting/agenda of the meeting.

Page | 40