

# INSTITUTE OF NANO SCIENCE AND TECHNOLOGY

*KNOWLEDGE OF NANO SCIENCE FOR THE NATION*

## **Academic Manual**

Ph.D. Programme  
(INST-IISER)



**August 2022**

## **1. ACADEMICS COMMITTEE**

The Ph.D. programme at INST Mohali is supervised by the Academics Committee, INST Mohali with the due approval of the Director, INST.

The Academics Committee consists of the following members

- Dean (Academics)
- Coordinator (Academics)
- Coordinator (Examinations)
- Coordinator (Ph.D. Admissions)

The students can approach the concerned member for any matter related to academics, viz. teaching assignments, registration, leave, grades, scholarships, awards, graduation, conduct and discipline, probation and termination of programme, scheduling of time-tables and preparation of the calendar for admissions, classes, laboratory sessions, and award of grades, etc.

## **2. REGISTRATION**

Every student must renew their registration every semester until they submit their thesis. The renewal of registration every semester shall be subject to completion of a specified number of credits/courses and/or satisfactory progress in research work as recommended by the Academics Committee, INST. A student who fails to renew his/her registration, as the case may be, shall cease to be a student with immediate effect.

### *2.1 Procedure*

Students should pre-register online using the academic module of the IISER Mohali campus management software. Once the time-table for classes is announced, students shall be permitted to change their choices for courses that have a time-table clash using add-drop forms. Students must obtain approval from the corresponding instructor (as advised by his/her INST supervisor) when they choose an elective course or a repeat course.

Students should complete online registration before the last date announced in the academic calendar of IISER. The registration form must be signed by the student and

his/her research advisor/supervisor prior to submission to the academic section at INST.2 |

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In exceptional cases where the software is unable to handle registration, a paper-based registration form may be submitted along with an explanation of the difficulties faced with the software. The acceptance of such registration shall be subject to approval by the office of the Dean Academics, IISER.

### *2.2 Late Registration*

Students may be permitted to register late up to 17:00 hours on Friday during the first week of classes according to the norms of IISER Mohali. Such registration must be accompanied by an explanation for the delay as well as a late fee as notified from time to time.

### *2.3 Add/Drop of Courses*

A student may add or drop courses until Friday at 17:00 hours during the second week of classes, in line with the norms of IISER Mohali. This can be done by filling up the appropriate form, which must be signed by the student, the instructor of the course, and the research advisor/supervisor.

## **3. ACADEMIC SESSIONS**

Course work at IISER/INST Mohali is carried out in a semester system. The students jointly registered at INST Mohali and IISER Mohali can opt for courses being floated by INST Mohali as well as IISER Mohali.

### *3.1 Semesters*

INST students registered at IISER, Mohali will only adhere to the academic calendar of IISER Mohali. The August (or odd) semester starts on the first Monday of August and the January (or even) semester starts on the first Monday of January, unless informed otherwise.

Registration for courses is completed in the week prior to the start of classes. Semesters are 16 weeks long, with a one-week mid-semester break. There should be two mid-semester examinations (spread over three days) with about a one-month gap between

them. End-semester examinations are held during the week immediately following the last day of classes. Results are declared after a grade finalization meeting.

#### **4. ABSENCE DURING EXAMINATIONS**

Leave of absence during examinations shall be granted to a student for medical reasons as certified by an authorised medical practitioner and counter-signed by the Institute Medical Officer. Leave of absence for factors beyond a student's control, where leave of absence is applied for, shall be considered on a case to case basis.

There will be no make-up examinations for mid-semester examinations. In place of the score of the mid-semester examination, the score of the rest of the evaluation shall be extended on a pro-rata basis to replace the score for the missed examination.

In the case of absence in an end-semester examinations, the student shall be awarded an "I" (i.e., incomplete) grade. The student must then appear for the end-semester examination for an incomplete grade as scheduled. This examination's score will be used in place of the missed examination.

#### **5. COURSES**

A course at INST Mohali and IISER Mohali runs for a full semester. The course contents for each course are described in a book, "Courses of Study", and also on-line as released periodically by IISER and INST. Each course carries credits (weightage) based on the number of contact hours and other factors. Evaluation of performance is based on continual assessment and takes into account all aspects of the course.

All students are required to take the mandatory course "Characterization of Nano Materials" (INS652). During their course work, students have to choose between two seminar courses: IDC601 and IDC602 for attending and delivering seminars.

##### **5.1 Lecture Courses**

In a lecture course, an instructor will give three or four lectures each week (depending on the weightage of the course) and may have one assignment or tutorial session per week. In addition, there may be unit tests or quizzes.

A lecture course must have two mid-semester exams and one end-semester exam. The latter should have a weightage of 50% in the evaluation process.

## 5.2 Seminar Courses

The Ph.D. seminar course will require students to attend and deliver seminars. All students should be required to participate in these seminars. Evaluation shall be based on participation and the quality of the talk or poster (in the case of delivery courses). These courses must be evaluated before the start of the end-semester examination week.

Each student taking course work (Semester I and Semester II) is required to attend all the seminars and talks scheduled at INST. Attendance for the same will be marked for the evaluation of the IDC 601 and IDC 602.

## 6. PERFORMANCE INDICES

Each course in the courses of study: INST Mohali/IISER Mohali has been assigned a number of credits. These credits will be used as weights to calculate a weighted average in the following manner.

Letter grades are given points as per the association; A: 10, B: 8, C: 6, D: 4, F: 0. The weighted average of points obtained in all courses in a given semester is called the Semester Performance Index (SPI). The weighted average of all courses completed (excluding repeated courses) is called the Cumulative Performance Index (CPI). The CPI and SPI are only recorded up to the first place of decimal except when additional places of decimal are used to break the degeneracy of awards.

### 6.1 Requirements

The Cumulative Performance Index (CPI) is the primary index of performance in course work at INST Mohali/IISER Mohali. A Ph.D. student must complete 24 credits of course work with a CPI of 7.0 to appear for the Ph.D. comprehensive examination.

## 6.2 Probation

Under the following conditions, a Ph.D. student shall be put on Academic Probation for one semester if his/her CPI is below 7.0.

A student on probation must sign an undertaking in a prescribed format as verified by the office of the Dean (Academics), IISER Mohali at the beginning of the semester. Moreover, the student must only register during that semester for a list of courses approved by the Dean (Academics).

A probationary student who is unable to improve his or her academic performance above the limits listed above (i.e., 7.0) by the end of the semester will have his or her programme terminated.

If a student gets a CPI > 7.0 in 1st Semester but obtains CPI < 7.0 in the 2nd Semester, he/she is given another semester to complete the course work. The student, in such a case, has to take more than 24 credits. This shall be done only after the student makes an appeal to the Dean (Academics).

## 7. COMPREHENSIVE EXAMINATION

A student of a Ph.D. programme must appear in a Comprehensive Examination after the completion of course-work requirements in order to be permitted to take up research work towards a Ph.D. under a faculty supervisor. The student shall submit a detailed research activity undertaken by the student, along with the course work and the future work plan that he/she is willing to pursue in their Ph.D. tenure. This detailed work plan is required to be submitted to the proposed supervisor at least 7 days prior to the comprehensive examination.

At the most, two attempts for clearing the comprehensive examination are permitted, with a gap of two months between the examinations. The Comprehensive Examination must be

passed before the completion of two years in the Ph.D. programme. The Comprehensive Examination Committee shall consist of the following members:

<b>Convener</b>	Proposed Supervisor
<b>Member 1</b>	Co-Supervisor/ if there is no co-supervisor another faculty from INST (to be selected by the Supervisor),
<b>Member 2</b>	One member from Research Committee (To be selected by the supervisor)
<b>Member 3</b>	One expert from INST (To be selected by the supervisor)

After the evaluation, the student shall to submit a final report to academic section of INST, considering all the suggestions/advices given by the examiners.

## **8. REGISTRATION OF CHOICES FOR Ph.D. THESIS SUPERVISOR**

Following successful completion of the comprehensive examination, each Ph.D. student must submit a form indicating her/his preferred choices for Ph.D. thesis supervisor. The Dean (Academics) shall announce the deadline for the submission of the forms. Following the approval from IISER, Mohali the supervisor for the student will be announced from the Academic section.

### **8.1 Thesis Supervisor(s)**

Each student will be assigned a Supervisor (and may also have a Co-Supervisor) after the successful completion of the comprehensive examination followed by the recommendation of the Committee, which shall take into account of the student's as well as faculty preferences.

*INST strongly discourages the change in supervisor (s) in any case. In case the change is required both the supervisor and the student has to agree to do so. In such cases, the doctoral committee needs to be informed and the recommendation of the committee needs to be submitted to the Academic section.*

### **8.2 Appointment of supervisors/joint-supervisors and care-taker supervisor for Ph.D. students**

A faculty member appointed as a Ph.D. supervisor is normally expected to be available to a research scholar in the institute until the thesis finalized. However, under unavoidable circumstances, such as long leave of more than 12 months, resignation, retirement, or death, the supervisor may not be available to the scholar. In such special cases, the appointment of supervisor(s) shall be regulated as under:

***A supervisor is on long leave of more than 12 months***

Where a joint-supervisor exists, a supervisor proceeding on long leave for more than 12 months can continue to be a joint-supervisor provided the Committee is convinced of effective supervision by the joint-supervisor.

Where a joint-supervisor does not exist, a joint-supervisor may be appointed by the Committee if convinced of effective supervision by the joint-supervisor. However, if a synopsis of the thesis has been submitted before the supervisor proceeds on leave, he shall continue to be the supervisor and only a care-taker supervisor shall be appointed.

Further, if a major revision becomes necessary and the sole supervisor is on leave, he/she should be asked to specifically state whether he/she would effectively help the student carry out the major revisions within a reasonable time frame. If the sole supervisor expresses his inability due to any reason, the care taker supervisor, if he/she provides the required help in carrying out the major revision, shall automatically be treated as joint-supervisor of that candidate, provided further, if a supervisor proceeds on leave for a period less than 12 months initially, but later extends beyond 12 months, the above procedure shall be followed. The extension granting authority shall inform the Committee accordingly.

***A supervisor retires***

A faculty member who is scheduled to retire within the next two years or five can be appointed as a joint-supervisor and can continue to be the joint-supervisor even after his retirement, as long as the Committee is convinced of his/her availability to provide continued guidance to the student. In other cases, a faculty member on retirement may continue as



- (i) A supervisor, if re-employed or appointed an Emeritus Fellow; or
- (ii) A joint-supervisor, if the synopsis of the thesis has been submitted.  
Appointment of another supervisor or care-taker supervisor, as per 8.2.

***A supervisor resigns or leaves the organization on any ground***

A new supervisor shall be appointed, if necessary, as per 8.2. on the recommendations of the doctoral committee.

**9. UPGRADATION FROM JRF TO SRF**

The procedure stated below

- On completion of two years as JRF, the fellowship will be upgraded to SRF and the stipend will be increased to Rs. 35,000/- p.m. for the 3rd and subsequent years, on the basis of assessment of fellows' research progress/ achievements through interview by an expert committee consisting of the guide, head of the department and external member from outside the institution who would be an expert in the relevant field, not below the rank of Professor/ Associate Professor.
- Depending on seniority, one of the members will be the chairman of three member's expert committee.
- In the event of the committee not recommending upgradation, the candidate shall continue as JRF with a stipend of Rs 31,000/- p.m. for the 3rd year or his/her fellowship may be terminated depending upon the recommendation of the above expert committee.
- The progress of research work of JRF shall be assessed by duly constituted three member's assessment committee again at the end of 3rd year for such upgradation.
- It is expected that fellows will have published work to their credit by the end of 3rd year. This shall form an important quantitative and qualitative criterion for judging the progress made by the candidate. If the work of JRF is still not found satisfactory for upgradation by the committee, the fellowship shall be terminated.
- SRF will be assessed every year by the three member assessment committee for continuation of the fellowship.

- The total tenure as JRF plus SRF will not exceed five years
- The assessment of JRF for upgradation to SRF will be done within 90 days from the date of completion of two years of the JRF.
- This guideline will be applicable for Ph.D. students receiving institute fellowship. For others, the guideline of the funding agencies will be applicable.
- All the assessment report will be submitted to academic section for issuing a consolidated order after seeking approval of Director, INST.
- Copies of consolidated order shall be given to all the corresponding supervisors, students and finance officer.

#### **10. PERFORMANCE MONITORING AND Ph.D. THESIS RESEARCH EVALUATION**

The Academic Committee will oversee each student's academic and research progress. To that end, each student will be required to submit a progress report to his/her supervisor(s) at the end of each semester. Academic Section shall be responsible for coordinating the collection of progress reports written and signed by the scholars and forwarded by the supervisors every semester.

Every semester, the supervisor(s) will evaluate the students' progress reports.

'X' grade is to be awarded during that semester if the progress is "satisfactory."

If the progress is "unsatisfactory", a "U" grade is to be awarded and appropriate action taken. The candidate would receive a warning for the first appearance of the "U" grade. Subsequently, the fellowship (in the case of a regular scholar) of the candidate would be withheld.

If there are two consecutive "U"s, the registration shall be terminated.

Submission of the progress report should continue till the submission of the thesis.

Like all other courses, the grades obtained during performance evaluation shall be discussed in the Academics Committee as per the semester schedule notified for this. After the discussion, the grades will be entered like for any other course.

The above process shall continue till the thesis is submitted.

The following are the terms for the research work:

First term : July to December

Second term : January to June

The academic calendar will include all the dates for the submission of progress reports.

Apart from the submission of the progress report at the end of each semester, the Ph.D. supervisor shall propose the names of colleagues who shall serve on a 3-member monitoring committee, the composition of which will be approved by the Chairman, Academic Senate of IISER Mohali for periodic reports every year on the progress of the research of a student towards a Ph.D. thesis. The constitution of the Monitoring Committee shall be:

Convener (s)	Supervisor and / or Co-Supervisor
Member 1	Co-Supervisor/Another faculty from INST, if there is no co-supervisor
Member 2	One expert from INST (To be selected by the supervisor)

This would be associated with the report submitted by the students at the end of every semester. The minimum residency requirement for Ph.D. candidates is 2.5 years, with at least one year of this after the assignment of a supervisor. "Residency" shall mean the minimum period for which a student must attend the institute on a full-time basis.

Once the monitoring committee reports that the student is ready to write a thesis, the monitoring committee shall indicate its approval of the title and synopsis for the thesis. It must also nominate at least six scientists to serve on the Thesis Evaluation Committee.

#### **11. GUIDELINES AND PROCEDURE FOR SUBMITTING SYNOPSIS BY THE SUPERVISOR AND THESIS BY THE STUDENT AND Ph.D. VIVA-VOCE**

**Pre-Thesis submission seminar:** This can be held anytime in 90 days preceding the submission of thesis.

**Synopsis submission:** This follows approval for submission by the doctoral committee. Thesis submission must be done within 45 days within submission of synopsis. Pre-Thesis submission seminar can be before or after synopsis submission.

**Viva-voce:** This is scheduled once reviewers have recommended the acceptance of thesis. Timeline is variable but typically this happens within three months of submission of the thesis if a major revision is not required.

The supervisor has to announce the pre-thesis presentation in consultation with the doctoral committee members after ensuring that sufficient work is done by the student for writing a thesis. The invitation should be sent to the whole institute and a copy needs to be sent to the Dean Academics, IISER Mohali (Email should be shared with deanacad@iisermohali.ac.in).

The following documents/information should be provided at the time of synopsis (2 copies):

- a. IISER Mohali synopsis submission form (available in INST academics office)
- b. List of eight potential reviewers
  - (i) Reviewers should be at a level of Associate Professor and above
  - (ii) Name of the reviewer, designation and affiliation should be mentioned on the form itself
  - (iii) Attach a list of reviewers containing their full address, contact number, research area and email ID along with their five recent/leading publications (Annexure 1)  
Please ensure that the email address is correct.
  - (iv) Thesis reviewers should be from all over India and international reviewers can also be chosen. Adequate number of Indian reviewers should be indicated for choices.
  - (v) Institute where reviewers are employed should be recognized by the Govt. of India through one of the agencies.
  - (vi) If any of the reviewers had reviewed the thesis of your earlier student, it needs to be indicated while submitting the form.
- c. Synopsis front page should be same as thesis front page without the department (Annexure 2)
- d. The names of the potential reviewers must be kept confidential.
- e. All these documents as hard copies should be submitted to Dean Academics office, INST.  
These will be handed over to the Dean Academics office IISER Mohali by them.

After submission of synopsis, you have to send the soft copies of the synopsis (as PDF file) and reviewers list (LaTeX or word file) to Dean Academics office, INST (E-mail: academics@inst.ac.in), This will be forwarded to Dean Academics IISER Mohali for further process.

After synopsis submission, the student is expected to submit a soft bound copy of the thesis (without department) along with the CD (with the signature of the student) in a prescribed format (available in INST academics office) within 45 days. Alternatively, instead of giving the material on a CD, the electronic copy can be shared by the thesis supervisor via e-mail. If a student fails to submit the thesis before the deadline, the supervisor has to re-submit the synopsis again to the office or the supervisor can request for an extension of thesis submission before the deadline, which needs prior approval from the Chairperson, Senate IISER Mohali.

The following documents needs to be submitted along with soft bound Thesis (at INST, which will be forwarded to IISER Mohali through Dean Academics office, INST):

- a) IISER Mohali Thesis submission form (available in INST academics office)
- b) Hard Copy of the abstract
- c) Hard copy of the Pre-thesis presentation email
- d) Copy of Thesis acceptance acknowledgement letter from IISER Mohali (Will be provided by Academic Section (INST)
- e) CD (for IISER Mohali) which consist of Abstract and Thesis (Or material shared on e-mail by the supervisor.)

After thesis submission, a student can request for Thesis submission certificate to the Dean, Academics office IISER Mohali through INST Dean, Academics office.

A copy of the thesis will be shared with the reviewers along with the supervisor for their evaluation and recommendations on the thesis.

In case of any delay or no response or declining to review, Dean Academics office, IISER will contact the supervisor to provide additional list of reviewers, which needs to be shared with the knowledge of doctoral committee members and also the Dean (Academics), INST in the prescribed format. (Annexure 1)

After receiving the reports from the reviewers, including the thesis supervisor, all the reports will be shared with the supervisor subject to approval from the Chairperson, Senate.

An E-mail will be sent to the supervisor by the office of Dean Academics IISER Mohali to choose an examiner to schedule a public viva voce in consultation with monitoring committee. Once the external examiner, date and time are fixed, this needs to be communicated by the supervisor to the Dean Academics office, IISER Mohali.

After getting the information from the supervisor, an approval will be requested from the Chairperson, Senate for scheduling the viva voce and the office will inform the supervisor accordingly. Please note that a minimum of four working days should be given between sharing the details and actual scheduling of the viva voce. In case of any change of plans due to unavoidable circumstances, the supervisor must contact Dean Academics office at IISER Mohali.

A supervisor needs to announce about the viva voce of the student after getting confirmation of the viva voce schedule from the Dean, Academics office IISER Mohali. The announcement needs to be shared with the Dean Academics office, IISER Mohali as well.

After conducting the viva voce, a supervisor needs to submit the acceptance of thesis form (available in INST academics office), correction form (available in INST academics office) along with the final thesis submission form (available in INST academics office) to the INST Academics office. A student needs to submit the hard bound copy of the thesis along with the CD (thesis and abstract) to INST Academics office. Electronic files may be submitted via e-mail by the supervisor instead of submitting these on a CD.

The abstract is made available online at the time of Convocation. Thesis is also made online unless an embargo is requested.

An embargo upto a maximum of 36 months can be requested by the supervisor.

## **12. GRADUATION AND CONVOCATION**

The degree shall be awarded by IISER Mohali.

## **13. RULES FOR CONTINUATION OF FELLOWSHIP**

At the end each semester, a student shall have to submit the following documents for continuation of their fellowship:

- a) Progress report through research advisor/supervisor
- b) Proof of submission of fees (Mess/canteen and Academics) as applicable
- c) Proof of having passed the course with required SPI/CPI
- d) Proof of having registered at IISER Mohali for next semester.

#### **14. RESIGNATION OF Ph.D. FELLOW**

##### **14.1 Institute's Resignation Rules:**

In the event a student wishes to leave the institute, he/she have to submit the resignation to the competent authority (i.e., Director, INST) forwarded by the supervisor one month in advance, indicating specific reasons along with a detailed consolidated report of the research work done during the entire period of fellowship.

The fellowship shall cease from the date stipulated in the letter conveying the approval of the resignation by the competent authority.

If a fellow leaves without permission, any stipend due at any time shall not be paid to him/her by the institution till all dues are cleared and certified by the institution (INST and IISER Mohali).

The rules of resignation for students receiving fellowship from an external funding agency shall be governed by the respective external funding agencies' norms.

**14.2 Ph.D. students availing fellowship from CSIR-JRF/UGC-JRF/ICMR-JRF/DBT-JRF/DST Inspire may follow the funding body's resignation rules.**

#### **15. TERMINATION OF Ph.D. FELLOW**

The student shall be terminated from the Ph.D. programme for any of the following reasons:-

If the CPI of the Ph.D. scholar is  $< 0$ , consecutively in two semesters, then he/she shall be terminated from the institute.

In case a student violates the code of conduct or is engaged in any disciplinary case, he/she shall be terminated from the Ph.D. programme after due process of enquiry as envisaged under Rule 16.1 (h) below.

No student shall be allowed to proceed on leave without prior notice. If he/she does so, appropriate action will be taken against the student, which may include termination of the programme.

If a scholar fails in the comprehensive examination in both the attempts given to him/her or gets a "U" grade consecutively for two times in the progress report, his/her registration shall stand.

## **16. ACADEMIC CONDUCT RULES**

Decorum and discipline must be maintained within the academic premises at all times. Institute property such as furniture, books, notebooks, laboratory equipment, and laboratory notes, etc., must be treated and handled with due care and diligence. Use of mobile phones is not permitted during classes, laboratories, and/or examinations. The students have to submit their progress reports, duly written and signed by the supervisor, every semester to the Academic Section, INST.

### **16.1 Code of Conduct**

- a. Each student shall conduct himself, both within and outside the campus of the institute, in a manner befitting to a student of an institute of excellence, and no student is expected to indulge in any activity which tends to bring down the prestige of the institute. Each student shall show due respect and courtesy to the teachers, administrators, officers, fellow students, and employees of the institute. Students should also extend due courtesy to the visitors and residents of the campus.
- b. Lack of courtesy and decorum; inappropriate behavior (both within and outside the institute); willful damage or removal of institute property or belongings of a fellow student; disturbing fellow students in their studies; use of unfair means during examinations; violation of institute rules and regulations; noisy and unseemly behavior; and similar other undesirable activities shall constitute violations of the institute's code of conduct.



- c. Any student who violates the code of conduct will face disciplinary action and may face punishment such as reprimand, fine, exclusion from examination, exclusion from the use of placement services, withholding of grades, withholding of degree, cancellation of registration, and expulsion from the institute.
- d. The warden-in-charge of the concerned hostel shall have the power to reprimand, impose a fine, or take any other suitable measure against any resident of the hostel who violates both the rules and regulations or the code of conduct pertaining to the concerned hostel.
- e. The Coordinator (Examinations) has the authority to exclude a student from an examination if the student is found to be using unfair means. The instructor/tutor shall have the power to take appropriate action against a student who attempts to misbehave in the classes.
- f. Ragging in any form is strictly prohibited, and any violation will be considered a serious offence that may result in dismissal from the institute.
- g. If there is any misconduct on the part of the student, the supervisor is authorized to issue an advisory memorandum to the student, and the student shall be expected to make improvements in his/her conduct.
- h. After the supervisor has issued an advisory memo and the student's behavior has not improved, any complaint against the student made by any member of the faculty/supervisor/fellow student(s)/officers and staff of INST will be investigated by a committee comprised of:
  - 1) Dean (Academics)
  - 2) Coordinator (Academics)
  - 3) Coordinator (Examinations)
  - 4) Coordinator (Ph.D. Admissions)
  - 5) Supervisor of student
  - 6) DC members

The committee may seek the requisite explanation or clarification from the student verbally and in writing as well. The committee may seek required information from any other student, faculty, or office staff, if felt necessary, and recommend suitable action

against the student to the competent authority with whose approval the requisite order would be passed, which can include termination of registration.

### 16.2 Honor Code

All students must adhere to an honor code (of INST Mohali) to ensure that the evaluation of learning and research can be carried out in a fair manner. During the initial registration of the Ph.D. programme, each student shall affirm the acceptance of this honor code by affixing her/his signature to the code in the prescribed format, "Undertaking of Good Conduct."

Students must not use unfair means to increase their marks or grades. The seating plan, which is announced for each examination, must be followed. No notes or books are allowed to be present with a student during examinations, except as specifically permitted by the instructor. Violations of these rules will be brought before the Unfair Means Committee for each jurisdiction.

During the course of his/her Ph.D. fellowship with INST, no fellow shall work, coach, or do anything else.

The registration of a Ph.D. fellowship student will be canceled;

- In the event of willful suppression of material facts pertaining to his bio-data, educational qualifications, and personal antecedents.
- If the Ph.D. fellow is found guilty of any in-subordination, intemperance, or other misconduct, or of any breach of rules and orders of the

### 16.3 PLAGIARISM

Plagiarism is defined as the copying of material from other sources without attribution and/or acknowledgment and presenting it as one's own contribution. INST Mohali and IISER Mohali consider plagiarism a serious offence. Plagiarism in term papers or theses (or any other context of learning, exposition, and research) will be dealt with harshly following a thorough investigation by a committee appointed by the Dean (Academics).

#### 16.4 Contact Information

During the semester, the communication from the academic section to students will be via the [academics@inst.ac.in](mailto:academics@inst.ac.in) e-mail address. Students must submit an up-to-date postal address of their parents or legal guardian for out-of-semester communication.

### 17. ATTENDANCE AND LEAVE

Students must attend all classes for all courses that they are registered for unless they have obtained a leave of absence after applying for it and citing reasons.

Students who receive scholarships through the Institute may note that the scholarship is deductible on a pro-rata basis in the case of absence without leave.

Students undertaking course work are permitted a maximum of five days of leave of absence for non-medical reasons. In the case of illness, a student can obtain medical leave provided that a certificate is obtained from an authorised medical practitioner for the entire period. Students should be aware that there will be no make-up classes, tutorials, quizzes, or laboratory sessions conducted for the period when they are on leave.

Students who are carrying out Ph.D. thesis research and are being funded by external funding agencies like CSIR, UGC, DBT, ICMR, DST-INSPIRE or any other shall be subjected to the leave rules governing their individual fellowships.

Prolonged absence without leave may lead to suspension or termination of the student's programme or scholarship.

The following rules are applicable for students being funded by INST for their fellowship:

#### 17.1 Leave

A Ph.D. student is eligible for 30 days of leave for every completed year (calculated in terms of two consecutive semesters, from the time of his/her joining the programme). Saturdays, Sundays, or holidays during the leave period are counted towards leave, except for prefixed or suffixed holidays.

Of the 30 days of leave, a maximum of 15 days of leave is permitted in a semester. However, a student can accumulate leave and avail a maximum of 30 days' leave at a time in a year. Unused leave during a calendar year will be forfeited.

A female student is eligible for 180 days of maternity leave only once during the Ph.D. Programme on submission of a certificate from a senior medical officer. A male student is eligible for 15 days of paternity leave during the confinement of his wife for childbirth, i.e., up to 15 days before, or up to six months from the date of delivery of the child, only once during the Ph.D. Programme.

### 17.2 Medical Leave

In the event of hospitalisation for serious illness, a Ph.D. scholar may be granted 10 days of additional medical leave per year after completion of his/her course work. The medical leave will be approved by the competent authority on the basis of a medical certificate produced by the student from a government medical hospital.

### 17.3 Leave sanctioning authority

The Dean (Academics) shall be the leave sanctioning authority on recommendation of the Supervisor.

### 17.4 Academic leave

Academic leave of 30 days in a calendar year is permitted on the following grounds.

- To attend conferences/seminars/workshops/training/short-term
- The Dean (Academics) shall sanction academic leave on recommendation of the supervisor.
- Academic leave of more than 30 days, but no more than 60 days in a calendar year, must be approved by the Director, INST on the recommendation of the Supervisor and the Dean (Academics).
- Academic leave of more than 60 days but up to a maximum of 12 months is also permissible to carry out part of the research in another institute/R&D lab/industry in India or A letter of consent from the host institute is required for the approval of

such a leave. This leave is permissible only after the student has passed the comprehensive examination and has done part of the research work at INST Mohali. On recommendations of the Supervisor and the Academics Committee headed by the Dean Academics, Director INST's approval shall be sought for such an academic leave, followed by approval from the Chairman, Academic Senate of IISER Mohali.

**Note:**

- A student who is granted academic leave for one or more semesters must pay the prescribed fees in each semester.
- If a registration date falls during a student's period of academic leave, a student shall complete the registration procedures at the expiry of his/her academic leave.