Academy of Scientific & Innovative Research
Ordinances

This page is intentionally left blank

TABLE OF CONTENTS

This page is intentionally left blank

ORDINANCE 1
NOTICES

1.1. The Chairman, Board of Governors is hereby empowered to make Ordinances governing the provision of notice required to be given under any Statutes or Ordinances.

1.2. Unless otherwise specified in the Articles of Association, Statutes, or Ordinances, whenever notice is required to be given under any Statutes or Ordinances, it may be given by written notice delivered personally or sent by mail, electronic mail, or electronic facsimile transmission or any electronic media to the intended recipient. as per the records of the Academy. Such notice shall be deemed given, on the Day it is so sent. Notice given electronically shall be deemed delivered, when transmitted electronically to the intended recipient's electronic mail address or facsimile number or SMS or other methods, provided no transmission error message is generated by the transmitting device.

1.3 Termination of Membership of the Board/ Senate/ Board of Studies/ Finance Committee and other sub-committees constituted from time to time

A member of the Board/ Senate/ Board of Studies/ Finance Committee and other sub-committees shall cease to be such member, if:

a) The member dies, resigns, becomes insolvent, becomes of unsound mind or be convicted of a criminal offence involving moral turpitude;

b) The member nominated in personal capacity (not ex-officio) does not attend three consecutive meetings without prior information to the Chairman/ Convener of the meeting concerned.

ORDINANCE 2
ADMINISTRATIVE AND OPERATIONAL DOMAINS

2.1. ADMINISTRATIVE DOMAIN

Functions that require to be undertaken under the direct supervision of the Director shall form Directorates, while those that could be delegated to suitable officers shall form offices. Presently, the following structure shall remain in place:

2.1.1 Directorate of Academic Affairs

The Directorate of Academic Affairs shall function under the direct supervision of the Associate Director (Academic) who shall be assisted by the respective Cluster Deans. The functions of the Directorate shall be as follows:

i) To assist the Board, Senate and Boards of Studies in framing course modules, syllabi etc.;
ii) To look into all matters related to credit system and evaluation;
iii) To oversee examination with respect to its conduct, declaration of results, re-examination/re-evaluation;
iv) To constitute and legitimize Doctoral Committees;
v) To undertake quality assurance exercises.
vi) To perform such other functions as may be directed by the Boards of Studies and Senate.

2.1.2 Directorate of Student Affairs

The Directorate of Student Affairs shall function under the direct supervision of the Associate Director (Student Affairs), who shall be assisted by the Cluster Deans and Associate Deans. The functions of this Directorate shall be as follows:

i) To oversee all aspects of admission processes and frame admission modalities from time to time;
ii) To frame modalities and oversee student registration process for various courses of study;
iii) To constitute the Admission Committee;
iv) To deal with all student disputes and grievances.
v) To obtain regular feedback from students, staff and stake holders and to take such action for improvements in respect thereof;
vi) To provide necessary inputs to Directorate of Networking and Resource in matters related to framing and implementation of overseas students policy;
vii) Perform such other functions as may be directed by the Boards of Studies and Senate.

2.1.3. Directorate of Resource Development and Network

The Directorate of Networking with Industries and Planning & Development shall function under the direct supervision of the Associate Director (Resource Development & Network), who shall be assisted by Deans and Associate Deans. The functions of the Directorate shall be as follows:

i) To undertake comprehensive planning activity for the growth and the development of the Academy, both nationally and internationally;

ii) To prepare a strategy for industry interaction and fund raising from industries, philanthropic organizations and individuals;

iii) Raising funds for sponsored chairs, fellowships etc., and project funding from Government and other sources;

iv) To frame and implement overseas students policy in consultation with the Directorate of Student Affairs and issue guidelines in this respect;

v) To foster international collaboration in education and research activities for the Academy;

vi) To institute overseas training fellowships and scholarships under the Academy;

vii) To publish regular impact documents, strategy papers and status reports for international scenarios relevant to the areas of work of the Academy.

viii) To promote, nurture and sustain innovation in the activities of the Academy through development and implementation of innovation strategy, concepts, processes and methods;

ix) To facilitate technological and academic entrepreneurship amongst faculty, students and other associates of the Academy;

x) To identify new and unique revenue generation mechanisms;

xi) All relationships with international institutions shall be planned, managed and executed by the Directorate of Resource Development and Network;

xii) Perform such other functions as may be directed by the Boards of Studies and Senate.

2.1.4 Directorate of ICT Infrastructure, e-Learning and Distance Education

The Directorate shall be consortium-led and shall function under the direct supervision of the Associate Director (Institute Affairs and ICT Infrastructure). The functions of the Directorate shall be as follows:

i) To frame E-learning and distance education policy for the Academy;

ii) To undertake content development;

iii) To undertake and evolve a suitable content delivery platform;

iv) To assure the quality of courses being offered;

v) To frame guidelines for students to be enrolled under distance programs and issue such guidelines to the Directorate of Student Affairs;

vi) To liaise and coordinate with the Distance Education Council;

vii) To serve as the Corporate Communications Unit of the Academy;

viii) To frame the ICT policy for the Academy;

ix) To be the custodian of the ICT infrastructure;

x) To maintain the Academy homepage/website, databases etc.;

xi) Perform such other functions as may be directed by the Board of Studies and the Senate.

xiii) Perform such other functions as may be directed by the Boards of Studies and Senate.

2.1.5 Directorate of Administration and Financial Support

The Directorate of Administration and Financial Support shall function under the direct supervision of the Associate Director (Administration and Finance), who shall be assisted by Deans, Associate Deans and the Finance Committee. The functions of the Directorate shall be as follows:

i) To provide all Administrative, legal and Financial support to all the four Directorate
ii) To coordinate activities related to the Academy's MoUs with national and international centers of learning and research;
iii) To prepare annual budget for the Academy;
iv) To monitor expenditure as per the revenue generation and budget of the Academy;
v) Perform such other functions as may be directed by the Boards of Studies and Senate.

Notwithstanding any of the provisions as mentioned above, the functioning of the Academy shall be decentralized, to be implemented through a grid mechanism as stated under the section below.

2.2. Operational Domain

Operations for AcSIR shall be decentralized and extensively automated so as to achieve efficiency. Decentralization shall be achieved both in terms of subject cluster and in terms of region.

2.2.1 Sourcing of Operators and the Operating Infrastructure

Subject to provisions laid down in the Act, Statutes and Ordinances, the sourcing for smooth and efficient functioning of the administrative machinery for running of the Academy shall be decided by the Senate. Operators can be sourced through three modalities:

a) Direct recruitment

Subject to provisions laid down in the Act and Statutes and Ordinances, personnel required for smooth and efficient functioning of the Academy could be filled up by direct recruitment from amongst eligible contenders. Such persons shall be governed by the Personnel and Service Rules of the Academy.

b) Contract and Deputation

In addition to the aforesaid provision of sourcing persons by direct recruitment, the Vice Chairman, on advice and recommendation of the Director, shall be empowered to draw personnel into the Academy on contract or deputation, both from within CSIR and outside CSIR. Such persons shall be governed by the Personnel and Service Rules of the Academy. The period of contract or deputation, shall be decided by the Selection Committee duly approved by the Director of the Academy, on a case by case basis, in keeping with ordinance or any other relevant rule as applicable.

c) Outsourcing

The Director, on advice and recommendation of the concerned Associate Director, shall also be empowered to source manpower and services from external agencies and organization. Such outsourcing shall be determined on a case by case basis.

ORDINANCE 3

STUDENT SELECTION, ADMISSION & RESERVATION POLICY

3.1. Admission of Students

Admission of students into the AcSIR for different courses of studies shall generally be undertaken according to the following modalities:

a) Admissions to courses of studies shall be completed twice a year i.e. during January and August.

b) Students shall be admitted through online application process controlled centrally by AcSIR and the admission/selection process will be CSIR laboratory specific as per the options provided by the applicant. The Coordinator of the corresponding CSIR laboratory will initiate the processes of admission and screening.

c) To enhance specialized and inter-disciplinary courses of study, individual students will be encouraged for placement in multiple institutions with multiple guides.

d) Students once admitted to a course of study shall be allowed to change stream. The Supervisor can request for the change citing appropriate reasons and forwarded by the coordinator of the lab provided the Dean of both the disciplines provide their consent to the change. This change should be immediately informed to the AcSIR office. The student will have to fulfill the course and credit requirements of the changed faculty of study. Credits earned can be carried forward.

e) The Admission Committee of the Directorate of Academic Affairs shall form prescribed rules and guidelines to complete the admission procedure that can be revised annually. The details of the procedure shall be updated in the website of the Academy.

3.2. Screening of Applications and Selection

The screening of the applications received will be through the respective Screening Committee constituted by the Director of the concerned CSIR laboratory that will have the Coordinator of the laboratory as the Convener and nominee of the Dean of the corresponding faculty as one of the members.

The screened applicants will be intimated by the CSIR laboratory to appear for aptitude test/interview by electronic media including through e-mails, website notices etc. The list of screened candidates called for test/interview shall also be displayed on the website of AcSIR and the laboratory. It will be the prerogative of the CSIR laboratory to decide whether an aptitude test needs to be held depending on the number of applicants called for. In case the aptitude test is conducted the results will be declared normally on the same day as of the test and interviews can be held in the next consecutive days, depending on the number of candidates called for interview.

The members of the selection committee to conduct the interview shall be constituted by the Director of the concerned CSIR laboratory and will include the corresponding AcSIR coordinator and the nominee of the Dean of the corresponding faculty.

The list of selected candidates will be sent to the Dean of the corresponding faculty for approval and forwarded to the Senate for endorsement. The CSIR laboratory will intimate the selected candidates and also display the same on its website. Senate has to endorse the list of selected candidates before the beginning of the academic session.

3.3. General conditions for Admission

a) A candidate shall be admitted to a program of study leading to the award of a degree or diploma only if he/she satisfies the conditions and criteria specified by the relevant Faculty or Academic Unit, as approved by the Senate.

b) Notwithstanding the above, the Academy may, in its absolute discretion, withdraw an offer of admission made to a candidate, or expel a candidate who has accepted an offer of admission from the Academy but has yet to enroll/register to study at the Academy, where the candidate has:
    i) at any time, been convicted of an offence in a court of law; or
    ii) in the opinion of the Academy, made a false statement or has withheld material information in connection with his application.

3.4 Reservation Policy

The Academy shall be open to all persons, of either sex, irrespective of caste, creed, race or class. The Academy has special provision for the admission of women, persons with disabilities or of persons belonging to the weaker sections of the society and in particular, of the Scheduled Castes, the Scheduled Tribes and the other socially and educationally backward classes of citizens following the reservation policy laid down by the Govt. of India in this regard.

3.5 Enrollment of Students

3.5.1 The Academy shall issue all the students with photo-identity cards within one month of completion of the admission process. Such Cards shall bear all the information of the student's bio-data, his or her course of study etc. along with a twelve digit enrollment number bearing information relating to code for course of study along with any transition in program (e.g., M.Tech to Integrated Ph.D); primary node in which he/she is being attached and subsequent change in faculty, if any; year of admission; Session (January/August); Lab Code and the roll number etc. This enrollment number can track a student through his/her entire duration of association with AcSIR.

3.5.2 The enrollment number shall form the unique identification of the student in the Academy and shall be used for all references. Results of examinations, record of conduct, record of attendance, credits etc. shall be eventually entered into the Smart Card from time to time.

3.6 Procedure of Admission to different programs offered by AcSIR

3.6.1 Procedure of Admission for Ph.D Program

a) Applicants opting for Ph.D with the Academy in various disciplines shall fill up their applications online within the prescribed dates.
Minimum eligibility criteria shall be determined by the Admission Committee of the Directorate of Student Affairs. Candidate with any basic or combination of qualification in Science, Engineering or Social sciences are eligible to apply. Having a valid National level fellowship (JRF/SRF of various funding agencies), INSPIRE or other equivalent fellowships will be considered an added advantage.

b) Selection processes will be flexible, transparent and completely merit based giving equal opportunity to all. Screening, shortlisting and selection will be done at the lab level.

c) CSIR laboratory can evolve a procedure to decide on the project work the student can be assigned.

d) A final list of successful candidates, along with labs of placement, shall be compiled by the Admission Committee and communicated to the students along with a copy to Associate Director of Student Affairs and Associate Director (Administration and Finance) for initiating the process for collection of tuition fees.

In the event of vacancies existing in the labs after allotment of candidates, the Admission Committee shall have the right to undertake counseling session with wait-listed candidates to fill up such vacancies.

3.6.2 Admission of Project Assistants, SRFs, CSIR and Industry Sponsored candidates for Ph.D Program

a) *Project Assistants*

This provision of admitting exceptionally bright students working as project assistants in CSIR Institutes for Ph.D has been kept for students, who do not have a valid fellowship either because the fellowship lapsed or the student did not qualify/appear in the examinations that offer fellowships due to some reasons but are otherwise found to have high potential for research, based on reasonable evidence. A minimum one year residency is required for a Project Assistant before consideration for enrollment in the Ph.D programme. Such candidates should have the suitable educational qualification as required for the project. In such cases the screening/interview committee shall evaluate the applicant's knowledge in the subject and research capabilities critically with proper justification.

b) *Senior Research Fellows*

SRFs are also eligible for enrollment for Ph.D at AcSIR after going through the prescribed admission procedure. A minimum one year residency is required for a SRF before consideration for enrollment in the Ph.D programme. It is also expected that the candidate would have research publications.

c) *CSIR Scientists*

CSIR Scientists shall apply when the applications are called. The applications will then be screened and the shortlisted candidates will appear for an interview. The Interview Committee will evaluate the candidate's knowledge in the subject as well as the research capabilities critically with proper justification. Such requests shall be placed before the Senate from time to time. The candidates shall fulfill the following criteria:

   i)   The candidate must have a guide/co-guide in another reputed institution (other than his primary appointing laboratory).
   ii) The proposed research program should be interdisciplinary.
   iii) The candidate must spend one semester in the institute of the guide/co-guide (including course work, if necessary), to justify the interdisciplinary nature of the study).

d) *Industry Sponsored Fellows*

AcSIR will encourage industry sponsored students for Ph.D in AcSIR. They may be given appropriate relaxation in terms of the course requirements on recommendation of the Dean of the faculty and approval of the Senate.

3.6.3 Procedures for Admission to the M.Tech and Integrated Ph.D Programs

Applicants applying for the M.Tech and Integrated M.Tech-Ph.D in Engineering Science shall send in their applications online against announcement of admission for such programs.

a) The applicants should be graduates in the relevant discipline of engineering depending on the specific program as stipulated by the Admission Committee, with a valid GATE score/ GRE score/NET (Engineering) etc.

b) A candidate shall have the option of giving a maximum of two preferences and shall be screened based on the first and second preferences. Short-listed candidates shall be required to appear before an interview.

c) The final list of selected candidates shall be prepared by the Admission Committee and the candidates informed about their selection.

d) Admission shall be given subject to the deposition of the tuition fees and other prescribed fees.

e) In the event of vacancies that might arise, the Admission Committee shall have the right to undertake counseling sessions with wait-listed candidates to fill up such vacancies.

3.6.4 Procedure for Admission to M.S by Research

The procedure for admission to such course shall be decided by the Senate and respective Board of Studies.

3.6.5 Procedure for Admission to Dual Degree Honors Courses

The procedure for admission to such course shall be decided by the Senate and respective Board of Studies.

3.6.6 Procedure for Admission to Finishing School Courses

The procedure for admission to such course shall be decided by the Senate and respective Board of Studies.

3.7 Academic Calendars

Generally, the following timeline will be followed:

Admission

Sl. No	Activity	August (Current year) & January (following/next year) Session*	August (following/next year) Session
i)	Uploading admission related information	3rd Friday of April previous year	3rd Friday of September previous year
ii)	Advertisement in National Dailies (Select)	4th Monday to Wednesday of April	4th Monday to Wednesday of September
iii)	Last date of Online Submission	4th Thursday of May	4th Thursday October
iv)	Intimation to candidates (electronic)	31st May	31st October
v)	Aptitude Test/Interview	4th Monday of June –2nd Friday of July	4th Monday of November – 2nd Friday of December
vi)	Declaration of results (on the web)	3rd Wednesday of July	3rd Wednesday of December

Students can take advance admission e.g. for the session starting Aug. 2014, in July 2013 or in Dec. 2013.

Enrollment

Sl. No	Activity	August Session*	January Session
i)	Registration	2nd Monday–Tuesday of January	2nd Monday–Tuesday of August
ii)	Session begins	2nd Friday of January	2rd 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

Note: If any of the days indicated above in the calendar year happens to fall on a closed holiday, the Activity will be done on the next working day.

ORDINANCE 4
COURSES OF STUDY

4.1. Courses Offered and Award of Degrees

AcSIR shall run a Graduate program, which leads to awarding of a Ph.D degree. Masters degrees are also offered in some subjects. To get admission in Ph.D programs, one should have a Master's degree in any of the Science/Technology disciplines. An integrated M.Sc.-Ph.D program shall also be offered. For post BSc integrated Ph.D, one needs to have a Bachelor's degree in any field of Science/Engineering. Selections shall be made on the basis of a written test followed by a group discussion and interview.

4.2. Academic Requirements

In the following, course of one credit is equivalent either to 1 lecture hour per week (minimum 14 contact hours) or 2 laboratory hours per week (minimum 28 contact hours) or a combination thereof for the duration of the semester.

4.2.1 Minimum Residence, Maximum Duration and Academic Requirements

The following table lists the minimum residence and maximum duration allowed in the Program, and the credits requirements for graduation in the various Programs:

"Course Work" includes only postgraduate course credits unless otherwise stated. To satisfy the "Minimum Residence" requirements, registration must be over consecutive semesters; an exception will be made only if the student is on authorized leave. "Maximum Duration" is counted from the student's first registration date. CGPA will be calculated on the basis of all undergraduate and postgraduate courses taken by the student as the case may be.

Program	Min. Total Credits	Min. Credits thro' Coursework	Credits thro' Research/ Project	Min. Residence Period#	Normal Period of Completion#	Max. Duration of Completion
M.Tech	64	32	32	4 Sems.	2 Years	3 Years
M.Tech (with Industry Sponsorship)	64	32	32	2 Sems.	2 Years	3 Years
Integrated Ph.D (Engg) *	12*	4	Completion of thesis	3 Sems.	3 Years	4 Years
Ph.D (Sciences)**	20*	12	Completion of thesis	4 Sems.	4 Years	5 Years
Ph.D (Engg)**	20*	12	Completion of thesis	4 Sems.	4 Years	5 Years
Ph.D (with Industry Sponsorship)**	16*	8	Completion of thesis	1 Sems.	3 Years	4 Years

*Over and above the credits and other requirements of the Masters (M. Tech) Program

**Exceptional candidates with Bachelor's degree will be eligible for direct admission to the Ph.D program. They will have to appear and qualify through the admission process. They may also be eligible for exemption from additional credits as decided by the respective DAC of the student after admission.

#Depending on the merit of the case this may be reduced/ waived as per Clause No. 7.5.3.

Direct Ph.D in Engineering for candidates with:						
Program	Min. Total Credits	Min. Credits thro' Coursework	Credits thro' Research/ Project	Min. Residence Period#	Normal Period of Completion#	Max. Duration of Completion
BTech + Gate/NET	36	24 (M.Tech level) + 4 (Ph.D level)	Completion of thesis	4 Sems.	5 Years	6 Years
BTech + 2 Year experience as PA/CSIR-SRF/ Industrial Sponsored Candidates	28	16 (M.Tech level) + 4 (Ph.D level)	Completion of thesis	3 Sems.	5 Years	6 Years
BTech or MSc + National level fellowship/ Ranked first in University	36	24 (M.Tech level) + 4 (Ph.D level)	Completion of thesis	4 Sems.	5 Years	6 Years

Depending on the merit of the case this may be reduced/ waived as per Clause No. 7.5.3

Additional 8 credit courses are mandatory as per the following:

i) One Project Proposal to be prepared by selecting topics of high relevance comprising state-of-the-art review, methodologies, recommendations, etc. (2 credits). This needs to be completed before appearing for the Comprehensives.

ii) One Review Article on specific research area of the student. (2 credits). This needs to be completed before appearing for the Comprehensives.

iii) Six to Eight weeks have to be dedicated on a project concerned with societal/rural issues under the CSIR-800 Programs (4 credits). This needs to be completed before the submission of the thesis.

iv) M.Tech and Ph.D courses may be cross-listed for a comprehensive offering at an institute. Courses on offer at any of the AcSIR/CSIR institute can be availed by the Ph.D candidate to fulfill the academic courses requirement. One or more required level of courses may be offered by each institute that broadly cover aspects of research methodologies, technical report writing, technical communications, oral presentations, research projects, ethics, laboratory safety practices, *etc.* as per their needs and requirements. Such courses should be made available to Ph.D and M.Tech candidates.

v) In case more than one faculty member is teaching a course, one of faculty members will act as the course-coordinator and will be responsible for its grading, course hand-out, coordination among its teaching faculty members, order of topics and their teaching, etc. A review of the courses and feedback received should be done by the AcSIR coordinator in consultation with the concerned faculty members at the end of each semester.

4.3. Postgraduate (PG) Courses

Two-year PG programs at CSIR labs in different disciplines of Science and Engineering can be introduced through the recommendations and resolution of the Senate.

4.4. Ph.D programs

4.4.1 Ph.D programs shall be as under, but not limited to, the following faculties:

- a) Engineering Sciences
- b) Biological Sciences
- c) Chemical Sciences
- d) Physical Sciences
- e) Mathematical and Information Sciences

4.4.2. Number of Ph.D Programs including integrated M.Tech-Ph.D can be introduced through the recommendation and resolution of the Senate.

4.4.3. The academic courses required to be completed by each Ph.D candidate will be recommended by the doctoral advisory committee for the candidate keeping in view the minimum credits requirement as per AcSIR guidelines. The Ph.D candidates should normally complete their academic courses requirement by the end of their second semester.

4.4.4. The Ph.D candidates need to complete the required level of courses by writing the Project Proposal and Review Article before the Ph.D comprehensive examination.

4.5. Procedure for Admission to Dual Degree Honors Courses

The procedure for admission to such courses shall be decided by the Senate and respective Board of Studies.

4.6. Procedure for Admission to Finishing School Courses

The procedure for admission to such course shall be decided by the Senate and respective Board of Studies.

ORDINANCE 5
ENROLLMENT/REGISTRATION OF GRADUATES

5.1. Enrollment/Registration of Graduates:

5.1.1. All students will be governed by the leave rule of the respective Laboratory and of the fellowship. However, long leaves affecting coursework or suspension of fellowship, need to be reported to AcSIR office through the Coordinator of the respective laboratory.

A suitable entry should be made in the database for students for proper calculation of the period of residency. Also, the database should be purged off the entries remaining about students, who would quit the program with no expressed intent of return.

5.1.2. The Senate of the Academy shall be empowered to prescribe any specific fees and also a period over which such fees shall remain valid, if so desired, for such enrolled/registered graduates.

5.1.3. For the purpose of this ordinance, a person shall be deemed to hold a degree with effect from the date of publication of the result of the course he/she had been enrolled for in the Academy.

5.2. Database of Registered Graduates:

The database of enrolled/registered graduates shall be maintained by the Associate Director of ICT Infrastructure and Resource Networking with the help of other officials of the Academy as required. The above database shall also be made available online and shall be periodically updated.

ORDINANCE 6
CONTROL, SUPERVISION AND INSPECTION OF TEACHING PROGRAMS OF CONSTITUENT INSTITUTIONS

6.1. Records to be maintained by Constituent Institutes

The following records shall be maintained by each of the constituent institutions of the Academy in relation to its activities:

i) Admission register of all the students enrolled in a particular program of study
ii) Attendance records of the students, faculty and other employees associated with the Academy
iii) Register of results and periodical and continuous assessments carried out in various courses of study
iv) Record of transfer and migration
v) Information about any intellectual property generated out of the activities of the Academy.

6.2. Procedure of Inspection

Every constituent establishment of the Academy shall be inspected on behalf of the Academy by a committee consisting of the Associate Director (Academy) and the Deans.

The inspection of the academic activities at each of the constituent labs shall base its audit on the following documentations:

i) Compilation of teaching and training materials for various programs
ii) The self-study manual
iii) Reports of the program reviews

Inspection shall be carried out normally once a year or as required.

6.3. Report of Inspection

The Inspection Committee shall submit the report of the inspection of a particular node of the Academy to the Senate. Chairman of the Senate will keep DG-CSIR/ Vice Chairperson and the Chairperson, BoG, AcSIR informed about the activities of AcSIR at respective laboratories.

ORDINANCE 7
EXAMINATIONS

7.1. The Examination Syndicate

7.1.1. The examination and subsequent evaluation process shall be overseen by an Examination Syndicate that shall function as a special-purpose sub-committee of the Senate.

7.1.2. Composition of the Examination Syndicate:

The Examination Syndicate shall have the following composition:-

- Associate Director of Academics (Chairperson)
- Associate Director of Student Affairs
- Deans of all the Clusters
- One Associate Dean, who shall be nominated as Secretary

The Syndicate might co-opt further members during any particular examination term, if felt necessary, on approval of the Senate.

7.1.3. Duties and Powers of the Examination Syndicate:

The Examination Syndicate shall have the following duties and functions:-

- It shall oversee proper conduct of examination process for all the courses of studies of the Academy.
- It shall compile and publish the examination calendar for the Academy in advance.
- It shall coordinate with all the nodes of the Academy so as to ensure proper adherence of norms laid down in the Statutes and Ordinances with respect to the examination process.
- It shall be the custodian for the Central Examination Server of the Academy and shall have the obligation to maintain confidentiality of all data contained in the server.
- It shall complete the evaluation process within 45 days' time frame from the date of conduction of the examination and publish results of the examination.
- It shall perform such other functions as may be directed by the Board of Governors and the Senate from time to time.

7.2. Implementing Authority & Appellate Authority for Examinations

7.2.1. The Deans of the Academy shall function as the principal controlling officers for examinations for the respective areas and shall place before the Examination Syndicate any matters of disputes or grievances arisen thereof.

7.2.2. The Director of the Academy shall be the Appellate Authority for the Examinations

7.3. Examination Regulations

The procedure of operating the examination process shall be framed by the Examination Syndicate in consultation with the respective Boards of Studies and shall be published on

the Academy website in the form of regulations. Such a regulation published shall remain valid till a next regulation is published by the Examination Syndicate.

7.4. Re-examination and Re-evaluation

Requests for re-examination and re-evaluation shall be made to the respective Dean of Cluster, through an online application process. The Board of Studies shall have the option to fix a prescribed fee to the process. Normally, a student shall be permitted to request for re-examination or re-evaluation for a maximum of two courses during a given semester.

7.5. Assessment and Examination

7.5.1. Student performance in undergraduate, graduate coursework degree and graduate diploma programs may be assessed through a combination of examinations and continuous assessment. All assessments shall be governed by the Boards of Examiners appointed by the Senate.

7.5.2. The student performance in graduate research degree programs may be assessed through a combination of examinations, continuous assessment, a written thesis, and an oral examination on their thesis and related subject matter.

7.5.3. A student, depending on his/ her knowledge base, may opt for the option of directly appearing for the qualifying exam(s) with an exemption from attending the classes for the specific course(s). This would be considered by the respective Dean of the Faculty based on the merit of the case.

7.5.4. A student may continue in a degree or diploma program only if he satisfies the requirements specified by the relevant Faculty or Academic Unit, as approved by the Senate.

7.5.5. A student may be barred from an examination or have his grade for a module withheld if:

a) he has failed to satisfy specific requirements of the relevant Faculty or Academic Unit for admission to the examination or completion of the module;

b) he is in debt to the Academy (other than through an explicit loan made by the Academy); or

c) he is so barred or his grade so withheld arising from disciplinary proceedings as prescribed by established ordinances, policies and procedures.

7.5.6. A student who has not been admitted to an examination or whose grade for a module has been withheld pursuant to clause 7.5.5 above shall be deemed to have failed the examination or module.

7.5.7. The Senate may, in its absolute discretion, withhold the result of a student in the whole or any part of an examination or module pending the outcome of disciplinary proceedings as prescribed by established ordinances, policies and procedures.

7.5.8. The degrees conferred by the Academy include, but not limited to, the following:

a. M.Tech
b. Ph.D in Science, Engineering or Social Science & Humanities
c. Integrated M.Tech-Ph.D in Engineering
d. Integrated M.Sc-Ph.D in Science
e. MS by Research in Science and Engineering
f. Honors Dual Degree
g. PG Diploma in Finishing School (One/Two year PG diploma)
h. Diploma in areas offering new knowledge (Short term diploma)

7.5.9. Candidates for the degrees of Doctor of Social Sciences, Doctor of Letters, and Doctor of Science shall be assessed on the basis of their collected published works. These degrees may also be conferred on an honorary basis in accordance with established ordinances, policies and procedures.

7.5.10 In conferring the above degrees, the Academy shall indicate in all official documents the specific disciplines or specializations undertaken or marks of distinction conferred, and the abbreviated name of the degree.

7.5.11 The Academy may grant graduate diplomas, and in awarding such graduate diplomas, the Academy shall indicate in all official documents the specific disciplines or specializations undertaken, and the abbreviated name of the graduate diploma.

7.5.12 Concurrent degrees, double degrees, joint degrees and joint diplomas shall be approved by a resolution of the Senate and may be conferred by the Academy on any person who has completed all of the requirements for the degree or diploma.

7.5.13 Unless specifically authorized, the work submitted by a candidate to fulfill the requirements of a degree or diploma must not have been used to fulfill the requirements of another degree or diploma at the Academy or elsewhere.

7.5.14 A candidate may be awarded a degree or diploma only if:
   a) he has successfully completed all the requirements for that degree or diploma; and
   b) he is not in debt to the Academy (other than through an explicit loan made by the Academy).

7.5.15. The Senate may, in its absolute discretion, waive any of the requirements. No person shall be deprived of any degree, diploma or academic award except for compelling reasons and on a resolution of the Senate.

7.6. Examination & Evaluation procedures for M.Tech and Ph.D course work

7.6.1. Continuous evaluation procedure shall be followed throughout the semester through class tests, quiz, assignment, seminar/presentation on special topic, midterm and end term examinations etc. The course coordinator is free to decide upon the evaluation procedures depending upon the course being taught.

7.6.2. End semester examination shall have maximum weightage of 40%.

7.6.3. Depending on the nature of the subject, faculties may opt for open or close book examination.

7.6.4. For laboratory courses, the candidates 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.

7.6.5. The grading system to be followed for course work is illustrated below:

Letter Grade	Performance	Numerical Value
A+	Outstanding	10
A	Excellent	9
B+	Very Good	8
B	Good	7
C+	Average	6
C	Not Qualified	5
S	Satisfactory (for thesis & audit course)	
X	Unsatisfactory (for thesis & audit course)	

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) = Cumulative points scored in all passed courses / Cumulative credits earned

7.6.6. Brief philosophy of the letter grades:

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

Where Ci are credit points and Gi are grade points. The idea of awarding letter grades is based on a different 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 GPA 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 GPA or CGPA will be calculated based on the formula given above.

7.6.7. A student shall need to have a SGPA >6.0 in each semester and a CGPA >6.5 from second semester onward for continuation. Minimum grade point to be earned to pass any subject is 6.0.

7.6.8. The course coordinator shall submit the grades of the students as per the academic calendar.

7.6.9. It is also recommended that confidential feedback from the students be obtained for each course for continuous improvement of the program. The feedback form would be developed by the respective lab coordinator depending on the course being taught.

7.7. Examination & Evaluation procedures for Thesis work

- Every M.Tech/Ph.D student shall have at least one thesis supervisor from amongst the faculty members of the Academy in the respective Institute. No Student can have more than two supervisors from the same Institute. However, another co-supervisor from outside the institute, if necessary, may be appointed. Co-Supervisor may or may not be a faculty of the Academy.

- Every Institute shall evolve modalities for appointment of supervisors keeping in view of the students' aspirations and the research interest of the Faculty.

7.7.1 For M.Tech Thesis work

a) The thesis Oral Examination Board (OEB) shall be constituted by the Director of the laboratory on recommendation of Coordinator and thesis supervisor for each student. The OEB will have minimum 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). The dean approves the committee recommendations and the Senate chairman subsequently ratifies it. The communication in this regard would be done by the Lab Coordinator.

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

c) The last allowable date for submission of the M.Tech thesis shall be fifteen days before the commencement of the fifth semester. 8.

d) The candidate shall present his thesis work physically in a colloquium (Open Seminar) in presence of the OEB members.

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

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

g) Based on the presentation and responses to the questions raised during the 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 shall have to declare the candidate either passed or failed. There shall not be any recommendation for the third oral examination.

i) The grading system to be followed during the evaluation of the thesis work for an M.Tech thesis is given below:

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

7.7.2. For Ph.D Thesis work

a) Doctoral Advisory Committee (DAC)

Each student will have a Doctoral Advisory Committee (DAC)

    i)   AcSIR Laboratory Coordinator in consultation with the Director of the laboratory shall constitute the DAC for each candidate as soon as the thesis supervisor(s) is assigned with recommendation of Dean & subsequent approval by Senate Chairman.

    ii)   In addition to thesis supervisor(s), the committee shall have three more members – two members from the same research area as recommended by the supervisor(s) and one member nominated by the Director of the Institute from different field of research.

    iii)   The academic courses required to be completed by each Ph.D candidate will be recommended by the DAC for the candidate keeping in view the minimum credits requirement as per AcSIR guidelines.

    iv)   The doctoral advisory committee shall review the progress of the research work on continuous basis and meet at least once in each year. They shall advise on the next course of action. The committee also recommends when to submit of the thesis.

    v)   The coordinator shall report to the Dean about the detail of the committees and obtain necessary approval from time to time.

In general the functions of the DAC are outlined in the table below:

DAC No.	Objective of DAC	Time frame
I	Discussion on the topic of research to be pursued, questions to be addressed etc.	Any time before the end of the Third Semester
II	Finalization of Ph.D proposal	During or 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)	Two weeks before submission of thesis

b) Comprehensive Examination

    i)   A student shall be eligible to appear at the Comprehensive Examination only after he/she has successfully completed all course requirements with more than the minimum CGPA.

    ii)   The Comprehensive examination board shall consist of the DAC members and the Director/Director's nominee who has demonstrated ability in guiding students.

    iii)   Based on the proposal of the supervisor(s), the Comprehensive examination board shall be formed & approved for each student by the Dean with subsequent ratification by the Senate Chairman. Any observation from the Dean needs to come within 3 days from the day approval was sought for after which the proposed Comprehensive Examination Board will be deemed as approved.

    iv)   The candidate in consultation with the thesis supervisor(s) shall appear for oral comprehensive examination in between 2nd and 4th semester. If the candidate fails to clear the comprehension in two attempts, his/her provisional enrollment/

registration for Ph.D shall stand cancelled. However, the candidate would be eligible for M.S (by Research) and would have to go through the prescribed process of M.S (by Research).

v) The Comprehensive examination will consist of presentation by the candidate followed by rigorous oral examination. The recommendation of the board shall be in the form of "Cleared" or "Not Cleared".

c) *State-of-the-Art and Open Seminar*

i) The Ph.D candidate shall present his/her Ph.D proposal in a State-of-the-Art open seminar in presence of Doctoral Advisory Committee within six months after clearing the Comprehensive examination.

ii) The Ph.D candidate shall present his/her research work in Ph.D colloquium (Open Seminar) in presence of the DAC members, before submission of the synopsis and thesis.

iii) The notification of the open seminar shall be circulated by the thesis supervisor in consultation with members of the DAC. The notice of the seminar must be displayed at least four days in advance.

iv) Ph.D synopsis along with the thesis, five hard copies & a soft copy in a CD, should be submitted to the Laboratory Coordinator on recommendation of the DAC and after incorporation of all suggestion, if any.

d) *Ph.D Thesis Submission and Evaluation*

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

ii) Ph.D synopsis on a CD shall be submitted to the Laboratory Coordinator on recommendation of the DAC and after incorporation of suggestions, if any.

iii) The thesis advisor(s) shall submit the panel of examiners to the corresponding Cluster Dean through AcSIR coordinator of the concerned Lab immediately after the Ph.D Colloquium/Open seminar. None of the examiners shall be from the same Institute.

The senate chairman shall constitute the Thesis Board and communicate to the appropriate Dean. The Dean in turn shall inform the concerned Coordinator. The examiners shall be contacted through email for their acceptance.

iv) Thesis should be submitted to the coordinator of the laboratory who in turn will send it to the members of the Thesis Board as approved by the Senate Chairman and communicated to the Coordinator by the Dean.

v) The examiners should be requested to turn in the report within 8 weeks and AcSIR plans to complete the thesis examination within 12 weeks.

vi) Two hard copies and a softcopy of the thesis on a CD will have to be submitted to the Coordinator.

vii) The thesis report from examiners shall be communicated to the respective Deans for endorsement by the Laboratory Coordinators.

viii) Based on the report of the thesis examiners, the DAC shall recommend the next course of action i.e. recommendation for holding oral examination or rework.

ix) The committee may recommend re-submission of the thesis at most once after incorporating the suggestions made by the committee for evaluation.

x) Thesis oral examination board shall be constituted by the Senate Chairman on recommendation of the thesis supervisor(s) through the Dean of the concerned faculty.

xi) The Ph.D candidate shall present his research in the presence of the above OEB members. Additional external members may be present in video conferencing mode, if desired. Under compelling circumstances the candidate could also appear at the viva voce exam electronically (e.g. VC, Skype, Google Hangout etc.) with prior approval from the Senate Chairman.

xii) The OEB shall evaluate whether or not the essential modifications, suggested by the thesis examiners, if any, have been incorporated satisfactorily. The board shall authenticate the thesis work as the student's own work based on the presentation and responses to the questions raised during the oral examinations.

xiii) The candidate shall be considered to have passed the oral examination, if all the members, except at the most one member, consider that the performance of the candidate is satisfactory.

xiv) The committee may recommend re-submission of the thesis at most once after incorporating the suggestions made by the committee for evaluation.

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

xvi) It is expected that the entire process after thesis submission leading to completion of the oral examination shall be completed within 8 to 12 weeks.

xvii) The complete report of the oral committee has to be communicated to the Dean, whose recommendation has to be submitted to the Chairman, Senate for approval of the provisional degree.

xviii) On ratification in the subsequent Senate meeting, the successful candidate becomes eligible of receiving the Ph.D degree from AcSIR.

e) *Format of the thesis*
i) Two hard copies and 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.

ii) 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 bound copies of the thesis to the coordinator.

iii) 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. An updated CD will be sent by the coordinator to AcSIR headquarters for records.

iv) It is recommended that the thesis should be paperback and printed on both sides of a page to minimize the utilization of paper.

The cover of the thesis shall contain the title of the thesis the name of the student, the 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.

7.7.3. Provisional Certificate

The provisional certificate shall be awarded by the Associate Director (Academic) after successful completion of the M.Tech/Ph.D oral examination. The final degree shall be awarded at the time of convocation of the Academy as per the relevant Ordinance.

ORDINANCE 8

CONDITIONS & MODE OF APPOINTMENT AND DUTIES OF EXAMINING BODIES, EXAMINERS AND MODERATORS

8.1 Appointment of Thesis Supervisors of M.Tech, M.S (by Research) and Ph.D Students

a) A student shall not normally have more than two supervisors at any given time.

b) Thesis supervisor(s) of a student shall normally be appointed from amongst the faculty members of the Academy at different CSIR laboratories. If there are joint supervisors, then at least one of the supervisors shall be a faculty member of AcSIR. Dean of the concerned faculty can only make exception to this policy after he is satisfied with the exceptional ability of the supervisor on a provisional basis in anticipation of the faculty gaining the requisite qualification (faculties awaiting formal approval from the Senate).

c) Under exceptional circumstances, other faculty of AcSIR with the rank of Senior Scientist and above can be appointed as co-supervisors of the Ph.D students. The recommendation of a peer group (appointed by the Director of the CSIR laboratory to which the student belongs) regarding the merit and qualifications of being considered as co-supervisor shall be sent to the AcSIR for approval by the DAC/Senate. One such co-supervisor can be appointed to only one student at a time.

d) No change/addition of supervisor(s) shall be allowed after the thesis has been submitted.

e) In case there has been a change/addition in the supervisor(s), the M.Tech/ M.S (Research) thesis shall not normally be submitted earlier than three months and the Ph.D thesis shall not normally be submitted earlier than six months from the date of such change. However, the Dean of the particular discipline shall have the right to waive this requirement if he is satisfied that in spite of the change/addition of supervisor the candidate is ready for submission of the thesis.

f) If a student's supervisor proceeds on long leave in the case of Ph.D students and on leave for more than three months in the case of M.Tech/M.S (Research) students, the Senate shall appoint a supervisor or a co-supervisor in consultation with the supervisor and the student. In this case the number of supervisors may be more than two, if an external supervisor already exists. If a student's supervisor proceeds on short leave in case of Ph.D students and on leave for not more than three months in case of M.Tech/M.S (Research) students, one of the members of the DAC of the students shall be authorized by the supervisor to take care of various formalities and this shall be notified to the AcSIR Coordinator of the laboratory.

g) If all research work and related analysis is complete except for the writing of the thesis, and the supervisor proposes to go on leave, one of the members of the DAC of the students shall be authorized by the supervisor to take care of various formalities such as providing the list of examiners, conducting the oral examination, etc. and this shall be notified to the AcSIR Coordinator of the laboratory.

h) In case a supervisor resigns/retires or otherwise ceases to be a faculty member of the Academy, the Director of the CSIR laboratory in consultation with the student and the

Coordinator, AcSIR of the laboratory shall appoint a new supervisor or co-supervisor, which shall then be ratified by the Senate through the Dean of the particular discipline.

8.2 Open Seminar of Ph.D Students

Before proceeding to finalize the thesis, each Ph.D student shall have to deliver a seminar open to faculty, students and scientists of the CSIR laboratory in which he/she has been pursuing his/her research work to obtain comments and criticism which should be incorporated in his/her thesis. A notice of the seminar must be displayed at least four days in advance. A thesis shall be submitted only after the fulfilment of this requirement. The intimation that the open seminar has been given should be communicated by the thesis supervisor to the concerned Dean/ Associate Dean and also to Associate Director (Academics) through the AcSIR coordinator of the laboratory.

8.3 Constitution of Committee/Board for Thesis and viva-voce

8.3.1 M.Tech/M.S (Research) Thesis: Project viva-voce Committee

a) The thesis/project shall be examined by viva-voce committee formed by the thesis supervisor(s)/Program coordinator in consultation with the Director of the CSIR laboratory. It must be approved by the Chairperson, Senate or his/her nominee.

b) The committee shall consist of minimum three members, the thesis supervisor(s)/ Program coordinator, one examiner from the same field of research and one examiner from areas other than the candidate's field of research. The thesis supervisor/Program coordinator shall act as the Convener of the Committee.

8.3.2 Ph.D Thesis Examination Board

a) The thesis examination board shall consist of two members in addition to the thesis supervisor(s), recommended by the concerned Dean and approved by the Chairman, Senate. The procedure for constituting the thesis board is given below.

 i) The thesis advisor(s) shall submit the panel of examiners, normally eight experts from the relevant field to the corresponding Cluster Dean through AcSIR coordinator of the concerned Lab immediately after the Ph.D colloquium/ Open seminar. None of the examiners shall be from the same Institute.

 ii) The Senate Chairman shall constitute the Thesis board by assigning serial number in order of preference and communicate to the appropriate Dean. The Dean in turn shall inform the concerned Coordinator the list of examiners in order of preference as assigned by the Senate Chairman. The first two examiners are to be contacted first for their consent to examine the thesis. In case, any of the first two examiners decline to examine, the next examiner on the list may be approached.

 iii) The names of the members of the Thesis Board shall be kept confidential to the candidate till successful completion of the viva-voce. However, on completion of Ph.D thesis evaluation, the Academic Section shall send to the thesis supervisor(s) the names of the CSIR faculty who are the members of the Thesis Board, as well as that member who is from outside the CSIR Laboratory but is from within the country so that these names can be included in the proposed list of the members of oral board.

8.3.3 Ph.D viva-voce Board

a) Thesis Oral Examination Board (OEB) shall be constituted by the Dean on recommendation of the thesis supervisor and shall consist of four members in addition to the thesis supervisor. The OEB should have a minimum of at least three members present for holding an oral examination– minimum one external member (preferably one of the thesis examiners), one DAC member and thesis supervisor(s).

b) The thesis supervisor(s)/Program coordinator in consultation with the Director of concerned CSIR Laboratory shall propose the constitution of the oral board (forwarded through the Coordinator) to the concerned Dean who shall forward it to the Chairman, Senate for approval.

8.4. Submission of Thesis/Project

i) *M.Tech/ M.S (Research) Thesis/ Project Work*
After the M.Tech/ M.S (Research) oral examination committee has to be constituted, copies of the thesis/project report one for each examiner of the oral board, prepared according to the format prescribed by AcSIR, shall have to be submitted at least a week before the probable date of oral examination. The Academic Section shall arrange to send the copies of the thesis to the examiners. Two copies of the abstract (approximately 250 words) should also be submitted along with the thesis/project report.

ii) *Ph.D Thesis*
Ph.D thesis shall be submitted only after the DAC duly recommends the satisfactory completion of the open seminar and advises submission of thesis. Two paperback copies of the Ph.D thesis (prepared according to the format prescribed by AcSIR) and one soft copy on a CD should be submitted.

8.5. Processing of Thesis / Project Work

8.5.1 M.Tech/M.S (Research) viva-voce

a) The viva-voce shall be conducted within three months (8-12 weeks) from the date of receipt of thesis report from the examiner of the thesis/project. If a student does not appear in the viva-voce within this time period, his/her Program shall be deemed to have been terminated. Request for reinstatement in the Program by such a student should be addressed to the Chairman, Senate. The request may be considered by the Senate and in case the Senate grants the request it shall specify the requirements that the student must fulfill for the award of the degree.

b) The thesis supervisor/Program coordinator shall intimate the date of the oral examination to the Chairperson, AC.

c) The oral examination committee shall evaluate the thesis/project, conduct the viva-voce and send a report of the examination to the Chairperson, AC through the thesis Supervisor.

d) A thesis shall be considered to have been accepted if all the members of the viva-voce committee recommend its acceptance. A thesis, which is not accepted, will be considered to have been rejected.

e) If a thesis is rejected along with a recommendation for resubmission after incorporating any modification/correction suggested by the viva-voce committee, viva-voce of the resubmitted

thesis/project shall be conducted by the original committee unless a different committee is approved by the Chairperson, AC. If the resubmitted thesis is rejected, the matter will be reported to the Senate for appropriate action.

f) Acceptance of thesis/project shall be reported to the Senate for approval.

8.5.2 Ph.D Thesis Evaluation by the Thesis Board

a) After the synopsis has been submitted and the Thesis Board is constituted, the concerned Coordinator should send a letter by e-mail/fax to each member of the thesis board enclosing a copy of the synopsis and requesting him/her to serve as an examiner for the thesis. If the examiner refuses or no response is received within two weeks (with a reminder being sent after 1 week), then steps will be taken to appoint another examiner.

b) On receipt of the acceptance of examiner-ship a copy of the thesis along with a thesis evaluation form for the examiner's report shall be sent to each examiner.

c) When examiners reports are received, the Chairman, Senate shall provide his recommendation on the Ph.D thesis for appropriate action based on the inputs received from the examiners through Adjudication Forms. The recommendation would be sent to the thesis supervisor(s) and the Director of the CSIR Laboratory for compliance by the student.

d) On completion of the process the Chairperson, DAC (the Supervisor) should inform the Chairman, Senate for his approval to initiate the constitution of the viva-voce board and conduct the exam.

The concurrence of Chairman, Senate shall be given if all the examiners recommend acceptance of the thesis. If one of the examiners rejects the thesis, the matter will be referred to Chairman, Senate for deciding further course of action. If two or more examiners reject the thesis, the thesis will be rejected.

8.5.3. Ph.D Viva-voce

The Ph.D viva-voce shall be an open examination. The supervisor(s)/Program coordinator shall be the convener of the oral board and shall fix the date of the viva-voce and intimate the date to the DAC.

a) If a member of the viva-voce board communicates his/her inability to be present in advance or fails to be present on the specified date and time, the Chairman, Senate may appoint a substitute in consultation with the thesis supervisor(s)/Program coordinator, Director of the CSIR Laboratory and Chairperson, DAC.

b) Each member of the oral board shall be given a soft copy of the thesis along with the entire technical correspondence with the thesis examiners at least one week before the date of the oral examination.

c) The oral board shall (i) examine the thesis reports, (ii) examine if necessary modifications suggested by the thesis examiners have been incorporated, (iii) elicit the candidate's replies to the questions raised by the thesis examiners, (iv) authenticate the work as the student's own, (v) judge if the presentation of the work by the student and the answers to the questions asked have been satisfactory, and (vi) give a report of the examination, which shall be communicated by the supervisor(s)/Program coordinator to the Chairperson, DAC.

d) If all, except at most one member, declare the student as passed, the student shall be deemed to have passed.

e) If a candidate has not passed, the viva-voce board shall specify whether

    i) the candidate may be given another chance to appear in the oral examination and shall specify the approximate date for re-examination. The original oral board shall conduct the re-examination unless a different viva-voce board is approved by the Chairman, Senate. In the re-examination, the board shall declare whether the student has passed or failed as per the criteria laid down above but shall not recommend holding a third viva-voce.

    ii) the candidate is declared to have failed.

8.5.4. Declaration of the Result

a) On receipt of the report that the student has passed the viva-voce, the Chairperson, DAC will recommend to the Senate for award of the Ph.D degree.

b) If the candidate fails, the matter will be brought to the attention of the Senate for further action.

ORDINANCE 9
DISCIPLINE, CODE OF ETHICS & CONDUCT OF STUDENTS

For the purpose of the Ordinance, these rules shall cover all personnel associated with the Academy including staff and students.

9.1 Discipline with respect to Students

The students of the Academy are expected to dress and conduct themselves in a proper manner.

9.1.1 Scheduled Offences

The following offences shall be considered as Scheduled Offences:

a) Contravention of articles of the Statute, Regulations, Code of Conduct and Procedures of the Academy;

b) Damage or defacement of property belonging to the Academy or its constituent establishments;

c) Falsification or misuse of Academy documents, certificates etc in connection with degrees, examinations, admissions etc

d) Fraud, dishonesty, impersonation and similar act of misbehavior;

e) Defamation or assault of Academy officials;

f) Lodging complaints against any Academy personnel or student with malicious intention or without reasonable cause;

g) Plagiarism or any act connected thereto;

h) Disruption or improper interference with academic activities or administration of the Academy or performance of duties by an Academy employee;

9.1.2. Criminal Offences

The following offences shall be considered as Criminal Offences:

a) Any offence involving or resulting in criminal activity;

b) Theft, fraud or misapplication in connection with Academy funds or property;

c) Ragging, which shall without prejudice to the generality of the term, include conduct intended to humiliate another student or hold such other student up to ridicule; interfere with another student's peace, privilege, benefits and rights of facilities; activities causing physical harm and mental agony;

d) Sexual, racial, communal and any other similar type of harassment to any employee or student of the Academy.

9.2. Disciplinary Powers

The Competent Authority of the Academy shall have the powers to exercise disciplinary powers against the offences mentioned above. In case of Scheduled Offences, such powers shall be restricted to issuance of orders to comply with specified conditions and statement of sanctions if such conditions are not met; imposition of fine not exceeding Rs 50,000 for each count of offence and issuance of stricture. In case of Criminal Offences, such powers shall range from within reprimand that goes into official records; withdrawal and/or suspension of Academy facilities; expulsion and adoption of appropriate legal procedures.

Disciplinary powers shall be exercised notwithstanding that the person liable to be subjected to disciplinary action has ceased to be a student of the Academy provided that

the circumstances giving rise to the disciplinary proceedings arose while the person was a student of the Academy or in connection with the person's admission to a course of study in the Academy.

9.3. AcSIR Conduct Rules

All permanent, contractual and temporary employees of the Academy shall be governed by the AcSIR Conduct Rules. Unless otherwise stated, the Government of India CCS Conduct Rules, in force at Central Universities, shall be construed as the AcSIR Conduct Rules save and except in those cases where specific provision has been made in the AcSIR Act, Statutes or Ordinances.*

9.4. Disciplinary Authority and Appellate Authority

9.4.1 The Director of the Academy shall be the Disciplinary Authority for all discipline and conduct related matters of the Academy, whereas the Chairperson of the Board of Governors shall be the Appellate Authority.*

9.4.2 A Vigilance Officer (VO) would oversee the compliance of 'Integrity and Ethics' by the employees of AcSIR (both permanent and temporary, who draw their salary from the funds of the Academy) as also by the students as per the guideline provided in Statutes and Ordinances of AcSIR.
A Senior faculty of AcSIR, not anyway related to the sensitive matters (e.g. appointment, procurement etc.) for the Academy or a senior person from outside the CSIR/AcSIR system having considerable experience, may be appointed as the Vigilance Officer. The appointment of the Vigilance Officer should be made by the Director of the Academy with the approval of the Chairman of the Board of Governors.*

9.5. Discipline Implementation

9.5.1. All allegations regarding discipline involving a student shall be submitted to and looked after by the Associate Director of Student Affairs and shall be implemented by appropriate officials of the Academy, as directed by the Director in each case, subject to the ratification by the Director of the Academy.

9.5.2. Any sort of ragging in any of the CSIR laboratories, estates, colonies, campus is prohibited. If any incident of ragging comes to the notice of the authorities, the student concerned shall be given the liberty to explain. If his explanation is not found satisfactory, the authorities can expel him from the Institute.

9.5.3. The students of the Academy are expected to conduct themselves in a manner that provides a safe working environment for women. Sexual harassment of any kind is considered unacceptable and will attract appropriate disciplinary action.

9.6. Attendance

Students shall be required to attend lectures, laboratories, workshops, etc. relating to the subject of the course as prescribed, and not to absent themselves without adequate reasons and prior permission. Applications for leave of absence are to be made in writing to the Coordinator of the concerned CSIR laboratory.

9.7. Code of Ethics and Conduct

9.7.1 Every student admitted to a course or a research program is expected to:
  a) complete his/her studies in the Academy; and

*Amendment 1; BoG, 24 March 2014

b) for any compelling reason is unable to continue studies he/she will do so only with prior permission from the corresponding Dean.

9.7.2 If a student commits a breach of the above code of conduct, he or she shall be asked to leave the Academy and shall not be eligible for:

a) re-admission as a student of the Institute for a period of three years; and

b) issue of grade card or certificate for the course studied or work carried out by him or her as a part of the program for which he or she was admitted.

9.7.3 The Deans may, on account of misconduct or unsatisfactory work, recommend to withdraw the fellowship/scholarship to the corresponding authorities through the Director of the concerned CSIR laboratory at any time and/or decide that the scholarship be refunded from the date of the last award.

ORDINANCE 10
HONORARIA/ ALLOWANCES

Entitlement of members attending the meeting, in person, of the Board/ Senate/ Board of Studies (BoS) and other sub-committees constituted from time to time

a) Honorarium/ sitting fee as per notification issued from time to time
b) Reimbursement of expenditure incurred on travel for attending the meeting
c) Arrangement for stay or in lieu thereof reimbursement of reasonable expenditure incurred towards lodging in connection with attending the meeting.

ORDINANCE 11
CONVOCATION AND AWARD OF DEGREES

11.1 Convocation

The Convocation of the Academy shall be held once in a calendar year usually during the month of September.

11.2 Degrees Awarded

11.2.1. The degrees conferred by the Academy include, but not limited to, the following:

    a) M.Tech
    b) Ph.D in Science, Engineering or Social Science & Humanities
    c) Integrated M.Tech-Ph.D in Engineering
    d) Integrated Ph.D in Science or Engineering
    e) Integrated MSc-Ph.D in Science
    f) M.S by Research in Science and Engineering
    g) Honors Dual Degree
    h) PG Diploma in Finishing School (One/Two year PG diploma)
    i) Diploma in areas offering new knowledge (Short term diploma)

In conferring the above degrees, the Academy shall indicate in all official documents the specific disciplines or specialisations undertaken or marks of distinction conferred, and the abbreviated name of the degree.

11.2.2. The Academy may grant graduate diplomas, and in awarding such graduate diplomas, the Academy may indicate in all official documents the specific disciplines or specialisations undertaken, and the abbreviated name of the graduate diploma.

11.2.3. Concurrent degrees, double degrees, joint degrees and joint diplomas shall be approved by a resolution of the Senate and may be conferred by the Academy on any person who has completed all of the requirements for the degree, degrees or diploma.

11.3. Unless specifically authorized, the work submitted by a candidate to fulfil the requirements of a degree or diploma must not have been used to fulfil the requirements of another degree or diploma at the Academy or elsewhere.

11.4. A candidate may be awarded a degree or diploma only if:

    i) He/she has successfully completed all the requirements for that degree or diploma; and
    ii) He/she is not in debt to the Academy (other than through an explicit loan made by the Academy).

11.5. The Senate may, in its absolute discretion, waive any of the requirements indicated above. No person shall be deprived of any degree, diploma or academic award except for a compelling reason and on a resolution of the Senate.

ORDINANCE 12
CONDITION OF AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES

12.1 Fellowships/Scholarships

Academy may consider granting/ awarding fellowships, scholarships, medals, prizes etc. The conditions for award of fellowships, scholarships, medals and prizes shall be based on the recommendations of a duly constituted committee by the Senate and suggestions of the Donor.

12.2. Fellowship/ Assistantship through CSIR or other agencies

Currently fellowship/assistantship or financial support are not being provided by AcSIR. However, the Human Resources Development Group (HRDG), CSIR offers support through JRF-NET, JRF-GATE, etc. HRDG announces the fellowship/scholarship schemes periodically. The details are provided on the website (www.csirhrdg.res.in) for information from time to time. Students can take this fellowship/scholarship as per the terms and conditions specified by it and pursue their higher education at CSIR laboratories. Similarly fellowship may be availed from other funding agencies and its implementation would be governed by the procedure adopted by the CSIR Lab in which the student would work.

ORDINANCE 13
APPOINTMENT OF OTHER STAFF

13.1 Appointments

The Director in the capacity of Chairman, Senate shall appoint such employees as considered necessary for the efficient functioning of the Academy.

13.2 Selection Committee for filling up non-Academic posts of Executive Officers of the Academy

These officers of the Academy shall include such officials who are considered to be essential for smooth running of the Academy. They comprise, but are not restricted to, posts such as those of Assistant Director (Admin. & Finance), Senior Manager (Administration), Manager and Technical Officials, Librarian or equivalent, System Administrator, Engineer, Media Officer, Public Relations Officer, Legal Officer etc.

13.3 Process of Selection

Subject to the provisions laid down in the Statutes, selection process of permanent members of the faculty and other officers, as applicable, shall normally be completed within 45 days of publication of advertisement or nomination or invitation, as the case may be following procedural mechanisms laid down in Ordinances framed for the purpose. Selection of a candidate, once completed, shall be valid for three months, subject to such extensions as may be deemed necessary by the Senate, in the case of acceptance by the candidate.

13.3.1 Process of Selection of Executive Consultant/Managers

Selection of Executive Consultant/Managers for contract appointment will be made by a Selection Committee chaired by one of the Associate Directors or his nominee of Professor rank of the Academy; one Associate Professor or above ranked official of the Academy; two lab co-coordinators or one lab co-coordinator and one scientist of a CSIR Lab nominated by the Chairman. The selection may be made from a panel of candidates whose bio-data may be obtained from sources where the candidates may have applied for posts with comparable eligibility conditions and by advertisement in national dailies through a walk-in interview.

13.3.2 Process of Selection of Executive Assistants

Selection of Executive Assistants for contract appointment will be made by a Selection Committee chaired by one of the Associate Directors or his nominee of the rank of Professor of the Academy; one Associate Professor or above ranked official of the Academy; two lab co-coordinators or one lab co-coordinator and one scientist of a CSIR Lab nominated by the Chairman. The selection may be made from a panel of candidates whose bio-data may be obtained from sources where the candidates may have applied for posts with comparable eligibility conditions or by advertisement in national dailies or by notification on Notice Boards of academic/research institutions followed by a walk-in interview.

13.3.3 Process of selection for other Administrative positions

Selection of other administrative positions shall be notified by separate notification from time to time.

13.4 Essential Qualification, Function, Tenure and Remuneration for the different administrative positions

13.4.1 Details of the Essential Qualification, Function, Tenure and Remuneration for the different administrative positions shall be notified by separate notification from time to time. The Academy shall have flexible compensation system which recognizes performance to bring the best talent to the Academy.

13.5. General Rules for Recruitment

i) During the process of recruitment, adequate provision shall be made from the backward communities and physically handicapped candidates, as per the existing rules/directions of the Government/CSIR.

ii) The recruitment process shall be transparent and regular update of information shall be made available on the Academy's website.

iii) The qualifications for each post (as laid down in Ordinance to be framed for the purpose) should be redefined wherever necessary, keeping in view the requirements of the Academy and availability of personnel with better academic qualification and technical competence.

iv) The Board shall have the right to waive recruitment stipulations in the case of exceptional candidates, if considered necessary.

v) The criteria of experience against each post as laid down by Ordinances to be framed for the purpose can be relaxed by the Board to lay more emphasis on potentiality in case of exceptionally qualified candidates.

vi) The remuneration any administrative staff as required or decided by the Finance Committee and ratified by the Director, AcSIR shall be decided as per notifications issued from time to time.

vii) Board of Governors, if necessary, might introduce scales of pay at a level higher than those existing, to attract suitable talents to be appointed to such positions. This shall, however, be on a case by case basis and shall not be cited as precedence.

viii) The Senate and the Board shall have the right to decide upon the proportion of employees to occupy permanent, temporary, deputation and contractual appointments in the Academy.

ix) All the employees of AcSIR shall be eligible for family health coverage. AcSIR leave rules shall be applicable for all the employees (Permanent/temporary) of AcSIR.

ORDINANCE 14
PERSONNEL RULES

All employees of the Academy shall be appointed on contractual basis under a written contract. (as per Clause 33(1) of the AcSIR Act, 2011)

14.2. Assessment Procedures

The assessment for performances of all categories of staff of the Academy shall be carried out by the Associate Director (Admin. & Finance) in consultation with the immediate supervisors of the employee having the endorsement of the Academy.

The annual performance appraisal of the Associate Director and Director shall be done by the Chairman of the Academy.

14.6. Terminal Benefits for Contractual Employees

All the employees of the Academy, on completion of their period of contract or an extended period of contract, as the case may be, shall be eligible for terminal benefits such as leave encashment, gratuity etc. as recommended by the Senate Chairman and approved by the Board of Governors. The criteria/ norms for the terminal benefits will be drafted by a sub-Committee including members from the Finance Committee as constituted by the Chairman, Senate.

ORDINANCE 15
DELEGATION AND ACQUISITION OF POWERS

15.1 Honorary and Emeritus Professors

15.1.1   Upon the recommendation of the Senate, the BoG may appoint Honorary Professors and may confer the title of Emeritus Professor upon any professor who has retired/superannuated from CSIR service.

15.1.2   An Honorary or Emeritus Professor shall not *ex officio* be a member of the Court, Council, Senate or the Board of any Faculty.

15.2 The Faculty of the Academy

15.2.1   In addition to the persons designated as such by the Ordinance, CSIR Scientists shall be the faculty of the Academy as per Faculty Guidelines determined by the Senate.

15.2.2   The Senate shall organize the faculty into such Faculties, Teaching Departments, Institutes, Schools, Centres, and Units and other sub-divisions of studies and learning as the Senate shall deem fit.

15.3   Powers of the Boards of Studies

Subject to the provisions of the Ordinance and the statutes, the Board of Studies shall have power:

i)   to advise the Senate on any questions relating to the work of the Faculty; and

ii)   to do all such other acts and things as may be requisite to perform any duty which the Senate may delegate to it.

15.4   Special Mode of Appointment

The Board of Governors shall have the power to appoint any member of the academic staff to suitable position in consultation with the Chairman Senate but without going through normal procedure for appointment.

ORDINANCE 16
MANAGEMENT OF OVERSEAS AFFAIRS

16.1 Policy for Foreign Students

Foreign Nationals with the required qualification can be admitted as full time student for pursuing the various programs offered by the Academy. Foreign Nationals seeking Admission may send their applications through the concerned lab having a valid fellowship (e.g., TWAS) to support their study. They may also apply through Indian Council for Cultural Relations (ICCR), New Delhi. In such cases, if they are selected, ICCR will sponsor their studies. They may also apply as self-supporting candidates. Such candidates, if selected, shall have to pay the required fees to the Academy.

ORDINANCE 17
HONORARY DEGREES AND EMERITUS PROFESSORS

17.1 Honorary Degrees

Honorary degrees shall be approved by a resolution of the Senate and may be conferred by the Academy on any person who has rendered distinguished service to the Academy or the community, in the advancement of learning and knowledge or otherwise, or who is worthy of such a degree for outstanding human endeavor or devotion to the greater good of mankind.

17.2 Professor of Eminence and Academy Professor

Director General of CSIR and other renowned scientists of equivalent eminence shall be honored, on the recommendation of the Senate and approval of the Board, as a Professor of Eminence of the Academy.

The Board can honor and confer on eminent scientists, personalities, academicians, etc. who may not necessarily be citizens of India, with the higher title of "Academy Professor". There shall be no restriction on the number of such titles. Such faculty members may participate in the usual academic activities of AcSIR.

17.3 Distinguished Emeritus Professors and Emeritus Professors

The Academy can also induct scientists of CSIR, who have superannuated, as Distinguished Emeritus Professors of the Academy with appropriate designation on the recommendation of Vice-Chairperson of the Board or the Senate or the Director. All such inductions shall be placed before the Board for approval.

The Senate may also recommend the award of the title of Emeritus Professor on a professor superannuated from the CSIR system or academia in recognition of the professor's sustained contributions in terms of distinguished scholarship.

Emeritus Professors are expected to participate in the usual academic activities of the Academy by accepting appointments to undertake the following:

a) *Teaching*
   i) teaching at all levels, from the usual undergraduate and graduate modules to specialized seminars or special topics;
   ii) contributing to curricular design, development and review; and
   iii) supervising undergraduate research projects;

b) *Research*
   i) collaborating in research projects;
   ii) co-supervising graduate students; and
   iii) representing the Academy as speakers or participants at seminars, conferences or workshops;

c) *Mentoring*
   i) mentoring junior faculty members;
   ii) serving as members in assessment committees of Academic Units, Faculties or the Academy for project reviews, research grant proposal review and awards;

iii) serving as advisors in strategic reviews of Academic Units or Faculties;

iv) serving as members of special academic initiatives of the Academy at various levels; and

v) serving as Academy representatives in relevant external committees or panels.

The terms and conditions for such positions shall be notified through separate notifications.

ORDINANCE 18
ACADEMIC PERIODS AND HOLIDAYS

18.1. The Vice Chairman shall have the power to fix the dates for the opening and closing of academic years and/or semesters and/or terms, and may fix different dates for different Faculties and Academic Units.

18.2. The Academy will observe the same holidays as observed by CSIR HQ. Additionally, the Vice Chairman shall have the power to declare any public holiday an Academy holiday and to declare any Academy occasion a holiday for the whole or any part of the Academy.

ORDINANCE 19
GIFTS TO THE ACADEMY

19.1 Finance Committee to be consulted for accepting of grants or raising of loans

In the event of the Academy accepting grants from external sources or intending to raise loans, the Finance Committee concurrence on such matters shall be mandatory for placing the same before Board of Governors for approval.

19.2 Mention of Awards, Gifts, and Loans etc. to be made in the Annual Report

The Annual Report of the Academy shall contain the list of all gifts, benefactions and endowments as well as loans and grants received during the period of the report along with all awards, fellowships and medals given over the said period of time.

19.3 Awards, Endowments under the CSIR Laboratories to continue

Without prejudice to the provisions contained in these Ordinances, CSIR laboratories shall have the freedom to continue with or have their own awards, benefactions and endowments, irrespective of their relationship with the Academy. The procedure of grant of such fellowships, awards, gifts and endowments; their administration etc shall continue to be decided by the respective laboratories and shall not come under the purview of these Ordinances.

ORDINANCE 20
POWER TO MAKE EXCEPTION

Any relaxation or modification of the clauses of the above Ordinances required for proper functioning of the Academy may be approved by the Chairperson of the Board of Governors, AcSIR on the recommendation of the Chairperson of the Senate without having completely changed the Ordinances through proper channel.