Ph.D.in Sciences
Student's Handbook
2022

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Public Health Foundation of India (PHFI)

India is an emerging economy with rapid development in several sectors. We have made socio-economic progress and the challenge that remains is to ensure equitable sharing of this growth across all strata of the Indian society. Adequate and quality health care are vital drivers of this economic success. Public health, aiming to prevent disease and promote health of citizens across the country, is a critical cornerstone for addressing this challenge.

Public Health Foundation of India (PHFI) was conceptualized as a fitting response to limited institutional capacity in India for strengthening training, research and policy development in the area of Public Health. The Prime Minister of India, Dr. Manmohan Singh, launched PHFI on March 28, 2006 at New Delhi. PHFI is a public private initiative that has collaboratively evolved through consultations with multiple constituencies including Indian and international academia, state and central governments, multi & bi-lateral agencies and civil society groups. The Foundation is managed by a fully empowered, independent, governing board that is represented by multiple constituencies. Structured as an independent foundation, PHFI adopts a broad, integrative approach to public health, tailoring its endeavors to Indian conditions and bearing relevance to countries facing similar challenges and concerns. The PHFI focuses on broad dimensions of public health that encompass promotive, preventive and therapeutic services, many of which are frequently lost sight of in policy planning as well as in popular understanding. One of the core mandates of PHFI is to institutionalize public health by creating Indian Institutes of Public Health (IIPH) across the country.

Indian Institutes of Public Health (IIPHs): Since inception, five institutes have been operationalized, one each in Gandhinagar (Gujarat), Hyderabad (Telangana), Delhi NCR, Bhubaneswar (Odisha), Shillong (Meghalaya), and an ancillary center at Bengaluru (Karnataka). These institutes established under the aegis of the Foundation, offer academic programs and training in various public health domains and are engaged in program and policy relevant research. Key mandate of these institutes is to

- Develop the public health workforce and set standards
- Advancing the public health research and technology
- Strengthening knowledge application and evidence informed public health practice and policy

Centres of excellence: PHFI has set up four Centres of Excellence to raise awareness and strengthen research, training and education in the high priority area of public health in India. These centres are:

- **Ramalingaswami Centre for Social determinants of Health, Bengaluru**: A Centre on Equity and Social Determinants of Health established with funding from the V. Ramalingaswami Foundation

- **Centre for Chronic Conditions & Injuries (CCCI)**: Comprising Centre for Mental Health (CMH), South Asia Network for Chronic disease (SANCD) and Centre for Chronic Disease Control (CCDC), focusing on chronic conditions
- **South Asia Centre for Disability Inclusive Development and Research (SACDIR), Hyderabad**: In collaboration and support from the London School of Hygiene and Tropical Medicine (LSHTM), and the International Centre for Eye Health (ICEH), London, UK, focusing on disabilities
- **Centre for Environmental Health (CEH)**: A joint initiative of the Public Health Foundation of India and the Tata Institute of Social Sciences (Mumbai) focusing on Environmental Health

Research at PHFI:

The Public Health Foundation of India (PHFI) from its inception is mandated to establish a strong national research network of public health and allied institutions which would undertake policy and programme relevant research that will advance public health goals in prioritized areas - with suitable international partnerships wherever useful and appropriate. In this direction, the research wing at PHFI has been undertaking projects in multiple areas of public health importance namely epidemiology, determinants of health, health system and policy, medical imaging, digital health, mathematical modelling of diseases as well as the major causes of disease burden in India. Currently, there are more than a 100 faculty and research staff (30+ Ph.D fellows) working on multiple projects of public health concern ranging from junior and middle to senior level. Research projects are done in collaboration with central and state government partners, national and international universities and institutions, and enable provision of direct and indirect inputs into national and state level policy making.

Major national funding agencies/partners include Ministry of Health and Family Welfare (MoHFW), Indian Council of Medical Research (ICMR), National Human Rights Commission (NHRC), Department of Science and Technology (DST), Department of Biotechnology (DBT), India Alliance and some State level organizations. PHFI has won several competitively adjudged research and project grants from international agencies including Wellcome Trust, National Institutes of Health, Bill and Melinda Gates Foundation, Norwegian Government, Bloomberg Global Initiative, World Health Organization, World Bank, USAID and UNICEF. To ensure ethical aspects of research, an Institutional Ethics Committee (IEC) has been established at PHFI to review all research proposals. The IEC provides guidance and promotes ethical conduct in all research conducted by researchers at PHFI.

Central Research Data Repository (CRDR) platform: PHFI has established this platform as a controlled environment that is capable of storing and sharing physical / digital research data through host and query language. It provides stable, reliable and cost effective means for distributing data and performing trend analysis, predictive analysis etc. The platform strives to make research data of good quality and standard available to the scientific research community in a timely and responsible manner which will add value to existing knowledge, visibility and impact of research will further impact the health and development of the country population.

Indian Institute of Public Health – Delhi (IIPH-Delhi)

The Indian Institute of Public Health-Delhi (IIPH-Delhi) commenced its operations in November 2008 with the launch of the Post Graduate Diploma in Health Economics, Health Care Financing and Health Policy Program targeted at mid-career health professionals. Since then and currently, IIPH-Delhi also offers three full time on campus courses namely Master of Public Health (MPH) and Integrated MSc & Ph.D program in Clinical Research and (MPH) (in collaboration with AcSIR) and Post Graduate Diploma in Public Health Management (PGDPHM). The institute has also expanded its activities in eLearning, training, research, advocacy and policy formulations in different areas of public health.

Faculty members at IIPH-Delhi have several years of experience in a range of specialties; Public Health, Community Medicine, Epidemiology, Health Management, Biostatistics, Demography, Health Economics, Health Policy, Health Social Sciences, , Environmental & Occupational Health, Public Health Nutrition, Mathematical and Computational Modelling of Diseases, Scientific Computing, Machine Learning and Artificial Intelligence. Strong multidisciplinary teams representing major public health disciplines, with a broad range of technical and academic expertise, enable a multidimensional perspective to enrich the educational and research programs at the institute.

IIPH-Delhi has a rich tradition of pursuing academic excellence, value-based education and providing a conducive environment for overall skill development. Through its activities, IIPH-Delhi strives to create a public health workforce that responds to the felt needs of the country.

Infrastructure: The institute has sufficient space and academic facilities such as classrooms, workstation for faculty, researchers and scholars, data management support unit, well-equipped library, computer lab, data processing softwares, IT support technologies and other administrative support departments. The institute has access to PHFI's biochemistry and molecular biology laboratory that provides services for ongoing research activities. The institute provides access to a number of biostatistical, data management and nutrient analysis software and the library has a collection of latest books, publications and online resources like the KOHA Open Source Software absolutely free which has all the features of commercial software.

Academy of Scientific and Innovative Research (AcSIR)

The Academy of Scientific & Innovative Research (AcSIR) has been established as an 'Institution of National Importance' with a view to maximize the number of qualified researchers and professionals of impeccable quality in the domain of science & engineering; and to equip them with the skills to innovate and conduct seamless interdisciplinary research. AcSIR was established by an Act of Parliament, the Academy of Scientific Innovative Research Act, 2011 vide The Gazette of India No.15 dated February 7, 2012 and notified on 3rd April 2012.

The Academy has adopted the mandate to create and train some of the best of tomorrow's science and technology leaders through a combination of innovative and novel curricula, pedagogy and evaluation. AcSIR's focus will be on imparting instructions in areas that are not routinely taught in regular academic universities in India. AcSIR also provides research opportunities in these areas with the help of a network of more than 44 CSIR laboratories situated across the country and 16 non-CSIR academic centers including two IIPHs (Delhi and Hyderabad). AcSIR is ranked 2nd by SCIMAGO Institutions Rankings (2022) among universities in India, 11th by Nature Index, among universities in India (April 01, 2021-March 31, 2022) and is ranked 18th in NIRF-2022 in 'Research Category'.

ABOUT THE PROGRAM

The PhD in Sciences program in Public Health areas will be a multi-disciplinary program which will enable students with Master's in Public Health, Sciences, Engineering and Technology, Mathematics, Law, Social Sciences, Arts, Business Administration, Medical and allied fields, any other relevant area and equivalent degrees enhance their professional abilities in research, problem solving, and critical thinking to address public health issues. The doctoral degree program in public health will train PhD scholars to be future thought leaders in public health.

The overall **educational aim** of this doctoral program is to obtain

- To prepare thought leaders in the fields of Public Health
- Generate knowledge and evidence based public health practice using scientific and innovative research
- Expertise in specific areas under public health that will help in independent critical and evaluative skills and problem solving
- Expertise in specific areas in public health to provide leadership in planning, implementation and evaluation of public health programs
- Develop expertise in specific areas to lead innovations in public health

Ph.D. in Sciences will be offered at IIPH-Delhi for **regular** and sponsored candidates as well.

Categories of PhD Students

The Institute admits PhD students under the following categories:

1. REGULAR

   A student in this category works full-time for her/his PhD degree with funding support.

2. SPONSORED

   A candidate in this category is either sponsored by a recognized industrial R&D organization, academic institution (universities/colleges), government organization including PSUs and autonomous bodies, reputed industries (as may be recognized by this Institute or is self-sponsored for doing research in the Institute. The Institute does not provide any assistantship/fellowship to such a student. Prospective applicants applying under 'Sponsored Category' with NOC from their employer w.r.t fulfilling all the required conditions of coursework and minimum required residency may be considered irrespective of the funding arrangement between their employer. Such applicants would be deemed as sponsored candidates only.

Note: All the students enrolled for PhD program will have to complete their mandatory Course-work in the first year of PhD enrolment as per the guidelines of the AcSIR.

Eligibility criteria for Doctoral Program in Sciences:

- Candidates having Master's degree in Public Health, any streams of Sciences, Technology, Engineering, Arts, Mathematics (STEAM), Social Sciences, Medical and allied fields like dentistry, AYUSH (Ayurveda, Yoga, Unani, Siddha and Homeopathy), Pharmacy, Physiotherapy, Nursing and Veterinary science, Demography, Nutrition , Social Work, Law, and Business Administration or any other relevant areas.
- Minimum 55% or equivalent at Masters level
- Basic computing skills and proficiency in English is an important requirement.
- No upper age-limit.
- Candidates must have fellowship/scholarship such as UGC/CSIR- NET- JRF, GATE, ICMR, DST, DBT, SERB or any other funding while applying for PhD under regular category
- Minimum 2 years of job experience is **must** while applying under sponsored category

The PhD in Sciences Program at IIPH-Delhi, PHFI affiliated to AcSIR will follow all the guidelines prescribed by AcSIR available on the website https://acsir.res.in/

Application Process

Admissions to PhD program will be conducted twice a year as per the AcSIR guidelines.

- IIPH-Delhi, will be announcing the admission criteria and procedure of admission on the institutional website and other platforms. The interested candidates meeting the eligibility criteria as mentioned above will be invited to apply along with a proposed research idea (max 1000 words) and a Statement of Purpose for undertaking a research career (max 300 words)
- Preference will be given to candidates with scholarship/fellowship who have qualified UGC/CSIR- NET- JRF, GATE, ICMR, DST, DBT, SERB or any other funding while applying.
- Shortlisted candidates will be called for interview by the selection committee with member nominated by the Director IIPH-Delhi, PHFI and Dean, AcSIR. The selection committee may also include external experts. **Constitution of selection committee will be as per AcSIR guidelines.**
- Based on the academic record and the performance of the candidates in interview, the selection committee will recommend names of the selected candidates to the Director of the institute and post his approval, the selected candidates list will be forwarded to respective Dean at AcSIR for approval and enrollment.
- The number of candidates called for interview will be commensurate with the number of seats available /requirements under potential guides at IIPH-Delhi and AcSIR.

Ph.D PROGRAM

The Ph.D program is offered by AcSIR and PHFI. The Ph.D. is for a minimum of three years and a maximum of 6 years. This will be a regular (full time) and sponsored (full-time) program. The program will have course work of minimum 18 credits and a written thesis as a mandatory requirement. Coursework will comprise of **Course 1** (mandatory - 6 credits), **Course 2** (elective - 2 credits), **Course 3** (elective - 6 credits) are to be weighted graded and completed with CGPA ≥ 6.5 with a minimum grade point in any individual course of 6.0. **Course 4** (mandatory - 4 credits) is a societal project, group activity and will be only be evaluated as Satisfactory/Unsatisfactory. Details of course-work is given in Table 2.

Enrolment into Ph.D

Upon selection and approval by both the organizations, the candidates will be enrolled for Ph.D. Enrollment however will not be considered as "registered" till successful completion of Comprehensive exam. This exam consists of presentation by the candidate followed by rigorous oral examination by Comprehensive Examination Committee.

Topics for research

Both AcSIR and PHFI encourage seamless transition from one background discipline to acquire higher degree in another discipline. Interdisciplinary research is a mode of research by teams or individuals that integrates information, data, techniques, tools, perspectives, concepts, and/or theories from two or more disciplines or bodies of specialized knowledge to advance fundamental understanding or to solve problems whose solutions are beyond the scope of a single discipline or area of research practice.

The topic can be chosen by the prospective student in consultation with his/her faculty/scientists from either Institute. However, the topic should be relevant and should be within the ambit of Public Health.

Public Health -The topics can be related to basic sciences, epidemiological studies, evaluation studies, implementation research with or without a laboratory component, intervention studies (preventive, promotive and therapeutic), clinical trials (hospital or community based), topics related to mathematical modelling of diseases, health economics, healthcare financing, nutrition, maternal and child health, communicable and non-communicable diseases, statistics, health systems, population studies, health Informatics system, telemedicine, electronic surveillance in public health, Geographic Information System (GIS), medical imaging, engineering application to public health, application of law in public health, or related areas. The topics could also be related to environment, biotechnology, bioinformatics, medical innovation and other areas but should find direct applicability in public health domain. The topic chosen should be novel, unique and should be relevant to the scientific audience.

If the student chooses a topic of her/his own, then they have to discuss the same with her/his Supervisor(s) and may identify a suitable funding agency before initiating the actual work or work

with self-funding.

A candidate can also take up a topic related to or as a part of an ongoing research project provided:

- Investigators are willing to mentor the Ph.D student or provide approval to conduct PhD thesis work on their project.
- Investigators from other organization can only be co-supervisor and will have to include a IIPH Delhi faculty as supervisor
- Clearly defined objectives are laid down for the student to complete
- The quantum/ scope of work is sufficient enough to be completed over a period of 3 years
- There is adequate novelty in the research idea and contribution to scientific literature

Guide/Supervisor and Co-Guide(s)/Co-Supervisor(s)

The primary-Guide can be from either PHFI/IIPHs or AcSIR depending on the topic and mutual consensus. If the primary work is related to basic sciences, laboratory sciences, engineering/technology, bioengineering or any other related field, the main Guide/mentor may be from AcSIR (https://acsir.res.in/fa-tab/). Whereas, if the topic is related to epidemiological studies, economic studies, interventions, econometric/statistical/mathematical modelling, meta-analysis or topics related to methodological issues, the primary Guide shall be from PHFI/IIPH. In either case, at least one co-Guide/co-Supervisor should be from the other organization. They can be chosen by the primary Guide or facilitated by the coordinators from AcSIR/ PHFI.

In case the student is working on an ongoing research project of one organization, the co-supervisor has to be from the other organization. For instance, if the student is working in a project that is led by PHFI, the co-supervisor has to be from AcSIR and vice versa.

There can be a minimum of two guides (one primary and one co-guide). External co-guides (external to both PHFI/IIPHs and AcSIR) are also permitted, depending on the requirement of chosen topic.

At any given point of time, the maximum number of registered students (either from PHFI Or AcSIR) who can be guided under a faculty are as follows:

- ✓ Professor - 8
- ✓ Additional Professor/ Associate Professor – 6
- ✓ Assistant Professor-4

Requirement for faculty to act as primary Supervisor for Ph.D students

- Must hold a doctoral or equivalent degree preferably with 3 years post-doctoral or relevant teaching/research/clinical experience.
- Must have at least one published paper in SCI or equivalently indexed journal as a corresponding author or at least two such publications as first author.
- Faculty/scientists, not having a doctoral degree or equivalent with three years of experience, are eligible to serve as co-guide of students registered for Ph.D in AcSIR.

Approvals and Permissions

The thesis proposal developed should be cleared by the Institutional Ethics Committee (IEC) of the IIPH or the approving body of AcSIR, before initiation of the project. If an already approved project of AcSIR or PHFI, information should be sent to the respective IECs regarding the inclusion of Ph.D student in the research team.

If the project involves participants to be recruited from hospital, then the approval is to be obtained from the respective hospital. Candidates may have co-guide from that health facility.

Any official permission to be obtained for community based or organization (factories/schools) should be adhered to and it will be the responsibility of the Ph.D student to obtain the same. The principles of any intervention studies will be required to be followed depending on the topic chosen.

Duration of Ph.D work

The total duration of PhD program is minimum of 3 years and do not exceed 6 years. This period is inclusive of allotment of Guides/ Co-Guides, getting approvals from Ethics Committees, data collection, report writing and submission. Six months duration of the study will be termed as one semester. The women candidates and persons with disability (more than 40%) may be allowed a relaxation of two years for Ph.D in the maximum period of completion.

Academic responsibilities

- Apart from course work, the full-time students are encouraged to participate in teaching and training activities conducted at the Institute as agreed by the supervisor/guide. However, no “credits” would be given for the same.
- The students need to take permission from their Supervisor for availing any kind of leave of absence, which shall be approved by the Director of the IIPH.
- Permission for attending funded national/international conferences/trainings has also to be approved by Director of IIPH, PHFI or from the funding agency, as per the institutional/funding agency guidelines.
- The flowchart (Figure 1) illustrates the timelines the student needs to follow during the course of the Ph.D
- Student is responsible for maintaining records of course work, Doctoral Advisory Committee (DAC) meetings.
- Academic break can be availed as per guidelines.

Fees and fellowships

The fees for Ph.D programme should be paid per semester and the payment schedule starts with enrollment into the PhD programme in the August or the January session. The semester tuition fee payable by the students is fixed at the time of their admission/enrollment according to the Annual Cohort-based Tuition Fee system and remains unchanged throughout the entire duration of the

student's academic program at AcSIR. The tuition fee for admission/enrollment in January or August session of each year would be the same. The required fee should be paid for student to be able to give the comprehensive examination. The fee structure in the table below. On payment of the fee to AcSIR the Semester Academics Continuation Commitment (SACC) form is to be completed and submitted to AcSIR office. (**Annexure 1**)

Table 1: PhD Program Fee Structure

AcSIR and PHFI-IIPHD Fee for PhD in Sciences	**Paid to**	**Registration fee**	**Semester Fee Tuition* and Administrative$ Semester Fee**	**Thesis Submission Fee**
	PHFI-IIPH Delhi	INR 5000 at the time of enrollment	INR 20000$ per Semester	Not Applicable
	AcSIR (for Regular candidates)	None	INR 11000* per semester (starts when enrolled)	INR 5000 to be paid before submission of synopsis
	AcSIR (for Sponsored candidates)	None	INR 22000* per semester (starts when enrolled and is double the fees of regular candidates)	INR 25000 to be paid before submission of thesis

$,*With every new cohort year, the fees may increase as per AcSIR and IIPH Delhi fee guidelines

Mode of payment

- The semester tuition fee and other dues payable to AcSIR can only be paid online by all AcSIR students through the SBI Collect web-based portal. Their Roll number will be populated in the SBI collect portal by AcSIR only after requisite approvals of enrolment.
- The hard-copy of the fee receipt, generated by the system after the successful payment of requisite fee, should be retained by the students as a proof of payment for their own records.
- The administrative fees to PHFI to be paid via Demand Draft payable to "Public Health Foundation of India", New Delhi or via e-transfer. Details for e-transfer will be provided to student at request.

Late fee-penalty (AcSIR)

- No Late Fee Penalty shall be applicable if the Semester Tuition Fee is paid by 31st day of January (for January semester) and 31st day of August (for August semester)
- Late Fee of Rs. 1000 shall be applicable, on non-payment of applicable Semester Tuition Fee, to students of all programs, as under:
  - For January Semester : from 1st day of February to 7th day of August
  - For August Semester : from 1st day of September to 7th day of January (of next year)
- Late Fee of Rs. 1500 (in addition to Late Fee of Rs. 1000) shall be applicable, on non-payment of applicable Semester Tuition Fee, to students of all programs, as under:

○ For January Semester : from 8th day of August to 7th day of January (of next year)

- For August Semester : from 8th day of January (of next year) to 7th day of August (of next year)
- The SBI Collect Portal will not allow students to pay the Tuition Fee for any Semester, until and unless s/he pays the tuition fee for all the previous Semester (including Late Fee, if applicable).
- Failure to pay the Semester tuition fee (even by the late fee deadline) for two consecutive semesters would entail cancellation of the student's enrollment in AcSIR.

Late fee-penalty (PHFI)

- No Late Fee Penalty shall be applicable if the Registration and Semester Fee is paid by 31st day of January (for January semester) and 31st day of August (for August semester)
- Late Fee of Rs. 1000 shall be applicable, on non-payment of applicable Semester Tuition Fee, to students of all programs, as under:
  - For January Semester : from 1st day of February to 7th day of August
  - For August Semester : from 1st day of September to 7th day of January (of next year)
- Late Fee of Rs. 1500 (in addition to Late Fee of Rs. 1000) shall be applicable, on non-payment of applicable Semester Tuition Fee, to students of all programs, as under:
- For January Semester : from 8th day of August to 7th day of January (of next year)
- For August Semester : from 8th day of January (of next year) to 7th day of August (of next year)

Minimum credit requirements

The Ph.D-PH candidates, should fulfill the minimum credit requirements as per the guidelines of AcSIR. The total credits to be earned are 18.

Table 2: **Minimum Credit Requirement**

Course 1 MANDATORY	Research Methodology & Research Publication and Ethics	**6 Credits** (evaluation based on grading)
	(a) Research Methodology	**4 credits**
	(b) Research Publication and Ethics	**2 credits**
Course 2* ELECTIVE	Inter-disciplinary / Cross-disciplinary Course	**2 credits** (evaluation based on grading)
	Either two courses of 1 credit each OR one course of 2 credits, to be opted from the list of offered courses at the institute	
Course 3* ELECTIVE	Advanced Course	**6 credits** (evaluation based on grading)
	Either two courses of 3 credit each OR three courses of 2 credits each, to be opted from the list of offered courses at the Institute	
Course 4 MANDATORY	Problem Understanding and Analysis	**4 credits** (evaluation only as satisfactory/unsatisfactory)
	Group activity of up-to five team members from within the Institute or across Institutes (Details in Annexure II)	

*Guidelines for conducting the CSIR-800 Societal Project is enclosed as **Annexure 2a**. This course will not be graded and shall be given Satisfactory (S) or Unsatisfactory (X) remark.

NOTE : The candidates who have no background in public health are encouraged to either audit courses related to public health such as epidemiology, health and nutrition, public health management, demography, monitoring and evaluation etc., or attend seminars or workshops to get complete understanding of the interdisciplinary nature of public health.

The courses can be chosen from the list provided in the AcSIR under biological, mathematical and engineering sciences or from courses offered at IIPHs for both research methodology and for elective courses. A course of one credit is equivalent either 1 lecture hour per week (minimum 14 contact hours) or 2 laboratory hours per week (minimum 28 contact hours) or combination thereof.

- The Course which needs to be pursued should be finalized by the student in due consultation with the Primary supervisors. Then the module/Lab coordinator should be contacted by the supervisor to register for the course. Credit transfer from courses offered outside AcSIR is also permitted with due permission from the Dean. Refer below for details of credit transfer policy.
- All course work are to be completed preferably during 1st and 2nd Semester, but before appearing for the comprehensive examination; and Societal program is to be completed

preferably before end of VI semester of his/her PhD program but in any case, before appearing for the Open Colloquium (DAC IV)

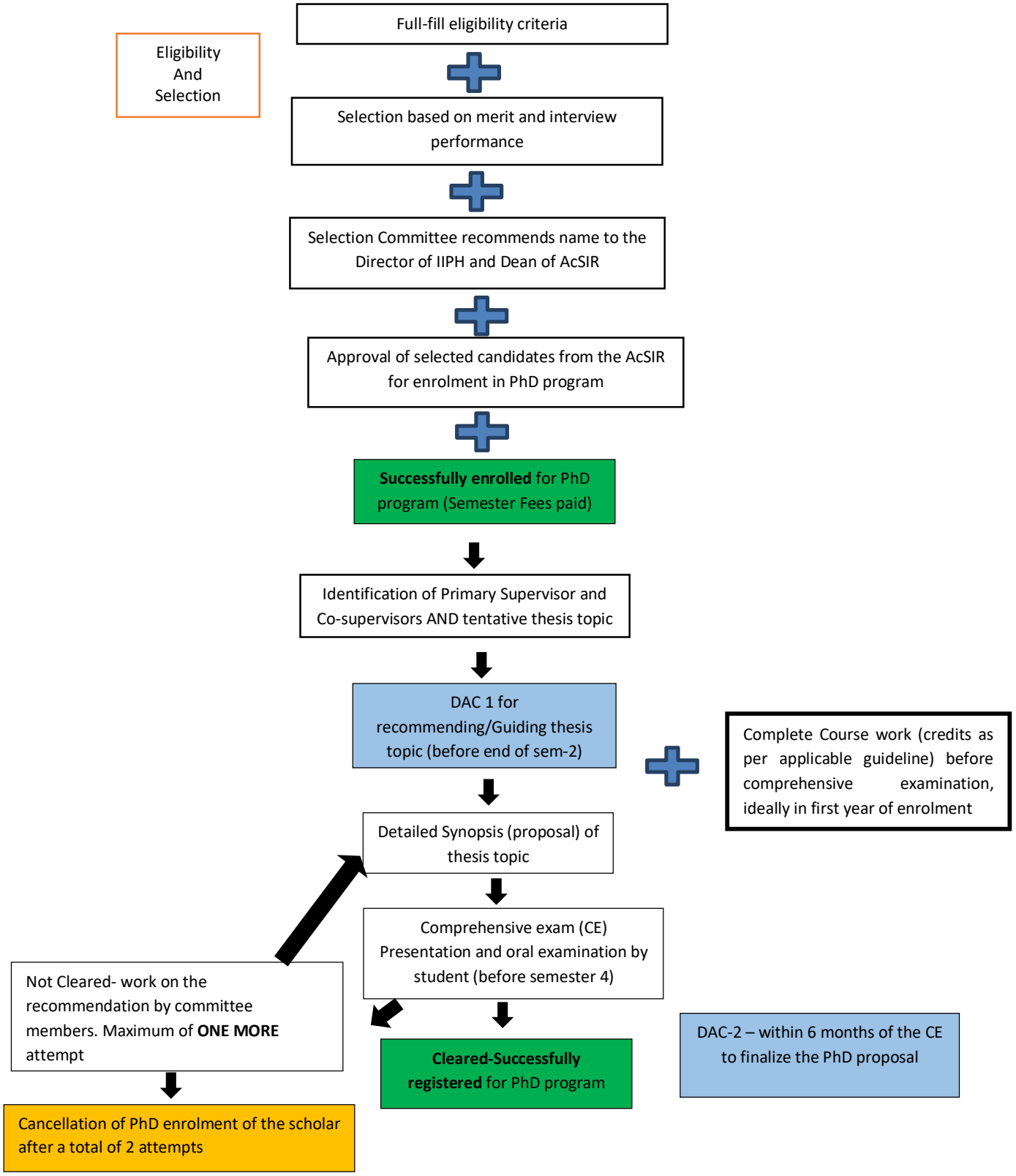
- In the Ph.D program, courses on offer at any CSIR institute/AcSIR Academic Centre can be taken by the students to fulfill the academic course requirement. In such cases, the student and his thesis supervisor shall send a request through the AcSIR Coordinator of his/her institute to the Coordinator of the Institute offering the course. In such cases, the credits obtained by the student will be communicated by the Coordinator of the institute where the course was undertaken to the Coordinator of the parent institute.
- Evaluation of course work: Will be based on continuous evaluation (60%) and examination (40%). The PhD student needs CGPA ≥ 6.5 to pass the course work. The grades and their description along with their equivalent numerical values, for course or module, are as follows:

Letter Grade	Performance	Numerical Value
A+	Outstanding	10
A	Excellent	9
B+	Very Good	8
B	Good	7
C+	Fair	6
C	Poor	4
F	Very Poor	2
I	Incomplete*	0
S	Satisfactory (for Audit Courses and Level-4 Ph.D Courses)	Not Applicable
X	Unsatisfactory (for Audit Courses and Level-4 Ph.D courses)	Not Applicable

* "I" grade shall be given to students who have (i) Not attended Classes; and/or (ii) Not been evaluated. This implies repeating the full course.

- Course grade card as per the institution where it was pursued should be provided to PHFI coordinating office for generating the Cumulative Grade card. The cumulative grade card should be signed by the AcSIR coordinator as per the prescribed format. (**Annexure-2b**).
- **Re-sit of examination:** The minimum requirement to be considered as pass of each module/course is 6 GPA. In the event the student does not score 6GPA then the student will be allowed to re-sit only once. A re-sit can also be taken for improvement of SGPA/CGPA. A re-sit examination fee of Rs.2000 will be charged from the student for administrative expenses to PHFI. Final grades obtained after taking the re-sit shall only be considered valid and mentioned on the final grade card.
- **Credit transfer**: AcSIR facilitates the evaluation of credits for transfer of courses and such requests for transfer of credits can be categorized in following scenarios:
  - Taking a course outside while enrolled in AcSIR
  - Taking a break (due to unavoidable circumstances) during studies at AcSIR
  - Course completed/done at UGC accredited institutions and other MHRD accredited institutions, such as, IITs, BITS, NITs, etc.
  - Course completed at any abroad Institute/ University
  - The procedure for availing the transfer of credits, in each of the above cases, is detailed in **Annexure-3**.

Figure 1: Ph.D Enrolment and registration



Academic break

A provision of a one-time Academic Break during PhD is allowed under the following conditions.

- Academic Break can only be availed after completion of first semester
- Academic Break of a maximum of 2 years (4 semesters) would be allowed.
- The duration of the academic break period availed by a student will not count towards the residency period spent by him/her in the academic program.
- The semester tuition fee payable by the student during his/her academic break would be the same as applicable to him/her during regular semesters of study.
- The request of Academic Break would be considered on a case-to-case basis, based on its merit and admissibility.
- The application for availing the academic-break will only be considered by AcSIR-HQ if it is made within the normal period of residency of the academic program and at least 7 working days prior to the date from which the academic break is requested.
- The student's request for the academic break, endorsed by the Supervisor and recommended by the Director of the IIPH, should be forwarded by the AcSIR Laboratory Coordinator to the Associate Director (Student Affairs) at AcSIR-HQ.

Doctoral Advisory Committee (DAC)

Ph.D student will have a Doctoral Advisory Committee (DAC). Following are responsibilities of the DAC.

- Review the Ph.D research proposal and finalize his/her topic of research.
- Guide the student to develop the study design and methodology of his/her research.
- Identify the course(s) that s/he may have to take, in the absence of DAC, the Ph.D Supervisor shall advise on the courses to be taken by the student and inform the AcSIR Coordinator, which would subsequently be required to be ratified by the DAC.
- Periodically review and assist the student in the progress of his/her research work
- Constitution of DAC: Coordinators from AcSIR/PHFI in consultation with the respective Directors/ Deans will constitute the DAC for each candidate as soon as the thesis supervisor(s) is assigned and no later than the beginning of 2nd semester.
- Composition of the DAC:
  - Thesis supervisor(s)- Convener of the DAC
  - Two members from the same research area as recommended by the supervisor(s)
  - One member nominated by the Director of the Institute from different field of research.
- The Ph.D student shall appear before the DAC at least once a year to make a presentation of the progress of his/her work for evaluation and further guidance, although it is preferred that the DAC meeting with the student is conducted every semester. The proceeding of the DAC meetings shall be recorded in a specified format of a DAC report (Annexure 4/Also available in the AcSIR website under menu - "Forms") and sent by the AcSIR Coordinator to the respective Dean for verification. All the verified reports have to be forwarded to the AcSIR-HQ for archiving.
- In case the progress of the Ph.D student is unsatisfactory, the DAC shall record the reasons of the same and suggest corrective measures. If the Ph.D student fails to implement these corrective measures in a specified time-frame, the DAC may recommend the cancellation of his

enrollment/registration to the concerned Dean after the approval of the Laboratory Director. The decision of the Director, AcSIR shall be final in this matter.

- The students are also encouraged to informally interact with the DAC members for guidance and advise pertaining to their research.
- The DAC would also recommend the Ph.D student for his/her comprehensive examination as well for submission of the thesis.
- The Supervisor, who is also the convener of the DAC, will be responsible for timely conducting the DAC meetings and submitting the DAC reports to the AcSIR & PHFI-Coordinator.
- A minimum of at least two months gap has to be mandatorily maintained between any two consecutive DAC meetings
- The Coordinators shall send the proceedings of DAC meetings and Ph.D Comprehensive Examination reports to the respective Associate Dean for verification.
- All the verified reports have to be forwarded to the AcSIR office for records.

Remark: In case of PhD scholars enrolled have overlapping or similar thesis topic or in case there are more than 5 PhD scholars enrolled at any given time point, it is proposed to form a DAC committee for all the PhD scholars with the experts in their Thesis area (to be chosen in consultation with the PhD supervisor) and IIPHD-AcSIR Faculty Coordinator (Chair, PhD Program Management Committee, IIPH Delhi) will serve as the convener of the DAC.

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

DAC number	**Objective of DAC**	**Time frame**
I	Discussion on the topic of research to be pursued, questions to be addressed etc.	Before the end of 2nd or atleast 3rd semester/Before Comprehensive exam
II	Finalization of Ph.D proposal	Within 6 months of the comprehensive exam
III	Monitoring the progress of the student	Before the end of 6th semester
IV	Ph.D colloquium (open seminar)	Any-time before submission of thesis and after completion of DAC I to III and after completion of course 4.

Comprehensive Examination

a) A student is eligible to appear for the Comprehensive Examination only after s/he has successfully completed the course work as per minimum credit requirements.
b) Based on the recommendation of the supervisor(s), the Comprehensive examination board would be formed for each student and communicated to AcSIR Office.

c) The Comprehensive examination board shall include
   - DAC members
   - Director/Director's nominee who has demonstrated ability in guiding students

d) The student shall appear for the comprehensive examination on the recommendation of the DAC any time between the 2nd semester and the end of the 4th Semester. In case of a delay, prior approval of the concerned Dean is mandatory with due justification.

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

f) If the candidate fails to clear the Comprehensive Examination in two attempts, his/her enrolment for Ph.D would be cancelled. The permitted gap between two attempts by the candidate will be minimum of 2 months and maximum of 6 months.

g) The student will be allowed to take the comprehensive examination only if he/she has cleared all the AcSIR tuition fees dues and administration fees of PHFI

h) Submission of the student's grade card of courses 1, 2 & 3 by the AcSIR Coordinator to the concerned Deans is mandatory along with report/result of the comprehensive examination I (as per format, **Annexure 5a)** of the student for further action at AcSIR HQ.

i) The approval of the Dean of respective faculty shall be considered as the confirmation of Ph.D. registration after the successful completion of the comprehensive examination and no separate letter to this effect will be issued.

Pre-Thesis Open Colloquium

DAC IV will serve as the open colloquium (figure 2). The DAC would recommend the Ph.D student for his/her for submission of the thesis. Format of recommendation by DAC is in **Annexure 5b**

Change in thesis title

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

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

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

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

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

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

Ph.D thesis submission

Figure 2 summarizes the thesis submission and evaluation steps. The pre-requisites for thesis submission are as follows

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

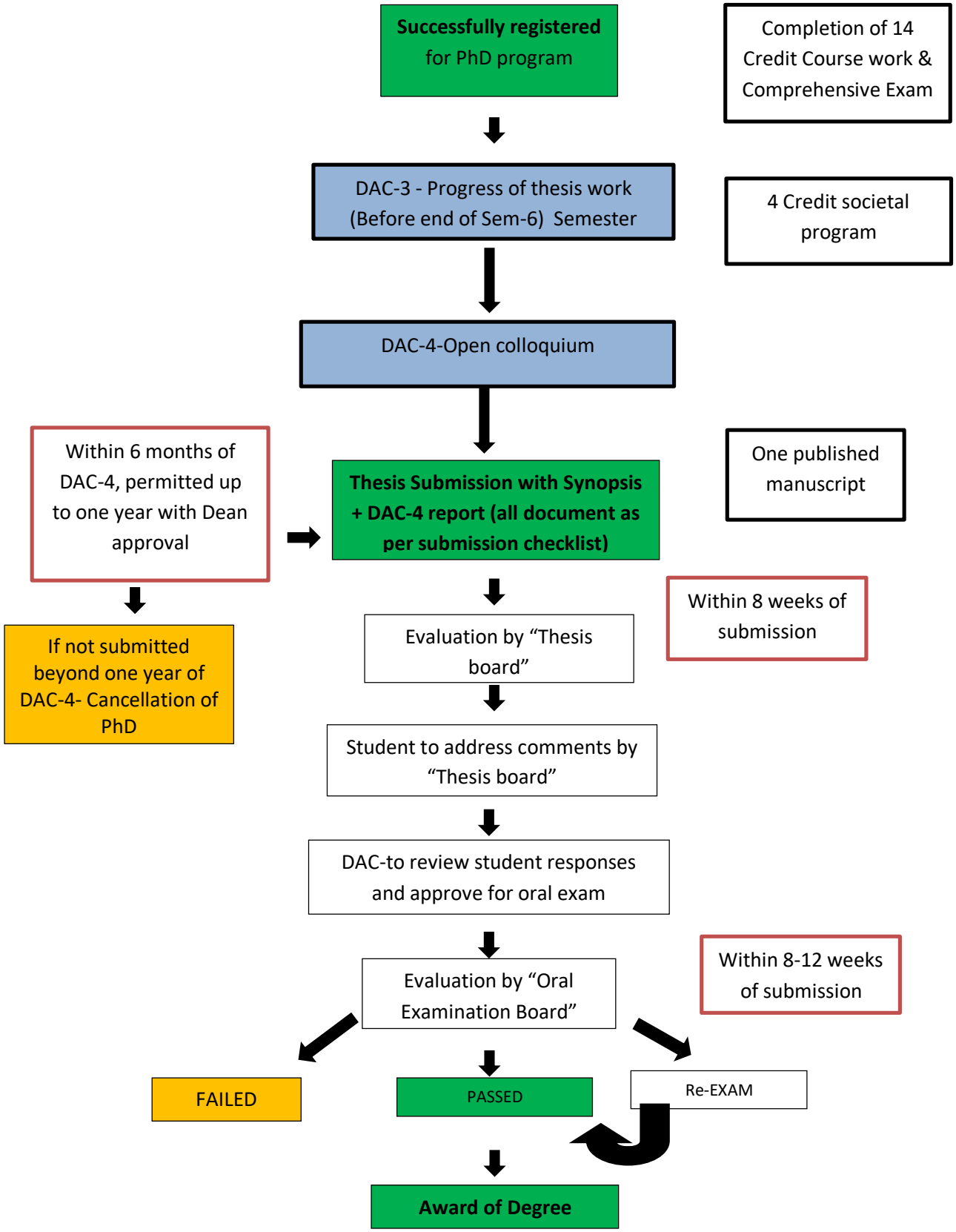
b) Submission beyond 6 months will require Dean's approval for an extension period not beyond additional 6 months on the basis of satisfactory reason for the delay. The permission, if granted, should be reported to the Senate.

c) Publication/ acceptance of minimum one paper in peer reviewed journal before submission of thesis. (publication (s) which do not clearly indicate the affiliation to AcSIR in the title page, will not be considered). Refer **Annexure 6** for example

d) A softcopy containing the entire thesis (strictly as per the format and with all the certificates/declarations duly signed by the student and supervisor(s)) should be submitted to the coordinator of the AcSIR, who in turn shall send it to the members of thesis board for evaluation. In case a hard copy is desired by the Examiner then same shall be provided to him/her.

e) If the thesis is not submitted within one year of clearing the Open Colloquium, as mentioned above, the registration of the student will be automatically cancelled. The student can re-register with permission from the Chairman, Senate.

Figure 2: Ph.D Thesis submission for evaluation



Format of thesis submission

The following formats/documents have to be mandatorily included in the PhD Thesis (both in soft-copy as well as bound hard-copy), submitted to AcSIR, to ensure documented compliance to the UGC regulations on "Minimum Standards & Procedures for award of PhD degree (2016)" and "Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions (2018)" and the CSIR Guidelines for "Ethics in Research and in Governance (2020)"

Beginning of the Thesis

- AcSIR Ph.D Thesis Cover/Title Page - (as per **Annexure 8)**
- Thesis Certificate signed by the Student and the Supervisor(s) - (as per **Annexure 9**)
- Statements of Academic Integrity - (**Annexure 7)**
- Report from Plagarism detection software is to be mandatorily included by the student

End of the Thesis

- Abstract for Indexing/Archiving- (New Inclusion, as per **Annexure 10**)
- Details of publications, emanating from the thesis-work. (New Inclusion, as per **Annexure 11**)

It is recommended that the thesis should be paperback and printed on both sides of the page. The thesis submission date is the date when the submitted thesis by the student is in format agreeable by the AcSIR Headquarter.

Evaluation of Ph.D Thesis

The Ph.D thesis shall be first evaluated by a Thesis board and thereafter by an Oral Examination Board (OEB). (Figure 2)

a) Summary of work done (Ph.D synopsis): The student will submit a softcopy of the Synopsis to the Coordinators on recommendation of the DAC and after incorporation of suggestions, if any.
b) The summary of work (Synopsis) done normally should be written based on the following points:
   - A very brief introduction with a succinct link to the available literature
   - Statement of problem
   - Methodology (s) used
   - Sample results with interpretation
   - Citation of any publications resulting from the thesis work
c) Thesis Supervisor shall ensure that the proposed panel of examiners of thesis board (normally eight experts from the relevant field, along with their consent to evaluate the thesis) is national/international in its composition including no more than one examiner from the same state and none from the institute from where the thesis is being submitted. (**Annexure 12** for format of proposing examiners for PhD thesis)
d) The student will have to submit a list of documents along with Synopsis (i.e. summary) of the study completed for the thesis to the PHFI/AcSIR coordinator after the Ph.D colloquium/Open seminar along with the recommendation of the DAC to submit thesis (**DAC IV report**).
e) List of documents to be submitted to the AcSIR Coordinator for further processing are:
   - Thesis Submission Checklist (**Annexure 13**)
   - Plagiarism Check Report
   - All Grade cards (Semester & cumulative grade cards)
   - DAC Reports including Comprehensive Examination Report duly approved by the

Dean/Associate Dean

- Societal Project Report
- List of Publications (publications without the AcSIR affiliation in the proper format would not be considered)
- Synopsis of thesis signed by the student & supervisor(s)
- Thesis Board (along with the consent of examiners)
- Copy of tuition fees submission details Copy of Thesis submission fee details
- Copy of any additional approval sought from AcSIR (Change in supervisor, academic break, extension of Ph.D tenure/thesis submission date, etc)
- Copy of the high school/Xth class certificate
- A certificate endorsed by the supervisor and co-supervisor, that the candidate has spent 6 months in the institute of the external co-supervisor
- Soft-copy of thesis, if available (with relevant pages signed by the student and supervisor(s)

  (Thesis submission without any one of the above-mentioned applicable documents, would not be considered by the Office of the AcSIR Coordinator. ***The thesis submission date would be the date on which the thesis is accepted by the Office of the AcSIR Coordinator complete in all respects*** *(with all the thesis submission prerequisites and supporting documents in order and the thesis in proper format).*

f) AcSIR coordinator shall submit the thesis documents to AcSIR Hq, which will then send these documents to Associate Dean of respective faculty to check for correctness of the document.

g) Associate Dean shall verify the documents received and revert to respective AcSIR Coordinator if modifications/ corrections are required.

h) Associate Dean shall forward Synopsis of Thesis, Publication List & List of Thesis Examiners in their correct formats to the Dean for his/her recommendation. Any updated document will have to be sent to AcSIR Office for maintaining the records.

i) Dean shall mark the order of preferences of potential examiners for Thesis examination and after his approval send these to the AcSIR-HQ for forwarding it to the PHFI/IIPH.

j) A softcopy of the thesis should be submitted by the student to the Coordinator of PHFI who will forward it to AcSIR who in turn will send it to the members of the Thesis Board as approved by the Dean.

k) The members of the Thesis board will send the reports to the AcSIR-Coordinator
On non-receipt of thesis report by 8 weeks, the thesis should be sent to the next examiner (s) in the list following same procedure. As soon as two reports are received from any two of these examiners, the decision should be made based on those reports only, without waiting for additional report(s). If, however, additional reports are available about the same time, then all the reports will be considered for examination. All the examiners will be paid honorarium for examining the thesis.

l) Based on the report of the thesis examiners, the student should incorporate the corrections/alterations suggested. The DAC shall ensure that all suggested corrections/alterations has been incorporated in the thesis and recommend the next course of action i.e. recommendation for holding oral examination or rework. Refer to **Annexure 14** for DAC recommendation for OEB

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

n) Thesis oral examination board (OEB) shall be constituted by the Director of IIPH on

recommendation of the thesis supervisor. The OEB will have minimum three members

- One external member (preferably one of the thesis examiners),
- One DAC member and
- Thesis supervisor(s)

[*A formal communication to be sent to the external examiner by the PHFI/AcSIR Coordinator is given in* ***Annexure 15]***

[The Viva-Voce examination should be scheduled by the Supervisor in consultation with the IIPH-Coordinator, as soon as possible, depending on the mutual convenience of the OEB, especially the external examiner. The viva-voce examination shall be open to be attended by Members of the DAC, all faculty members of the Department, other research scholars and other interested experts/researchers. The Viva-voce examination should be preferably conducted using digital communication aids (Video-conferencing, Skype and other appropriate video-based communication) to avoid delays in the conduct of viva-voce examination. To encourage the use of digital communication technologies in order to avoid delays in conduct of viva-voce examinations, it is proposed to promotion of conduct of PhD Thesis viva-voce examination through digital & electronic media/mode. More information given in ***Annexure 16.***

o) The Ph.D candidate shall present his research work physically in presence of the above OEB members. The OEB will assess the student's work based on the presentation and responses to the questions raised during oral examinations

p) The candidate is 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.

q) If student has not passed the oral examination the OEB shall specify whether: (i) the student may be given another chance to appear in the oral examination and approximate date for re-examination will be specified. The original Oral Examination Board shall conduct the re-examination, unless a different Oral Examination Board is approved by the Chairperson, Senate. In the re-examination, the Oral Examination Board shall declare whether the student has passed or failed but shall not recommend holding a re-examination. (or) (ii) the student is declared to have failed

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

s) The IIPH coordinator has to send the completed viva form signed (format Annexure 15) by all the OEB members to the Dean, accompanied by student No Due certificate and soft copy of Phd thesis (in pdf) bearing the signatures of student and his/her supervisor(s) at all the appropriate places

t) The Dean, after reviewing the viva form, will forward the same to the Chairman, Senate for approval and award of the Provisional Degree.

u) On ratification by the Senate and the Board, the successful candidate becomes eligible for receiving the Ph.D degree from AcSIR.

Extension of Ph.D/Thesis submission

- Provision exists for enabling an extension of tenure for the completion of PhD beyond the maximum prescribed period of six years, which would be considered for approval on a case-to-case basis. Such applications of the students, duly signed by the DAC members, have to be forwarded by the AcSIR-Coordinator to the Associate Director (Academic) and must include a proper justification for the same. The applicant should also mention the monthly plans of action for completion and submission of the thesis. Each case will be considered based on its

merit by the AcSIR-Associate Director (Academic) in consultation with the concerned Dean. The Chairman, Senate will finally review the recommendation of the Associate Director and take the final decision. Such applications will only be considered by AcSIR-HQ if it is made within the normal period of residency of the Ph.D and at least 7 working days prior to the date from which the extension is requested.

- Further, there exists a provision for a relaxation of up to 2 years, in the maximum duration of residency period (6 years) for the submission of the Ph.D thesis, for women candidates and persons with disability (more than 40%) as per the UGC guidelines 2016. These two years of relaxation period for women candidates will include the Maternity Leave (granted only once during the entire duration of PhD for up to 240 days).
- Maximum period of Extension for thesis submission after Open Colloquium: The time limit for thesis submission, after approval of the synopsis enabling the extension of tenure of completion of PhD beyond six years, will be considered on a case-to-case basis. The guidelines in this regard are as follows:
  - The PhD thesis can be submitted any time within six months after clearing the DAC IV through Open Colloquium.
  - Submission beyond six months will require the approval of the concerned Dean and the application for such an extension should be sent to the concerned Dean with a proper justification for the delay/extension. The permission, if granted, will be recorded at Dean/Associate Dean's level under intimation to the Associate Director (Academic), AcSIR. Such applications will only be considered if it is made within six months of the date of conduct of DAV IV (open colloquium) and at least 7 working days prior to the date from which the extension is requested.
  - If the thesis is not submitted within one year (i.e., six months of usual time plus six months of extension, if granted) of clearing the Open Colloquium, student will make an e-mail request to the Chairman, Senate (through the respective Dean) for continuation of the registration before the expiry of the granted period of one year and at least 7 working days prior to the date from which the extension is requested. If such a request of the candidate is admitted, he/she will have to re-appear for Open Colloquium and clear the same within one month and must submit his/her thesis within the next eleven months after the re-clearance of the Open Colloquium.
  - No further request for reappearing for the Open Colloquium will be considered.
  - During this period of special extension of one year, fees payable will be double and four times of the usual semester fee in the follow-up first and second semester, respectively. Further, fee charged will be for full semester(s), even if the period covered is only part of the semester. However, in case the Ph.D student submits the thesis during the special extension period (maximum of one-year) but before the commencement of the next semester, the fees payable will also be double of the usual semester fee.

All these above-mentioned extensions for thesis submission must be sought within the normal Ph.D residency period (usually six years from the date of enrollment). The application for such extensions

will only be considered by AcSIR-HQ if it is made at least one month prior to the date from which it is requested.

Exemption from Physical Presence (EPCC) at the AcSIR Campus after successful completion of PTOC

Provision exists wherein a regular Ph.D student may be exempted from physical presence at the AcSIR Campus after successful completion of PTOC for the purpose of writing/submitting his/her thesis. Such cases will only be considered provided the student has completed all the academic requirements, which include, fulfillment of the minimum residency period (proposed 1 year) and successful completion of the Open Colloquium i.e. DAC IV). Such students would have to continue paying the tuition fees till thesis submission and would have to submit the Ph.D thesis within the maximum stipulated period, as per the AcSIR rules. Such applications will only be considered by AcSIR-HQ if it is made during the normal residency period of his Ph.D and at least 7 working days prior to the date from which the part-time conversion is requested. Such applications of the students, endorsed by the Supervisor(s) and recommended by the Director of IIPH, should be forwarded through the AcSIR Lab Coordinator to the Associate Director (Student Affairs) at AcSIR-HQ.

Certificates related

Financial No-dues Certificate

The Financial No-Dues Certificate may be requested by the student after the process of his/her thesis submission is complete (**Annexure 17).** The request must be made (in a standard editable proforma available at AcSIR website under 'Forms') to **ndc@acsir.res.in**. The No-dues certificate will be issued to the student within seven working days after the receipt of the request at AcSIR-HQ, in case the student has no outstanding dues. The No-dues Certificate has to be mandatorily submitted along-with or before the Ph.D. Oral Examination Report (submitted by the AcSIR Coordinator at CSIR Lab to AcSIR HQ). It is advised that the students must initiate the process of obtaining "No Dues Certificate" from AcSIR-HQ immediately after the submission of thesis, to avoid any delay later in the issuance of the provisional/final degree.

Thesis submission Certificate

The thesis submission certificate will be issued on the request of the student by the AcSIR only after the thesis submitted, along-with all the relevant documents, has been found to have met all the prerequisites of thesis submission, as per the rules of thesis submission. The thesis submission date would be the date on which the thesis is finally accepted by the Office of the AcSIR Coordinator complete in all respects (with all the thesis submission prerequisites and supporting documents in order and the thesis in proper format).

Issuance of Provisional/Final degree Certificates

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

UGC Compliance Certificate for Ph.D

The UGC compliance certificate can be issued to students who have completed their Ph.D degree, which certifies that the Ph.D degree obtained by the student fulfills the requirements with respect to University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations 2009/2016. The request must be made (in a standard editable proforma available at AcSIR website under 'Forms') only to certificaterequest@acsir.res.in.

Subject Specificity Certificate for Ph.D

A separate subject specificity certificate is issued to the students, who have completed their Ph.D degree. A maximum of three subject areas, based on the thesis work, as recommended by the prethesis Open Colloquium Doctoral Advisory Committee meeting (DAC IV) and the concerned Dean will be mentioned on this certificate. The request must be made only to certificaterequest@acsir.res.in.

Priority issuance of Final degree certificates

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

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

Guidelines for the issuance of Duplicate Degrees Certificates

Duplicate Certificates will only be issued if the original Certificate is damaged, lost or stolen. An application has to be made at certificaterequest@acsir.res.in mentioning the reason for the request for the duplicate certificate, having the reference to the degree awarded, year of award and enrolment number of the student. This application has to be signed by the student himself and submitted with all documents in original as mentioned below:

Procedure

i. For replacement of damaged certificate, it must be submitted along with the application.
ii. For lost or stolen certificate, a FIR (First Information Report) is to be filed to the nearest Police Station. The same is to be enclosed with the application.
iii. Affidavit on non-Judicial Stamp Paper of Rs. 10/-) with an undertaking to return the duplicate degree in the case of original is found.
iv. For lost or stolen certificate, enclose a self-certified copy of the original Certificate issued by AcSIR (if available)

Charges

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

The fee for the issuance of duplicate degree certificate may be paid only using the AcSIR SBI Collect Portal.

- In case of any conflict between this handbook and AcSIR Rules, AcSIR rules shall prevail.

ANNEXURES

Annexure 1: Semester Academic Continuation Committee (SACC) Form

Semester Academic Continuation Commitment (SACC) Form

ACADEMY OF SCIENTIFIC AND INNOVATIVE RESEARCH

(AcSIR)

Semester Academics Continuation Commitment (SACC) Form

****

1. Semester (January/August) & Year : _____
2. Name of the Student : _____
3. Phone & E-mail Contact : _____
4. Enrollment/Registration (as applicable) No. : _____
5. AcSIR Centre/Unit (Name of Institute) : _____

_____

6. Name of the Supervisor : _____
7. Details of the Semester Tuition Fee paid (only through SBI Collect
   a. Date of payment : _____
   b. Amount paid : _____
   c. Payment Receipt Number : _____
      (***Copy must be attached***)

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

Date: (Signature of the Student)

Countersigned by the Supervisor (with Date): _____

To be submitted to AcSIR Latest by January 31st & August 31st

(For AcSIR Office Use)

Annexure 2a: Guidelines for CSIR-800 Project for AcSIR Ph.D students

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

Background:

The ultimate aim of AcSIR is to create human resources who will promote research in science and technology having a bearing on socio-economic, cultural, intellectual and academic welfare of the people of our nation. Keeping this in view AcSIR has mandated that students aspiring to obtain a Ph.D degree from AcSIR undertake a project concerned with societal/rural issues of the nation. The premise of this course is the aspiration of inclusive growth and improved quality of lives of the fellow underprivileged Indians through S&T interventions that are socially and economically relevant.

Broad Guidelines for undertaking the Societal project

Societal Project will have 4 credits and has to be taken up as a group activity (maximum: 5 students) with substantial contribution from each member of the group. However, in exceptional cases, if only a single student remains ungrouped, he/she may be allowed to join the existing group even if the group strength rises to 6. The exclusive time period devoted to undertaking this project should be commensurate with 4 credits normalized with the number of students in the project team. The project may also include teaching initiatives for the society.

The societal project is a 4-credit course is to be completed preferably before end of student's VIth semester of the PhD program but in any case, before appearing for the Open Colloquium (DAC IV).

Evaluation the Societal project

I. The evaluation of this course shall be carried out by a committee comprising of Supervisors of the students of the group as well as the Activity Coordinator.
II. After completing the project, the student's project-team should submit a report and give a presentation highlighting the observations/results of the project. The presentation and the report of the work shall be made collectively with individual role of each student clearly defined.
III. The committee may recommend re-submission of the project at most once after incorporating the suggestions made by the committee for evaluation.
IV. Grade will have to be awarded only in terms of Satisfactory or Unsatisfactory.
V. Laboratory Director shall designate the Activity Coordinator on a rotation basis.

Annexure 2b: Grade card templates (Course and cumulative)

(For use if course pursued at IIPH-Delhi)

Indian Institute of Public Health-Delhi
Public Health Foundation of India, Plot No. 47, Sector-44, Institutional Area, Gurgaon, Haryana - 122002

Academy of Scientific and Innovative Research
Headquarters: AcSIR, Training and Development Complex, CSIR Campus, CSIR Road, Taramani, Chennai - 600 113
Coordination Office: AcSIR, CSIR-Central Road Research Institute, CRRI P.O, Delhi-Mathura Road, New Delhi - 110025

Semester Grade Report for Course Work

Name: «Student_name»	**Programme:**
Lab/Inst. Name: PHFI-IIPH Delhi	**Faculty:**
Enrolment No.:	**Year & Session:**

Semester	Course Code	Course Title	CR	GR

Coordinator, AcSIR

Coordinator, IIPH
Date:

Ten Point Scale Grading System			
Letter Grade	**Performance**	**Numerical Value**	**Maximum CGPA = 10.00**
A+	Outstanding	10	**Distinction ≥ 8.00** CGPA
A	Excellent	9	**First Class ≥ 7.00** CGPA
B+	Very Good	8	**Pass Mark = 6.50** CGPA
B	Good	7	**Conversion Formula:**
C+	Fair	6	**Percentage = (CGPA-0.5)*10**
Prepared by:			
Checked by:			

AcSIR is set up as an '**Institution of National Importance**' by an Act of Parliament, **The Academy of Scientific and Innovative Research Act, 2011**, Gazette Notification (Extraordinary) No. 15 Dated February 7, 2012.

Cumulative Grade card Template

Academy of Scientific and Innovative Research, New Delhi

Name of the Student	
Roll No	
Faculty	
Year & Session of Joining	

Semester	I	II	III	IV	Cumulative
Credits					
GPA					

Doctor of Philosophy (Ph.D.)

SEM	SUB CODE	SUBJECT TITLE	CR	GR	Comments
		Comprehensive Examination	-		
		Thesis Work and Seminar	-		

Thesis Title:	

Credits: **CGPA:**

Date of Issue: **AcSIR Coordinator**

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

AcSIR is set up as an '**Institution of National Importance**' by an Act of Parliament, **The Academy of Scientific and Innovative Research Act, 2011**, Gazette Notification (Extraordinary) No. 15 Dated February 7, 2012.

Annexure 3: Guidelines for Credit transfer

AcSIR facilitates transfer of credits through an internal evaluation process
Requests for Transfer of Credits can be categorized as below:
1. Taking courses outside while enrolled in AcSIR
2. Taking a break (due to unavoidable circumstances) during studies at AcSIR
3. Course completed/ done at UGC accredited institutions and other reputed institutions such as IITs, NITs, BITs
4. Course completed/ done at any Institute/ University abroad

1. Taking course outside AcSIR and recognition of Credit
Current AcSIR students who are considering taking course(s) at another institution should obtain permission from their guide(s) and Doctoral Advisory Committee (DAC) in advance. The information has to be sent to Associate Director (Academics). Guide, DAC and Lab Coordinator shall decide about the credit units of recommended courses with due approval from Associate Director (Academics). The guide will ensure the necessary academic requirements out of the course(s) credited elsewhere. Any discrepancy is to be settled in consultation with the Associate Director (Academics).

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

3. Course completed/ done at UGC accredited institutions and other reputed institutions such as IITs, NITs, BITs
Candidate can get benefit of transfer of credits for graduate level courses completed at UGC-accredited institutions and other reputed institutions such as IITs, NITs, BITs, provided that a grade of at least "C+ of AcSIR (equivalent to 6.0 or above grade point) is earned and the course is similar in content as compared to what is offered at AcSIR.

In order to obtain transfer of credits due to coursework on individual's records (grade-cards), the candidate must submit a grade-card (equivalent) obtained from the host institute to the Associate Director (Academics) who in turn will obtain the recommendations of the concerned guide(s) for equivalent grade and credit for the course(s) of interest. Documents to accompany the application for Credit transfer are copies of the grade-card and course descriptions

Annexure 4: Format for Doctoral Advisory Committee (DAC) Meetings

वैज्ञानिक और नवीकृत अनुसंधान अकादमी
ACADEMY OF SCIENTIFIC AND INNOVATIVE RESEARCH
(An Institution of National Importance by an Act of Parliament)

Headquarters: AcSIR, CSIR-HRDC Campus, Sector 19, Kamla Nehru Nagar, Ghaziabad, UP, 201002

DOCTORAL ADVISORY COMMITTEE MEETING

(Mention DAC Meeting Number)

Name of the student	
AcSIR Enrollment / Registration Number	
Date of Enrollment/Registration in AcSIR	
Name of CSIR Lab affiliated with	
Fellowship -CSIR/UGC/ICMR/Others	
(If others, please specify)	
Name of the Supervisor	
Name & affiliation of the co-supervisor (if any)	
Date of DAC Meeting	

Broad/Specific title of the proposed thesis:

Comments by the committee after presentation and discussion*:

***Please attach additional sheet, if required and obtain signature of members on it**

(DAC Member)	**(DAC member)**	**(DAC Member)**
Supervisor		**Co Supervisor (if any)**

Annexure 5a: Format of Comprehensive examination meeting

ACADEMY OF SCIENTIFIC AND INNOVATIVE RESEARCH

Headquarters: AcSIR, CSIR-HRDC Campus, Sector 19, Kamla Nehru Nagar, Ghaziabad, UP, 201002

COMPREHENSIVE EXAMINATION COMMITTEE MEETING

Name of the student	
AcSIR Enrollment Number	
Date of Enrollment in AcSIR	
Name of CSIR Lab affiliated with	
Fellowship - CSIR/UGC/ICMR/Others **(If others, please specify)**	
Name of the Supervisor	
Name & affiliation of the co-supervisor **(if any)**	
Date of Comprehensive Examination	
Has all minimum credit requirements and mandatory courses completed? (Yes/No)	
Has DAC II been conducted along with the comprehensive examination? (Yes/No)	

Specific title of the proposed thesis:

***Progress report attached**

I. Committee Meeting Details : To be filled by Supervisor

A. Assessment Committee:

1.	**Director / Nominee**	
2.	**External Expert (if any)**	

3.	**DAC Member**	
4.	**DAC Member**	
5.	**DAC Member**	
6.	**Co Supervisor (if any)**	
7.	**Supervisor**	

B. Venue, Date and Time of interview

CSIR-Lab Name	Date	Time

II. Recommendation of the Comprehensive Board

Comments from Comprehensive Examination Board after presentation and discussion (If any):

***Please attach additional sheet, if required and obtain signature of members on it**

After evaluation of the progress report and presentation followed by interview, the committee found the progress of the candidate _____ Satisfactory / Unsatisfactory and recommends that the candidate be registered for PhD at AcSIR / needs to reappear for Comprehensive Examination.

(DAC member) **(DAC member)** **(DAC member)**

(External Expert (if, any)) **(Supervisor)** **(Co Supervisor (if any)**

(Director/Nominee)

Comments (if any) noted, Signature of Student _____

AcSIR Coordinator_____

_____

Date: **(Director, CSIR-Lab Name)**

Annexure 5b: Open colloquium format

AcSIR

वैज्ञानिक और नवीकृत अनुसंधान अकादमी

ACADEMY OF SCIENTIFIC AND INNOVATIVE RESEARCH

(An Institution of National Importance by an Act of Parliament)

Headquarters: AcSIR, CSIR-HRDC Campus, Sector 19, Kamla Nehru Nagar, Ghaziabad, UP, 201002

SYNOPSIS SUBMISSION AND PRE-THESIS OPEN COLLOQUIUM

DOCTORAL ADVISORY COMMITTEE MEETING (DAC-IV)

Name of the student:		**Faculty:**	
Name of Laboratory:	**CSIR-**	**Joining Session**	
Registration No.:		**Name of the Supervisor**	
Date of Registration:		**Name of the Co-Supervisor (if any)**	

Title of the thesis:

The Candidate presented the research work, carried out for the Ph.D. Thesis, at the Open Colloquium held on _____ (Date).

Comments (if any) of DAC after the presentation and discussion
(Please attach signed additional sheet, if required)

Based on the presentation, and discussion thereon, the DAC recommends (*strike-out which is not applicable*):

☐ Submission of Thesis. The thesis research work duly covers the Subject(s) (*not more than 3*) and will be mentioned on the subject specification certificate issued to the student

(1) ……, (2) ……, and (3) ……

☐ Further work is necessary (as per above comments of the DAC) before it can be considered for recommendation for submission of the thesis.

Name	**Examiner**	**Signature with date**
	Supervisor	
	Co-Supervisor (if any)	
	Member, DAC	
	Member, DAC	
	Member, DAC	

Annexure 6: Guidelines for the Mandatory inclusion of AcSIR Affiliation in all Publications emanating from the Thesis work

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

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

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

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

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

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

Annexure 7: Statements of Academic Integrity

I _____ (name of student), a Ph.D. student of the Academy of Scientific and Innovative Research (AcSIR) with Registration No. _____ hereby undertake that, the thesis entitled "_____

_____"has been prepared by me and that the document reports original work carried out by me and is free of any plagiarism in compliance with the UGC Regulations on *"Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions (2018)"* and the CSIR Guidelines for "*Ethics in Research and in Governance (2020)*".

Signature of the Student
Date :
Place :

It is hereby certified that the work done by the student, under my/our supervision, is plagiarism-free in accordance with the UGC Regulations on *"Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions (2018)"* and the CSIR Guidelines for "*Ethics in Research and in Governance (2020)*".

Signature of the Co-supervisor (if any)
Name :
Date :
Place :

Signature of the Supervisor
Name :
Date :
Place :

Annexure 8: Cover page of Ph.D Thesis

Thesis Title

by

Name of the candidate
AcSIR Registration Number

A thesis submitted to the
Academy of Scientific & Innovative Research
for the award of the degree of
DOCTOR OF PHILOSOPHY
in
(SCIENCE/ENGINEERING)

Under the supervision of
Name of the supervisor(s)

* LOGO of Institute with
Name of the Institute & City

Academy of Scientific and Innovative Research
AcSIR Headquarters, CSIR-HRDC campus
Sector 19, Kamla Nehru Nagar,
Ghaziabad, U.P. – 201 002, India

Month - Year (of thesis submission)

* ***Please use only ONE LOGO – either of your institute or CSIR/ICMR/DST***

Annexure 9: Template for certificate for Ph.D thesis

Certificate

This is to certify that the work incorporated in this Ph.D thesis entitled, "(Thesis Title)", submitted by (Student's Name) to the Academy of Scientific and Innovative Research (AcSIR), in partial fulfillment of the requirements for the award of the Degree of (Title of Degree), embodies original research work carried-out by the student. We, further certify that this work has not been submitted to any other University or Institution in part or full for the award of any degree or diploma. Research material(s) obtained from other source(s) and used in this research work has/have been duly acknowledged in the thesis. Image(s), illustration(s), figure(s), table(s) etc., used in the thesis from other source(s), have also been duly cited and acknowledged.

(Signature of Student)	(Signature of Co-Supervisor) if-any	(Signature of Supervisor)
Name with date	Name with date	Name with date

Annexure 10: One-page Abstract to be appended at the end of the thesis

ABSTRACT

Name of the Student:	**Registration No. :**
Faculty of Study:	**Year of Submission:**
AcSIR academic centre/CSIR Lab:	**Name of the Supervisor(s):**

Title of the thesis:

Text of the Abstract

Annexure 11: Details of the publications emanating out of the thesis work

The following have to be appended serially at the end of the thesis:

1. List of publication(s) in SCI Journal(s) (published & accepted) emanating from the thesis work, with complete bibliographic details.

2. List of Papers with abstracts, presented (oral/poster) at national/international conferences/seminars with complete details.

3. A copy of all SCI publication(s), emanating from the thesis, to be bound at the end of the thesis.

Annexure 12: Format for proposing examiners for PhD thesis

वैज्ञानिक और नवीकृत अनुसंधान अकादमी
ACADEMY OF SCIENTIFIC AND INNOVATIVE RESEARCH

PROPOSED EXAMINERS FOR PH.D THESIS

Name of the Candidate	
Registration No.	
Faculty	
Laboratory	**CSIR-**
Title of the Thesis	
Supervisor/ Co-Supervisor (if any)	

Sl. No.	Name/Address/Contact Details of the proposed Reviewers	Broad area of expertise	Recommendation of Dean	Comments of Senate Chairman
1			Ex-	Ex-
2			Ex-	Ex-
3			Ex-	Ex-
4			Ex-	Ex-
5			Ex-	Ex-
6			Ex-	Ex-
7			Ex-	Ex-
8			Ex-	Ex-

Ex-: Examiner Number **Note: Signatures of Guide and the Coordinator on all pages mandatory**

---------- ----------

(_____) (_____)

Supervisor Coordinator

---------- ----------

Dean, _____ Chairman, Senate

Annexure 13: Thesis Submission Checklist

ACADEMY OF SCIENTIFIC AND INNOVATIVE RESEARCH

Headquarters:
Training & Development Complex, CSIR Campus, CSIR Road, Taramani, Chennai – 600 113
Coordination Office:
CSIR-Central Road Research Institute, Delhi–Mathura Road, CRRI P.O., New Delhi –110 025

SYNOPSIS / THESIS SUBMISSION CHECKLIST

Name of the Student: (As it should appear on the Certificate)	(First name) (Middle name) (Last name)
Father's Name:	
Registration No.:	
Year of Joining:	
Session (Jan/Aug):	
Lab Name:	CSIR-
Program (Ph.D/IMP/ other (specify)):	
Faculty (BS, CS, ES, MIS, PS):	
Thesis Title:	
Name of Supervisor:	
Name of Co-Supervisor (if any):	

Note: **Item Nos. 1-10 and a passport photo of the student are to be mandatorily submitted along with the Synopsis for further processing by the AcSIR office**

Item Nos. 11-17 will be filled up by AcSIR Office as and when information is received from the Coordinator

Sl. No.	Items to be submitted	Submitted by the Lab (Yes/No)	Remarks
1	**Registration Confirmation**		As issued by AcSIR
2	**Grade Cards**		As issued by the lab, duly signed by the Coordinator and Director of the Lab and having Semester/Grade details
a	Semester I		
b	Semester II		
c	Semester III		
d	Semester IV		
e	Cumulative Grade Card		
3	**DAC Reports including Comprehensives Report**		Mandatory requirement: Mention DATE of DAC meetings and provide names & signatures of all members. In case any of the member was not present, please mark 'absent' against his/her name
a	DAC I		
b	DAC II		
c	Comprehensive		
d	DAC III		
e	DAC IV		
4	**CSIR 800 Project**		The complete project report of CSIR-800 to be submitted
5	**Project proposal and Review Article**		
6	**List of Publication-Semester wise**		
7	**Synopsis of Thesis**		As per AcSIR guidelines provided in Student's Handbook
8	**Thesis Board**		Duly signed by the Supervisor and Coordinator
9	**Tuition fees submission details**		Full details of payment required to be provided
10	**Thesis submission fee**		To be submitted directly at AcSIR bank account and informed at fao@acsir.res.in
11	**Copy of letters sent to Thesis Examiner**		Format will be provided by AcSIR
12	**Confirmation of Oral Examination Board (OEB)**		Approved by the Senate Chairman
13	**Reports received from Examiner**		
14	**DAC Recommendation for Oral Examination**		Signed by all DAC members & Coordinator
15	**Viva-Voce Examination Form**		To use the latest format as provided by AcSIR Office
16	**Identitity Card Returned to Coordination Office**		Date sent
17	**Final Thesis on CD**		Date sent

Note: **Provisional certificate will only be issued after receipt of the Final Thesis on a CD**

Date of Synopsis Submission to AcSIR		Coordinator to provide date
Date of Thesis Submission		Coordinator to provide date
Date of Oral Examination		Coordinator to provide date
Date of Approval of viva form by Senate Chairman		AcSIR Office to fill up
Date of Award of Degree		AcSIR Office to fill up
Date of Issue of Provisional Certificate		AcSIR Office to fill up

Passport size photograph of the student	(Please insert color passport size photograph as per specification provided)	**Specification for passport photograph** Recent colour photograph It should have full face, front view. The background should be a plain light colored background.

Annexure 14: Format for DAC recommendation for OEB

AcSIR
वैज्ञानिक और नवीकृत अनुसंधान अकादमी
ACADEMY OF SCIENTIFIC AND INNOVATIVE RESEARCH
(An Institution of National Importance by an Act of Parliament)

Doctoral Advisory Committee recommendations on thesis evaluation reports

Date: _____

AcSIR Centre: _____
(CSIR Lab / Institute or other AcSIR Centre)

Name of the Student	
Registration No.	
Faculty (BS/CS/PS/MIS/ES)	
Date of Thesis submission	

Title of the Thesis:

_____

_____

Recommendation of DAC (Please tick one and strike out others):

☐	Hold the Oral Examination **(a)**	*No. of Rejection Reports by Examiner(s)*	
☐	Rework based on the report of the Examiners & resubmit the Thesis to the concerned Thesis Examiner **(b)**	☐	One (Referred to the Dean of the concerned faculty for taking further course of action) **(c)**
		☐	Two (Thesis shall be rejected) **(d)**

Oral Examination Board [in case (a) is ticked]			
Names of Examiners who evaluated the thesis 1. _____ 2. _____ 3. *(if any)*_____		Examiner for Oral Examination (Viva Voce) *(to be selected by Lab Director out of the list in left column)*	
Names of the DAC Members	1.		3.
	2.		4. *(if any)*
Supervisor		Co-supervisor *(if any)*	

Supervisor Co-supervisor (if any) (DAC Member)

(DAC Member) (DAC Member) (DAC Member, if any)

Forwarded by (Coordinator)

Approved by-(Director of CSIR Lab / Institute)

Annexure 15: Invitation to examiner for conducting PhD Viva Voce Examination

To
Examiner Name & Address

Dear Dr. / Prof. .....

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

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

I hope you would accept the invitation to conduct the examination. May I mention that as a token of appreciation for your valuable intellectual time, AcSIR would pay honorarium of Rs. 4,000 for conducting the viva-voce examination.

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

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

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

I look forward for your earliest communication for the above.

(Coordinator)

Comments (if any) noted, Signature of the Student _____

Coordinator AcSIR-(Lab Name) _____

Annexure 16: Promotion of conduct of Ph.D Thesis Viva-Voce examination through electronic/digital media

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

Such examiners conducting the viva-voce examination through electronic communication modes would be paid an additional "Digital Communication Allowance (DCA)" of Rs. 2000/- per viva voce examination. The DCA would be paid in addition to the usual honorarium payable (Rs. 4000) to the examiners for conducting the viva-voce examination. A format of the Invitation Letter for use in such communications with the examiners is given in Annexure16.

Annexure 17: No dues certificate format

Academy of Scientific and Innovative Research
Headquarters: CSIR-Human Resource Development Centre Campus
Sector, 19, Kamala Nehru Nagar, Ghaziabad -201 002

REQUEST FORM FOR FINANCIAL NO DUES CERTIFICATE

To,
The Director,
AcSIR

Date :

Sir,
My personal particulars are :-
Name _____S/D/o _____
Program: _____ Enrolment No. _____
Permanent Address_____
City _____State _____Pin code. _____
Telephone no. with STD Code _____email Id (*for future communications*)
_____Mobile no. _____
I submitted my thesis on_____(*date*) from the AcSIR centre _____
_____(*Institute name*) under the supervision of Dr. _____(*name of the Research Guide*). To the best of my knowledge I have paid all the fee dues to AcSIR and have nothing outstanding to pay.
I may Please be issued No Dues Certificate.

Yours faithfully

Forwarded

Signature of the Student)

(AcSIR Coordinator)

(AcSIR Office Use Only)
Certified that this office has 'NO FINANCIAL DUES' against Mr./Ms._____, Enrolment No._____ who submitted his/her thesis on _____(*date*) from the Centre of AcSIR_____ _____ (*institute name*).

Date:

(Finance Wing, AcSIR)