

Indira Gandhi Delhi Technical University for Women
ISO 9001:2015 Certified University
Kashmere Gate, Delhi-110006



***PROMOTION OF RESEARCH AND
DEVELOPMENT AT IGDTUW***

COMPENDIUM OF GUIDELINES

TABLE OF CONTENTS

I	Policy for Promotion of Research and Development
PART- A	
Guidelines for Financial Assistance	
I	Revised Research Fellowship Scheme JRF/SRF 2022
II	Guidelines for Reimbursement of Conference Registration Fee to UG, PG And Ph.D Students
III	Guidelines for Financial Assistance to M.Tech. and M.Plan. students
IV	Guidelines for the Financial Assistance to Full Time Ph.D Scholars
V	Guidelines for Professional Development Grant to Teachers/Faculty of IGDTUW
PART-B	
Awards and Incentives	
I	Guidelines for the Award for Published Paper of the Researchers (Faculty/Students) of IGDTUW
II	Guidelines for Incentive to UG/PG Students for Publication of Research Paper in Journal
PART- C	
Guidelines/Regulations for Ph.D Programme	
I	IGDTUW Revised Ph.D Regulations-2022
II	IGDTUW Ph.D Regulations for Architecture & Planning-2022
III	Guidelines for Direct Ph.D. Program (Full Time) after 4-years Bachelor's degree/1st year Master's Degree
IV	Guidelines for Cotutelle Ph.D Programm (CPP)-2022
V	Revised Guidelines for Pre-Ph.D Synopsis and Ph.D Thesis Submission
PART- D	
I	Norms, Rules & Regulations for undertaking sponsored Research and Industrial Consultancy
II	Intellectual Property Rights Policy (IPR)-2022

POLICY FOR PROMOTION OF RESEARCH AND DEVELOPMENT

The University is on a mission to promote high-quality scientific research with focus on Engineering, Technology, Science, Architecture, Management and Humanities, especially based on usefulness to society, relevance to business, and sustainability. Research is of utmost importance for both the economic and social development of a nation. The cognitive and pragmatic approach of the female gender; blended with sensitivity; to the needs of our society helps in building the knowledge economy of our country. IGDTUW ensures a broad foundation for research based on the University's role as a national Institution for knowledge posed by research-based teaching, scientific advice, and innovation. The University has evolved to become a national flagship, research-led University with a mission to foster an environment for excellence in professional education and ensure active participation of women in the field of Engineering, Science, Management and Technology, thereby attempting to strike out a fine balance between world of work and life. The University vows to devise sustainable systems and state-of-the-art infrastructure to enable the Indian women to dawn the role of future leaders, managers, researchers and productive team players in the field of Science & Technology.

1. Objectives

- i. To foster a research environment for quality research in the frontier areas of Engineering, Sciences, Humanities, Management, Architecture and Planning.
- ii. To promote research excellence to achieve 3Ps (Product, Patents, Publications).
- iii. To encourage innovation and new ideas integrating research and evolving Technologies for novel applications.
- iv. To encourage patents and quality publications in good international journals/conferences with high impact factor.
- v. To ensure research ethics and academic honesty through plagiarism check.
- vi. To increase collaborative partnerships by establishing linkages with other academic & research Institutions.
- vii. To facilitate information sharing and research dissemination.

2. Identification of Thrust Areas

In the recent past, IGDTUW has witnessed greater focus on building research facilities & research temperament among students, scholars & faculty members. The University vows to devise sustainable systems and state-of-the-art infrastructure to enable Indian women to dawn the role of future leaders, managers, researchers, and productive team players in the fields of Engineering, Technology, Science, Architecture, and Management.

IGDTUW's strategy sets out the University's overall direction and emphasizes to promote environment of research for new budding women researchers in new sun-rising disciplines with following research goals:

- IGDTUW's research is to lay the foundations for a unique education culture and new ways of learning, an innovation culture that cultivates and promotes entrepreneurship, spin-outs, and corporate innovation, and on the basis of academic freedom and independence deliver and develop scientific advice and decision-support systems for the benefit of national and international authorities, private organizations and enterprises.
- IGDTUW will have the capacity, scientific capability and leadership necessary to continuously create and develop excellent research environments. Within their respective primary disciplines and fields of interest, IGDTUW' departments will be able to develop and maintain internationally leading research environments. Within the framework of the traditions and best practices, IGDTUW

will further develop its interaction and field of influence with related Sciences and problem areas, and will apply significant research strength to lay the foundations for technologies and processes that promote innovation and sustainability, and also address major societal challenges.

- IGDTUW’s research will interact internationally with leading private and public research centers and facilitate increased participation in major transnational research projects and consortia.

The Major Thrust areas of Research at the University are:	
• Artificial Intelligence	• Data Communication
• Big Data Analytics	• Cryptography
• Speech Translation Systems	• Cyber Security & Cyber Forensics
• Web Technologies	• Optical Communication
• Fuzzy Data base Management	• Digital Signal & Image Processing
• Wireless Sensor Network	• VLSI Design
• Machine Learning	• Embedded System
• Internet of Things	• Medical Image Processing
• Algorithms Design	• Renewable Energy Resources
• Information Security	• Microelectronics
• Secure Wireless Networks	• Radio Frequency Circuits
• Clouding Computing	• Mathematical Programming
• Business Intelligence	• Allocation Problems
• Nanomaterial Fabrication & Engineering	• Data Aggregation in wireless sensor networks
• Thin Film Technologies	• Applied Optics
• Analog Integrated Circuits	• Thermal Science & Engineering
• Evolutionary Algorithms	• Green Manufacturing
• Biomedical Engineering	• Bio-Composite Material
• Power Electronics	• Polymers
• Machine Design Engineering	• Atmospheric Sciences
• Tribology	• Panoramic&3-DImaging
• Composite Material	• English Literature
• Robotics & Automation	• Communication Studies

3. External Projects and International/National Research Collaborations

IGDTUW views research collaboration as an important element in contact with the surrounding society and a crucial contribution to gearing the research financed by IGDTUW’s own funds. IGDTUW looks forward to enter into collaboration and co-funded research projects with other research institutions and businesses where this fits naturally into IGDTUW’s professional strategy. Strategic collaboration with other leading international universities is an important tool in IGDTUW’s research policy, and by creating synergies or by being complementary, this collaboration may be mutually supportive and contribute to developing IGDTUW’s research portfolio. Research projects funded by funding agencies are typically initiated at Department level. Projects of such a scope and nature that they contribute to determining the University’s development and take up university resources are subject to central coordination and prioritization. The departments must leverage the opportunities for research collaboration offered by IGDTUW to exploit synergies and mutual academic inspiration.

IGDTUW being DST, CURIE (Consolidation of University Research for Innovation and Excellence) Beneficiary University, labs have been established to educate girl students in upcoming areas of Artificial Intelligence for better employability perspective and also to encourage research in AI and related areas. CURIE is a unique program of Ministry of Science and Technology to provide state of the

art infrastructural support to Women Universities in order to strengthen as well as improve academics and research activities in women Universities.

The Industrial Research and Development Cell (IRD) is a special Unit set up to act as an interface between funding agencies and the University to handle sponsored research projects and industrial activities. The IRD Cell of the University supports the research efforts of all students and Faculty Members, provides mentoring, facilitates and fosters industrial collaboration and identifies and disseminates research opportunities and collaborations. It also provides administrative and managerial support for the operation of sponsored research, industrial consultancy and other R&D related activities of the Institute. The Institute has expertise in various research areas to provide know ledge and intellectual inputs which are of interest to the industry. Many new laboratories have been added in various departments. Faculty members are working on various research projects funded by DST, MHRD, MCIT, Meity, etc., which have added value to their research, technology and innovation.

In order to build the Research Eco-System and to provide the opportunities to the faculties and students to engage in the real time projects, the University has signed many collaborations and MoUs.

4. Ph.D. Programme

IGDTUW offers admission to female candidates in the Ph.D. program twice in an academic year (July and December) commencing every year. Presently Ph.D. Program is run in Computer Science Engineering, Information Technology, Electronics and Communication Engineering, Mechanical and Automation Engineering, Architecture and Planning and disciplines of Mathematics, Physics, Chemistry and English in Applied Sciences. Research is also bring carried out in various interdisciplinary fields like AI, ML, Neural Networks, Biomedical applications, Nanotechnology, Environmental Sciences, etc. IGDTUW focuses on creating an attractive study and research environment for Ph.D. students.

5. Publication of Papers and Journals

Important focus areas at IGDTUW include international publication in leading academic journals and making IGDTUW's research results visible through participation at international conferences. IGDTUW also focuses on publication of innovative ideas via patents. IGDTUW's graduates are an important source of dissemination and utilization of research results, and research activities must therefore be planned so as to facilitate this in the teaching. Research results are also disseminated through publication, exchange of staff and students, and through collaboration and innovation activities, including direct transfer of research results to the business sector and through scientific advice. IGDTUW will work to also render visible research opportunities, both to strengthen the research collaboration and to communicate the results at international conferences. IGDTUW also focuses on popular science dissemination. IGDTUW encourages its researchers to contribute research-based knowledge to the public debate, preferably with reference to IGDTUW.

6. Centres of Excellence (CoE)

The institution has formed a number of Centres of Excellence supported by various government agencies on certain research fields for demand-driven innovations and translational research. The University is setting up the following Centres of Excellence (CoEs):

- CoE in the area of Advanced Mechatronics Systems
- CoE in Artificial Intelligence
- CoE for Science of Happiness
- CoE for Sustainable Development
- CoE for Innovation and Entrepreneurship

7. Awards and Incentives for Outstanding Research

To boost the culture of Research and promote excellence in R&D by publishing of good quality Research Papers in reputed Journals, following Research awards and Patents awards have been incepted by the University.

- IGDTUW has introduced Research Excellence Awards from August 2019, mainly to support quality and innovative research and to recognize the achievements of the faculty and student researchers.

The Cash Award are given to Researchers (faculty members and students of IGDTUW) in recognition of the importance of the published research work and to motivate individual excellence in research in all the disciplines of the University.

Research Awards:

- Outstanding Research Award: Rs. 5,00,000/-
- Premier Research Award: Rs. 1,00,000/-
- Commendable Research Award: Rs. 50,000/-
- Motivational Research Award: Rs. 20,000/-

Awards for Patents: There are two categories for the awards for patents:

- Premier Patent Awards: A cash prize of Rs. 5,00,000/- is awarded along with a certificate of merit for grant of US/UK patent.
- Commendable Patent Award: A cash prize of Rs. 2,00,000/- is awarded along with a certificate of merit for grant of Indian patent.
- An incentive of Rs. 10,000/- for every publication of research paper/article in SSCI/SCI/SCIE Indexed Journals
- An incentive of Rs. 5000/- for every publication of research paper/article in SCOPUS/ESCI Indexed Journals only to UG and PG students of the University provided student is either first Author, Second Author or Corresponding Author.

8. Financial Assistance to promote Research

- To all full time Ph.D. Scholars who are not in receipt of any financial support from any source, a monthly stipend of Rs. 10,000/- is granted for a period of five years or till completion of Ph.D. whichever is less. The full-time Ph.D. Research Scholars getting the monthly stipend would also assist in Academic/Administrative work in their respective Department for 4-6 hours per week in addition to their research work.
- Financial Assistance of Rs.7500/- per month is awarded to non-GATE students registered in each branch/program from 2nd Semester onwards in M.Tech./M.Plan. based on their academic performance in 1st Semester.
- To promote research and development activities by providing reimbursement of conference registration fee to UG, PG and PhD students of IGDTUW for presenting Research Paper in National/ International Conferences in the areas of Sciences, Engineering & Technology and Architecture.
- A student is provided partial reimbursement towards travel for Web of Science/Scopus indexed or peer reviewed National or International conferences.

9. IPR Policy

The University has taken initiative towards IPR Policy that will protect the claims of the Inventor (s) such as Unique Work, Ideas, Inventions, Products and Technology etc. The ownership of Intellectual Property (IP) will remain with IGDTUW as per term & conditions of IPR Policy. The IPR Policy will facilitate promoting and accelerating the innovations in STEM area, transparent administrative system for the ownership, control and transfer of the intellectual property (IP) created and owned by the University.

Indira Gandhi Delhi Technical University for Women
(Established by Govt. of Delhi vide Act 9 of 2012)
ISO 9001:2015 Certified University



PART- A

Guidelines for Financial Assistance

I	Revised Research Fellowship Scheme JRF/SRF 2022
II	Guidelines for Reimbursement of Conference Registration Fee to UG, PG And Ph.D Students
III	Guidelines for Financial Assistance to M.Tech. and M.Plan. students
IV	Guidelines for the Financial Assistance to Full Time Ph.D Scholars
V	Guidelines for Professional Development Grant to Teachers/Faculty of IGDTUW

Indira Gandhi Delhi Technical University for Women
(Established by Govt. of Delhi vide Act 9 of 2012)
ISO 9001:2015 Certified University



Revised IGDTUW Research Fellowship Scheme
(JRF/SRF) 2022

R&D Cell and Research Wing
Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006



Indira Gandhi Delhi Technical University For Women
(Established by Govt. of Delhi vide Act 09 of 2012)
Kashmere Gate, Delhi-110009

REVISED IGDTUW RESEARCH FELLOWSHIP SCHEME (JRF/SRF)-2022

Terms and Conditions

(Approved by 18th Board of Management dt. 1st March, 2023)

Indira Gandhi Delhi Technical University for Women may provide financial assistance as Junior Research Fellow (JRF) / Senior Research Fellow (SRF) to few Full Time Research Scholars registered in the Ph.D Programme. The JRFs/SRFs shall be distributed on the basis of need across all departments.

1.1 Fellowship Eligibility and Selection Procedure:

Junior Research Fellow (JRF):

- i. A student who satisfies the Minimum Eligibility requirement as per the Ph.D. Regulation R 1.2.3 of IGDTUW and has been duly recommended by the Review Committee/DRC to be awarded as Junior Research Fellow (JRF). Student shall be eligible for the fellowship after completion of course work with $CGPA \geq 7.5$, attendance $\geq 75\%$. and successful approval of the Research Plan in the DRC.
- ii. A student who is a continuing Full-Time Research Scholar at IGDTUW and fulfills the Minimum Eligibility requirement of JRF at a later stage (vacancy created due to thesis submission of existing JRF/withdrawal cases etc.) is eligible for award of JRF provided DRC finds her Research Progress satisfactory and recommends her case for award of JRF.
- iii. Student shall be evaluated for total 100 Marks out of which 50 Marks shall be based on points claimed by the student based on her performance, and further scrutinized by DRC (based on supporting documents) as per Table 1 and the rest 50 marks shall be awarded subsequently based on interview/interaction/presentation before the Review Committee/DRC.

**Table 1: Weightage rubrics for evaluating the performance (out of 50 Marks)
for selection of IGDTUW-JRF**

S. No	Criteria Marks=10 each	Max. for	Satisfactory (7 Marks)	Good (8 Marks)	Very Good (9 Marks)	Excellent (10 Marks)
1.	Result of coursework	of	$7.5 \geq \text{CGPA} \leq 8.0$	$8.0 \geq \text{CGPA} \leq 8.5$	$8.5 \geq \text{CGPA} \leq 9.0$	$9.0 \geq \text{CGPA} \leq 10.0$
2.	Journal Publications		Others	SCOPUS/ESCI	SCI/SSCI/SCIE (IF \leq 1)	SCI/SSCI/SCIE (IF \geq 1)
3.	Conferences (Presentation/ Publication)		National Conference Poster presentation	National Conference Oral presentation	Presentation in Scopus International Conference	Presentation in Scopus International Conference as the first author
4.	Technical Expertise (UG/PG/Ph.D.)		Seminars/ Workshops /Conferences Attended	Memberships of Technical Societies (IEEE, IETE, ASME, CSI, ACM etc.)	Technical Certification Courses done apart from Ph.D. coursework	E-content development for ICT mode
5.	National Level Exams Passed	--	--	RAT	GATE	UGC/CSIR NET for LS

iv. The interview before the Review Committee shall be for Max. 50 Marks and evaluation shall be based on the following aspects:

- a) Subject knowledge (15 Marks)
- b) Academic/Administrative assignments completed during course work (10 Marks)
- c) Performance during the interview (15 Marks)
- d) Teaching competence and effective communication skills (10 Marks)

Senior Research Fellow: A JRF / a continuing Full-Time Research Scholar who fulfills the minimum eligibility requirement of JRF and has 02 years of research experience at IGDTUW is eligible for award of SRF provided Review Committee/ DRC finds her Research Progress (with at least 01 SSCI/SCI/SCIE journal publication OR 02 Scopus indexed journal publications during the tenure of JRF) satisfactory and recommends her case for award of SRF.

1.2 Fellowship Amount

S. No	Fellowship for Ph.D. Programme	Revised Fellowship (Per Month)
1.	Junior Research Fellow (JRF)	Rs. 31000/-
2.	Senior Research Fellow (SRF)	Rs. 35000/-

1.3 Progress Evaluation of JRF/SRF: The award of fellowship shall be reviewed every semester based on the assessment of the Performance Report of the fellow by DRC. The DRC may recommend termination of the Fellowship in case the Performance Report of the Fellow is not found satisfactory consecutively for two semesters.

1.4 Upgradation of JRF to SRF are as follows: The progress of the JRF shall be reviewed after two years by the DRC / Review Committee constituted by the Vice Chancellor for consideration of upgradation of fellowship to SRF. The fellow may be given SRF after 2 years if the Review Committee / DRC finds that the fellow has done considerable research progress (with at least 01 SSCI/SCI/SCIE journal publication OR 02 Scopus indexed journal publications during the tenure of JRF) and recommends her case for upgradation to SRF. In case the Review Committee / DRC finds the work progress / Performance Report of JRF not satisfactory, the committee can recommend for continuation of the fellow as JRF or can recommend termination of the fellowship. The recommendation of the Review Committee / DRC with subsequent approval by Vice-Chancellor shall be the final decision.

1.5 Tenure of Fellowship: The tenure of fellowship is initially for two years under the JRF scheme. Upon expiry of this period, the work of the Fellow will be evaluated by experts. If the research work is found satisfactory, her tenure will be extended for a further period of three years under the enhanced emoluments of the Senior Research Fellowship (SRF). In case the work for the first two years is not found satisfactory, an additional year will be given to her for improvement. However, during this period she will be designated as a Junior Research Fellow. In such cases, work will be evaluated again after three years, and if progress is found satisfactory, the Fellow will get two more years under the SRF. The maximum duration of fellowship will be five years from the date of award. However, the fellowship shall terminate on completion of Ph.D. tenure (as per R 13.2 of Ph.D. Regulations of IGDTUW) OR submission of Ph.D. thesis, whichever is earlier.

1.6 All provisions of prevailing Ph.D. Ordinance/Regulations of IGDTUW shall be applicable on the JRFs/SRFs.

1.7 The JRFs/SRFs must submit a detailed consolidated report of the research work done during the entire period of Fellowship on completion of the tenure / resignation of the Fellowship to the Dean (R&C) at the earliest.

1.8 A JRF/SRF shall be governed by the disciplinary regulations of IGDTUW.

1.9 Sponsored students and students receiving any other financial assistance from any sources would not be eligible for fellowship under the IGDTUW JRF/SRF scheme.

1.10 The stipend of JRF/SRF is exempted from the payment of Income Tax under Section 10(16) of the Income Tax Act, 1961.

2.0 Service Conditions:

2.1 DA and CCA: The JRFs/SRFs will not be entitled to these allowances.

2.2 House Rent Allowance (HRA): JRFs/SRFs may be provided hostel accommodation if available and those residing in accommodation provided by the university will not be eligible for drawing HRA. However, in such cases the fellow is eligible to claim only hostel fees excluding mess, electricity, water charges etc. Wherever provision of hostel accommodation is not possible, HRA may be allowed to the JRFs/SRFs as per the Government norms applicable in the city /location where they are working. The fellowship amount may be taken as basic for calculating the HRA.

2.3 Leave Entitlement:

- i. A JRF/SRF will be entitled to avail leave for 30 days per academic year including medical leave. She will not be entitled to summer and winter vacations.
- ii. Leave beyond the stipulated period in an academic year may be granted in exceptional cases, by the DRC for additional 30 days, on recommendation of supervisor. However, such an extension shall be granted only once during the entire programme of the Scholar.
- iii. The JRF/SRF will be eligible for Maternity Leave prescribed by Govt. of NCT of Delhi. The candidates getting fellowship will be eligible for Maternity Leave with fellowship as per rules and regulations prescribed by Govt. of NCT of Delhi.
- iv. The leave period shall be counted in the total period required for submission of the thesis stipulated in IGDTUW Ph.D Regulations (R 13.1). However, the Maternity leave period shall be excluded from the total period required for submission of the thesis.
- v. A JRF/SRF may be permitted to take a “**Semester Break**” on medical grounds with due recommendation of the supervisor and approval from the DRC. The leave period shall be counted in the total period required for submission of the thesis stipulated in IGDTUW Ph.D Regulations.

- vi. Participation by JRF/SRF in any scientific event/workshop in India or abroad will be treated as 'Duty'.
- vii. All leave record of JRFs/SRFs shall be maintained by the HOD office.

2.4 Bonus and Leave Travel Concessions: JRFs/ SRFs will not be entitled to these allowances.

2.5 Retirement Benefits: JRFs/ SRFs will not be entitled to these benefits.

2.6 The award of JRF/SRF shall not entitle the student to claim any right whatsoever for any job in the institution.

3.0 Obligations of JRF/SRF:

3.1 JRF/SRF shall be required to engage teaching/practical classes at IGDTUW for upto 08 hours /week or any other load assigned by the HOD. In addition, the JRF/SRF shall undertake other academic assignments such as examination, invigilation, evaluation etc.

3.2 The JRF/SRF shall pay the fee as per University norms.

3.3 The JRF/SRF shall mark their regular attendance in their Department.

3.4 The JRF/SRF shall not take any assignment paid or unpaid outside the University.

3.5 The JRF/SRF may present/publish their research work in conferences or standard referred journals. It should be ensured by the JRF/SRF that the assistance provided by IGDTUW is acknowledged in all such presentations/ publications. A copy each of all research papers published by the JRF/SRF must be sent to the office of Dean (R&C) at the end of each semester.

3.6 The JRF must send a detailed consolidated report of the research work done during the entire period of the fellowship on completion of the tenure/resignation of the fellowship through the supervisor/HOD to the office of Dean (R&C). The fellow should submit **NO DUES CERTIFICATE** through the supervisor/HOD after completion of the fellowship.

4.0 Resignation from Fellowship: If a JRF/SRF resigns from the fellowship due to any reasons, the fellowship shall be deemed withdrawn, however she may be allowed to continue as a Full Time Ph.D. Scholar on the recommendation of DRC and subsequent approval of Vice Chancellor. The fellow may be allowed to convert to Part Time Research Scholar provided she fulfills the eligibility for conversion to Part Time as per Ph.D regulation R5.3

5.0 Termination of Fellowship

- (i) The fellowship shall normally stand terminated on completion of its tenure or from the date the JRF/SRF resigns. The Fellowship may be terminated by the University on the recommendation of the DRC.
- (ii) The fellowship may also be terminated on the following grounds :
 - (a) Disciplinary grounds/misconduct/Plagiarism Instance
 - (b) Unsatisfactory progress of research work for two consecutive semesters
 - (c) Candidate found ineligible for fellowship at any later stage shall deposit the entire fellowship amount claimed by the fellow in the university.
- (iii) The fellowship will be terminated from the date of submission of thesis for the award of Degree of Ph.D. or on completion of fellowship tenure whichever is earlier.
- (iv) If a JRF/SRF leaves without permission at any time, she shall not be paid the fellowship for the period of her service till such time she gets a No Dues Certificate from the Head of the department.
- (v) Taking up of any paid assignment by JRF/SRF outside the university at any time in the tenure of fellowship, may lead to the termination of fellowship and the JRF/SRF shall be asked to pay back the entire fellowship amount.
- (vi) JRF/SRF must settle their claims within one year of leaving the Fellowship. No claim will be admitted by University after one year of leaving the Fellowship.

6.0 REIMBURSEMENT OF FELLOWSHIP

- (i) The JRF/SRF Fellowship Claim form in Annexure A shall be duly signed by the supervisor and countersigned by the HOD for reimbursement purpose.
- (ii) The JRF/SRF shall maintain a fellowship register for all fellowship claim purposes



Indira Gandhi Delhi Technical University For Women

(Formerly Indira Gandhi Institute of Technology)

Kashmere Gate, Delhi-110006

Timelines for Release of Fellowship to JRFs

1. Biometric Attendance Record submission by System Analyst to Research Wing: on 1st of every month.
2. Submission of Claim Form to the Academic Branch with all supporting documents attached in the student Personal File: Latest by 5th of every month.
3. Document Verification approval and issue of Sanction Order by Academic Branch: Latest by 10th of every month.
4. Release of Payment by Accounts Branch to the Student's Bank Account: Latest by 15th of every month.



Indira Gandhi Delhi Technical University For Women

(Formerly Indira Gandhi Institute of Technology)

Kashmere Gate, Delhi-110006

Ph.D FELLOWSHIP CLAIM FORM

JUNIOR RESEARCH FELLOWSHIP/SENIOR RESEARCH FELLOWSHIP FORM

1. Name of the Awardee :
2. Enrolment No. :
3. Department :
4. Name of Fellowship Scheme (JRF/SRF) :
5. Date of Joining the Current Fellowship Scheme :
6. Period of fellowship last claimed :
7. No. of Leaves during claim month..... Leaves Already Availed.....Balance of Leave....
8. Period for which fellowship is claimed :
9. Amount of Fellowship claimed :
10. HRA Claimed (If Any) :
11. Total Amount of Fellowship + HRA Claimed :

Undertaking: I hereby give an undertaking that I am not taking any fellowship/financial assistance from any other sources.

Note: Enclose the attendance sheet of the month of claim.

Signature of Student with date

Unsatisfactory/Satisfactory/Good/Very Good/ Excellent

Please tick

Verified by Supervisor with Signature



Indira Gandhi Delhi Technical University For Women

(Formerly Indira Gandhi Institute of Technology)

Kashmere Gate, Delhi-110006

(For Students staying in Independent/Rent house)

UNDERTAKING FOR H. R. A.

I, Ms....., Enrolment No..... am staying in
IGDTUW Hostel/not staying in Hostel (Strike whichever is not applicable).

I may be paid / reimbursed Hostel Fee* of Rs./HRA of Rs..... (Strike
whichever is not applicable) for the month of

*(Please attach Hostel Fee Receipt)

Signature of JRF/SRF

Verified by Supervisor with Signature



Indira Gandhi Delhi Technical University For Women

(Formerly Indira Gandhi Institute of Technology)

Kashmere Gate, Delhi-110006

PROFORMA FOR RESEARCH OUTCOMES FOR JRFs/SRFs FOR THE MONTH OF _____ FOR RELEASE OF SCHOLARSHIP

1. Student details:

Name of the Student	
Enrollment No.	

2. Publications (*attach supporting documents*)

(i) Journals:

(ii) Conferences Publications

(iii) Conferences /Workshops/Seminars etc Attended:

3. Research Progress Outcomes (*attach supporting documents*)

4. Contribution (*attach supporting documents*)

(i) Teaching Load

(ii) Any other departmental Activities

Signature of Student

Unsatisfactory/Satisfactory/Good/Very Good/ Excellent

Please tick

Remarks:

Verified by Supervisor and Signature

Unsatisfactory/Satisfactory/Good/Very Good/ Excellent

Please tick

Remarks:

Verified by HOD with signature

Indira Gandhi Delhi Technical University for Women
(Established by Govt. of Delhi vide Act 9 of 2012)
ISO 9001:2015 Certified University



**Guidelines for Reimbursement of Conference
Registration Fee to UG, PG and Ph.D Students**
(The Academic Year 2021-22 Onwards)

R&D Cell and Research Wing
Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006



Indira Gandhi Delhi Technical University For Women
(Established by Govt. of Delhi vide Act 09 of 2012)
Kashmere Gate, Delhi-110009

GUIDELINES FOR REIMBURSEMENT OF CONFERENCE
REGISTRATION FEE TO UG, PG and PhD STUDENTS
(THE ACADEMIC YEAR 2021-22 ONWARDS)

OBJECTIVES OF THE SCHEME:

To promote research and development activities by providing reimbursement of conference registration fee to UG, PG and PhD students of IGDTUW for presenting Research Paper in National/International Conferences in the areas of Sciences, Engineering & Technology and Architecture.

ADMISSIBILITY:

- I. A student will be provided reimbursement of only the registration fee for Web of Science/Scopus indexed National or International conferences.
- II. The reimbursement of registration fee would be for presenting a paper in the Conference. Submission of presentation Certificate is mandatory for claiming the reimbursement.
- III. The maximum reimbursable amount will be Rs. 10,000/- per Conference for Scopus/Web of Science indexed National or International Conferences.
- IV. Reimbursement of registration fee will be provided to only one of the student authors, who would be presenting the paper in conference.
- V. The reimbursement will be done to students provided their IGDTUW affiliation is mentioned.
- VI. Plagiarism for the papers shall be checked as per UGC guidelines/University norms.
- VII. The reimbursements will be moved in each quarter for the UG, PG and PhD students in a compiled manner from each department at the start of every semester. The applications of each department shall be compiled and verified by the respective HODs. The compiled applications from each department would be submitted to Dean (SW). A Central Committee comprising of Dean (SW), Dean (R&C) and Dean (Academics)/Dean (Examination) will approve the cases for reimbursement of registration fees on quarterly basis.
- VIII. Students working in Research projects should preferably avail the reimbursement from project grant, if available and have to produce evidence from Principal Investigator in case such option is not available in the Project Funds.

PROCEDURE FOR APPLICATION:

- i. Applicants are required to apply only in the prescribed application format (Annexure-I). Proposals received on any other format shall not be entertained.
- ii. Applicant should attach the following documents alongwith the application form (Annexure-I) duly verified by Faculty mentor/Supervisor:
 - a. Conference brochure
 - b. Letter of invitation
 - c. Letter of acceptance of paper
 - d. Copy of manuscript
 - e. Registration fee payment receipt
 - f. Presentation certificate
 - g. Indexing proof, if available
- iii. Incomplete application shall be rejected.
- iv. The soft copy of complete paper is to be submitted on email id of respective HOD and office of Dean, R&C (email id: researchwing@igdtuw.ac.in).
- v. The applicant student will have to submit an undertaking (Annexure-II) that she is not getting any financial assistance for the registration fees from any other source. This needs to be verified by their respective Faculty mentor/Supervisor.
- vi. All documents/ annexures should be signed/verified by the applicant student and Faculty mentor /Supervisor.



Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

ANNEXURE-I

APPLICATION FORM FOR REIMBURSEMENT OF CONFERENCE REGISTRATION FEE

Semester- Jan to July/Aug to Dec during Academic Year

(To be filled by the applicant)

1.	Name	
2.	Degree/Year	
3.	Enrolment no.	
4.	Semester	
5.	Department	
6.	Date of Birth	
7.	Mobile Number	
8.	Email	
9.	Name and details of the Conference (Attach a brochure of the event)	
10.	Whether Web of Science/Scopus indexed National or International conference	
11.	Mention paper accepted or not (attach a copy of letter of acceptance of paper)	
12.	Title of the paper (Attach a copy of the paper/manuscript)	
13.	Names of the author/co-author	
14.	Name of the faculty under whom the work is done	
15.	Amount of registration fee (Attach conference brochure, receipt etc.)	
16.	Details of reimbursement claimed for registration fee in the current Academic Year	
17.	Bank Account Details (the bank account must be in the name of applicant)	
	i. Name of Beneficiary	
	ii. Bank account No.	
	iii. Name & Address of the Bank	
	iv. IFSC Code	



Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

18. I under take that
- (a) The details given above are correct. If the information supplied is found to be incorrect on a later date I shall return the reimbursed amount to IGDTUW.
 - (b) I shall abide by the decision of the IGDTUW. I will be fully and individually responsible for any unlawful activity in the Conference venue. IGDTUW or any officer shall not be responsible for any misconduct on my part.

Date:

Place:

Signature of Applicant

Details to be verified by Faculty mentor/Supervisor:

Name and Signature of Faculty mentor/Supervisor:

Verified by HOD:

Name and Signature of HOD:



Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

ANNEXURE-II

REIMBURSEMENT OF CONFERENCE REGISTRATION FEE

UNDERTAKING

I _____ D/o _____ with enrollment no. _____ in program _____ admitted in batch _____ certify that, I am not receiving any financial assistance/reimbursement etc. from any other source for Conference Registration Fee for the paper entitled “.....”, to presented at International/National Conference held on at

The information submitted by me is correct and if found false, disciplinary action may be taken.

Date _____ Signature _____

Place _____ Name of the Student _____

Name of Faculty mentor/Supervisor _____ Signature with Date _____

Name of the HoD _____ Signature with Date _____

Indira Gandhi Delhi Technical University for Women
(Established by Govt. of Delhi vide Act 9 of 2012)
ISO 9001:2015 Certified University



Guidelines for Financial Assistance to
M.Tech and M.Plan Students
(The Academic Year 2021-22 onwards)

R&D Cell and Research Wing
Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006



Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

Kashmere Gate, Delhi-110006

GUIDELINES FOR FINANCIAL ASSISTANCE TO M.TECH AND M.PLAN STUDENTS (THE ACADEMIC YEAR 2021-22 ONWARDS)

1. OBJECTIVES OF THE SCHEME:

To provide Financial Assistance to Non-GATE M.Tech and M.Plan Students of IGDTUW who are not in receipt of any kind of Financial Assistance (i.e. Scholarship/Stipend etc.) from any source.

2. AMOUNT OF ASSISTANCE:

The Financial Assistance of an amount of Rs.7500/- per month will be awarded to a maximum of 10 students registered in each branch/program every semester based on their performance in IGDTUW.

3. DURATION OF THE SCHEME:

The maximum duration of the Financial Assistance will be Eighteen (18) months subject to the fulfillment of the eligibility criteria and terms and conditions.

4. ELIGIBILITY FOR FINANCIAL ASSISTANCE:

- Non-GATE Students of M.Tech and M.Plan who are not in receipt of any other scholarship/Stipend/Financial Assistance from any other source.
- Having CGPA score of 8 or more in the previous semester and must have scored a minimum B Grade in each subject.
- Minimum 75% attendance in the previous semester.

5. SELECTION PROCEDURE:

- Students are required to submit their application form (**Annexure-I**) to the Dean (Academic Affairs) duly verified and recommended by the concerned HoD within two weeks of the declaration of the semester result.
- The maximum number of Financial Assistance per semester per branch will be 10 and will be awarded based on the performance in the preceding semester. In case of a tie,

the following procedure is followed:

- A student having higher marks
- A student receiving higher marks in the Department Core Subject.
- A student having higher attendance.
- A student with lower parental Annual Income.

6. TERMS AND CONDITIONS:

- The student has to submit an undertaking that she will not leave the course of study midway failing which the total scholarship drawn by her shall be recovered from her by the University.(**Annexure-II**)
- The Financial Assistance will be granted to the student on a quarterly basis subject to the satisfactory academic performance and adherence to University norms/rules and regulations as applicable from time to time, certified by the Head of the Department.
- The awardees under the scheme will not be allowed to receive any kind of other regular Financial Assistance/Scholarship/Stipend from any other source.
- The student shall submit an undertaking that she is not in receipt of any other scholarship/ Stipend/ Financial Assistance from any other source.(**Annexure-II**)
- In case the student receives any stipend during summer internship/project work etc. then Financial Assistance shall not be awarded for that period.
- The Financial Assistance can be discontinued at any time for any kind of misconduct by the student, like involvement in the act of ragging, misbehavior etc.
- Students receiving the Financial Assistance have to contribute 4-6 hours per week in the conduct of lab classes, support to HoD in carrying out departmental development activities, or any other work assigned by the HoD.
- The Financial Assistance Claim form as per **Annexure-III** duly signed and approved by the HOD is required to be submitted for disbursement of Financial Assistance.
- Financial Assistance Scholarship will be canceled immediately on account of any of the following condition:
 - On misconduct/misbehavior.
 - Unsatisfactory progress report and recommendation of cancellation by the HOD.
 - Submission of any misleading information by the student.
 - Unauthorized absence / not fulfilling the attendance criteria



Indira Gandhi Delhi Technical University For Women
(Established by Govt. of Delhi vide Act 09 of 2012)
Kashmere Gate, Delhi-110006

FINANCIAL ASSISTANCE TO M.TECH AND M.PLAN. STUDENTS

APPLICATION FORM

Enrolment No. :

Name :

Address :

Date of Birth :

Program :

Branch :

Year of admission :

Whether GATE qualified (yes/No) :

CGPA :

Bank Account Details

Account Number :

Beneficiary Name :

Bank Name :

Branch :

IFSC code :

The information submitted by me is correct and if found false, disciplinary action may be taken as decided by the CA. The copy of mark sheet and scan copy of first page of Bank passbook is attached.

Date _____ **Signature** _____

Place _____ **Name of the Student** _____

Name of the HoD _____ **Signature with Date** _____



Indira Gandhi Delhi Technical University For Women
(Established by Govt. of Delhi vide Act 09 of 2012)
Kashmere Gate, Delhi-110006

FINANCIAL ASSISTANCE TO M.TECH AND M.PLAN STUDENTS

UNDERTAKING

I _____ D/o _____ with enrollment no. _____ in program _____ admitted in batch _____ certify that, I am not receiving any scholarship/stipend/financial assistance etc. from any other source from _____ to _____ period. The information submitted by me is correct and if found false, disciplinary action may be taken.

I also undertake that I will not leave the course midway. In case, I leave the course in midway I will deposit the total Financial Assistance drawn by me from the University.

Date _____ **Signature** _____

Place _____ **Name of the Student** _____



Indira Gandhi Delhi Technical University For Women
(Established by Govt. of Delhi vide Act 09 of 2012)
Kashmere Gate, Delhi-110006

FINANCIAL ASSISTANCE CLAIM FORM FOR M.TECH/M.PLAN STUDENTS

1. Name of the Student: _____
2. Enrolment No.: _____
3. Department: _____
4. Date of Joining the program: _____
5. Period of last Financial Assistance claimed: _____
6. Period for which Financial Assistance is claimed: _____
7. Amount of Financial Assistance claimed: _____

WORK PROGRESS REPORT

1. Research Progress Outcomes (*attach supporting documents*)

2. Contribution (*attach supporting documents*)

(i) Teaching Load

(ii) Any other departmental Activities

3. Contributions in the University/Department/Labs development

Undertaking: I hereby give an undertaking that I am not in receipt of any scholarship/stipend/financial assistance from any other source.

Date _____

Signature _____

Place _____

Name of the Student _____

Progress Report by the HoD

(Please tick ✓)

Satisfactory

Good

Very Good

Excellent

Unsatisfactory

Remarks:

Date _____

Signature _____

Place _____

Name of the HoD _____

Indira Gandhi Delhi Technical University for Women
(Established by Govt. of Delhi vide Act 9 of 2012)
ISO 9001:2015 Certified University



Guidelines for Financial Assistance to
Full-Time Ph.D. Scholars
(The Academic Year 2021-22 onwards)

R&D Cell and Research Wing
Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006



Indira Gandhi Delhi Technical University For Women
(Established by Govt. of Delhi vide Act 09 of 2012)
Kashmere Gate, Delhi-110006

GUIDELINES FOR FINANCIAL ASSISTANCE
TO FULL-TIME Ph.D. SCHOLARS
(THE ACADEMIC YEAR 2021-22 ONWARDS)

1. OBJECTIVES OF THE SCHEME:

To provide Financial Assistance to Full time Ph.D. Scholars of IGDTUW who are not in receipt of any kind of Financial Assistance (i.e. JRF Scholarship/Stipend etc.) from any source.

2. AMOUNT OF ASSISTANCE:

The Financial Assistance of an amount of Rs.10,000/- per month will be awarded to the Full Time Research Scholars registered in various branches in IGDTUW.

3. DURATION OF THE SCHEME:

The maximum duration of the Financial Assistance will be five years from the date of admission or till the completion of Ph.D., whichever is earlier subject to the fulfillment of eligibility criteria and terms and conditions.

4. ELIGIBILITY FOR FINANCIAL ASSISTANCE:

All full time Ph.D. scholars who are not in receipt of any scholarship/stipend/financial assistance from any other source.

5. TERMS AND CONDITIONS:

- i. Full time Ph.D. scholars are required to submit their application form (**Annexure-I**) to the Dean(R&C) duly verified and recommended by the concerned HoD and Supervisor within two weeks of the commencement of the 1st semester.
- ii. The Ph.D. scholar shall submit an undertaking (**Annexure-II**) that she is not in receipt of any other regular Financial Assistance/Scholarship/Stipend from any other source.
- iii. In case any Research Scholar receives any Financial Assistance from any other organization during the tenure of course, with due permission of the University, the scholar will not be entitled for the Financial Assistance for that duration.
- iv. The Ph.D. scholar has to submit an undertaking that she will not leave the course of

study midway failing which the total scholarship drawn by her shall be recovered by the University. (**Annexure-II**)

- v. The Financial assistance can be discontinued at any time for any kind of misconduct by the Ph.D. scholar, like involvement in the act of ragging, misbehavior etc.
- vi. The Ph.D. scholars receiving the Financial Assistance have to contribute 4-6 hours per week in the conduct of lab classes, support to HoD in carrying out departmental development activities or any other work assigned by the HoD.
- vii. The Financial Assistance will be granted to the scholar on a quarterly basis subject to the satisfactory academic performance and adherence to University norms/rules and regulations as applicable from time to time, certified by the Supervisor and Head of the Department.
- viii. Full-time scholars are not entitled to House Rent Allowance (HRA) or any other benefits under this scheme.
- ix. If a scholar drawing Financial Assistance from the University leaves her course of study mid-way without undertaking proper formalities with regard to cancellation of admission laid down by the University Ordinance and Regulations, the total fellowship drawn by her until that point of time shall be recovered from her by the University.
- x. The Financial Assistance Claim form as per **Annexure-III** duly signed by the Supervisor and approved by the HOD is required to be submitted for disbursement of Financial Assistance.
- xi. Financial Assistance will be cancelled immediately on account of any of the following condition:
 - On misconduct/misbehavior/involvement in the act of ragging etc.
 - Unsatisfactory progress report and recommendation of cancellation by the HoD.
 - Submission of any misleading information by the scholar.
 - Unauthorized absence/not fulfilling the attendance criteria.

6. Leave Entitlement:

- i. A Scholar will be entitled to avail leave for 30 days per academic year including medical leave. She will not be entitled to summer and winter vacations.
- ii. Leave beyond the stipulated period in an academic year may be granted in exceptional cases, by the DRC for additional 30 days, on recommendation of Supervisor. However, such an extension shall be granted only once during the entire programme

of the Scholar.

- iii. The Scholar will be eligible for Maternity Leave with fellowship as per rules and regulations prescribed by Govt. of NCT of Delhi.
- iv. Participation by Scholar in any scientific event/workshop in India or abroad will be treated as 'Duty'.
- v. All leave record of Ph.D. Scholars shall be maintained by the HOD office.



Indira Gandhi Delhi Technical University For Women
(Established by Govt. of Delhi vide Act 09 of 2012)
Kashmere Gate, Delhi-110006

FINANCIAL ASSISTANCE TO FULL TIME PH.D. SCHOLARS

APPLICATION FORM

Enrolment No	:	_____
Name	:	_____
Address	:	_____
Date of Birth	:	_____
Program	:	_____
Branch	:	_____
Year of admission	:	_____
Name of the Supervisor	:	_____
Name of the Co-Supervisor (if any)	:	_____
<u>Bank Account Details</u>		
Account Number	:	_____
Beneficiary Name	:	_____
Bank Name	:	_____
Branch	:	_____
IFSC code	:	_____

The information submitted by me is correct and if found false, disciplinary action may be taken as decided by the CA. The copy of mark sheet and scan copy of first page of Bank passbook is attached.

Date _____ **Signature** _____

Place _____ **Name of the Student** _____

Name of Supervisor _____ **Signature with Date** _____



Indira Gandhi Delhi Technical University For Women
(Established by Govt. of Delhi vide Act 09 of 2012)
Kashmere Gate, Delhi-110006

FINANCIAL ASSISTANCE TO FULL TIME PH.D. SCHOLARS

UNDERTAKING

I _____ D/o _____ with enrollment no. _____ in program _____ admitted in batch _____ certify that, I am not receiving any scholarship/stipend/financial assistance etc. from any other source from _____ to _____ period. The information submitted by me is correct and if found false, disciplinary action may be taken.

I also undertake that I will not leave the course midway. In case, I leave the course in midway I will deposit the total Financial Assistance drawn by me from the University.

Date _____ **Signature** _____

Place _____ **Name of the Student** _____



Indira Gandhi Delhi Technical University For Women
(Established by Govt. of Delhi vide Act 09 of 2012)
Kashmere Gate, Delhi-110006

Ph.D. FINANCIAL ASSISTANCE CLAIM FORM

1. Name of the Scholar: _____
2. Enrolment No.: _____
3. Department: _____
4. Date of Joining the Ph.D.: _____
5. Period of last Financial Assistance claimed: _____
6. No. of Leaves during claim month..... Leaves Already Availed.....Balance of Leave....
7. Period for which Financial Assistance is claimed: _____
8. Amount of Financial Assistance claimed: _____

Undertaking: I hereby give an undertaking that I am not in receipt of any scholarship/stipend/financial assistance from any other source.

Note: Enclose the attendance sheet of the month of claim verified by Supervisor.

Date _____ **Signature** _____

Place _____ **Name of the Scholar** _____

Name of Supervisor _____ **Signature with Date** _____

Contd. Page 2/-

1. Publications (*attach supporting documents*)

(i) Journals:

(ii) Conferences Publications

(iii) Conferences /Workshops/Seminars etc Attended:

2. Research Progress Outcomes (*attach supporting documents*)

3. Contribution (*attach supporting documents*)

(i) Teaching Load

(ii) Any other departmental Activities

4. Contributions in the University/Department/Labs development

5. Roadmap for the next three months

Signature of Scholar

Contd. Page 3/-

(Please tick ✓)

Satisfactory

Good

Very Good

Excellent

Unsatisfactory

Remarks:

Date _____

Signature _____

Place _____

Name of the Supervisor _____

Progress Report by the HoD

(Please tick ✓)

Satisfactory

Good

Very Good

Excellent

Unsatisfactory

Remarks:

Date _____

Signature _____

Place _____

Name of the HoD _____



Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006

Planning & Development Branch

Ref. No. F. 16(49)/Plg/2016-IGDTUW/672-637

Dated: 22/9/17

Order

In pursuance of Govt. of NCT of Delhi's Cabinet Decision No. 2373 dated 16.06.2016 conveyed vide Special Director, Training and Technical Education, Govt. of NCT of Delhi Office Order No. 3/19/TE/AD/Part File IV (b)/1059 dated 29.07.2016 and further approval of the Board of Management of IGDTUW in its 6th Meeting held on 20th January, 2017 vide Agenda Item No. 6.21, the following guidelines for professional development grant to all Teachers/Faculty members of the Indira Gandhi Delhi Technical University are hereby issued with the approval of the Competent Authority of IGDTUW as under: -

1). Guidelines for a new entrants for one time start up grant of Rs. 2.00 lakh: -

- (i) The new Faculty entrants who have completed one year regular service in IGDTUW may be given one time start up grant of Rs. 2.00 lakh for purchase of computers, teaching material including books, research aids and office furnishing etc.
- (ii) The existing Teachers may also be provided incentive grant upto Rs. 2 lakh for purchase of computers including grants for up-gradation of or purchase of a new computer (especially for those who have availed such facilities on earlier occasions), teaching material including books and research aids.
- (iii) The grant shall be released to faculty members on receipt of request/application in **Annexure-A** by Personnel Branch and the request/application can be made either for full amount of the grant or in two parts by the individual Faculty member.
- (iv) The grant shall be paid in advance to the Faculty members.
- (v) After receipt, the grant shall be utilized by the Faculty members for which it is released and shall furnish Utilization Certificate within three months from the receipt of the grant.
- (vi) The Utilization Certificate, as per Annexure-B, shall contain the details of item purchased, date of procurement and amount incurred on it etc.
- (vii) The grant may be released only to the regular Faculty members after one year completed service in the IGDTUW.
- (viii) The Faculty members who are working in diverted capacity in IGDTUW shall apply for the same in their parent Department.
- (ix) In the case of quitting service before five years, proportionate amount shall be deposited by the Faculty member. Three months and above shall be treated as six months for the purpose of calculation of proportionate amount.

Contd.. page 2/-

Pl. Circulate
Kashmere Gate
22/9/17

21/9/17 IN
26/9/17

① HOD COPY

22/9/17

- (x) The Deputy Finance Officer, IGDTUW shall ensure that the grant is released to the Faculty members within fifteen days from the date of issue of sanction order by Personnel Branch and further subject to availability of fund.
- (xi) The necessary entry in this regard shall be made in the service book of faculty concerned so that at the time of quitting IGDTUW, it is ensured that the grant paid in advance has been adjusted.
- (xii) A proper record/register is to be maintained by the Accounts Branch which shall contain name of the Faculty member, amount released, date of payment, date of receiving utilization certificate and items procured. Each page in the register shall be allocated to each Faculty member.
- (xiii) On quitting service of IGDTUW before five year, proportionate recovery shall be made from the Faculty member and recorded in the page of the register allotted to him/her.
- (xiv) The items under this category (computers, teaching material including books, research aids and office furnishings, etc.) may include, but are not restricted to, the following: -
- a) Computers : Laptop/Desktop/Tablet PC, e-book reader, computer and its peripherals viz., scanner, printer, copier, pen drives, blue ray DISCS/DVDS/CDs, portable/External Hard- disks, zip drive, modern, router switch, LCD Projector, licensed software tools/utilities including Anti-Virus, UPS, interactive panel, digital camera, handcam, web cam, LED/LCD/ Plasma panel, Memory cards scientific calculator etc.
 - b) Teaching Materials including Books: Books/Journals and any other items/equipments which can be justified a teaching materials/aids.
 - c) Research Aids: The individual teacher concerned has to give the undertaking for items to be purchased under research aid based on the area of research.
 - d) Office furnishings (can/may also be used at the residence of the teachers): Executive study table, Executive chair, computer table with chair, cabinet, book case, table lamp, brief case, air-conditioner/cooler, room-heaters/heating devices, etc., with the ceiling of 30% of maximum limit.
 - e) In case of up gradation of computers with the ceiling of 15% of maximum limit.
 - f) The faculty member can procure the above listed items from any of the manufacturer/reseller/distributor having a valid GST registration registered in the NCT of Delhi.
 - g) Procurement of items not mentioned in the list shall require prior approval of Head of Institution.
- (xv) This will come into force from date of issue of this Order.

W.L.
22/5/17

2). Guidelines for all Teachers regarding reimbursement of expenditure upto Rs. Two Lakh towards participation in conferences etc. in a span of three years.

- (i) All teachers may be given a grant up to Rs. 2 lakh on reimbursement basis for a period of every three years commencing from Financial Year 2017-18 i.e. with effect from 01.04.2017 towards acquiring the membership of Professional Societies and for participating in national/ international conferences/ workshop etc.
- (ii) Reimbursement of fee in respect of annual/life-term membership of national/international professional societies including subscription of journals, are to be made to all the teachers, There is no limitation on number of Annual or life Memberships of Professional National/International Societies.
- (iii) Reimbursement can also be made for participating in several number of conference/workshops/short term course/training programmes/seminars organized by National/International Institutions etc. in stipulated period of every three years. The reimbursement will be limited for each of the conferences/workshops/short term courses/training programmes/ seminars to registration fee, actual travel expenses, actual boarding/ lodging charges or DA as per prevailing norms/rates of the Govt. (An advance for covering Registration fee and travel expenses can also be made).
- (iv) In cases, where advance has been drawn, the concerned faculty member shall submit proper bills alongwith utilization certificate within a month for its adjustment.
- (v) Necessary entries shall be made in the service book of the concerned faculty member by the Personnel branch by allocating separate pages in service book for this purpose.
- (vi) In the case of attending conference, the research paper submitted by faculty member in the conference must have been accepted and included in the proceedings by the host Institution/Organization;
- (vii) Prior administrative approval of Vice-Chancellor, IGDTUW to be taken in advance in writing to get registration, to attend the conferences, seminars, workshops, presentations papers etc.
- (viii) The amount of grant shall be released on request alongwith bills received for reimbursement from the Faculty members on an application as per Annexure 'C' and the request can be made either for full amount of the grant incurred or in two parts by the individual Faculty member.
- (ix) A proper record/register is to be maintained by the Accounts Branch which shall contain name of the Faculty member, amount released/reimbursed, date of payment etc. Each page in the register shall be allocated to each Faculty member.

(x) **Other Terms and Conditions: -**

- a) This facility will be extended to regular teacher after completing one year of regular service in the IGDTUW.
- b) The entitlements of faculty members who are working in diverted capacity will be as per parent office/institution. Such faculty members, may avail these facilities, either from their parent office/institution, from where their salaries are being drawn or from where they are actually posted in diverted capacity, with the concurrence of the parent office/institution. However, in such cases all the office records of availing this facility will also be required to be informed by the institution where the faculty member is posted, to the parent office/institution where the faculty member is holding the post substantively, so as to make the necessary entries in this regard in their service book.

The expenditure on 'grant for professional development' will be met under the Head "GIA (General)"

lat
22/9/17

(Prof. R.K. Singh)
OSD (Planning & Development)

Ref. No. F. 16(49)/Plg/2016-IGDTUW/622-637

Dated: 22/9/17

Copy forwarded for kind information and further necessary action to:

- (i) The Director (TTE), Directorate of Training & Technical Education, GNCTD, Delhi
- (ii) All Deans, IGDTUW
- (iii) All HoDs, IGDTUW- for circulation among faculty members **CITD**
- (iv) DFO, Accounts Branch, IGDTUW
- (v) Incharge, Personnel Division, IGDTUW
- (vi) Incharge (Web Services), IGDTUW for uploading the order on the University website
- (vii) PS to Vice-Chancellor, IGDTUW
- (viii) PA to Registrar, IGDTUW
- (ix) Guard File

lat
22/9/17

(Prof. R.K. Singh)
OSD (Planning & Development)



Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006

Application for availing advance/reimbursement for attending conference etc. in span of three year for Faculty Development Grant of the IGDTUW

- 1 Name of the Faculty : _____
- 2 Designation : _____
- 3 Pay Band and Grade Pay : _____
- 4 Date of regular appointment : _____
- 5 Name of the Department : _____
- 6 Conference Details : _____

(i) Name of the Conference/Academic Event : _____

(ii) Nature of the Conference/Academic Event (Whether National/International) : _____

(iii) Place to be visited for attending the Conference/Academic Event : _____

(iv) Date of the Conference/Academic Event and No. of Days : _____

(v) Details of the Expenditure :

Sl. No.	Purpose	Amount (In Rs.)
	Total	

(vi) Amount of advance required (if any) Rs. (in words) : _____

Amount of advance required (if any) in Rs.: _____

(vi) Details of the earlier Conference(s)/Academic Event(s) in last three years : _____

Sl. No.	Conference Details	Total expenditure (in Rs.)	Sanction Order No.

10/12/17
22/1/17

7 **I hereby declare that:**

1. In case of reimbursement, necessary permission of the Competent Authority has already been obtained. (Copy enclosed).
2. I undertake to produce the tickets and other expenditure bills for the outward journeys within 10 (days) after completion of event, for settlement of advance.
3. In case, I am unable to attend the Conference/ Academic Event or publish the paper in the Conference for any reason, I undertake to refund the entire amount of advance in one lump sum within 10 (days) time after completion of the event.
4. The details provided above are true and correct and nothing has been concealed. If any information is found incorrect at any state, I shall be held liable for the same.

Signature of the applicant _____

Name of the applicant _____

Contact No. _____

Department _____

Date _____

Signature of HoD: _____

Name of HoD: _____

Date: _____

Forwarded to Personnel Branch

Details provided by Mr. / Mrs. _____ Designation _____ verified from his/her service records and found to be correct and advance/reimbursement of grant for the above is recommended.

In-Charge (Personnel)

Forwarded to (Finance & Accounts Branch) (DFO/F.O./AAO/Dealing Asstt.)

Advance/reimbursement requested by Mr/Ms. _____

Designation _____ have checked in pursuance of Office Order No.

_____ dated and found to be correct.

An amount of Rs. _____ (in Words) _____ may be granted as the "Development Grant for attending the conference"

D.A

AAO

AFO

Deputy Finance Officer



**Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006**

Application for availing one time Start-up grant of Rs. 2 lakh to the Faculty of the IGDTUW

- 1 Name of the Faculty : _____
- 2 Designation : _____
- 3 Pay Band and Grade Pay : _____
- 4 Date of regular appointment : _____
- 5 Name of the Department : _____
- 6 If similar grant received earlier then details of the recent previous grant
 - (i) Date/Month/Year of grant : _____
 - (ii) Description of the items purchased : _____
 - (iii) Sanction order no. & date : _____
 - (iv) Amount received (in Rs.) : _____

7 I wish to procure the following items from the one time start up grant:

Sl. No.	Name / Description of the Item	Model/Make	Tentative cost (in Rs.)
(i)			
(ii)			
(iii)			
(iv)			
(v)			

8 It is certified that:

- (i) I am eligible for receipt of Development Grant for purchase of above mentioned items notified vide Office Order No. _____ dated _____
- (ii) I will return the proportionate amount of grant if I leave IGDTUW.
- (iii) If any information provided above is found incorrect at any time, amount of grant received will be refunded alongwith interest as determined by University immediately.

Recommendations of HoD

Name of the HoD : _____

Signature of HoD : _____

Date: - _____

(Signature of applicant)

Forwarded to Personnel Branch for further necessary action:

M.V.
2/19/17



Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006

Utilization Certificate

It is certified that the grant of Rs. _____ (Rupees _____) issued vide sanction order no. _____ dated _____ for procurement of various items against my request dated _____ has been utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions as laid down by the University Order Number _____ dated _____ for one time start up grant of Rs. 2 lakh as per the following details: -

Sl. No.	Description of the item	Model/Make	Name and address of the vendor	GST No. Of the vendor	Invoice number & date	Amount (in Rs.)
1						
2						
3						
4						
5						

Name of the Faculty : _____

Signature of Faculty : _____

Date: - _____

12/5
22/9/17

Indira Gandhi Delhi Technical University for Women
(Established by Govt. of Delhi vide Act 9 of 2012)
ISO 9001:2015 Certified University



PART-B

Awards and Incentives

I	Guidelines for the Award for Published Paper of the Researchers (Faculty/Students) of IGDTUW
II	Guidelines for Incentive to UG/PG Students for Publication of Research Paper in Journal

Indira Gandhi Delhi Technical University for Women
(Established by Govt. of Delhi vide Act 9 of 2012)
ISO 9001:2015 Certified University



Guidelines for Research Award for
Published Paper of the Researchers of
Indira Gandhi Delhi Technical University for Women

R&D Cell and Research Wing
Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006



Indira Gandhi Delhi Technical University for Women
(Established by Govt. of Delhi vide Act 09 of 2012)
Kashmere Gate, Delhi-110006



F. No. IRD/092/IGDTUW/Revised-Guidelines/2022-23

Dated: 29/06/2022

NOTIFICATION

The Guidelines for the Award for Published Paper(s) of the Researchers (Faculty/students) of Indira Gandhi Delhi Technical University for Women (IGDTUW) were approved by the Board of Management in its 9th meeting held on 06.06.2019. In exercise of the powers conferred under sub-section (1) of section 22 of IGDTUW Act, 2012 (Delhi Act 09 of 2012), the Board of Management of the IGDTUW in its 17th meeting held on 14th March, 2022 vide Supplementary Agenda item no. 17.01 approved the revised Guidelines, as under, for the Award for Published Paper(s) of the Researchers (Faculty/students) of IGDTUW to be implemented with effect from 1st January 2022:

**Guidelines for Research Award for Published Paper of the Researchers of
Indira Gandhi Delhi Technical University for Women**

- I. The cash award will be given to Researchers (regular/contractual faculty members and students of IGDTUW) in the recognition of importance of the published research work and to motivate the individual excellence in research.
- II. The award will be granted to the journal papers published in each year (1st January to 31st December), published along with Digital Object Identifier (DOI), vol., issue, no. pagination and month/year of publication.
- III. Only Publications listed in SCI/SCIE/SSCI Journals are considered for the awards. The latest list of SCI/SCIE/SSCI indexing and impact factor by Clarivate are applied for deciding the indexing and impact factor of the journals.
- IV. Only papers having the author's affiliation as Indira Gandhi Delhi Technical University for Women are considered for Research and Patent Awards.
- V. Journal papers with complete information (DOI, vol., issue, no. pagination and month/year of publication) are only considered for award. The date when the final version of the paper appears/published online with complete citation information as mentioned is considered as the date of publication of the paper.
- VI. The awards comprise of cash prize along with certificates. Certificates bearing complete citation information of the publications are presented to all awardees.

- VII. The publications made in the journals, which seek publication fee in any form except overlength charges are not considered for cash awards (irrespective of the listing in the publication agencies specified in the following lists)
- VIII. If at a later date the publication is withdrawn or retracted due to some reason the authors return the award (money as well as certificate).
- IX. The distribution of prize money shall be on equal contribution basis and therefore the authors will get equal share. Only the authors from IGDTUW are eligible for the awards and the prize money corresponding to outside IGDTUW authors, if any, is deducted.
- X. The applications of awards for patents are also to be treated similarly. However, the impact factor and indexing are not applicable for patents. Only Patents having the applicants name as Indira Gandhi Delhi Technical University for Women will be considered for awards.
- XI. An application form in the format(provided by IRD Cell) is to be filled by Faculty Member/student for applying for the award. The Application form shall be duly verified by HOD and submitted to the IRD Cell along with all the requisite documents by 31st January of the succeeding year.
- XII. A University level Screening Committee comprising of Dean (IRD), Dean (R&C), Dean (Academics)/Dean (Examinations) and three HODs shall be nominated by Hon'ble Vice Chancellor to review the applications. The Committee shall declare the list of faculty members and students eligible for Research awards with approval of the Vice Chancellor.

The expenditure on “Award for Researchers (Faculty/ Students) of the University” will be met under the Head “GIA (General)”

Award Categories & Selection Criteria

Following are the categories for the research and patent awards.

I. Awards for Research Papers: Following are the four categories for the research awards:

A. Outstanding Research Awards: A cash prize of Rs. 5,00,000/- (Rupees Five Lakhs only) is awarded along with certificate of merit.

Selection Criteria: The paper must be published in the following journals.

1. Nature (British Multidisciplinary Scientific Journal)
2. Science (Academic Journal of the American Association)
3. Harvard Business Review (Management magazine published by Harvard Business Publishing, a wholly owned subsidiary of Harvard University)

B. Premier Research Awards: A cash prize of Rs. 1,00,000/- (Rupees One Lakhs only) is awarded along with certificate of merit.

Selection Criteria: The paper must be a journal paper of impact factor at least one (1.0) and indexed as SCI/SCIE/SSCI and published in the following:

1. American Mathematical Society
2. American Physical Society
3. American Society for Civil Engineers (ASCE)
4. American Society for Mechanical Engineers (ASME)
5. American Society of Testing Materials (ASTM)
6. Association for Computing Machinery (ACM) transactions
7. IEEE Transactions/Journals/Letters/Reviews
8. IET Transactions/Journals/Letters/Reviews
9. Institute of Civil Engineering publishing, London
10. Institute of Mechanical Engineering, London
11. Proceeding of Royal Society

In addition to the above list, the SCI/SCIE/SSCI journals with impact factor equal to or more than seven (7.0) are also considered for this award.

C. Commendable Research Awards: A cash prize of Rs. 50,000/- (Rupees Fifty Thousand only) is awarded along with certificate of merit.

Selection Criteria: The paper must be a journal publication (other than listed in category A and B above) of impact factor at least two (2.0) and indexed as SCI/SCIE/SSCI.

D. Motivational Research Award: A cash prize of Rs. 20,000/- (Rs. Twenty Thousand only) will be awarded along with a certificate of merit.

Selection Criteria: The paper must be a journal publication (other than listed in category A and B above) of impact factor \geq one (1.0) and less than two (2.0) and indexed as SCI/SCIE/SSCI.

II. Awards for Patents: Following are the two categories for the awards on patents.

a) Premier Patent Awards: A cash prize of Rs. 5,00,000/- (Rupees Five Lakhs only) is awarded along with a certificate of merit for grant of US/UK patent.

b) Commendable Patent Awards: A cash prize of Rs. 2,00,000/- (Rupees Two Lakhs only) is awarded along with a certificate of merit for grant of Indian patent.

In case of any dispute the decision of the Competent Authority, IGDTUW is final and binding to all the authors.

F. No. IRD/092/IGDTUW/Revised-Guidelines/2022-23

Dated:

Copy forwarded for kind information and further necessary action to:

- I. PS to Hon'ble Vice-Chancellor, IGDTUW, Delhi
- II. PA to Registrar, IGDTUW, Delhi
- III. All Deans(IRD/R&C/DAA,DEA,DSW,DIA), IGDTUW, Delhi
- IV. All HoDs(CSE/ECE/IT/MAE/AS&H/A&P/Management/AI&DS), IGDTUW
– for circulation among faculty members and Students
- V. DFO/AFO, Accounts Branch, IGDTUW, Delhi
- VI. System Analyst with a request to upload the notification on the University
website.
- VII. Guard File

Prof. Ranu Gadi
Dean (IRD)



Indira Gandhi Delhi Technical University for Women
(Established by Govt. of Delhi vide Act 09 of 2012)
Kashmere Gate, Delhi-110006



Application form for applying for Research award for published paper(s)

- I. The Published paper(s) in the year _____, under the category of (Please tick)
- A. Outstanding Research Award with a cash value of Rs. 5,00,000/- along with certificate of merit ()
- B. Premier Research Award with a cash value of Rs. 1,00,000/- along with certificate of merit ()
- C. Commendable Research Award with a cash value of Rs. 50,000/- along with certificate of merit ()
- D. Motivational Research Award with a cash value of Rs. 20,000/- along with certificate of merit ()
- II. Award for Patents granted in the year _____, under the category of (Please tick)
- A. **Premier Patent Award:** A cash prize of Rs. 5,00,000/- (Rupees Five Lakhs only) is awarded along with a certificate of merit for grant of US/UK patent. ()
- B. **Commendable Patent Award:** A cash prize of Rs. 2,00,000/- (Rupees Two Lakhs only) is awarded along with a certificate of merit for grant of Indian patent. ()

The papers/publications is/are enclosed for consideration of award as per above.

I hereby declare that -

1. Following faculty and students of IGDTUW are authors of the paper and eligible for award:
 - i)
 - ii)
 - iii)
 - iv)
2. One (or more) of the author/s is/are external to the University and the prize amount will be divided by total number of authors and the equal part (one share) of the total prize amount will be disbursed to the University contributors. The prize amount of the external will be subtracted from the total prize amount:
 - i)
 - ii)
 - iii)
 - iv)
3. The above claim is being made by me as per guidelines approved in the 17th meeting of BOM dated 14.03.2022. In case of any violation, I will be held responsible and the University is free to take appropriate action and the award money and certificate of merit will be liable to be recovered from me.

Signature of Faculty/Student.....

Name of Faculty/Student.....

Department.....

Emp. Code /Roll No

Name of Course (if student is applicant).....

Mobile No.....

On the basis of above information, I hereby endorse that I have verified all the above details and forward the same.

Signature of HOD.....

Name of HOD.....

The details of Published Paper(s)

S. No.	Title of Paper	Name of Journal	Publisher of Journal	Web Address of Journal	category of paper A/B/C/D	Name of Co-Authors from IGDTUW	Impact Factor	Whether journal is open access?	Whether the journal is paid?

The details of Patent(s)*

S. No.	Title of Patent	Name of Inventor(s)	Whether Indian/UK.US granted patent	Date of application of patent	Date of Grant of patent	Patent No.

*Patents having the applicants name as Indira Gandhi Delhi Technical University for Women will be considered for awards.

Signature of Faculty/Student.....

Name of Faculty/Student.....

Department.....

Emp. Code /Roll No.....

Name of Course (if student is applicant).....

Mobile No.....



Indira Gandhi Delhi Technical University for Women
(Established by Govt. of Delhi vide Act 09 of 2012)
Kashmere Gate, Delhi-110006



RESEARCH EXCELLENCE AWARD

UNDERTAKING

I,, Designation.....,
Department of take this responsibility that I have applied
fornumber of papers for the research excellence award and I am First
author/Corresponding author/Author of paper(s). The paper(s) claimed are eligible for the
award as per the Guidelines for the award for Published Paper of the Researchers of Indira
Gandhi Delhi Technical University for Women (approved in 17th meeting of BOM dated
14.03.2022).

In case of any discrepancies or false information revealed in future, University has full right
to withdraw the award.

(Applicant name, signature and date)

Indira Gandhi Delhi Technical University for Women
(Established by Govt. of Delhi vide Act 9 of 2012)
ISO 9001:2015 Certified University



Guidelines for Incentive to UG/PG Students
for Publication of Research Paper in Journal
(The Academic Year 2021-22 Onwards)

R&D Cell and Research Wing
Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006



Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

Kashmere Gate, Delhi-110006

GUIDELINES FOR INCENTIVE TO UG/PG STUDENTS FOR PUBLICATION OF RESEARCH PAPER IN JOURNAL (THE ACADEMIC YEAR 2021-22 ONWARDS)

1. OBJECTIVES OF THE SCHEME:

The University aims to improve overall research performance and promote research activities undertaken by Undergraduate and Postgraduate students of the University. Incentive Scheme aims to build the research eco-system in the University and to encourage the students for publication of their research work in reputed journals.

2. AWARD/INCENTIVE FOR RESEARCH PUBLICATION(S):

An incentive of Rs.10,000/- will be awarded for every publication of research paper/article in SSCI/SCI/SCIE Indexed Journals and Rs 5,000/- would be awarded for every publication of research paper/article in SCOPUS/ESCI Indexed Journals only to UG and PG students of the University..

3. ELIGIBILITY FOR AWARD/INCENTIVE:

All the undergraduate and postgraduate students of the University on successful acceptance/publication of the research work in SSCI/SCI/SCIE/SCOPUS/ESCI Indexed Journals are eligible for the award/incentive.

4. TERMS AND CONDITIONS:

- A student can be awarded for the papers published during her degree programme at IGDTUW provided the paper is published in the affiliation of University.
- In case, the paper is authored by more than one student of IGDTUW, the award/incentive will be shared equally. The paper shall not be authored by more than four students along with supervisor (if any)
- An application form in **Annexure-I** is to be filled by the student(s) for applying for the award/incentive. The Application form shall be duly verified by the HoD and submitted to the IRD Cell along with all the requisite documents.
- The student shall submit an undertaking (**Annexure-II**) that she is not in receipt of

University Research award for the said research publication and also shall not be applying for the Research award for the said research publication in future.



Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

Kashmere Gate, Delhi-110006

APPLICATION FORM FOR APPLYING FOR AWARD/INCENTIVE TO UG/PG STUDENTS ON PUBLICATION/ACCEPTANCE OF RESEARCH PAPER

The Published paper(s) come under the category of (Please tick)

A. Research Paper published in SCI/SCIE/SSCI Indexed Journal ()

B. Research Paper published in SCOPUS/ESCI Indexed Journal ()

The details of Paper(s) Accepted/Published

Name of Student	1. _____	Enrollment No.	1. _____
	2. _____		2. _____
Author(s)	3. _____		3. _____
	4. _____		4. _____

Date of submission of Application Form _____

S. No.	Title of Paper	Name of Journal	Name of the Publisher	Status of the Paper (Published/ Accepted)	Vol., page No., Year	Whether SCI/SCIE/SSCI/ESCI/Scopus	Web Address of Journal	Amount of Award/ Incentive Claim (Rs)

A copy of the Research Paper(s)is/are enclosed for consideration of award as per above.

I/we undertake that the information submitted by me/us is correct and as per the guidelines of the University.

Name of the Student(s)	1. _____	Signature(s)	1. _____
	2. _____		2. _____
	3. _____		3. _____
	4. _____		4. _____

Date _____

Signature _____

Place _____

Name of the HoD _____



Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

Kashmere Gate, Delhi-110006

UNDERTAKING

[To be filled individually by all Student Author(s)]

I,, Enrollment No....., Department of, take this responsibility that I have applied fornumber of papers for claiming the Award/Incentive for publication of the Research Paper. The paper(s) claimed are eligible as per the Guidelines for Award/Incentive to UG/PG students on Publication/Acceptance of Research Paper published in the affiliation of Indira Gandhi Delhi Technical University for Women. I also certify that I will not claim the award for the Research Paper in any other incentive/award scheme of the University.

In case of any discrepancies or false information revealed in future, University has full right to withdraw the award.

Date _____

Signature _____

Place _____

Name of the Student _____

Indira Gandhi Delhi Technical University for Women
(Established by Govt. of Delhi vide Act 9 of 2012)
ISO 9001:2015 Certified University



PART- C

Guidelines/Regulations for Ph.D Programme

I	IGDTUW Revised Ph.D Regulations-2022
II	IGDTUW Ph.D Regulations for Architecture & Planning-2022
III	Guidelines for Direct Ph.D. Program (Full Time) after 4-years Bachelor's degree/1st year Master's Degree
IV	Guidelines for Cotutelle Ph.D Programm (CPP)-2022
V	Revised Guidelines for Pre-Ph.D Synopsis and Ph.D Thesis Submission

Indira Gandhi Delhi Technical University for Women
(Established by Govt. of Delhi vide Act 9 of 2012)
ISO 9001:2015 Certified University



Revised Ph.D Regulations-2022
For Engineering, Applied Sciences & Humanities
(Effective from Academic Year 2022-2023)

R&D Cell and Research Wing
Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006

TABLE OF CONTENTS

S. No.	Description	Page no.
1	Definitions	1-3
2	R.1 Classification of Applicants and Admission Eligibility	3-6
3	R.2 Reservation/Relaxation	6
4	R.3 Shortlisting and Selection Process	6-8
5	R.4 Financial Assistance	8
6	R.5 Registration	9
7	R.6 Cancellation of Registration	9-10
8	R.7 Course Work	10-11
9	R.8 Research Plan (Submission and Approval)	12
10	R.9 Allocation of Thesis Supervisor(s)/Co-Supervisors	12-15
11	R.10 Composition of DRC and URB	15-16
12	R.11 Eligibility for the Candidacy for the degree	16-17
13	R.12 Performance Monitoring	17-19
14	R.13 Minimum Registration Requirement for Thesis Submission	19-20
15	R.14 Pre-Ph.D Seminar and Synopsis Submission	20-21
16	R.15 Thesis Submission	21-23
17	R.16 Appointment of Examiners	23-24
18	R.17 Thesis Evaluation	24-26
19	R.18 Award of Ph.D Degree	26-28
20	R.19 General	28
21	R.20 Interpretation	28

Rhad

**REVISED REGULATIONS FOR THE PROGRAM LEADING TO DEGREE OF
DOCTOR OF PHILOSOPHY (2022)**

Short Title and Commencement:

- (a) These regulations may be called as “**Indira Gandhi Delhi Technical University for Women (IGDTUW) Ph.D Regulations for the degree of Doctor of Philosophy (Ph.D) 2022**”
- (b) These Regulations have been approved in the 16th Academic Council dt. 20th May, 2022 and 18th BOM dt. 3rd August, 2022 shall be applicable to all students admitted to the Ph.D Programme at IGDTUW from the year 2022 onwards.

DEFINITIONS:

- (i) "**Applicant**" shall mean a female who applies for admission to the Ph.D. Programme of the Indira Gandhi Delhi Technical University for Women (IGDTUW) on a prescribed Application Form.
- (ii) "**Academic Year**" is a period of nearly twelve months devoted to completion of requirements specified in the Scheme of Teaching and the related examination.
- (iii) "**Candidate**" shall mean a person registered for the Ph.D. Degree and who has successfully completed the course work and submitted an approved research plan as per R.11 of the Regulations.
- (iv) "**Caretaker Supervisor**" shall mean a member of the academic staff appointed to look after the candidate's research interests in the absence of the Supervisor.
- (v) "**COE**" shall mean the Controller of Examinations of Indira Gandhi Delhi Technical University for Women.

- (vi) **“Coordinator DRC”** shall mean a member of DRC of a particular Department of the Indira Gandhi Delhi Technological University appointed by Vice Chancellor, to coordinate and convene the DRC meetings.
- (vii) **“Course Work”** shall mean courses of study prescribed by the DRC through the Supervisor to be undertaken by a student registered for the Ph.D. Degree.
- (viii) **“Dean (Examinations)”** shall mean the Dean of Examination Division of Indira Gandhi Delhi Technical University for Women.
- (ix) **“Dean (R&C)”** shall mean the Dean, Research & Collaboration.
- (x) **“Degree”** shall mean the Degree of Doctor of Philosophy (Ph.D.) of IGDTUW.
- (xi) **“DRC”** shall mean Department Research Committee.
- (xii) **“Examination”** shall mean examination conducted by Indira Gandhi Delhi Technical University for Women.
- (xiii) **“Full-time Research scholar”** shall mean a person registered for the Ph.D Degree devoting Full-Time for completing the degree requirements.
- (xiv) **“Co-Supervisor”** shall mean an additional Supervisor approved by the URB on the recommendation of DRC to help the Supervisor in the accomplishment of the research work of the student/candidate.
- (xv) **“Minimum Registration Period”** shall mean the minimum period from date of final registration to submission of the thesis.
- (xvi) **“Part-time Research Scholar”** shall mean a person who is registered for the Ph.D. degree and will devote part of her time towards their pursuit and devote part of her time towards the discharge of her official obligations.

- (xvii) **“Ph.D Coordinator”** shall mean a member of academic staff of the Indira Gandhi Delhi Technological University appointed by Vice Chancellor, to supervise the admission procedure, register the research students and monitor their performances through DRCs of different departments
- (xviii) **"Registration Period"** shall mean the length of time span commencing with the date of provisional registration at the University till the completion of the programme.
- (xix) **"Residency"** shall mean the minimum period for which a student must attend the University on full-time basis.
- (xx) **“Selection Committee”** shall mean a committee duly constituted by the Vice Chancellor for conducting interview for selection of students to the Ph.D Programme.
- (xxi) **“Semester”** An Academic year is divided into two semesters of six months duration each.
- (xxii) **"Student"** shall mean a person provisionally registered for the Ph.D. degree prior to becoming a candidate.
- (xxiii) **"Supervisor"** shall mean a member of the academic staff of the University approved by URB on the recommendation of Department to guide/supervise the research/ academic work of the student/candidate.
- (xxiv) **"University"** shall mean Indira Gandhi Delhi Technical University for Women (IGDTUW).
- (xxv) **"URB"** shall mean University Research Board.

R.1 CLASSIFICATION OF APPLICANTS AND ADMISSION ELIGIBILITY

R.1.1 Classification of Applicants

The applicants for admission to the Ph.D. programme shall be classified under any one of the following categories:

R.1.1.1 Full-Time Research Scholar (Abbreviated as FT)

A person registered for the Ph.D Degree devoting Full-Time for completing the degree requirements, with financial assistance and satisfying the admission eligibility as defined in R1.2.1.

The persons receiving financial assistance from any sources can further be classified into the following categories:

- i. Full time applicant eligible for monthly stipend instituted by IGDTUW.
- ii. Junior Research Fellow (JRF)/Senior Research Fellow (SRF) financed by IGDTUW.
- iii. Financed by other sources like Sponsored Research Projects or various Fellowship Schemes.

R.1.1.2 Part-Time Research Scholars (Abbreviated as PT)

A person who is registered for the Ph.D degree and will devote part of her time towards their pursuit and devote part of her time towards the discharge of her official obligations and satisfying the admission eligibility as defined in R1.2.2.

R.1.2 ADMISSION ELIGIBILITY

R.1.2.1 The minimum entry qualifications for Full-Time/Part-Time Research Scholars are as follows:

- (i) **For Engineering:** Degree in M.E. / M.Tech or equivalent from a recognized University/ Institution in the relevant discipline with minimum of 60% marks in aggregate or its equivalent CGPA in the point scale and B.E./B.Tech. or equivalent with minimum of 60 % marks in aggregate or equivalent CGPA.
- (ii) **For Computer Applications:** MCA from a recognized University/ Institution with minimum of 60% marks in aggregate or its equivalent CGPA in the point scale and Graduation Degree (with Sciences and Mathematics) with minimum of 60% marks in aggregate or equivalent CGPA.
- (iii) **For Sciences :** Master Degree in the relevant discipline from a recognized University/Institution with 60% marks in aggregate or its equivalent CGPA in the point scale and undergraduate degree in the relevant discipline with 60% marks in aggregate or equivalent CGPA.
- (iv) **For Humanities :** Master Degree in the relevant discipline from a recognized University/Institution with 55% marks in aggregate or its equivalent CGPA in the point scale and undergraduate degree in the relevant discipline with 55% marks in aggregate or equivalent CGPA.

R.1.2.2 An applicant is eligible for Part-Time Research Scholar /Full-Time Research Scholar (Sponsored), provided she fulfils the following conditions:

- (i) The Applicant possesses the minimum entry qualifications for the degree as mentioned in R.1.2.1.
- (ii) The applicant is presently employed under the following categories :
 - a. Applicants working in organizations which have MOU with IGDTUW.
 - b. Applicants working on Full-Time basis (regular/adhoc/contract) in a National Level R&D Lab/ a reputed organization/ recognised educational institution / university/ PSU/ Corporate/ Industry registered under Company's Act organization.
 - c. Applicants working in projects (JRS/SRF/Project Assistant/Research Assistant etc.) in National-Level R&D Institutions.
- (iii) The Applicant possesses at least two years of relevant work experience in the above categories, as at (ii) b. However for (ii) c. work experience is not mandatory.
- (iv) The applicant gets an NOC from her employer, at the time of provisional registration.

R.1.2.3 An applicant shall be eligible for Junior Research Fellowship instituted by IGDTUW provided she fulfils the following conditions:

- i. She possesses the minimum entry qualifications as in R1.2.1.
- ii. She has qualified UGC-CSIR-JRF/NET examination or has or qualified GATE with a score above the minimum cut off or qualified RAT examination. A person who has appeared in the above examinations but is awaiting results may also apply. However, she shall be required to produce a valid documentary evidence of having qualified the examination at the time of interview.
- iii. She is not receiving any financial assistance from any other sources.

R.1.2.4 A person, who has already initiated her fellowship in some other Institution/Organization and is interested to have her fellowship transferred to IGDTUW, may be allowed provided she clears the Selection Process for admission to Ph.D Programme as per R.3.

R 1.2.5- A student/candidate registered at IGDTUW as Full-Time Research Scholar may be considered for Junior Research Fellowship/Senior Research Fellowship /any other fellowship provided.

- (i) She fulfils all the eligibility conditions to avail the fellowship and her case is recommended by the DRC and approved by the Vice Chancellor.
- (ii) The selected JRF/SRF shall not avail any other fellowship/financial assistance.
- (iii) The maximum duration of fellowship will be five years from the date of award. However, the fellowship shall terminate on completion of Ph.D tenure (as per R 13.2) OR submission of Ph.D thesis, whichever is earlier.

R.2 RESERVATION/RELAXATION

R.2.1 Reservation of seats for Scheduled Caste, Scheduled Tribe, Other Backward Classes, Differently-abled and EWS candidates will be as per government rules.

R.2.2 Candidates belonging to Scheduled Caste, Scheduled Tribe, OBC (Non-Creamy Layer), Differently-abled and EWS categories will be given 5% relaxation in the minimum entry qualifications as given in R.1.2.

R.3 SHORTLISTING AND SELECTION PROCESS

R.3.1

- (i) Admission to the Ph.D Programme may be done on the basis of Research Aptitude Test (RAT) Examination or an interview or both.
- (ii) The RAT Examination shall be qualifying with qualifying marks as 50%. A relaxation of 5% marks (from 50% to 45%) shall be allowed for SC/ST/OBC/Differently-abled and EWS category in the RAT Exam.
- (iii) The syllabus of the RAT examination shall consist of 50% of Research Methodology and 50% subject specific.

R.3.2 Depending upon the requirement, the University may advertise for Ph.D admission twice in a year.

R.3.3 Applications for joining the Ph.D. programme shall be submitted on a prescribed Form as per the guidelines in the Admission Notification of the university.

R.3.4 WAIVER FROM RAT EXAMINATION

The RAT examination shall be waived off for the following applicants subject to the fulfilment of eligibility for entry qualifications as in R 1.2 and such applicants shall be allowed to appear in the interview directly:

- i. Full-Time female teaching staff of IGDTUW.
- ii. Sponsored applicants from organizations having MOU with the University.
- iii. Applicants who have qualified UGC-CSIR-JRF/NET Or have valid GATE score and successfully completed the degree as in R1.2.

- iv. Foreign students who apply through Ministry of Human Resource Development or foreign students under a Cultural Exchange Scholarship Programme of Government of India
- v. RAT examination shall be conducted even if adequate number of applications from exempted categories candidates are received.

R.3.5 The University's Examination Division shall conduct the RAT Examination, do the evaluation and forward the result to Dean (R&C).

R.3.6A duly constituted committee approved by VC shall prepare the list of the Shortlisted candidates to be called for interview on the University Website.

R.3.7 The interview for selection of the students shall be conducted department wise by Selection Committees each comprising of at least 5 members including The Vice Chancellor/ VC nominee, Dean(R&C)/HOD of the concerned department, all university approved Supervisors of the concerned department, External Expert (if required).The applicants shortlisted for interview are required to discuss their research interest/ area during the interview. The interview shall also consider the following aspects viz. whether:

- The person possess the competence for the proposed research
- The research work can be suitably undertaken at the university.
- The proposed area of research can contribute to new/ additional knowledge

R.3.8 A person selected by the aforesaid Selection Committee shall be allowed Provisional Registration to the Ph.D Programme from the date of payment of prescribed fees to the University with the allocated approved Supervisor(s). The registration shall be confirmed only after satisfactory completion of the course work and approval of research plan by the respective DRC.

R.3.9 The Ph.D Coordinator shall coordinate with various departments for conduct of admissions and DRCs.

R.4.1 FINANCIAL ASSISTANCE

- a. A stipend of Rs 10,000/- per month will be given to all Full-time Research Scholars for a maximum period of five years or till completion of their Ph.D., whichever is less. The Research Scholars would also assist in Academic/Administrative works in their respective Departments apart from their Research work. The scheme shall be introduced from Academic Year 2021-22.
- b. The University may provide financial assistance to few Full-Time Research Scholars with good teaching skills and appoint them as Junior Research Fellow (JRF) / Senior Research Fellow (SRF).
 - i. These fellowships shall be distributed on the basis of need across all departments by Dean (R&C) in consultation with the Vice Chancellor.
 - ii. The Terms and Conditions of the fellowship may be decided by the Academic Council and may be amended from time to time.
 - iii. All provisions of the prevailing Ph.D. Ordinance of the University shall be applicable on the JRF/SRF and allocated Supervisor(s).

R.4.2 TUITION FEE

Tuition fees will be decided by University and shall be notified in the University Admission Brochure on yearly basis. Unless stated, full fee shall be charged from student/candidate on annual basis till the candidate submits her thesis for evaluation as per R.17. Full-Time Permanent Teaching Faculty of IGDTUW are eligible for a 50 % waiver in the tuition fees.

R.5 REGISTRATION

- R.5.1** Every student/candidate will be required to renew the registration every year till the submission of the thesis. The renewal of registration every year shall be subject to completion of specified number of credits/courses and/or satisfactory progress of research work as recommended by DRC.

R.5.2A student/candidate, who fails to register or renew her registration, may be allowed to renew her registration after obtaining approval from the Vice Chancellor.

R.5.3 CONVERSION OF REGISTRATION

- i. A Full-Time Research Scholar who gets an employment in any organization during her Ph.D Program may be eligible to convert to Part-Time Research Scholar with due recommendation of her Supervisor(s) and approval by DRC.
- ii. In case of a genuine reason, a Full-Time Research Scholar may be eligible to convert to Part-Time Research scholar after completion of minimum period of atleast one year after her Final Registration with recommendation her Supervisor(s) and approval by DRC.
- iii. A Part-Time research scholar may be allowed to convert to Full-Time research scholar with due recommendation of her Supervisor(s) and approval by DRC.

R.6 CANCELLATION OF REGISTRATION

R.6.1 Registration of a student/candidate may be cancelled in any one of the following cases, after due recommendation of DRC.

- (i) If she absents herself for a continuous period of four weeks without sanction of leave.
- (ii) If she withdraws from the Ph.D. Programme voluntarily and the withdrawal is duly recommended by the DRC.
- (iii) If she fails to renew her registration every year subject to the provisions contained in these Ordinances & Regulations.

- (iv) If her academic progress is found unsatisfactory and approved for cancellation of registration as per R 12.1 g
- (v) If she is unable to pass the Course Work successfully as per R7.6.
- (vi) If she does not submit approved research plan as in R.8
- (vii) If she fails to appear for 2 consecutive progress reviews as per R 12.1b without seeking prior approval of the Dean (R&C).
- (viii) If a Part-Time student/candidate fails to get another employment within six months and submit NOC from the new employer.
- (ix) If she is found involved in an act of misconduct and/or indiscipline and cancellation of registration is recommended by a competent authority.

R.7 COURSE WORK

R.7.1 Each student will be required to take Course Work as recommended by the Supervisor(s) and approved by the DRC/ Academic Council. The Course Work shall comprise of:

- (i) Two Compulsory Courses viz. “Research Methodology” and “Research and Publication Ethics.
- (ii) Directed Courses related to the broad research area of the student recommended by the Supervisor.

R.7.2

- (i) Students, who are provisionally registered for the Ph.D. degree, shall be required to take minimum four courses (two Compulsory Courses and two Directed Courses) equivalent to a minimum 12 credits as per the recommendations by the concerned DRC.
- (ii) The student with MCA degree shall be required to take minimum six courses (two Compulsory Courses and four Directed Courses) equivalent to a minimum of 18 credits.

(iii) Each course shall be of minimum three credits with three hours instructions/studies per week.

(iv) The Directed courses shall be recommended by the Supervisor preferably from the existing M.Tech courses running at IGDTUW / List of electives for Ph.D Course Work as approved by the DRC/ Academic Council.

R.7.3 The Course Work shall be done within the first two Semesters and the student shall be evaluated at the end of each semester. However, the minimum duration to complete the course work could be one semester after which the student shall be eligible to present her Research Plan before the DRC. The University shall conduct the examination for all the courses.

R.7.4 In case a student has successfully completed her course work from any other recognized University / Institute and wishes to migrate to IGDTUW under an approved Supervisor of IGDTUW, she shall be required to clear the Selection Process as prescribed in **R.3**. The transfer of course credits may be allowed, on the recommendation of the DRC after due verification of her Marksheet/ Credits earned. The time span between completion of earlier course work and when the candidate has applied for Course work exemption at IGDTUW should not be more than five years for transfer of course credits.

R.7.5 The minimum passing marks for each course is 55% marks in aggregate or its equivalent CGPA in the point scale, failing which student may be allowed to give Supplementary Examination in that course.

R.7.6 A student shall earn minimum 12 credits (minimum 18 credits for MCA students) including the Compulsory Courses for successful completion of Course Work. In case a student is not able to earn the requisite number of credits for successful completion of course work within one Academic Year from the date of her Provisional Registration, she shall be eligible for an extension of Provisional Registration to the Ph.D. Programme by six months or a maximum period of one

year and she may be allowed to give Supplementary Examination in the courses in which she has failed as per the examination rules of the University. The Supplementary Examination for Ph.D shall be conducted once a year within three months of result declaration of the even semester.

R.7.7 It is mandatory for the Student to successfully complete the Course Work with minimum credits requirements as per R.7.6 within a period of maximum two years from the date of her provisional registration to be eligible for being a Candidate failing which the registration of the Student shall stand cancelled.

R.8 RESEARCH PLAN (SUBMISSION AND APPROVAL)

R.8.1 Each student who has a provisional registration, and has successfully completed the Course Work shall be eligible to present her Research Plan before the DRC and the DRC shall evaluate her broad field of research, academic preparation and potential to carry out the proposed research.

R.8.2 On the basis of the content of the Research Plan, the DRC may either recommend the case for approval of Research Plan for Final Registration as a candidate to the URB or may direct the student to revise the Research Plan.

R.8.3 For approval of the Research Plan a student will be provided a maximum of two consecutive attempts immediately after the completion of her Course Work before the DRC. If DRC does not approve the Research Plan in maximum two attempts after completion of course work, the provisional registration of the student may be cancelled.

R.9 ALLOCATION OF THESIS SUPERVISOR(S)/CO-SUPERVISORS

R.9.1 Supervisor(s) can be any full-time faculty member of the University with a Ph.D degree who has been actively engaged in research and has published (or accepted for publication) at least five research papers in refereed indexed journals out of

which either two publications should be in SCI/SCIE/SSCI indexed journals or three publications should be in SCOPUS/ESCI indexed journals pertaining to the area of specialization. A faculty member of the University having patent(s) granted with at least two papers in refereed indexed international journals pertaining to the area of specialization is also eligible to be a Supervisor.

R.9.2 Every admitted student shall be allocated a Research Supervisor(s) by the Ph.D Selection Committee depending on research interest of the student and the availability of the vacant slot with the prospective Supervisor.

R.9.3

- (i) In case of interdisciplinary or collaborative work, a Co-Supervisor either from the university or any other recognized institution /industry/research organization may be allocated to the student by DRC.
- (ii) A Ph.D student may be allowed to have only one Supervisor and one Co-Supervisor at any time during her research.
- (iii) A Co-Supervisor from outside IGDTUW should possess a Ph.D Degree and have minimum five publications after completion of his/her Ph.D, out of which at least four publications should be in SCI/SCIE/SSCI indexed journals. Patents/ Book Chapters may be desirable. A Co-Supervisor from outside IGDTUW shall submit the Performa form for Co-Supervisor, his/her consent to be a Co-Supervisor along with necessary documents for being approved as a Co-Supervisor for a student.
- (iv) For allocation of a Co-Supervisor, a student should give a write up to justify the role and contribution of the Co-Supervisor leading to provision of facilities and value addition to her research work. The write up shall be duly justified by both the Supervisor and the proposed Co-Supervisor.

- (v) Allocation of Co-Supervisor should be permitted by DRC only upto one year after date of final registration of the student in the PhD Programme. However, this time frame for allocation of Co-Supervisor may be relaxed by the DRC in Special cases when Supervisor goes on deputation / long leave due to any reasons /death / retires.

R. 9.4

- a. The number of maximum permissible seats for Ph.D registration (including inside and outside the university) at any given point of time shall be: Professor— 08 PhD Scholars, Associate Professor — 06 PhD Scholars, and Assistant Prof. — 04 PhD Scholars.
- b. Each University approved Supervisor may be allowed to fill upto a maximum of half of the permissible seats at a time.

R. 9.5 Counting of Seats for a Supervisor

- i. A full time/part time student shall be counted against one seat for the purpose of filling the prescribed number of seats registered with a Supervisor.
- ii. A student under Co-supervision shall be counted against half seat for the purpose of filling the prescribed number of seats registered with a Supervisor/Co-Supervisor.
- iii. The seat under a Supervisor shall fall vacant after thesis submission of a candidate.

R.9.6 Allocation of Supervisors/Co-Supervisor in Special Cases

A faculty member appointed as a Ph.D. Supervisor is normally expected to be available to a research scholar in the University till the thesis oral defence. However, in special cases, if a Supervisor is not available to the student/candidate due to unavoidable circumstances such as: long leave of more than 12 months; resignation; retirement; or death appointment of Supervisor(s) will be regulated as under:

i. A Supervisor proceeding on long leave of more than 12 months

- (a) Where Co-Supervisor exists, the Supervisor proceeding on long leave for more than 12 months can continue to be a Supervisor provided the URB/DRC is convinced of effective supervision by the Co-Supervisor. Where a Co-Supervisor does not exist, the DRC shall appoint a Co-Supervisor from the University in cases where a student has not yet submitted her thesis.
- (b) Provided further, if a Supervisor proceeds on leave for a period less than 12 months initially, but later extends his/her leave beyond 12 months, the same procedure as per R9.6 i(a) will be followed.
- (c) Provided, if the synopsis of the thesis has been submitted before the Supervisor proceeds on leave, he/she will continue to be the Supervisor till the student submits her thesis. Further, if a major revision becomes necessary, and the sole Supervisor is on leave, the sole Supervisor should be asked to state specifically whether he/ she would effectively help the student carry out the major revisions within a reasonable time. In case the sole Supervisor expresses his/her inability due to any reasons, a new Supervisor will be appointed by the DRC and the candidate may be allowed to submit the thesis under the newly appointed Supervisor.

ii. Supervisor retires

A faculty member who is due to retire within the next two years can be appointed as a Co-Supervisor and can continue to be the Co-Supervisor even after his/her retirement provided

- a. The DRC is convinced of his/her availability/continued guidance to the student.
- b. If the Supervisor is re-employed or appointed as Emeritus Fellow.
- c. If the synopsis of the thesis has been submitted under his/her supervision. Appointment of another Supervisor, if necessary, will be as per R 9.6 i(a).

iii. Supervisor resigns

A new Supervisor will be appointed, if necessary and the existing Supervisor could be a Co-Supervisor, as per R 9.6 i(a).

iv. Supervisor expires

A new Supervisor will be appointed, if necessary, on the recommendation of DRC and approval by Vice Chancellor.

R.10 COMPOSITION OF DRC and URB

R.10.1 Composition of URB

The composition of URB will be as follows:

- i. Vice-Chancellor or VC's Nominee.
- ii. Dean , Research and Collaboration,
- iii. Chairpersons of DRCs / Deans of faculties / HODs of departments.

R.10.2 Composition of DRC

The DRC shall be constituted for a period of two years. The minimum number of members in any DRC will be **seven**, including at least two academic staff at the level of Professors. The composition of DRC will be as follows:

- i. Dean of faculty/Head of the Department/Eminent Academician/Eminent Scientist : Chairperson;
- ii. Two outside expert nominated by Vice-Chancellor ;
- iii. All Professors of the concerned Department.
- iv. HOD of the concerned department
- v. Two Associate Professors satisfying the eligibility requirements as per R.9.1, appointed by the Vice-Chancellor for a tenure of two years;
- vi. Two Assistant Professors satisfying the eligibility requirements as per R.9.1 appointed by the Vice-Chancellor for a tenure of two years
- vii. Coordinator, DRC

Supervisor / Co-Supervisors shall be called as invitees during the presentation of the Research Plan and discussion of the Progress Report of their students/candidates.

R.10.3 In case, any department fails to have the required minimum number of seven members in DRC as per R 10.2, or if the number of professors is less than two, a joint DRC with other department having closest academic affiliation shall be constituted by the Vice-Chancellor.

R.11. ELIGIBILITY FOR THE CANDIDACY FOR THE DEGREE

A student shall be eligible for Final Registration as a candidate for the Ph.D. Degree after she has completed the following:

- (i) She has successfully completed her Course Work with requisite credit requirements as per R 7.6.
- (ii) She has presented her Research Plan before the DRC and her research plan is approved by the DRC and URB.

R.12 PERFORMANCE MONITORING

R.12.1 Progress Evaluation

- a. The terms for the research work will be as follows: **I Term:** July to December; **II Term:** January to June every year.
- b. The academic/research progress of each student/candidate shall be monitored by DRC at the end of each Term.
- c. The DRC shall notify the schedule for submission and evaluation of progress report to the candidates. The candidate shall submit a progress report at the end of each term duly forwarded by her Supervisor(s) to the DRC.

- d. The DRC shall evaluate the progress report of the candidate after every term.
- e. 'S' grade is to be awarded during that term if the progress is 'satisfactory'.
- f. If the progress is 'unsatisfactory', 'U' grade is to be awarded and appropriate action be taken. For the first appearance of 'U' grade, a warning would be issued to the candidate and in case a student/candidate is availing any fellowship, her fellowship shall be withheld.
- g. If there are two consecutive 'U' in the progress reports and the scholar still fails to make progress to the satisfaction of the DRC, the registration of the scholar may be terminated on recommendation of DRC and approval of the Vice Chancellor.
- h. The DRC having considered the progress report of each scholar shall recommend one of the following :
 - (i) Continuation of Registration.
 - (ii) Continuation of Registration and issuance of a written warning to the student/candidate and making recommendation in consultation with the Supervisor(s), would be issued by DRC Coordinator to improve her performance.
 - (iii) Termination of Registration.
- i. The Progress Reports of the candidates and minutes of the DRCs shall be submitted to the Dean (R&C).
- j. The recommendation of DRC for special cases such as title change, Unsatisfactory Progress report/Research Plan/Pre-Ph.D Synopsis submission, etc should be communicated to the candidate by the DRC Coordinator.
- k. Submission and review of progress report shall continue till submission of thesis.
- l. The Research Scholars shall have to maintain 75% attendance to appear in the DRC.

R.12.2 Attendance Rules

- a. All Full Time/Part-Time students including sponsored students must attend at least 75% of classes in each course in which they are registered while pursuing Course Work.
- b. The Supervisor/course instructor shall report the shortage of attendance cases to the Ph.D Coordinator. In case, attendance of the student falls below 75% in any course during a month, she will not be paid fellowship/financial assistance for that month.
- c. Further, if her attendance again falls short of 75% in any course in any subsequent month in that semester her fellowship will be terminated for the remaining semester.
- d. A Full-Time Research Scholar after having completed the Course Work must attend to her research work on all the working days and mark attendance in the department except when she is on duly sanctioned leave.
- e. The requirement of 75% attendance will apply as above on daily attendance except in the cases where longer leave has been duly sanctioned within the leave entitlement of the student.

R.12.3 Leave Rules For Full-Time Ph.D Students /Candidates

- a. A proper leave account of each scholar shall be maintained by the Supervisor.
- b. A full-time Ph.D. student will be entitled to avail leave for 30 days per academic year including medical leave. She will not be entitled to summer and winter vacations.
- c. Leave beyond the stipulated period in an academic year may be granted in exceptional cases, by the DRC for additional 30 days, on recommendation of

Supervisor. However, such an extension shall be granted only once during the entire programme of the Scholar.

- d. The research scholars will be eligible for Maternity Leave prescribed by Govt. of NCT of Delhi.
- e. The leave period shall be counted in the total period required for submission of the thesis stipulated in **R 13.1**. However, the Maternity leave period shall be excluded from the total period required for submission of the thesis.

R.12.4 Semester Break

A student/candidate may be permitted to take a semester break on medical grounds with due recommendation of the Supervisor and approval from the DRC. However, such a student shall complete the minimum credit requirements for successful completion of Course Work within the maximum period of two years from her Provisional Registration. The leave period shall be counted in the total period required for submission of the thesis stipulated in **R 13.1**.

R.13 MINIMUM REGISTRATION REQUIREMENT FOR THESIS SUBMISSION

R.13.1 The minimum period after which a candidate can submit her thesis shall be two years for a Full-Time research scholar and three years for a Part-Time research Scholar with effect from the date of Final Registration as a candidate. In the cases, where conversion from Part-Time to Full-Time or vice-versa has taken place, the minimum period of submission shall not be less than three years from the date of Final Registration.

R.13.2 The maximum period within which a candidate can submit her thesis shall be five years for both Full-time and Part-time research scholars with effect from the date of Final Registration as a candidate.

R.13.3 An extension of one year beyond the maximum period for submission of thesis at 13.2 may be granted on recommendation of the DRC and approval by the Vice Chancellor.

R.14. PRE-PH.D. SEMINAR AND SYNOPSIS SUBMISSION

R.14.1 On completion of research work, the candidate shall submit through the Supervisor(s), eight copies of the synopsis of her Ph.D thesis including the title of the thesis and reprints of all published research work done towards fulfilment of doctoral degree to the Chairperson, DRC/HOD of the concerned department for consideration /presentation in forthcoming DRC.

R.14.2 Presenting a Pre-Ph.D. seminar before the DRC and recommendation of the DRC is an essential requirement for consideration of title of thesis and submission of the thesis by the candidate. It may be attended by other faculty members and research scholars. Their feedback and comments may be suitably incorporated in the Ph.D thesis, in consultation with the Supervisor.

R.14.3 (i) A Ph.D candidate shall publish at least three publications in the refereed journals of repute out of which atleast two publications must be in SCI/SCIE/SSCI indexed journals.

(ii) Candidate would publish atleast two first author research papers.

(iii) An Indian/US/UK patent granted shall be considered equivalent to one SCI/SCIE/SSCI indexed journal publication.

(iv) Candidate should also have the evidence of presentation of two research papers based on her Ph.D work in the national/international conferences before submission of the synopsis and produce evidence for the same in the form of an acceptance letter/ a reprint/paper presentation certificate.

R.14.4 The Supervisor may propose a panel of at least eight experts in the subject area of the research work of the thesis along with full contact details of the examiners to the DRC. The panel shall include atleast two experts from Foreign Institutions and

two experts from premier institutions of India-like IITs/IISC Bangalore/ISM Dhanbad /NITs /IITs /State & Central Universities/State and Central R&D laboratories etc. The DRC may add or delete any of the name(s) of the examiners proposed by the Supervisor(s).

R.14.5 The candidate is required to submit her thesis prepared strictly as per the PhD Thesis Preparation Guidelines within 3 months from the date of approval of her Pre Ph.D Seminar and submission of synopsis. In case, the candidate fails to submit her thesis within 3 months of the approval of her Pre Ph.D Seminar, the candidate shall be required to submit fresh synopsis. However, in a special case when a candidate fails to submit her thesis within the stipulated time due to some unavoidable circumstances and has suitable justification for the same, the DRC/Vice Chancellor may grant extension of not more than three months to the candidate on recommendation of the Supervisor i. e. the candidate may be allowed to submit her thesis within a period not exceeding 6 months from the date of the submission of the synopsis.

R.14.6 In case of issues related to intellectual property rights, the Supervisor and the candidate shall take the necessary measures to ensure to follow the university Plagiarism Policy.

R.15 THESIS SUBMISSION

R.15.1 A candidate may submit her thesis within the time period as stipulated in **R.14.5** provided that:

- (i) She has completed the minimum period of Registration as provided in **R.13.1**
- (ii) She has become a candidate for the award of Ph.D degree as provided in **R.11**
- (iii) She has presented her Pre-Ph.D seminar before DRC open to all faculty members and research students, and suitably incorporated the suggestions made
- (iv) She has obtained recommendation of the DRC for submission of thesis

- (v) She has submitted the title and synopsis of the thesis along with reprints of all published research work done towards fulfilment of doctoral degree.

R.15.2 The thesis shall be written in English in the specific format as per the Thesis Preparation Guidelines and shall contain a critical account of the candidate's research. The thesis should well represent the discovery of facts or fresh approach towards interpretation of facts and theories or significant contribution of knowledge to development or a combination of these. It should bear evidence of the candidate's capacity for analysis and judgment as well as her ability to carry out independent investigations, design or development. The thesis may be supplemented by published work. No part of the thesis or supplementary published work shall have been submitted for the award of any other degree.

R.15.3 (i) The candidate shall certify that the work is free of any form of data falsification, fabrication and plagiarism and shall be solely responsible for any such dispute, or plagiarism issue arising out of the doctoral work. The certificate for such a declaration by the candidate will be available on the university website.

(ii) Regarding Self Plagiarism or cases where published work of the student is shown as Plagiarism in the check, a certificate (Plagiarism Self Exclusion Certificate, available on the university website) has to be issued by the Supervisor specifying and attaching the articles that have been published by the student from thesis work. Only these articles should be excluded from the check. No other article of the Supervisor or the student should be excluded from the check. Similarity in the Ph.D thesis up to 15% may be permitted. The exclusion at the time of performing the check should be limited to the following:

- A. Quotes
- B. Bibliography
- C. Phrases
- D. Small matches upto 14 words
- E. Small similarity less than 1%

- F. Mathematical Formula
- G. Name of Institutions, Departments etc
- H. Own published work

R.15.4 The scholar will also be required to submit a certificate (available on the university website) duly signed by the Candidate and countersigned by the Supervisor(s) in the prescribed format that the work embodied in the thesis is original and has been carried out by the author and that it has not been submitted in full or in part for any other Diploma or Degree of this or any other University.

R.15.5 The scholar shall also attach a Student Approval Form in the format obtained from the UGC for the grant of non-exclusive worldwide license for hosting and distributing their thesis in digital format in, “Shodhganga” or any other database designated for this purpose by the UGC.

R.15.6 The DRC Coordinator shall forward 05 copies of synopsis and the Panel of Examiners as approved by the DRC along with three copies of hard bound thesis with one copy on Electronic media in MS word /PDF format to Dean (R&C).

R.15.7 The candidate shall also submit a No Dues Certificate as prescribed by the university at the time of submission of the thesis.

R.15.8 The candidate shall also submit “Checklist of all the documents”(as available on the university website) at the time of submission of the thesis.

R.15.9 The Dean (R&C) shall send 05 copies of synopsis and the Panel of Examiners as approved by the DRC along with three copies of hard bound thesis with one copy on Electronic media in MS word /PDF format to the Controller of Examinations (COE)/Dean (Examinations).

R.16 APPOINTMENT OF EXAMINERS

- R.16.1** The COE/Dean (Examinations) shall get the examiners appointed by the Vice Chancellor from the Panel of examiners recommended by DRC for evaluation of the thesis.
- R.16.2** The thesis shall be evaluated by atleast two external examiners independently and anonymously. The Vice Chancellor shall choose the two external examiners from the panel of examiners. A copy of the thesis shall also be sent to the Supervisor / Co-Supervisor for evaluation. However the Supervisor shall not be the examiner of the thesis.
- R.16.3** An external examiner cannot be from the same laboratory/institution where the scholar is employed, or from the laboratory/institution/approved research centre to which the Supervisor and/or Co-Supervisor of the scholar belongs. Further, a collaborator or co-author of the scholar or his/her Supervisor or Co-Supervisor during the tenure of the concerned Ph.D scholar cannot be an external examiner.

R.17 THESIS EVALUATION

- R.17.1** The Examination Division will contact the examiners appointed by the Vice Chancellor and take their consent for examining the thesis at the earliest. If the examination branch does not receive the consent from the appointed examiner within one month, approval of Vice Chancellor may be taken for appointment of another examiner from the panel. In case one or more examiners so appointed declines to examine the thesis, another examiner shall be appointed by the Vice Chancellor out of the approved panel. In case the panel gets exhausted, the Dean (R&C) in consultation with DRC shall recommend additional names.
- R.17.2** The Examination Division may send all communications to the examiners, viz. request for consent, as well as subsequent sending of Ph.D thesis for evaluation and receiving report, electronically through email/fax and/or through post as

appropriate and follow-up telephonically. The examination branch shall make all efforts for speedy evaluation of the Ph.D thesis. Each examiner will be requested to submit to the COE/Dean (Examinations), a detailed Assessment Report and his/her recommendations on the prescribed Performa within six weeks of the date of receiving the thesis.

R.17.3 In the case, that the Thesis Evaluation Report is not received from an examiner within a period of four months, the Controller of Examinations/Dean (Examinations) should get another examiner appointed by the Vice Chancellor from the Panel of Examiner in R 16, in his/her place for evaluation of the thesis.

R.17.4 The examiners shall be required to state categorically whether in their individual opinion, the thesis should be:

- a) Accepted for the award of Ph.D degree (subject to oral defence), or
- b) Referred to the candidate for resubmission in the revised form, or
- c) Rejected,

In cases b and c, the examiner shall state the reasons for recommending resubmission/rejection of the thesis. If resubmission is recommended, the examiner shall specifically indicate the modifications that need to be made in the thesis by the scholar. The COE / Dean (Examinations) shall communicate the suggested revisions to the Supervisor.

R.17.5 In case both the external examiners unanimously recommend award of degree, the same shall be done after a satisfactory open viva voce test (Oral Defence) as per R 18.2

R.17.6 In case the external examiner(s) recommends minor corrections in the thesis, the candidate may incorporate them in consultation with the Supervisor before the viva-voce examination. The Supervisor shall certify that the corrections have been made in the thesis. This may be included with the reports of the Ph.D thesis to be sent to the Vice Chancellor for appointment of the Oral Defence Committee as in R 18.2.

- R.17.7** In case the corrections are major and resubmission/re-evaluation has been recommended by the external examiners; the candidate may resubmit the revised version in consultation with the Supervisor, within a period of one year from the date of communication in this regard from the COE/ Dean (Examinations). The revised thesis shall be sent for assessment to the same external examiners who recommended revision. In the event of any of them declining to examine the revised thesis, an additional external examiner may be appointed from the approved panel, and provided with the comments of the previous examiner(s) to facilitate the evaluation of the revised thesis.
- R.17.8** In case both the external examiners reject the thesis, the thesis shall be rejected and registration of the candidate shall be terminated.
- R.17.9** In case that if one of the two external examiners recommend the award of degree and the second external examiner recommends rejection, the thesis shall be referred to a new external examiner to be selected by the Vice Chancellor from the original panel of examiners. If the new external examiner recommends acceptance (may be with revision) the case may be processed as per the procedure in R 17.5 to 17.7. However, if the thesis is rejected by the new external examiner, it shall not be resubmitted or marked to any further examiner and the registration of the student shall be terminated.
- R.17.10** In case if one external examiner accepts and one suggests major revisions, then the candidate shall incorporate the revisions as prescribed in R17.7 above, and the thesis shall be sent to the external examiner who recommended revision. In case this external examiner recommends acceptance (may be with minor revisions), the case may be processed as per the procedure in R 17.5 to 17.7. In the event of disagreement between the external examiners, the Controller of Examinations/ Dean (Examinations) as a special case, shall get another external examiner appointed by the Vice Chancellor from the panel of examiners in R.16, if the merit

of the case so demands. The report of this examiner shall be final and the acceptance or rejection of the thesis shall be based on this report.

R.17.11 After receiving the satisfactory evaluation reports from the Supervisor and both the external examiners, the Controller of Examinations / Dean (Examinations) shall arrange for Viva Voce Examination of the candidate before a duly constituted committee hereinafter referred to as Oral Defence Committee as per R18.2.

R.18 AWARD OF Ph.D. DEGREE

R.18.1 A candidate who has been recommended for viva-voce examination on the basis of thesis evaluation shall be required to defend her work/thesis orally before a duly constituted Oral Defence Committee (ODC) during working hours of the University.

R.18.2 The ODC shall consist of three members: (i) VC Nominee, (ii) Supervisor/Co-Supervisor, (iii) One external examiner selected from the two external examiners as in R.16.2. If none of the external examiners is available for the conduct of the oral defence, an alternative external examiner shall be appointed by the Vice Chancellor for this purpose only.

R.18.3 On the completion of all stages of examination, the Oral Defence Committee shall recommend to the Controller of Examinations / Dean (Examinations) one of the following courses of action:

- (a) That the degree be awarded;
- (b) That the candidate be re-examined.

The Oral Defence Committee shall also provide to the candidate a list of all corrections and modifications in the thesis (if required) including suggestions made by the examiners during the thesis evaluation. The candidate shall incorporate all changes as suggested by examiners and submit the hard copy of the final thesis.

R.18.4 The Degree shall be awarded by the University provided that:

- (a) The Oral Defence Committee recommends the award of the degree to the candidate;
- (b) The candidate produces a 'No Dues Certificate' in the prescribed form forwarded by the Supervisor and HOD of the concerned department.
- (c) The candidate has submitted a soft copy and two hard cover copies of the thesis: one for the Department Library and one for the Central Library. The thesis should incorporate all necessary/corrections/modifications.
- (d) The hard bound copies of the Ph.D. thesis, submitted after the viva-voce examination, must contain the copyright certificate in the beginning of the thesis:©**Indira Gandhi Delhi Technical University for Women, Kashmere Gate, New Delhi-110006. All rights reserved**

R.18.5 Following the successful completion of the evaluation process and announcement of the award of the Ph.D, the university may submit a soft copy of the thesis to Shodhganga/Inflibnet.

R.18.6 The Examination Division of the University may issue a Provisional Certificate of the completion of Ph.D to the candidate upon successful viva-voce examination followed by award of the final degree at the time of Convocation, along with a certificate to the effect that the Degree has been awarded in accordance with the provisions of the UGC regulations 2016.

R.19GENERAL

Notwithstanding anything contained in these Ordinances & Regulations, all categories of the students/candidates shall be governed by the rules and procedures framed by the Academic Council on their behalf, and in force from time to time.

R.20INTERPRETATION

Any case of doubt or dispute arising about the interpretation of these Ordinances and Regulations or anything not contained in the ordinance, shall be referred to the Vice Chancellor whose decision shall be final.



**Indira Gandhi Delhi Technical University for Women
(Established by Govt. of Delhi vide Act 9 of 2012)**



**Ph.D REGULATIONS-2022
For Architecture & Planning
(Effective from Academic Year 2022-23)**

**R&D Cell and Research Wing
Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006**

TABLE OF CONTENTS

S. No.	Description	Page no.
1	Definitions	1-3
2	R.1 Classification of Applicants and Admission Eligibility	3-6
3	R.2 Reservation/Relaxation	6
4	R.3 Shortlisting and Selection Process	6-8
5	R.4 Financial Assistance	8
6	R.5 Registration	8-9
7	R.6 Cancellation of Registration	9-10
8	R.7 Course Work	10-11
9	R.8 Research Plan (Submission and Approval)	11-12
10	R.9 Allocation of Thesis Supervisor(s)/Co-Supervisors	12-15
11	R.10 Composition of DRC and URB	15-16
12	R.11 Eligibility for the Candidacy for the degree	16
13	R.12 Performance Monitoring	16-19
14	R.13 Minimum Registration Requirement for Thesis Submission	19
15	R.14 Pre-Ph.D Seminar and Synopsis Submission	20-21
16	R.15 Thesis Submission	21-23
17	R.16 Appointment of Examiners	23
18	R.17 Thesis Evaluation	24-26
19	R.18 Award of Ph.D Degree	26-27
20	R.19 General	27
21	R.20 Interpretation	27

**REGULATIONS FOR THE PROGRAM IN ARCHITECTURE & PLANNING
LEADING TO DEGREE OF DOCTOR OF PHILOSOPHY (2022)**

Short Title and Commencement:

- (a) These regulations may be called as **“Indira Gandhi Delhi Technical University for Women (IGDTUW) Ph.D Regulations for the degree of Doctor of Philosophy (Ph.D) 2022”**
- (b) These Regulations have been approved in the 16th Academic Council dt. 20th May, 2022 and 18th BOM dt. 3rd August, 2022 shall be applicable to all students admitted to the Ph.D Programme at IGDTUW from the year 2022 onwards.

DEFINITIONS:

- (i) **"Applicant"** shall mean a female who applies for admission to the Ph.D. Programme of the Indira Gandhi Delhi Technical University for Women (IGDTUW) on a prescribed Application Form.
- (ii) **"Academic Year"** is a period of nearly twelve months devoted to completion of requirements specified in the Scheme of Teaching and the related examination.
- (iii) **"Candidate"** shall mean a person registered for the Ph.D. Degree and who has successfully completed the course work and submitted an approved research plan as per R.11 of the Regulations.
- (iv) **"Caretaker Supervisor"** shall mean a member of the academic staff appointed to look after the candidate's research interests in the absence of the Supervisor.
- (v) **"COE"** shall mean the Controller of Examinations of Indira Gandhi Delhi Technical University for Women.
- (vi) **"Coordinator DRC"** shall mean a member of DRC of a particular Department of the Indira Gandhi Delhi Technological University appointed by Vice Chancellor, to coordinate and convene the DRC meetings.
- (vii) **"Course Work"** shall mean courses of study prescribed by the DRC through the Supervisor to be undertaken by a student registered for the Ph.D. Degree.
- (viii) **"Dean (Examinations)"** shall mean the Dean of Examination Division of Indira Gandhi Delhi Technical University for Women.

- (ix) **“Dean (R&C)”** shall mean the Dean, Research & Collaboration.
- (x) **“Degree”** shall mean the Degree of Doctor of Philosophy (Ph.D.) of IGDTUW.
- (xi) **“DRC”** shall mean Department Research Committee.
- (xii) **“Examination”** shall mean examination conducted by Indira Gandhi Delhi Technical University for Women.
- (xiii) **“Full-time Research scholar”** shall mean a person registered for the Ph.D Degree devoting Full-Time for completing the degree requirements.
- (xiv) **“Co-Supervisor”** shall mean an additional Supervisor approved by the URB on the recommendation of DRC to help the Supervisor in the accomplishment of the research work of the student/candidate.
- (xv) **“Minimum Registration Period”** shall mean the minimum period from date of final registration to submission of the thesis.
- (xvi) **“Part-time Research Scholar”** shall mean a person who is registered for the Ph.D. degree and will devote part of her time towards their pursuit and devote part of her time towards the discharge of her official obligations.
- (xvii) **“Ph.D Coordinator”** shall mean a member of academic staff of the Indira Gandhi Delhi Technological University appointed by Vice Chancellor, to supervise the admission procedure, register the research students and monitor their performances through DRCs of different departments
- (xviii) **“Registration Period”** shall mean the length of time span commencing with the date of provisional registration at the University till the completion of the programme.
- (xix) **“Residency”** shall mean the minimum period for which a student must attend the University on full-time basis.
- (xx) **“Selection Committee”** shall mean a committee duly constituted by the Vice Chancellor for conducting interview for selection of students to the Ph.D Programme.
- (xxi) **“Semester”** An Academic year is divided into two semesters of six months duration each.

(xxii) "**Student**" shall mean a person provisionally registered for the Ph.D. degree prior to becoming a candidate.

(xxiii) "**Supervisor**" shall mean a member of the academic staff of the University approved by URB on the recommendation of Department to guide/supervise the research/ academic work of the student/candidate.

(xxiv) "**University**" shall mean Indira Gandhi Delhi Technical University for Women(IGDTUW).

(xxv) "**URB**" shall mean University Research Board.

R.1 CLASSIFICATION OF APPLICANTS AND ADMISSION ELIGIBILITY

R.1.1 Classification of Applicants

The applicants for admission to the Ph.D. programme shall be classified under any one of the following categories:

R.1.1.1 Full-Time Research Scholar (Abbreviated as FT)

A person registered for the Ph.D Degree devoting Full-Time for completing the degree requirements, with financial assistance and satisfying the admission eligibility as defined in R1.2.1.

The persons receiving financial assistance from any sources can further be classified into the following categories:

- i. Full time applicant eligible for monthly stipend instituted by IGDTUW.
- ii. Junior Research Fellow (JRF)/Senior Research Fellow (SRF) financed by IGDTUW.
- iii. Financed by other sources like Sponsored Research Projects or various Fellowship Schemes.

R.1.1.2 Part-Time Research Scholars (Abbreviated as PT)

A person who is registered for the Ph.D degree and will devote part of her time towards their pursuit and devote part of her time towards the discharge of her official obligations and satisfying the admission eligibility as defined in R1.2.2.

R.1.2 ADMISSION ELIGIBILITY

R.1.2.1 The minimum entry qualifications for Full-Time/Part-Time Research Scholars are as follows:

1. Master degree of a recognized institution or University in various specialization of Architecture or Planning or allied subject with 55% marks (50% for reserved categories) or equivalent grade.

or

2. a) Bachelors degree of a recognized institution or University in Architecture or Planning with 60% marks (55% for reserved categories) or equivalent grade.
b) Professional/Research Experience for a minimum period of eight years after obtaining the Bachelors degree.

R.1.2.2 An applicant is eligible for Part-Time Research Scholar /Full-Time Research Scholar (Sponsored), provided she fulfils the following conditions:

- (i) The Applicant possesses the minimum entry qualifications for the degree as mentioned in R.1.2.1.
- (ii) The applicant is presently employed under the following categories :
 - a. Applicants working in organizations which have MOU with IGDTUW.
 - b. Applicants working on Full-Time basis (regular/adhoc/contract) in a National Level R&D Lab/ a reputed organization/ recognised educational institution / university/ PSU/ Corporate/ Industry registered under Company's Act organization.
 - c. Applicants working in projects (JRS/SRF/Project Assistant/Research Assistant etc.) in National-Level R&D Institutions.
- (iii) The Applicant possesses at least two years of relevant work experience in the above categories, as at (ii) b. However for (ii) c. work experience is not mandatory.
- (iv) The applicant gets an NOC from her employer, at the time of provisional registration.

R.1.2.3 An applicant shall be eligible for Junior Research Fellowship instituted by IGDTUW provided she fulfils the following conditions:

- i. She possesses the minimum entry qualifications as in R1.2.1.
- ii. She has qualified UGC-CSIR-JRF/NET examination or has or qualified GATE with a score above the minimum cut off or qualified RAT examination. A person who has appeared in the above examinations but is awaiting results may also apply. However, she shall be required to produce a valid documentary evidence of having qualified the examination at the time of interview.
- iii. She is not receiving any financial assistance from any other sources.

R.1.2.4 A person, who has already initiated her fellowship in some other Institution/Organization and is interested to have her fellowship transferred to IGDTUW, may be allowed provided she clears the Selection Process for admission to Ph.D Programme as per R.3.

R 1.2.5- A student/candidate registered at IGDTUW as Full-Time Research Scholar may be considered for Junior Research Fellowship/Senior Research Fellowship /any other fellowship provided.

- (i) She fulfils all the eligibility conditions to avail the fellowship and her case is recommended by the DRC and approved by the Vice Chancellor.
- (ii) The selected JRF/SRF shall not avail any other fellowship/financial assistance.
- (iii) The maximum duration of fellowship will be five years from the date of award. However, the fellowship shall terminate on completion of Ph.D tenure (as per R 13.2) OR submission of Ph.D thesis, whichever is earlier.

R.2 RESERVATION/RELAXATION

R.2.1 Reservation of seats for Scheduled Caste, Scheduled Tribe, Other Backward Classes, Differently-abled and EWS candidates will be as per government rules.

R.2.2 Candidates belonging to Scheduled Caste, Scheduled Tribe, OBC (Non-Creamy Layer), Differently-abled and EWS categories will be given 5% relaxation in the minimum entry qualifications as given in R.1.2.

R.3 SHORTLISTING AND SELECTION PROCESS

R.3.1

- (i) Admission to the Ph.D Programme may be done on the basis of Research Aptitude Test(RAT) Examination or an interview or both.
- (ii) The RAT Examination shall be qualifying with qualifying marks as 50%. A relaxation of 5% marks (from 50% to 45%) shall be allowed for SC/ST/OBC/Differently-abled and EWS category in the RAT Exam.
- (iii)The syllabus of the RAT examination shall consist of 50% of Research Methodology and 50% subject specific.

R.3.2 Depending upon the requirement, the University may advertise for Ph.D admission twice in a year.

R.3.3 Applications for joining the Ph.D. programme shall be submitted on a prescribed Form as per the guidelines in the Admission Notification of the university.

R.3.4 WAIVER FROM RAT EXAMINATION

The RAT examination shall be waived off for the following applicants subject to the fulfilment of eligibility for entry qualifications as in R 1.2 and such applicants shall be allowed to appear in the interview directly:

- i. Full-Time female teaching staff of IGDTUW.
- ii. Sponsored applicants from organizations having MOU with the University.
- iii. Applicants who have qualified UGC-CSIR-JRF/NET Or have valid GATE score and successfully completed the degree as in R1.2.
- iv. Foreign students who apply through Ministry of Human Resource Development or foreign students under a Cultural Exchange Scholarship Programme of Government of India
- v. RAT examination shall be conducted even if adequate number of applications from exempted categories candidates are received.

R.3.5 The University's Examination Division shall conduct the RAT Examination, do the evaluation and forward the result to Dean (R&C).

R.3.6A duly constituted committee approved by VC shall prepare the list of the Shortlisted candidates to be called for interview on the University Website.

R.3.7 The interview for selection of the students shall be conducted department wise by Selection Committees each comprising of at least 5 members including The Vice Chancellor/ VC nominee, Dean(R&C)/HOD of the concerned department, all university approved Supervisors of the concerned department, External Expert (if required). The applicants shortlisted for interview are required to discuss their research interest/ area during the interview. The interview shall also consider the following aspects viz. whether:

- The person possess the competence for the proposed research
- The research work can be suitably undertaken at the university.
- The proposed area of research can contribute to new/ additional knowledge

R.3.8 A person selected by the aforesaid Selection Committee shall be allowed Provisional Registration to the Ph.D Programme from the date of payment of prescribed fees to the University with the allocated approved Supervisor(s). The registration shall be confirmed only after satisfactory completion of the course work and approval of research plan by the respective DRC.

R.3.9 The Ph.D Coordinator shall coordinate with various departments for conduct of admissions and DRCs.

R.4.1 FINANCIAL ASSISTANCE

- a. A stipend of Rs 10,000/- per month will be given to all Full-time Research Scholars for a maximum period of five years or till completion of their Ph.D., whichever is less. The Research Scholars would also assist in Academic/Administrative works in their respective Departments apart from their Research work. The scheme shall be introduced from Academic Year 2021-22.
- b. The University may provide financial assistance to few Full-Time Research Scholars with good teaching skills and appoint them as Junior Research Fellow (JRF) / Senior Research Fellow (SRF).
 - i. These fellowships shall be distributed on the basis of need across all departments by Dean (R&C) in consultation with the Vice Chancellor.
 - ii. The Terms and Conditions of the fellowship may be decided by the Academic Council and may be amended from time to time.
 - iii. All provisions of the prevailing Ph.D. Ordinance of the University shall be applicable on the JRF/SRF and allocated Supervisor(s).

R.4.2 TUITION FEE

Tuition fees will be decided by University and shall be notified in the University Admission Brochure on yearly basis. Unless stated, full fee shall be charged from student/candidate on annual basis till the candidate submits her thesis for evaluation as per R.17. Full-Time Permanent Teaching Faculty of IGDTUW are eligible for a 50 % waiver in the tuition fees.

R.5 REGISTRATION

R.5.1 Every student/candidate will be required to renew the registration every year till the submission of the thesis. The renewal of registration every year shall be subject to completion of specified number of credits/courses and/or satisfactory progress of research work as recommended by DRC.

R.5.2A student/candidate, who fails to register or renew her registration, may be allowed to renew her registration after obtaining approval from the Vice Chancellor.

R.5.3 CONVERSION OF REGISTRATION

- i. A Full-Time Research Scholar who gets an employment in any organization during her Ph.D Program may be eligible to convert to Part-Time Research Scholar with due recommendation of her Supervisor(s) and approval by DRC.

- ii. In case of a genuine reason, a Full-Time Research Scholar may be eligible to convert to Part-Time Research scholar after completion of minimum period of atleast one year after her Final Registration with recommendation her Supervisor(s) and approval by DRC.
- iii. A Part-Time research scholar may be allowed to convert to Full-Time research scholar with due recommendation of her Supervisor(s) and approval by DRC.

R.6 CANCELLATION OF REGISTRATION

R.6.1 Registration of a student/candidate may be cancelled in any one of the following cases, after due recommendation of DRC.

- (i) If she absents herself for a continuous period of four weeks without sanction of leave.
- (ii) If she withdraws from the Ph.D. Programme voluntarily and the withdrawal is duly recommended by the DRC.
- (iii) If she fails to renew her registration every year subject to the provisions contained in these Ordinances & Regulations.
- (iv) If her academic progress is found unsatisfactory and approved for cancellation of registration as per R 12.1 g
- (v) If she is unable to pass the Course Work successfully as per R7.6.
- (vi) If she does not submit approved research plan as in R.8
- (vii) If she fails to appear for 2 consecutive progress reviews as per R 12.1b without seeking prior approval of the Dean (R&C).
- (viii) If a Part-Time student/candidate fails to get another employment within six months and submit NOC from the new employer.
- (ix) If she is found involved in an act of misconduct and/or indiscipline and cancellation of registration is recommended by a competent authority.

R.7 COURSE WORK

R.7.1 Each student will be required to take Course Work as recommended by the Supervisor(s) and approved by the DRC/ Academic Council. The Course Work shall comprise of:

- (i) Two Compulsory Courses viz. “Research Methodology” and “Research and Publication Ethics.
- (ii) Directed Courses related to the broad research area of the student recommended by the Supervisor.

R.7.2

- (i) Students, who are provisionally registered for the Ph.D. degree, shall be required to take minimum four courses (two Compulsory Courses and two Directed Courses) equivalent to a minimum 12 credits as per the recommendations by the concerned DRC.
- (ii) Each course shall be of minimum three credits with three hours instructions/studies per week.
- (iii) The Directed courses shall be recommended by the Supervisor preferably from the existing M.Tech/M.Plan courses running at IGDTUW or List of electives for Ph.D Course Work as approved by the DRC/ Academic Council.
- (iv) The Students with Master Degree in allied disciplines shall be required to take minimum six courses (two compulsory and four directed courses) equivalent to minimum of 18 credits.

R.7.3 The Course Work shall be done within the first two Semesters and the student shall be evaluated at the end of each semester. However, the minimum duration to complete the course work could be one semester after which the student shall be eligible to present her Research Plan before the DRC. The University shall conduct the examination for all the courses.

R.7.4 In case a student has successfully completed her course work from any other recognized University / Institute and wishes to migrate to IGDTUW under an approved Supervisor of IGDTUW, she shall be required to clear the Selection Process as prescribed in **R.3**. The transfer of course credits may be allowed, on the recommendation of the DRC after due verification of her Marksheet/ Credits earned. The time span between completion of earlier course work and when the candidate has applied for Course work exemption at IGDTUW should not be more than five years for transfer of course credits.

R.7.5 The minimum passing marks for each course is 55% marks in aggregate or its equivalent CGPA in the point scale, failing which student may be allowed to give Supplementary Examination in that course.

R.7.6 A student shall earn minimum 12 credits (minimum 18 credits for MCA students) including the Compulsory Courses for successful completion of Course Work. In case a student is not able to earn the requisite number of credits for successful completion of course work within one Academic Year from the date of her Provisional Registration, she shall be eligible for an extension of Provisional

Registration to the Ph.D. Programme by six months or a maximum period of one year and she may be allowed to give Supplementary Examination in the courses in which she has failed as per the examination rules of the University. The Supplementary Examination for Ph.D shall be conducted once a year within three months of result declaration of the even semester.

R.7.7 It is mandatory for the Student to successfully complete the Course Work with minimum credits requirements as per R.7.6 within a period of maximum two years from the date of her provisional registration to be eligible for being a Candidate failing which the registration of the Student shall stand cancelled.

R.8 RESEARCH PLAN (SUBMISSION AND APPROVAL)

R.8.1 Each student who has a provisional registration, and has successfully completed the Course Work shall be eligible to present her Research Plan before the DRC and the DRC shall evaluate her broad field of research, academic preparation and potential to carry out the proposed research.

R.8.2 On the basis of the content of the Research Plan, the DRC may either recommend the case for approval of Research Plan for Final Registration as a candidate to the URB or may direct the student to revise the Research Plan.

R.8.3 For approval of the Research Plan a student will be provided a maximum of two consecutive attempts immediately after the completion of her Course Work before the DRC. If DRC does not approve the Research Plan in maximum two attempts after completion of course work, the provisional registration of the student may be cancelled.

R.9 ALLOCATION OF THESIS SUPERVISOR(S)/CO-SUPERVISORS

R.9.1 Supervisor(s) can be any full-time faculty member of the University with a Ph.D degree who has been actively engaged in research and has published at least five research papers in refereed indexed journals out of which either two publications should be in SCI/SCIE/SSCI indexed journals or three publications should be in SCOPUS/ESCI/UGC Care indexed journals pertaining to the area of specialization. A faculty member of the University having patent(s) granted with at least two papers in refereed indexed international journals pertaining to the area of specialization is also eligible to be a Supervisor.
Desirable: A faculty member with published book and/ or three technical reports and policy documents submitted to international bodies like

UNESCO/UNICEF/World Bank etc or Central or State Govt. is also eligible to be a Supervisor.

R.9.2 Every admitted student shall be allocated a Research Supervisor(s) by the Ph.D Selection Committee depending on research interest of the student and the availability of the vacant slot with the prospective Supervisor.

R.9.3

(i) In case of interdisciplinary or collaborative work, a Co-Supervisor either from the university or any other recognized institution /industry/research organization may be allocated to the student by DRC.

(ii) A Ph.D student may be allowed to have only one Supervisor and one Co-Supervisor at any time during her research.

(iii) A Co-Supervisor from outside IGDTUW should possess a Ph.D Degree and have minimum five publications after completion of his/her Ph.D, out of which at least four publications should be in SCI/SCIE/SSCI/SCOPUS/UGC Care indexed journals. Patents/ Book Chapters may be desirable. A Co-Supervisor from outside IGDTUW shall submit the Performa form for Co-Supervisor, his/her consent to be a Co-Supervisor along with necessary documents for being approved as a Co-Supervisor for a student.

Desirable: A faculty member with published book and/ or three technical reports and policy documents submitted to international bodies like UNESCO/UNICEF/World Bank etc or Central or State Govt. is also eligible to be a Supervisor.

(iv) For allocation of a Co-Supervisor, a student should give a write up to justify the role and contribution of the Co-Supervisor leading to provision of facilities and value addition to her research work. The write up shall be duly justified by both the Supervisor and the proposed Co-Supervisor.

(v) Allocation of Co-Supervisor should be permitted by DRC only up to one year after date of final registration of the student in the PhD Programme. However, this time frame for addition of Co-Supervisor may be relaxed by the DRC in Special cases when Supervisor goes on deputation / long leave due to any reasons /death / retires.

R. 9.4

a. The number of maximum permissible seats for Ph.D registration (including inside and outside the university) at any given point of time shall be: Professor— 08 PhD Scholars, Associate Professor — 06 PhD Scholars, and Assistant Prof. — 04 PhD Scholars.

b. Each University approved Supervisor may be allowed to fill upto a maximum of half of the permissible seats at a time.

R. 9.5 Counting of Seats for a Supervisor

- i. A full time/part time student shall be counted against one seat for the purpose of filling the prescribed number of seats registered with a Supervisor.
- ii. A student under Co-supervision shall be counted against half seat for the purpose of filling the prescribed number of seats registered with a Supervisor/Co-Supervisor.
- iii. The seat under a Supervisor shall fall vacant after thesis submission of a candidate.

R.9.6 Allocation of Supervisors/Co-Supervisor in Special Cases

A faculty member appointed as a Ph.D. Supervisor is normally expected to be available to a research scholar in the University till the thesis oral defence. However, in special cases, if a Supervisor is not available to the student/candidate due to unavoidable circumstances such as: long leave of more than 12 months; resignation; retirement; or death appointment of Supervisor(s) will be regulated as under:

i. A Supervisor proceeding on long leave of more than 12 months

- (a) Where Co-Supervisor exists, the Supervisor proceeding on long leave for more than 12 months can continue to be a Supervisor provided the URB/DRC is convinced of effective supervision by the Co-Supervisor. Where a Co-Supervisor does not exist, the DRC shall appoint a Co-Supervisor from the University in cases where a student has not yet submitted her thesis.
- (b) Provided further, if a Supervisor proceeds on leave for a period less than 12 months initially, but later extends his/her leave beyond 12 months, the same procedure as per R9.6 i(a) will be followed.
- (c) Provided, if the synopsis of the thesis has been submitted before the Supervisor proceeds on leave, he/she will continue to be the Supervisor till the student submits her thesis. Further, if a major revision becomes necessary, and the sole Supervisor is on leave, the sole Supervisor should be asked to state specifically whether he/ she would effectively help the student carry out the major revisions within a reasonable time. In case the sole Supervisor expresses his/her inability due to any reasons, a new Supervisor will be appointed by the DRC and the candidate may be allowed to submit the thesis under the newly appointed Supervisor.

ii. Supervisor retires

A faculty member who is due to retire within the next two years can be appointed as a Co-Supervisor and can continue to be the Co-Supervisor even after his/her retirement provided

- a. The DRC is convinced of his/her availability/continued guidance to the student.
- b. If the Supervisor is re-employed or appointed as Emeritus Fellow.
- c. If the synopsis of the thesis has been submitted under his/her supervision. Appointment of another Supervisor, if necessary, will be as per R 9.6 i(a).

iii. Supervisor resigns

A new Supervisor will be appointed, if necessary and the existing Supervisor could be a Co-Supervisor, as per R 9.6 i(a).

iv. Supervisor expires

A new Supervisor will be appointed, if necessary, on the recommendation of DRC and approval by Vice Chancellor.

R.10 COMPOSITION OF DRC and URB

R.10.1 Composition of URB

The composition of URB will be as follows:

- i. Vice-Chancellor or VC's Nominee.
- ii. Dean , Research and Collaboration,
- iii. Chairpersons of DRCs / Deans of faculties / HODs of departments.

R.10.2 Composition of DRC

The DRC shall be constituted for a period of two years. The minimum number of members in any DRC will be **seven**, including at least two academic staff at the level of Professors. The composition of DRC will be as follows:

- i. Dean of faculty/Head of the Department/Eminent Academician/Eminent Scientist
: Chairperson;
- ii. Two outside expert nominated by Vice-Chancellor ;
- iii. All Professors of the concerned Department.

- iv. HOD of the concerned department
- v. Two Associate Professors satisfying the eligibility requirements as per R.9.1, appointed by the Vice-Chancellor for a tenure of two years;
- vi. Two Assistant Professors satisfying the eligibility requirements as per R.9.1 appointed by the Vice-Chancellor for a tenure of two years
- vii. Coordinator, DRC

Supervisor / Co-Supervisors shall be called as invitees during the presentation of the Research Plan and discussion of the Progress Report of their students/candidates.

R.10.3 In case, any department fails to have the required minimum number of seven members in DRC as per R 10.2, or if the number of professors is less than two, a joint DRC with other department having closest academic affiliation shall be constituted by the Vice-Chancellor.

R.11. ELIGIBILITY FOR THE CANDIDACY FOR THE DEGREE

A student shall be eligible for Final Registration as a candidate for the Ph.D. Degree after she has completed the following:

- (i) She has successfully completed her Course Work with requisite credit requirements as per R 7.6.
- (ii) She has presented her Research Plan before the DRC and her research plan is approved by the DRC and URB.

R.12 PERFORMANCE MONITORING

R.12.1 Progress Evaluation

- a. The terms for the research work will be as follows: **I Term:** July to December; **II Term:** January to June every year.
- b. The academic/research progress of each student/candidate shall be monitored by DRC at the end of each Term.

- c. The DRC shall notify the schedule for submission and evaluation of progress report to the candidates. The candidate shall submit a progress report at the end of each term duly forwarded by her Supervisor(s) to the DRC.
- d. The DRC shall evaluate the progress report of the candidate after every term.
- e. 'S' grade is to be awarded during that term if the progress is 'satisfactory'.
- f. If the progress is 'unsatisfactory', 'U' grade is to be awarded and appropriate action be taken. For the first appearance of 'U' grade, a warning would be issued to the candidate and in case a student/candidate is availing any fellowship, her fellowship shall be withheld.
- g. If there are two consecutive 'U' in the progress reports and the scholar still fails to make progress to the satisfaction of the DRC, the registration of the scholar may be terminated on recommendation of DRC and approval of the Vice Chancellor.
- h. The DRC having considered the progress report of each scholar shall recommend one of the following :
 - (i) Continuation of Registration.
 - (ii) Continuation of Registration and issuance of a written warning to the student/candidate and making recommendation in consultation with the Supervisor(s), would be issued by DRC Coordinator to improve her performance.
 - (iii) Termination of Registration.
- i. The Progress Reports of the candidates and minutes of the DRCs shall be submitted to the Dean (R&C).
- j. The recommendation of DRC for special cases such as title change, Unsatisfactory Progress report/Research Plan/Pre-Ph.D Synopsis submission, etc should be communicated to the candidate by the DRC Coordinator.
- k. Submission and review of progress report shall continue till submission of thesis.
- l. The Research Scholars shall have to maintain 75% attendance to appear in the DRC.

R.12.2 Attendance Rules

- a. All Full Time/Part-Time students including sponsored students must attend at least 75% of classes in each course in which they are registered while pursuing Course Work.

- b. The Supervisor/course instructor shall report the shortage of attendance cases to the Ph.D Coordinator. In case, attendance of the student falls below 75% in any course during a month, she will not be paid fellowship/financial assistance for that month.
- c. Further, if her attendance again falls short of 75% in any course in any subsequent month in that semester her fellowship will be terminated for the remaining semester.
- d. A Full-Time Research Scholar after having completed the Course Work must attend to her research work on all the working days and mark attendance in the department except when she is on duly sanctioned leave.
- e. The requirement of 75% attendance will apply as above on daily attendance except in the cases where longer leave has been duly sanctioned within the leave entitlement of the student.

R.12.3 Leave Rules For Full-Time Ph.D Students /Candidates

- a. A proper leave account of each scholar shall be maintained by the Supervisor.
- b. A full-time Ph.D. student will be entitled to avail leave for 30 days per academic year including medical leave. She will not be entitled to summer and winter vacations.
- c. Leave beyond the stipulated period in an academic year may be granted in exceptional cases, by the DRC for additional 30 days, on recommendation of Supervisor. However, such an extension shall be granted only once during the entire programme of the Scholar.
- d. The research scholars will be eligible for Maternity Leave prescribed by Govt. of NCT of Delhi.
- e. The leave period shall be counted in the total period required for submission of the thesis stipulated in **R 13.1**. However, the Maternity leave period shall be excluded from the total period required for submission of the thesis.

R.12.4 Semester Break

A student/candidate may be permitted to take a semester break on medical grounds with due recommendation of the Supervisor and approval from the DRC. However, such a student shall complete the minimum credit requirements for successful completion of Course Work within the maximum period of two years from her

Provisional Registration. The leave period shall be counted in the total period required for submission of the thesis stipulated in **R 13.1**.

R.13 MINIMUM REGISTRATION REQUIREMENT FOR THESIS SUBMISSION

R.13.1 The minimum period after which a candidate can submit her thesis shall be two years for a Full-Time research scholar and three years for a Part-Time research Scholar with effect from the date of Final Registration as a candidate. In the cases, where conversion from Part-Time to Full-Time or vice-versa has taken place, the minimum period of submission shall not be less than three years from the date of Final Registration.

R.13.2 The maximum period within which a candidate can submit her thesis shall be five years for both Full-time and Part-time research scholars with effect from the date of Final Registration as a candidate.

R.13.3 An extension of two years beyond the maximum period for submission of thesis at 13.2 may be granted on recommendation of the DRC and approval by the Vice Chancellor.

R.14. PRE-Ph.D. SEMINAR AND SYNOPSIS SUBMISSION

R.14.1 On completion of research work, the candidate shall submit through the Supervisor(s), eight copies of the synopsis of her Ph.D thesis including the title of the thesis and reprints of all published research work done towards fulfilment of doctoral degree to the Chairperson, DRC/HOD of the concerned department for consideration /presentation in forthcoming DRC.

R.14.2 Presenting a Pre-Ph.D. seminar before the DRC and recommendation of the DRC is an essential requirement for consideration of title of thesis and submission of the thesis by the candidate. It may be attended by other faculty members and research scholars. Their feedback and comments may be suitably incorporated in the Ph.D thesis, in consultation with the Supervisor.

R.14.3 (i) A Ph.D candidate shall publish at least three publications in the refereed journals of repute out of which atleast two publications must be in SCI/SCIE/SSCI indexed journals.
(ii) Candidate would publish atleast two first author research papers.
(iii) An Indian/US/UK patent granted shall be considered equivalent to one SCI/SCIE/SSCI indexed journal publication.

(iv) Candidate should also have the evidence of presentation of two research papers based on her Ph.D work in the national/international conferences before submission of the synopsis and produce evidence for the same in the form of an acceptance letter/ a reprint/paper presentation certificate.

R.14.4 The Supervisor may propose a panel of at least eight experts in the subject area of the research work of the thesis along with full contact details of the examiners to the DRC. The panel shall include two experts from premier institutions of India-like IITs/IISC Bangalore/ISM Dhanbad /NITs /IIITs / SPAs/ CEPT/ JMI/ State & Central Universities/State and Central R&D laboratories etc. Name of experts from foreign institutions may be included in the panel. The DRC may add or delete any of the name(s) of the examiners proposed by the Supervisor(s)

R.14.5 The candidate is required to submit her thesis prepared strictly as per the PhD Thesis Preparation Guidelines within 3 months from the date of approval of her Pre Ph.D Seminar and submission of synopsis. In case, the candidate fails to submit her thesis within 3 months of the approval of her Pre Ph.D Seminar, the candidate shall be required to submit fresh synopsis. However, in a special case when a candidate fails to submit her thesis within the stipulated time due to some unavoidable circumstances and has suitable justification for the same, the DRC/Vice Chancellor may grant extension of not more than three months to the candidate on recommendation of the Supervisor i.e. the candidate may be allowed to submit her thesis within a period not exceeding 6 months from the date of the submission of the synopsis.

R.14.6 In case of issues related to intellectual property rights, the Supervisor and the candidate shall take the necessary measures to ensure to follow the university Plagiarism Policy.

R.15 THESIS SUBMISSION

R.15.1 A candidate may submit her thesis within the time period as stipulated in **R.14.5** provided that:

- (i) She has completed the minimum period of Registration as provided in **R.13.1**
- (ii) She has become a candidate for the award of Ph.D degree as provided in **R.11**

- (iii) She has presented her Pre-Ph.D seminar before DRC open to all faculty members and research students, and suitably incorporated the suggestions made

- (iv) She has obtained recommendation of the DRC for submission of thesis

- (v) She has submitted the title and synopsis of the thesis along with reprints of all published research work done towards fulfilment of doctoral degree.

R.15.2 The thesis shall be written in English in the specific format as per the Thesis Preparation Guidelines and shall contain a critical account of the candidate's research. The thesis should well represent the discovery of facts or fresh approach towards interpretation of facts and theories or significant contribution of knowledge to development or a combination of these. It should bear evidence of the candidate's capacity for analysis and judgment as well as her ability to carry out independent investigations, design or development. The thesis may be supplemented by published work. No part of the thesis or supplementary published work shall have been submitted for the award of any other degree.

R.15.3 (i) The candidate shall certify that the work is free of any form of data falsification, fabrication and plagiarism and shall be solely responsible for any such dispute, or plagiarism issue arising out of the doctoral work. The certificate for such a declaration by the candidate will be available on the university website.

(ii) Regarding Self Plagiarism or cases where published work of the student is shown as Plagiarism in the check, a certificate (Plagiarism Self Exclusion Certificate, available on the university website) has to be issued by the Supervisor specifying and attaching the articles that have been published by the student from thesis work. Only these articles should be excluded from the check. No other article of the Supervisor or the student should be excluded from the check. Similarity in the Ph.D thesis up to 15% may be permitted. The exclusion at the time of performing the check should be limited to the following:

- A. Quotes
- B. Bibliography
- C. Phrases
- D. Small matches upto 14 words
- E. Small similarity less than 1%
- F. Mathematical Formula
- G. Name of Institutions, Departments etc
- H. Own published work

R.15.4 The scholar will also be required to submit a certificate (available on the university website) duly signed by the Candidate and countersigned by the Supervisor(s) in the prescribed format that the work embodied in the thesis is original and has been carried out by the author and that it has not been submitted in full or in part for any other Diploma or Degree of this or any other University.

R.15.5 The scholar shall also attach a Student Approval Form in the format obtained from the UGC for the grant of non-exclusive worldwide license for hosting and distributing their thesis in digital format in, “Shodhganga” or any other database designated for this purpose by the UGC.

R.15.6 The DRC Coordinator shall forward 05 copies of synopsis and the Panel of Examiners as approved by the DRC along with three copies of hard bound thesis with one copy on Electronic media in MS word /PDF format to Dean (R&C).

R.15.7 The candidate shall also submit a No Dues Certificate as prescribed by the university at the time of submission of the thesis.

R.15.8 The candidate shall also submit “Checklist of all the documents”(as available on the university website) at the time of submission of the thesis.

R.15.9 The Dean (R&C) shall send 05 copies of synopsis and the Panel of Examiners as approved by the DRC along with three copies of hard bound thesis with one copy on Electronic media in MS word /PDF format to the Controller of Examinations (COE)/Dean (Examinations).

R.16 APPOINTMENT OF EXAMINERS

R.16.1 The COE/Dean (Examinations) shall get the examiners appointed by the Vice Chancellor from the Panel of examiners recommended by DRC for evaluation of the thesis.

R.16.2 The thesis shall be evaluated by atleast two external examiners independently and anonymously. The Vice Chancellor shall choose the two external examiners from the panel of examiners. A copy of the thesis shall also be sent to the Supervisor / Co-Supervisor for evaluation. However the Supervisor shall not be the examiner of the thesis.

R.16.3 An external examiner cannot be from the same laboratory/institution where the scholar is employed, or from the laboratory/institution/approved research centre to which the Supervisor and/or Co-Supervisor of the scholar belongs. Further, a collaborator or co-author of the scholar or his/her Supervisor or Co-Supervisor during the tenure of the concerned Ph.D scholar cannot be an external examiner.

R.17 THESIS EVALUATION

R.17.1 The Examination Division will contact the examiners appointed by the Vice Chancellor and take their consent for examining the thesis at the earliest. If the examination branch does not receive the consent from the appointed examiner within one month, approval of Vice Chancellor may be taken for appointment of another examiner from the panel. In case one or more examiners so appointed declines to examine the thesis, another examiner shall be appointed by the Vice Chancellor out of the approved panel. In case the panel gets exhausted, the Dean (R&C) in consultation with DRC shall recommend additional names.

R.17.2 The Examination Division may send all communications to the examiners, viz. request for consent, as well as subsequent sending of Ph.D thesis for evaluation and receiving report, electronically through email/fax and/or through post as appropriate and follow-up telephonically. The examination branch shall make all efforts for speedy evaluation of the Ph.D thesis. Each examiner will be requested to submit to the COE/Dean (Examinations), a detailed Assessment Report and his/her recommendations on the prescribed Performa within six weeks of the date of receiving the thesis.

R.17.3 In the case, that the Thesis Evaluation Report is not received from an examiner within a period of four months, the Controller of Examinations/Dean (Examinations) should get another examiner appointed by the Vice Chancellor from the Panel of Examiner in R 16, in his/her place for evaluation of the thesis.

R.17.4 The examiners shall be required to state categorically whether in their individual opinion, the thesis should be:

- a) Accepted for the award of Ph.D degree (subject to oral defence), or
- b) Referred to the candidate for resubmission in the revised form, or
- c) Rejected,

In cases b and c, the examiner shall state the reasons for recommending resubmission/rejection of the thesis. If resubmission is recommended, the examiner shall specifically indicate the modifications that need to be made in the thesis by the scholar. The COE / Dean (Examinations) shall communicate the suggested revisions to the Supervisor.

R.17.5 In case both the external examiners unanimously recommend award of degree, the same shall be done after a satisfactory open viva voce test (Oral Defence) as per R 18.2

R.17.6 In case the external examiner(s) recommends minor corrections in the thesis, the candidate may incorporate them in consultation with the Supervisor before the viva-voce examination. The Supervisor shall certify that the corrections have been made in the thesis. This may be included with the reports of the Ph.D thesis to be sent to the Vice Chancellor for appointment of the Oral Defence Committee as in R 18.2.

R.17.7 In case the corrections are major and resubmission/re-evaluation has been recommended by the external examiners; the candidate may resubmit the revised version in consultation with the Supervisor, within a period of one year from the date of communication in this regard from the COE/ Dean (Examinations). The revised thesis shall be sent for assessment to the same external examiners who recommended revision. In the event of any of them declining to examine the revised thesis, an additional external examiner may be appointed from the approved panel, and provided with the comments of the previous examiner(s) to facilitate the evaluation of the revised thesis.

R.17.8 In case both the external examiners reject the thesis, the thesis shall be rejected and registration of the candidate shall be terminated.

R.17.9 In case that if one of the two external examiners recommend the award of degree and the second external examiner recommends rejection, the thesis shall be referred to a new external examiner to be selected by the Vice Chancellor from the original panel of examiners. If the new external examiner recommends acceptance (may be with revision) the case may be processed as per the procedure in R 17.5 to 17.7. However, if the thesis is rejected by the new external examiner, it shall not be resubmitted or marked to any further examiner and the registration of the student shall be terminated.

R.17.10 In case if one external examiner accepts and one suggests major revisions, then the candidate shall incorporate the revisions as prescribed in R17.7 above, and the thesis shall be sent to the external examiner who recommended revision. In case this external examiner recommends acceptance (may be with minor revisions), the case may be processed as per the procedure in R 17.5 to 17.7. In the event of disagreement between the external examiners, the Controller of Examinations/ Dean (Examinations) as a special case, shall get another external examiner appointed by the Vice Chancellor from the panel of examiners in R.16, if the merit of the case so demands. The report of this examiner shall be final and the acceptance or rejection of the thesis shall be based on this report.

R.17.11 After receiving the satisfactory evaluation reports from the Supervisor and both the external examiners, the Controller of Examinations / Dean (Examinations) shall arrange for Viva Voce Examination of the candidate before a duly constituted committee hereinafter referred to as Oral Defence Committee as per R18.2.

R.18 AWARD OF Ph.D. DEGREE

R.18.1 A candidate who has been recommended for viva-voce examination on the basis of thesis evaluation shall be required to defend her work/thesis orally before a duly constituted Oral Defence Committee (ODC) during working hours of the University.

R.18.2 The ODC shall consist of three members: (i) VC Nominee, (ii) Supervisor/Co-Supervisor, (iii) One external examiner selected from the two external examiners as in R.16.2. If none of the external examiners is available for the conduct of the oral defence, an alternative external examiner shall be appointed by the Vice Chancellor for this purpose only.

R.18.3 On the completion of all stages of examination, the Oral Defence Committee shall recommend to the Controller of Examinations / Dean (Examinations) one of the following courses of action:

- (a) That the degree be awarded;
- (b) That the candidate be re-examined.

The Oral Defence Committee shall also provide to the candidate a list of all corrections and modifications in the thesis (if required) including suggestions made by the examiners during the thesis evaluation. The candidate shall incorporate all changes as suggested by examiners and submit the hard copy of the final thesis.

R.18.4 The Degree shall be awarded by the University provided that:

- (a) The Oral Defence Committee recommends the award of the degree to the candidate;
- (b) The candidate produces a 'No Dues Certificate' in the prescribed form forwarded by the Supervisor and HOD of the concerned department.
- (c) The candidate has submitted a soft copy and two hard cover copies of the thesis: one for the Department Library and one for the Central Library. The thesis should incorporate all necessary/corrections/modifications.
- (d) The hard bound copies of the Ph.D. thesis, submitted after the viva-voce examination, must contain the copyright certificate in the beginning of the

thesis:©Indira Gandhi Delhi Technical University for Women, Kashmere Gate, New Delhi-110006. All rights reserved

R.18.5 Following the successful completion of the evaluation process and announcement of the award of the Ph.D, the university may submit a soft copy of the thesis to Shodhganga/Inflibnet.

R.18.6 The Examination Division of the University may issue a Provisional Certificate of the completion of Ph.D to the candidate upon successful viva-voce examination followed by award of the final degree at the time of Convocation, along with a certificate to the effect that the Degree has been awarded in accordance with the provisions of the UGC regulations 2016.

R.19 GENERAL

Notwithstanding anything contained in these Ordinances & Regulations, all categories of the students/candidates shall be governed by the rules and procedures framed by the Academic Council on their behalf, and in force from time to time.

R.20 INTERPRETATION

Any case of doubt or dispute arising about the interpretation of these Ordinances and Regulations or anything not contained in the ordinance, shall be referred to the Vice Chancellor whose decision shall be final.

**Indira Gandhi Delhi Technical University for Women
(Established by Govt. of Delhi vide Act 9 of 2012)
ISO 9001:2015 Certified University**



**Guidelines for Direct Ph.D. Program (Full Time)
after 4-years Bachelor's degree/1st year Master's Degree**

**R&D Cell and Research Wing
Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006**

Guidelines for Direct Ph.D. Program (Full Time) after 4-years Bachelor's degree/1st year Master's Degree

I. Admission Eligibility:

1. The candidates who have completed their final year (eighth semester) of their Bachelor's degree program (or result awaited) and have a minimum CGPA of 7.5/10 or equivalent percentage shall be eligible to apply for direct Ph.D. admission. Please refer to the eligibility criteria given in Table- I below.
2. For admission after 1st year/2-semester Master's degree program (after a 4-year undergraduate degree) candidate must have at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 10- point scale (or an equivalent grade in a point scale wherever grading system is followed) in Master's program in relevant discipline. Also, the candidate should have secured at least 60% marks in aggregate or equivalent CGPA in Bachelor's Degree.
3. SC/ST/OBC (non-creamy layer)/EWS/Differently Abled applicants shall be given a relaxation of 0.5 score i.e; CGPA of 7/10 or an equivalent relaxation of grade in minimum eligibility marks.
4. Candidate must have minimum 01 Scopus conference/journal publication (published/accepted).

Table-I: Eligibility criteria for Admission to Direct Ph.D. Program after 4-years Bachelor's degree

S. No	Name of the Course	Minimum Eligibility
1	Ph.D. CSE/ Artificial Intelligence & Data Science	Minimum CGPA of 7.5/10 or equivalent percentage in the qualifying exam as under: B.Tech/B.E. Degree in Computer Science/Computer Engineering/Computer Science & Engineering/Information technology/Electronics & Communication Engineering/Software Engineering or equivalent from a recognized University.
2	Ph.D. IT	Minimum CGPA of 7.5/10 or equivalent percentage in the qualifying exam as under: B.Tech/B.E. Degree in Computer Science/Computer Engineering/Computer Science & Engineering/Information technology/Electronics & Communication Engineering/Software Engineering/Electrical Engineering/Electronics & Instrumentation Engineering/Electronics &

		Telecommunication Engineering/ Computer Science Engineering/Information Technology/Information Science Engineering or equivalent from a recognized University
3	Ph.D. ECE	Minimum CGPA of 7.5/10 or equivalent percentage in the qualifying exam as under: B.Tech/B.E. Degree in Electronics & Communication Engineering/Electrical Engineering/Electronics & Instrumentation Engineering/Electronics & Telecommunication Engineering/Computer Science Engineering/Information Technology/Information Science Engineering or equivalent from a recognized University.

II. Shortlisting and Selection Procedure

- (i) Admission to the Direct Ph.D. Program will be done on the basis of Research Aptitude Test (RAT) Examination or an interview or both.
- (ii) Candidates with valid GATE score or other qualified equivalent National Exam will be exempted from RAT.
- (iii) The RAT Examination shall be cleared with qualifying marks as 50%. A relaxation of 5% marks (from 50% to 45%) shall be allowed for SC/ST/OBC/EWS/Differently abled category in the RAT Exam.
- (iv) The interview for selection of the candidates shall be conducted Department-wise by Selection Committees. Weightage shall be given to the following: -
 - Prior background in research with skill certification courses, assistantships done, industry experience, technical skills and research projects undertaken in the relevant branch done at Bachelor's/Master's Program (as applicable)
 - Exceptional interest in research with prior publications (SCI/SCIE/SSCI/Scopus indexed), conference presentations, or other academic/administrative work.
 - Candidates having memberships of national/international Technical Societies (IEEE, CSI, ASME, ACM etc.)
 - Letter(s) of Recommendation from Faculty advisors/Mentors during Bachelor's/ Master's Program (as applicable) would be desirable.

III. Reservation Policy:

Reservation of seats for Scheduled Caste, Scheduled Tribe, Other Backward Classes (Non-Creamy Layer), EWS and Differently Abled candidates will be as per government rules.

IV. Financial Assistance

The Research Scholars shall be eligible for a stipend of Rs. 10,000/- per month after completion of course work and gaining the credits as per point no. V. However, GATE

qualified candidates would be eligible for the stipend as per the MHRD guidelines.

Selection of JRF: The University may provide financial assistance to few deserving Research Scholars and appoint them as Junior Research Fellow (JRF). Scholar shall be eligible for the fellowship after completion of course work (including the credits gained as per point no. V) with CGPA ≥ 7.5 , attendance $\geq 75\%$ and successful approval of the Research Plan in the DRC.

V. Coursework Credits requirement:

- Students who will register for Ph.D. directly after a four-year Bachelor's Program will be pursuing M.Tech. 1st Year courses in the relevant branch at IGDTUW. The 46 credits earned will be equivalent to the Ph.D. Course work.
- Students who will register for Ph.D. directly after 1st year Master's degree program will have to undertake courses (compulsory/guide directed as required related to their broad research area) to gain total 46 credits as per Table-II (point VIII), to fulfill the academic requirements for obtaining M.Tech. degree.

VI. Award of M.Tech. degree:

A student admitted in Ph.D. program after a 4-years Bachelor's degree/1st year Master's Degree can obtain an M.Tech. degree "in-between" as per NEP 2020, provided she completes the academic requirements for the same as given in Section VIII below. However, if the student who has taken admission directly after B.Tech., wishes to exit before minimum duration for award of M.Tech. degree, can do so after completion of course work credit requirement as per point no. V to obtain PG Diploma degree.

VII. Availing Exit Option in Direct Ph.D.

A Ph.D. student registered for the Direct Ph.D. Program may be allowed to exit from Direct Ph.D. Program on the recommendation of DRC and with the approval of the Competent Authority. Since this is a change of program to a lower degree, the student should satisfy the eligibility criteria of minimum credits earned for availing exit options and obtaining M.Tech./PG Diploma degrees given in Section VIII below. However, the option of obtaining PG Diploma degree is applicable only when the student is exiting from the PhD program without completing the requirements to obtain an M.Tech degree. If the Ph.D. student after

obtaining M.Tech. wishes to leave the University without completing her Ph.D., she will be considered as having changed her program from Ph.D. to M.Tech. and will have to compensate by paying the difference between the Ph.D. and M.Tech fee to the University.

VIII. Academic Requirements for obtaining M.Tech. degree during Direct Ph.D. Program

- a) The following table-II lists the minimum duration and maximum duration allowed in the Direct Ph.D. Program along with credit requirements for getting an M.Tech. degree “in-between”:

Table-II

Program	Minimum Total Credits for award of M.Tech/PG Diploma	Total Credits earned through Course Work plus transferred credits, if any (Minimum)	Credits Through Research (Minimum)	Minimum duration for award of M.Tech./PG Diploma
Direct Ph.D (students with 4 years/8-semester B.Tech.)	81	46 (credits gained from M.Tech. first year courses)	35	Four semesters for M.Tech
	46	46	--	Two semesters for PG Diploma
Direct Ph.D. (students with 1 st -year/2-semester M.Tech.)	81	46* (including the credits availed in M.Tech. 1 st year)	35	Two semesters

**Credits transferred from the Institute from where the student has pursued M.Tech 1st year-The time span between completion of M.Tech. 1st year and when the student has applied for the award of M.Tech degree or availing exit option should not be more than three years. The student may take extension of 3-6 months at a time with DRC approval for earning the pending credits. Further extension may be granted in special cases.*

- b) The evaluation and assessment of credits through research (35 credits) shall be based on the existing CBCS-M.Tech. Scheme with research project track.



**Guidelines for
COTUTELLE Ph.D. PROGRAM (CPP)
As per the**

COTUTELLE AGREEMENT SIGNED BETWEEN

**INDIRA GANDHI DELHI TECHNICAL UNIVERSITY
FOR WOMEN, INDIA**

AND

JAMES COOK UNIVERSITY, AUSTRALIA

COTUELLE Ph.D. PROGRAM (CPP)

Indira Gandhi Delhi Technical University for Women (“IGDTUW”) and James Cook University, Australia (“JCU”) have signed a cotutelle agreement. These guidelines are to be read in conjunction with the overarching agreement to assist students and supervisors at IGDTUW to understand the agreement terms. The overarching terms and conditions of the cotutelle agreement shall prevail.

1. COTUELLE Ph.D. PROGRAM (CPP) STRUCTURE

- 1.1 A student admitted to a Doctor of Philosophy degree at the IGDTUW will have the option to apply to the IGDTUW to participate in the CPP. A Supervisor from the JCU shall be identified at this stage and the Supervisor (IGDTUW) and Supervisor (JCU) will indicate their in-principle acceptance in writing of their willingness to jointly supervise the applicant, subject to the applicant formally applying and being admitted to the relevant Doctor of Philosophy degree at the JCU. The application process to apply at JCU shall be open throughout the year. The student needs to apply to JCU within first year of their admission at IGDTUW. Further details regarding the admission process at JCU may be found in Annexure-I.
- 1.2 Acceptance into the CPP will not be considered complete until approved by both Institutions. This will involve completing the necessary administrative requirements of both Institutions, including enrolment, relevant forms etc. as required by both institutions. A student who is admitted into the CPP shall be known as a “Cotutelle Student” at IGDTUW and JCU both.
- 1.3 Cotutelle Students shall be enrolled in the relevant Doctor of Philosophy degree at both Institutions, JCU and IGDTUW for the duration of the degree and shall have the same status as a regular international research student when visiting the JCU.
- 1.4 Cotutelle Students must spend minimum 6 months - 2 years at JCU after final registration to IGDTUW Ph.D. Program (i.e., completion of course-work and approval of Research Plan). However, the duration of their stay at JCU shall be decided by the Supervisors.

- 1.5 Supervisors appointed by either Institution must comply with the rules and regulations of respective Institutions which relate to the supervision of research students.
- 1.6 It is important to ensure that Cotutelle Students will comply with the regulations of both Institutions as applicable to them from time to time.
- 1.7 If the Supervisor from either Institution is unable to carry out the role of a PhD Supervisor, then that Institution shall assign an alternate Supervisor for the Student in accordance with its usual processes.

2. COURSE WORK REQUIREMENTS

- 2.1 The Cotutelle Student may refer to PhD regulation R7.0 regarding course-work requirement at IGDTUW. However, at JCU there is no course-work and credit requirement.

3. TIME DURATION

- 3.1 The Cotutelle Student schedule would be in conjunction with the rules/guidelines governing PhD degrees at JCU and IGDTUW both. The duration of Ph.D. program at IGDTUW is five years including course-work. However, the duration at JCU is 4 years, with submission at 3.5 years and extendable for periods of six months on application to the relevant college.
- 3.2 Each Cotutelle Student will be entitled to the leave benefits (if any) that relate to the Institution at which the Cotutelle Student is physically located when the leave is requested having regard to the leave benefits prescribed by the other Institution.

4. FEES, LIVING ALLOWANCES AND EXPENSES

- 4.1 Cotutelle students will pay tuition fees to IGDTUW only, throughout the duration of the CPP, including the duration of study at JCU following the IGDTUW fee structure. The Cotutelle students are exempted from paying JCU tuition fees. However, they will be required to pay the following during their stay at JCU:

- i. JCU's student services and amenities fee; and
 - ii. Overseas Candidate Health Cover during the stay in Australia, travel insurance etc. and any visa requirements they need to fulfill.
- 4.2 Cotutelle Students may apply at JCU for the financial assistantship and travel grants for the period of their stay at JCU, however they would have to fund themselves unless they get successful in gaining a JCU scholarship. The details regarding the scholarship form are given in Annexure-I.
- 4.3 During the period of stay at JCU, the Cotutelle student shall not claim for the fellowship/financial assistance from IGDTUW, if she is granted JCU scholarship.

5. WITHDRAWAL AND CANCELLATION OF CANDIDATURE

- 5.1 The prevailing regulation for withdrawal and cancellation of candidature at IGDTUW shall normally apply in consultation with JCU.
- 5.2 Where a Cotutelle Student's candidature is to be cancelled for any approved reason, including unsatisfactory progress, the provisions of IGDTUW will apply. JCU will be notified by IGDTUW of the intention to cancel the candidature. In any event, the DRC will advise the Cotutelle Student on an appropriate course of action to take, which would be in the best interest of the student.
- 5.3 If it is not possible for the Cotutelle Student to satisfy the requirements and complete the CPP, her candidature shall be cancelled.

6. RESEARCH PLAN & PROGRESS EVALUATION

- 6.1 The Cotutelle Student will be required to follow the regulations of both IGDTUW and JCU. Their progress evaluation at IGDTUW would be as per IGDTUW Regulations applicable at the time of admission. The progress shall also be assessed by the Supervisors from JCU in online mode. The format for progress report to be submitted to JCU is given in Annexure-1. The progress

of Cotutelle student at IGDTUW (whilst she is at JCU) shall have to be evaluated online.

- 6.2 Pre-PhD Seminar and Synopsis submission: The Cotutelle Student may refer to Regulation R.14 of the IGDTUW Regulations. However, for JCU the format to be submitted is given in Annexure-1.
- 6.3 The language of the thesis will be English and the viva voce examination will be in English.
- 6.4 The thesis/dissertation shall be presented during the same time-period to each institution, separately, abiding by the rules and regulations of each Institution. The Supervisor(s) of the Cotutelle Student at both the Institutions will participate in both the defences, either physically or by synchronous electronic technology.
- 6.5 To successfully complete the CPP, the Cotutelle Student must satisfy the examiners of the thesis including the examiner(s) for the viva voce that the thesis/dissertation is appropriate for the joint award of the degree at each Institution. If any revisions are required (major or minor) these will be approved in accordance with the policies and procedures of both Institutions.

7. **EXAMINATION**

- 7.1 The thesis will be examined by both Universities according to their procedures. Thesis will be submitted to IGDTUW as per the PhD Regulations and guidelines for PhD thesis submission. The thesis at JCU shall be in their format given in Annexure-1.
- 7.2 The degree will be awarded from JCU upon the Student satisfying JCU's requirements for the degree. The number of publications required by JCU is four out of which at least two publications should be in SCI/SCIE/SSCI indexed Journals. The corresponding PhD degree shall be awarded by IGDTUW upon the Student satisfying the requirements as per IGDTUW Regulations.

8. **AWARD OF DEGREE**

Two separate degree certificates will be awarded by the respective Institutions in line with their respective protocols/styles. Both the degrees will include certification stating that the award was made as a consequence of a conjoint arrangement between JCU and IGDTUW. Recommendation on the award of the Cotutelle doctoral degree to a student would be made by the Dean of the Graduate Research School (JCU) to Dean, Research & Consultancy, IGDTUW or vice-versa before the degree can be awarded by either Institutions.

9. **STUDENT OBLIGATIONS**

9.1 The Cotutelle Students will be subjected to the statutes, rules, regulations, policies, codes and procedures of JCU, in addition to those of IGDTUW, while located in IGDTUW.

9.2 Not with standing Clause 5, an Institution may suspend or cancel Student's enrolment for failure to comply with the statutes, rules, regulations, policies, codes and procedures of that Institution or the lawful instructions of officers of that Institution, or for failure to comply with that Institution's conditions of admission, enrolment or examination in the CPP.

10. **AMENDMENTS**

These guidelines may be amended and supplemented in writing at anytime by the mutual consent of the parties in writing.

11. **PRIVACY POLICY:**

Each institution must ensure that Confidential Information belonging to the other Institution is kept confidential and is not used or disclosed to any person or for any purpose. Students, Advisors/Supervisors and both Institutions will comply with the relevant intellectual property policies of each Institution with respect to a Student's Cotutelle doctoral degree.

ANNEXURE-1**ADMISSION PROCESS AT JCU:**

1. Application process shall be open throughout the year.
2. The Cotutelle Students shall be required to apply for the JCU Ph.D program after the admission at IGDTUW. The JCU application form is available at:
https://www.jcu.edu.au/_data/assets/pdf_file/0005/225995/APP-FORM-01-Updated-02.07.2021.pdf.
3. JCU will not accept students beyond one year of their admission in IGDTUW.
4. Student will be admitted to the Cotutelle doctoral degree only when they meet the admission and enrolment requirements for doctoral degree at JCU given at
https://www.jcu.edu.au/_data/assets/pdf_file/0005/245192/CHECKLIST-FOR-SUBMISSION-OF-AN-APPLICATION.pdf.
5. Student must demonstrate to JCU English proficiency of JCU Band 2:
<https://www.jcu.edu.au/international-students/apply/academic-and-english-language-entry-requirements/english-language-requirements>.

FINANCIAL ASSISTANTSHIP AND TRAVEL GRANTS:

1. For the period of their stay at JCU, Cotutelle Students may apply for scholarship to cover their stay at JCU and travel expenses. The details are available at:
<https://www.jcu.edu.au/graduate-research-school/hdr-candidates/postgraduate-research-scholarships>

PROGRESS EVALUATION AND EXAMINATION:

1. During Cotutelle Student's research period at IGDTUW, the format for progress report to be submitted to JCU is:
https://www.jcu.edu.au/_data/assets/word_doc/0008/159920/PRO-FORM-01.docx
2. Pre-PhD Seminar and Synopsis submission: The format to be submitted to JCU is given in the link:
https://www.jcu.edu.au/_data/assets/pdf_file/0007/822823/PCE-FORM-01-updated-06.07.2021.pdf
3. The thesis at JCU shall be in their format as given in the link:
Thesis Submission and Release Form
https://www.jcu.edu.au/_data/assets/pdf_file/0006/822876/SUB-FORM-01.pdf
4. Thesis completion presentation (JCU)
https://www.jcu.edu.au/_data/assets/powerpoint_doc/0014/1131701/HDR-Pre-Completion-Evaluation-Template.pptx

Indira Gandhi Delhi Technical University for Women
(Established by Govt. of Delhi vide Act 9 of 2012)
ISO 9001:2015 Certified University



Revised Guidelines For Pre-Ph.D Seminar/Synopsis
and
Ph. D Thesis Submission
(Effective from Academic Year 2021-2022)

R&D Cell and Research Wing
Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006

TABLE OF CONTENTS

	Page No.
Introduction	
Part-A- Pre-Ph.D Seminar/Synopsis Submission Framework	
A.1 Registration Requirements for Pre-Ph.D Seminar/Synopsis Submission.....	1
A.2 Pre-Ph.D Seminar/Synopsis Format	2
A.3 Guidelines for Pre-Ph.D Seminar/Synopsis Submission.....	2-3
• Annexure A-I Proforma for Pre-Ph.D Synopsis Submission	4-5
• Annexure A-II Checklist for Pre-Ph.D Synopsis Submission	6
• Annexure A-III Proforma for Committee Recommendation on Pre-Ph.D Seminar/Synopsis.....	7
• Annexure A-IV Format of Pre-Ph.D Synopsis Cover Page	8
• Annexure A-V Student Undertaking	9
• Annexure A-VI Publication Details (Attached copy of Publications).....	10
• Annexure A-VII Proforma for Research Progress Evaluation.....	11
Part-B- Thesis Submission Framework	
B.1 Guidelines for Thesis Preparation.....	12
B.2 Ph.D Thesis Format.....	13
2.1 Thesis Text.....	13
2.2 Size and Margins.....	13
2.3 Page Numbering	14
2.4 Line Spacing.....	14
2.5 Tables, Figures and Equations.....	14
2.6 Binding.....	15
B.3 Guidelines for Structuring Contents.....	15
3.1 Sequence of Contents.....	15-16
3.2 Structure of Contents (Abstract, Table of Contents, Thesis Content, Format of References, Appendices)	16-18
• Annexure B.I Proforma for Thesis Submission.....	19-20
• Annexure B-II (Checklist for Ph.D Thesis Submission).....	21
• Annexure B.III Format of Cover Page (Thesis to be Submitted for Evaluation).....	22
• Annexure B.IV Format of Cover Page of Final Thesis (For thesis to be submitted after final VIVA VOCE).....	23
• Annexure B.V (Template for Thesis Text).....	24
• Annexure B-VI (Candidate's Declaration).....	25
• Annexure B.VII (Certificate by Supervisors).....	26
• Annexure B.VIII (Copyright Transfer Certificate).....	27
• Annexure B.IX (Supervisor's Certificate for Exclusion of Self-Published work).....	28
• Annexure B.X (Plagiarism Certificate).....	29
• Annexure B.XI (Certificate for Thesis Revision).....	30
• Annexure B.XII (Publication Details Summary).....	31



INTRODUCTION

This document, herein after referred to as the “**Guidelines for Pre-Ph.D Seminar/Synopsis and Ph. D Thesis Submission**” lists the general and specific requirements governing the Pre-PhD Synopsis and Ph.D thesis preparation including guidelines for structuring the contents.

The students and their thesis supervisors should ensure that the “**Guidelines for Pre-Ph.D Seminar/Synopsis and Ph.D Thesis Submission**” have been adhered to.

PART- A

PRE-PH.D SEMINAR/SYNOPSIS SUBMISSION FRAMEWORK

On completion of research work, presenting a Pre-Ph.D. seminar/synopsis before the DRC and recommendation of the DRC is an essential requirement for consideration of the title of the thesis and submission of the thesis by the candidate.

Prior approval of Hon’ble VC for consideration of cases for the Pre-Ph.D seminar/synopsis submission is required.

A.1 REGISTRATION REQUIREMENTS FOR PRE-PH.D SEMINAR/ SYNOPSIS SUBMISSION

1.1 Minimum Requirements for Pre-PhD Seminar/Synopsis Submission

The candidate shall fulfill certain minimum requirements for submission of Pre-Ph.D Seminar/Synopsis:

➤ **For Ph.D Students Admitted From 2014 to 2018.**

- (i) **Minimum Registration Period:** Two years, with effect from the date of Final Registration for both Full Time to Part time candidates.
- (ii) **Maximum Registration Period:** Four years for Full time research scholars and five years for Part time research scholars, with effect from the date of Final Registration.
- (iii) **Minimum Publications Requirements :** Published at least one first author research paper from the work carried out in her thesis in a refereed, indexed journal.((As per R.14.3in IGDTUW Ph.D Regulations 2017)

➤ **For Ph.D Students Admitted 2019 Onwards.**

- (i) **Minimum Registration Period:** Two years for a Full-Time research scholar and three years for a Part-Time research Scholar with effect from the date of Final Registration.
- (ii) **Maximum Registration Period:** Five years for both Full-time and Part-time research scholars with effect from the date of Final Registration.
- (iii) **Minimum Publications Requirements:** Published at least two first author research papers from the work carried out in her thesis in a refereed, indexed journal. (As per R.14.3in IGDTUW Ph.D Regulations 2019)

A.2 PRE-PH.D SEMINAR/SYNOPSIS FORMAT

2.1 The Contents of the synopsis shall be as follows:-

- i. Cover Page Format at Annexure- A.IV
- ii. Student Undertaking at Annexure-A.V
- iii. Publication Details Summary at Annexure-A.VI
- iv. Synopsis of Research Work (Details at A.2.2)

2.2 The synopsis should be around 8-10 pages presenting a concise summary of the research work, under following sub-heads:-

- i. Introduction (Including Chapter wise demarcation of thesis)
- ii. Research Objectives
- iii. Details of Research work and methodology
- iv. Conclusion
- v. References

2.3 The Pre-Ph.D seminar/synopsis should be typed in Time New Roman, Font Size 12, Double line spacing, and should be spiral bound.

2.4 The top, bottom and right side margins should be 20 mm, whereas the left side margin should be 25 mm for both textual and non-textual (e.g., figures, tables) pages.

A.3 GUIDELINES FOR PRE-PH.D SUBMISSION

3.1 The candidate shall submit request through “Proforma for Pre-Ph.D Seminar/Synopsis submission” (Annexure A.I) to the DRC Coordinator for consideration of Pre-Ph.D Seminar/Synopsis submission in the forthcoming DRC.

3.2 After recommendation of DRC the candidate shall prepare Five copies of the Synopsis of the PhD work prepared as per the approved format for Pre-PhD Seminar/Synopsis including the title of the thesis and reprints of all published research work.

The candidate should submit the following:-

- i. Checklist at Annexure A-II
- ii. Proforma for Committee Recommendation on Pre-Ph.D Seminar/Synopsis at Annexure A-III
- iii. 05 Copies of Synopsis

3.4 The DRC Coordinator shall seek approval (Through Dean RC) from Vice Chancellor for consideration of the case for the conduct of Special DRC for the Pre-Ph.D Seminar submitting duly filled “Proforma for Research Progress Evaluation” Annexure A-VII and 05 copies of synopsis subsequent to which the DRC Coordinator shall conduct a special DRC for the seminar of the case.

3.5 A Special DRC shall be conducted for the evaluation of Pre-PhD Seminar of the PhD candidate.

Two external subject experts in the domain of research work of the thesis shall be invited in addition to the DRC members for Pre-Ph.D Synopsis evaluation.

3.6 The DRC Coordinator shall submit the Minutes of the Meeting of Special DRC along with 01 copy of synopsis including “Committee Recommendation Form- Annexure A-III” duly signed by all members of Special DRC and Panel of Examiners (in sealed envelope) to Dean (RC).

3.7 After approval of Hon’ble Vice Chancellor, a copy of approved MOM of Special DRC with 05 copies of synopsis to be submitted to Dean (RC) forwarding to Dean (Examination)

3.8 Student shall submit to the 03 copies of Thesis to Dean (RC) through DRC Coordinator within 03 months from date of Pre-Ph.D Seminar along with a copy of approval of Pre-Ph.D Seminar and letter of extension (if applicable)

3.9 Dean (RC) shall forward the three copies of thesis with supporting documents to Dean (Examination) for evaluation.

PROFORMA FOR PRE-Ph.D SYNOPSIS SUBMISSION

1. Details of the Research Scholar

- (a) Name of Research Scholar :
- (b) Enrollment No. :
- (c) Full Time/ Part Time :
- (d) E-mail ID :
- (e) Contact Number :
- (f) Department :

2. **Thesis Title:**

.....

3. Annual Fee Payment Details (Enclosed Copies Fee Receipts):

Month and Year						
Amount Paid						
Receipt No.						

4. Course Work Details:

Course Code	Course Title	Credits	Core Course/ Elective/ Special Elective	Marks
Research Plan Evaluation			Approved/ Not Approved	

5. Research Publications (Please attach Photo copy of the papers and proof for impact factor):

(a) Number of Papers published in Journals :

Paper Published in	Number of Paper Published
i) Journal	
National	
International	
ii) Conference	
National	
International	

(b) Publication Details:

i) Journals (Please add as many rows as required)				
Sr. No	Details of Publications in IEEE Format	SCI/ESCI/SCOPUS/ Web of Science/ others	Impact factor (if any)	Date of publication/ acceptance

ii) Conference (Please add as many rows as required)				
Sr. No	Details of Publications in IEEE Format	SCI/ESCI/SCOPUS/ Web of Science/ others	Impact factor (if any)	Date of publication /presentation

6. Date of Confirmation

Particulars	Dates/Period	Remarks
Date of Provisional Registration		
Date of Final Registration (Letter of Final Registration Enclosed)		
Duration of Registration Period including any extension		Extension from to Vide letter no.
Course work (copy of certificate enclosed)		
Pre-Ph.D Seminar/Synopsis	 Yrs..... Months after date of Final Registration
Synopsis Submission	 Months days after the submission of synopsis

Certify that the information furnished above are true and correct to the best of my knowledge.

Signature of Student

Signature of Joint Supervisor Name: Date:
--

Signature of Supervisor Name: Date:
--

Note: (Font Times New Roman, Font Size 12)

(For Office use only)

Date of the Receipt in the DRC office:

Signature of the DRC with Date

CHECKLIST FOR PRE Ph.D SYNOPSIS SUBMISSION

- | | |
|--|--------|
| 1. Proforma for submission of Synopsis | YES/NO |
| 2. Five (05) copies of the Synopsis along with Soft copy as per the norms of the IGDTUW Regulations. | YES/NO |
| 3. Panel of Examiners (both Indian & Foreign) with complete and correct postal address including Phone No, Mobile No, Fax No (if available) and correct E-mail ID (typed only) in a closed cover | YES/NO |
| 4. Copy of the Final Registration order | YES/NO |
| 5. Copy of the Fee Receipt | YES/NO |
| 6. Whether Synopsis submitted within the time duration | YES/NO |
| a) If No, Extension of time obtained | YES/NO |
| b) Copy of the Extension order enclosed, if applicable | YES/NO |
| 7. Contact Phone No, Mobile No, and E-mail ID of the Supervisor | YES/NO |
| 8. Covering letter duly signed by the supervisor and forwarded through the HOD | YES/NO |

Checked and found correct

Signature of Student

Signature of the DRC Coordinator

Signature of the Supervisor

For official use

Proforma for Committee Recommendation on Pre-Ph.D Seminar/Synopsis

Name:

Enrolment Number:

Department:

Category of Ph.D Registration (FT/PT/JRF/SRF):

Title of PhD:

- Pre-Ph.D Seminar/Synopsis is approved for thesis submission
- Pre-Ph.D Seminar/Synopsis is approved with minor changes for thesis submission
- Pre-Ph.D Seminar/Synopsis rejected. Suggested major revisions and resubmission.

Signatures of the External Experts and DRC Members

1. _____	2. _____	3. _____
4. _____	5. _____	6. _____
7. _____	8. _____	9. _____

Date:

Note: (*Font Times New Roman, Font Size 12*)

TITLE OF THE PRE-Ph.D SYNOPSIS

(Times New Roman, Font Size 18, Bold)

Pre-Ph.D Synopsis Submitted in
Partial Fulfillment of the Requirements for the Degree of

(Times New Roman, Font Size 14)

DOCTOR OF PHILOSOPHY

(Times New Roman, Font Size 16, Bold)



By

NAME OF STUDENT *(Times New Roman, Font Size 16, Bold)*

Under the supervision of *(Times New Roman, Font Size 14)*
(Name of Supervisor/s)

DEPARTMENT OF.....

(Times New Roman, Font Size 14)

INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN Kashmere
Gate, Delhi-110006 *(Times New Roman, Font Size 14)*

Month, Year (First Submission date)

(Times New Roman, Font Size 14)

STUDENT UNDERTAKING

(Times New Roman, Font Size 16 pts, Bold)

I,, Enrolment No.Department of
.....certify that:

- i. I have completed the minimum period of Registration for thesis submission as per the IGDTUW Ph.D Regulations for the degree of Doctor of Philosophy Ph.D.

- ii. I have published/presented the following papers:
 - a)
 - b)
 - c)
 - d)
 - e)

- iii. I fulfill the eligibility for Pre-Ph.D Seminar/Synopsis submission as per the IGDTUW Ph.D Regulations for the degree of Doctor of Philosophy Ph.D.

Date:

**Name and signature of Student
Department**

Signature of Joint Supervisor

Name:

Date:

Signature of Supervisor

Name:

Date:

Note: *(Font Times New Roman, Font Size 12)*

PUBLICATION DETAILS

1. Details of the Research Scholar

- (a) Name of Research Scholar :
- (b) Enrollment No. :
- (c) Full Time/ Part Time :
- (d) E-mail ID :
- (e) Contact Number :
- (f) Department :

2. Thesis Title:

.....

3. Research Publications (Please attach Photo copy of the papers and proof for impact factor):

(a) Number of Papers published in Journals:

Paper Published in	Number of Paper Published
i) Journal	
National	
International	
ii) Conference	
National	
International	

(b) Publication Details:

i) Journals (Please add as many rows as required)				
Sr. No	Details of Publications in IEEE Format	SCI/ESCI/SCOPUS/ Web of Science/ others	Impact factor (if any)	Date of publication/ acceptance

ii) Conference (Please add as many rows as required)				
Sr. No	Details of Publications in IEEE Format	SCI/ESCI/SCOPUS/ Web of Science/ others	Impact factor (if any)	Date of publication /presentation

Signature of Student

Signature of Joint Supervisor

Name:

Date:

Signature of Supervisor

Name:

Date:

Note: (Font Times New Roman, Font Size 12)

PROFORMA FOR RESEARCH PROGRESS EVALUATION
(To be filled by DRC Coordinator)

1. Details of the Research Scholar

- (a) Name of Research Scholar :
- (b) Enrollment No. :
- (c) Full Time/ Part Time :
- (d) Department :

2. **Thesis Title:**

.....

3. Date of Confirmation

Particulars	Dates/Period	Remarks
Date of Provisional Registration		
Date of Final Registration		
Duration of Registration Period including any extension		Extension from to Vide letter no.

4. Course Work Details:

Course Code	Course Title	Credits
Total Credit		

5. Date of Approval of Research Plan:

6. Progress Report Details

Period	Jan-Jun/Yr	Jul-Dec/Yr	Jan-Jun/Yr	Jul-Dec/Yr	Jan-Jun/Yr	Jul-Dec/Yr	Jan-Jun/Yr	Jul-Dec/Yr
Date of Submission								
Comments of DRC (Satisfactory / Not Satisfactory)								

Signature of DRC Coordinator

Name:

Date:

PART-B

Ph.D THESIS SUBMISSION FRAMEWORK

B.1 GUIDELINES FOR Ph.D THESIS SUBMISSION

1.1 After presentation of Pre-Ph.D Seminar and due recommendation of special DRC, the candidate shall fill in the “Proforma for Thesis Submission” at Annexure B-I and submit three copies of thesis prepared strictly as per the Guidelines for Thesis Preparation within stipulated time frame as mentioned in the IGDTUW Ph.D Regulations to the Dean (Research & Consultancy) that shall be further forwarded to Dean (Examinations) for thesis evaluation.

1.2 Plagiarism Check

The Ph.D thesis must undergo a Plagiarism check and the similarity index should be less than 10%. The similarity checks for plagiarism should exclude the following:-

- i. All quoted work reproduced with all necessary permission and/or attribution.
- ii. All references, bibliography, table of content, preface and acknowledgements.
- iii. All generic terms, laws, standard symbols and standards equations.
- iv. A common knowledge or coincidental terms, up to fourteen (14) consecutive words.
- v. Small similarity matches less than 1%.

1.3 While submitting the thesis, every student is required to provide the Dean (Research & Consultancy) a signed checklist as per the format in Annexure B-II.

1.4 The Dean (Examinations) shall conduct the Final Viva –Voce of the candidate before the Oral Defence Committee (ODC) after which the candidate is required to incorporate all revisions as suggested by the Thesis Examiners in the Final Thesis and submit three copies of hard bound Final thesis to the Dean (Examination): one for the Research Wing, one for the Department and one for the Central Library. A certificate for thesis revision as per Annexure B-XI shall be attached by the candidate along with the Final thesis.

B.2 Ph.D THESIS FORMAT

2.1 Preparation of Thesis Text

- 2.1.1 The format of cover page of thesis to be submitted for evaluation and after Final Viva Voce are placed at Annexure B-III & B-IV respectively.
- 2.1.2 The thesis needs to be prepared using a standard text processing software and must be printed in black text (colour for images, if necessary) using a laser printer or letter quality printer in standard typeface (Times New Roman Font as per Annexure B-V).
- 2.1.3 The thesis must be printed or photocopied on both sides of white paper. All copies of thesis pages must be clear, sharp and even, with uniform size and uniformly spaced characters, lines and margins on every page of good quality white Bond paper of 75 gsm or more.
- 2.1.4 Thesis should be free from typographical errors.

2.2 Size and Margins

- 2.2.1 A4 is the recommended thesis size.
- 2.2.2 The top, bottom and right side margins should be 25 mm, whereas the left side margin should be 35 mm for both textual and non-textual (e.g., figures, tables) pages.
- 2.2.3 Content should not extend beyond the bottom margin except for completing a footnote, last line of chapter/subdivision, or figure/table caption.
- 2.2.4 A sub-head at the bottom of the page should have at least two full lines of content below it. If the sub-head is too short to allow this, it should begin on the next page.
- 2.2.5 All the tables and figures should conform to the same requirements as text. Color may be used for figures. If tables and figures are large, they may be reduced to the standard size (provided the reduced area is not less than 50% of the original) and /or folded just once to flush with the thesis margin.
- 2.2.6 Students shall submit printed thesis copies in the standard size (as in 2.2.1) and also as a soft copy (PDF) for storage and archival.

2.3 Page Numbering

- 2.3.1 Beginning with the first page of the text in the thesis (chapter 1), all pages should be numbered consecutively and consistently in Arabic numerals through the appendices.
- 2.3.2 Page numbers prior to Chapter 1 should be in lower case Roman numerals. The title page is considered to be page (i) but the number is not printed.
- 2.3.3 All page numbers should be placed in the centre at the bottom of the page, 12 mm below the last line in the bottom margin.

2.4 Line Spacing

The general text of the manuscript should be in double spacing (3 lines per inch). Long tables, quotations, footnotes, multi-line captions and bibliographic entries (references) should be in single spacing (6 lines per inch), with text size in 11 points.

2.5 Tables, Figures and Equations

- 2.5.1 All tables (tabulated data) and figures (charts, graphs, maps, images, diagrams, etc.) should be prepared, wherever possible, on the same paper used to type the text and conform to the specifications outlined earlier. They should be inserted as close to the textual reference as possible.
- 2.5.2 Tables, figures and equations should be numbered sequentially chapter-wise using Arabic numerals with first numeral depicting the chapter no. They are referred to in the body of the text capitalizing the first letter of the word and number, as for instance, Table 5.3, Figure 5.11, Equation (4.16), depict Table 3 in Chapter 5, Figure 11 in Chapter 3 and Equation 16 in Chapter 4 respectively
- 2.5.3 If tables and figures are of only half a page or less, they may appear on the same page as text but separated above and below by triple line spacing. Font size for text should be the same as for the general text.
- 2.5.4 Good quality Line Drawings/figures must be drawn using standard software that provides vector rather than bit-map graphics. Figures must be scalable.
- 2.5.5 Images, Photographs, etc. must be scanned in resolution exceeding 200dpi with 256 greyscale for the monochrome images and 24 bit per pixel for the color images.

2.6 Binding

2.6.1 Thesis to be submitted for evaluation

The student should submit **three copies** of the thesis in hard bound form and one soft copy in pdf format for Ph.D thesis evaluation to Dean (RC) through DRC Coordinator within 03 months from date of Pre-Ph.D Seminar along with a copy of approval of Pre-Ph.D Seminar and letter of extension (if applicable)

2.6.2 Thesis to be submitted after incorporating revisions

The students should submit **one copy** of the revised thesis in hard bound form alongwith the duly filled certificate for thesis revision (Annexure B.XI) to the COE/Dean (Examination Affairs).

2.6.3 Thesis to be submitted after conduct of Final Viva-voce Examination.

The front cover should **dark maroon** in colour with **Golden font** for all Ph.D thesis submission. The front cover of the bound copy should be the same as the title page of the thesis (Annexure B.IV). The front cover should have printing on the side to include the author's name, degree, department, and the year.

B.3 GUIDELINES FOR STRUCTURING CONTENTS

3.1 Sequence of Contents

The following sequence for the thesis organization should be followed:

- (i) Preliminaries
 - Cover Page (Format of as per at the time of submission of Thesis Evaluation, Annexure B-III)
 - Cover Page (Format of as per at the time of Final Thesis submission after Viva voce, Annexure B-IV)
 - Candidate Declaration (Format at Annexure B-VI)
 - Certificate of Supervisor (s) (Format at Annexure B-VII)
 - Copyright Transfer (Format at Annexure B-VIII)
 - Supervisor's Certificate for Exclusion of Self-Published work (Format at Annexure B-IX)
 - Plagiarism Verification (Format at Annexure B-X) (Enclosed Plagiarism Report)

Certificate For Thesis Revision(To be attached in Final Thesis after Viva voce, Annexure B-XI)

Publication Details (Annexure B-XII)

Acknowledgement and/ or Dedication (where included)

Abstract/Synopsis

Table of Contents

List of Figures, Tables, Illustrations, Symbols, etc (wherever applicable)

- (ii) Text of Thesis Introduction, the body of the thesis, summary and conclusions
(As per Annexure B-V)
- (iii) List of References, Bibliography (where included)
- (iv) Appendices (If any)
- (v) Copy of Publications
- (vi) Brief CV of student

All the headings (capitalized) are left aligned (without punctuation) 25mm down the top edge of the page (only for heading, remaining pages should start exactly below the margin). The subsequent type-setting begins two spaces below the heading. Chapter number, chapter name and title heads should have a font size of 17pts, section heading, subsection heading should have 14pts and further subsections should have 12pts and all should be bold.

3.2 Structure of Contents

3.2.1 Abstract

- (ii) A Ph.D. thesis should contain an abstract not exceeding 1000 words (about four pages) in double spacing giving a brief summary of the research work embodied in the thesis.
- (iii) The abstract shall be printed in double space with the heading “**ABSTRACT**” in uppercase.
- (iv) Abstract should be self-complete and contain no citations for which the thesis has to be referred.

3.2.2 Table of contents

- (i) The table of contents lists all material that follows it. No preceding material is listed. Chapter titles, sections, first and second order sub-divisions, etc must be listed in it.
- (ii) Tables, figures, nomenclature, if used in the thesis, are listed under separate headings.

3.2.3 Thesis Content

(i) Introduction

Introduction may be the first chapter of the thesis and should contain a brief statement of the problem investigated. It should outline the scope, aim, general character of the research and the reasons for the student's interest in the problem.

(ii) The body of Thesis

This is the substance of the research work inclusive of all data, results, tables, figure etc for the dissertation.

(iii) Conclusions

If required, the last chapter gives summary and conclusions of the results and the chapter may be concluded by a final sub-division titled "Scope for Further Work".

3.2.4 Format of References

The list of references should appear as a consolidated list with references listed sequentially or alphabetically as they appear in the text of the thesis. If pertinent works have been consulted but not specifically cited, they should be listed as Bibliography or General References. Spacing and font size should be consistent inside a single reference, and there should be double spacing between two different references (see Section 2.5).

Reference Format

For referencing an article in a scientific journal the suggested format should contain the following information: authors, title, name of journal, volume number, page numbers and year.

For referencing an article published in a book, the suggested format should contain, authors, the title of the book, editors, publisher, year, page number of the article in the book being referred to.

For referencing a thesis the suggested format should contain, author, the title of thesis, where thesis was submitted or awarded year.

For referencing a thesis in Management / Humanities /Communication, the MLA style or the APA style as a standard may be followed.

A few examples of formats of references are given below and the student should be consistent in following the style.

Journals

Exner H.E., "Physical and Chemical Nature of Cemented Carbides," *International Metals Review*, v. 24, pp. 149-173,1979.

Spriggs G.E., "The Importance of Atmosphere Control in Hard Metal Production," *Powder Metallurgy*, v. 13, n. 26, pp. 369-393,1970.

Books

German R.M. , Powder Injection Molding, Metal Powder Industries Federation, Princeton, NJ, USA, 1990.

Thesis

Johnson J.L., "Densification, Microstructural Evolution, and Thermal Properties of Liquid Phase Sintered Composites," Ph.D. Thesis, The Pennsylvania State University, University Park, PA, USA, 1994.

Technical Reports

Zukas E.G., Rogers P.S.Z., and Rogers R.S., "Experimental Evidence for Spheroid Growth Mechanisms in the Liquid Phase Sintered Tungsten Based Composites," Informal Report: Los Alamos Scientific laboratory, USA, pp. 1-35,1976.

Patents

Oenning V. and Clark I. S. R., U. S. Patent No. 4988386, 1991.

Journals in Non-English Language

Weihong L. and Xiuren T., "Tungsten Matrix in Cu-W Contact Materials by Impregnation Process," *Powder Metallurgy Technology*, v. 6, n. 8, pp. 1-4. (in Chinese),1988

3.2.5 Appendices

- (i) Supplementary illustrative material, original data, and quotations too lengthy for inclusion in the text or which is not immediately essential to an understanding of the subject can be presented in Appendix or Appendices (as Appendix A , Appendix B, etc.)
- (ii) Each appendix with its title should be listed separately in the table of contents. Likewise, tables and figures contained in the Appendices are to be included in the lists of tables and figures, respectively.

PROFORMA FOR THESIS SUBMISSION

1. Details of the Research Scholar

- (a) Name of Research Scholar :
- (b) Enrollment No. :
- (c) Full Time/ Part Time :
- (d) E-mail ID :
- (e) Contact Number :
- (f) Department :

2. **Thesis Title:**

3. Annual Fee Payment Details(Enclosed Copies Fee Receipts)

Month and Year						
Amount Paid						
Receipt No.						

4. **Thesis Evaluation Fee Receipt Details (Enclosed copy):** AmountReceipt No.
 Month..... Year.....

5. **No Dues Certificate :**Yes/No

6. Research Publications (Please attach Photo copy of the papers and proof for impact factor):

(a) Number of Papers published in Journals :

Paper Published in	Number of Paper Published
i. Journal	
National	
International	
ii. Conference	
National	
International	

(b) Publication Details:

i. Journals (Please add as many rows as required)				
Sr. No	Details of Publications in IEEE Format	SCI/ESCI/SCOPUS/ Web of Science/ others	Impact factor (if any)	Date of publication / acceptance

ii. Conference (Please add as many rows as required)				
Sr. No	Details of Publications in IEEE Format	SCI/ESCI/SCOPUS/ Web of Science/ others	Impact factor (if any)	Date of publication /presentation

7. Date of Confirmation

Particulars	Dates/Period	Remarks
Date of Provisional Registration		
Date of Final Registration (Letter of Final Registration Enclosed)		
Pre-Ph.D Seminar/Synopsis	 Yrs..... Months after date of Final Registration
Thesis Submission	 Months days after the submission of synopsis

Certify that the information furnished above are true and correct to the best of my knowledge.

Signature of Student

Signature of Joint Supervisor Name: Date:
--

Signature of Supervisor Name: Date:
--

Note: (Font Times New Roman, Font Size 12)

(For Office use only)

To be Verified by the DRC Coordinator with Date

Date of the Receipt office of Dean (RC):

Signature of the Dean (RC) with Date

CHECKLIST FOR PHD THESIS SUBMISSION

- | | |
|---|--------|
| 1. Proforma for Thesis submission | YES/NO |
| 2. Three (03) copies of the Thesis along with Soft copy as per the norms of the IGDTUW Regulations. | YES/NO |
| 3. Copy of Similarity Report by Turnitin/ iThenticate Software | YES/NO |
| 4. Whether Thesis submitted within the maximum duration | YES/NO |
| a) If No, Extension of time obtained | YES/NO |
| b) Copy of the Extension order enclosed, if applicable | YES/NO |
| 5. Whether Thesis Submitted within three months of Synopsis submission | YES/NO |
| a) If no, a copy of extension by the HOD/DRC on the recommendation of DRC is enclosed. | YES/NO |
| 6. No Dues Certificate (original) | YES/NO |
| 7. Covering letter duly signed by the supervisor and forwarded through the HOD | YES/NO |
| 8. Annual Fee Payment Details(Enclosed Copies Fee Receipts) | YES/NO |
| 9. Thesis Evaluation Fee Receipt Details (Enclosed copy) | YES/NO |

Checked and found correct

(Signature of the Supervisor/HOD with seal)

(THESIS TO BE SUBMITTED FOR EVALUATION)

TITLE OF THE THESIS

(Times New Roman, Font Size 18, Bold)

Thesis Submitted in
Partial Fulfillment for the award of

(Times New Roman, Font Size 14)

DOCTOR OF PHILOSOPHY

(Times New Roman, Font Size 16, Bold)



By

NAME OF STUDENT *(Times New Roman, Font Size 16, Bold)*

Under the supervision of *(Times New Roman, Font Size 14)*
(Name of Supervisor/s)

DEPARTMENT OF.....
(Times New Roman, Font Size 14)

INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN
Kashmere Gate, Delhi-110006 *(Times New Roman, Font Size 14)*

Month, Year (First Submission date)
(Times New Roman, Font Size 14)

(TO BE SUBMITTED WITH FINAL THESIS AFTER FINAL VIVA VOCE)

TITLE OF THE THESIS

(Times New Roman, Font Size 18, Bold)

Thesis Submitted in
Fulfillment for the award of

(Times New Roman, Font Size 14)

DOCTOR OF PHILOSOPHY

(Times New Roman, Font Size 16,Bold)



By

NAME OF STUDENT *(Times New Roman, Font Size 16,Bold)*

Under the supervision of *(Times New Roman, Font Size 14)*
(Name of Supervisor/s)

DEPARTMENT OF.....
(Times New Roman, Font Size 14)

INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN
Kashmere Gate, Delhi-110006 *(Time New Roman, Font Size 14)*

Month, Year (First Submission date)
(Time New Roman, Font Size 14)

(Template for Thesis Text)

CHAPTER 1 *(Times New Roman, Font Size 14, Bold 7), Centre Aligned*

Introduction *(Times New Roman, Font Size 16, Bold), Left Aligned*

1.1 Fundamentals of Physics *(Time New Roman, 14pts, Bold, Left Aligned)*

Text (12 pts)

1.1.1 Refraction *(Time New Roman, 12pts, Bold, Left Aligned)*

Text (12pts)

1.1.1.1 Refraction *(Time New Roman, 12pts, Left aligned)*

Text (12 pts)

CANDIDATE'S DECLARATION

(Times New Roman, Font Size 16, Bold)

I,, Enrollment No.....
Department ofcertify that the work embodied in this Ph.D. thesis is
my own bonafide work carried out by me under the supervision of
at Department ofIndira Gandhi Delhi Technical University for
Women. The matter embodied in this Ph.D. thesis has not been submitted in full or in
part for award of any other degree/diploma of this or any other university. The work
submitted for consideration of award of Ph.D is original..

Date:

**Name and signature of Student
Department**

Signature of Joint Supervisor

Name:

Date:

Signature of Supervisor

Name:

Date:

Note: *(Font Times New Roman, Font Size 12)*

CERTIFICATE BY SUPERVISORS

(Times New Roman, Font Size 16, Bold)

This is to certify that the thesis entitled
“.....” is original work and has been carried out by
Ms.....Enrollment No..... and submitted for the award of
DOCTOR OF PHILOSOPHY and that it has not been submitted in the full or in part for any
other degree/diploma of this or any other University.

Signature of Joint Supervisor

Name:

Date:

Signature of Supervisor

Name:

Date:

Note: *(Font Times New Roman, Font Size 12)*

COPYRIGHT TRANSFER CERTIFICATE

(Times New Roman, Font Size 16, Bold)

Title of the Thesis (12 Pts):

Candidate's Name (12 Pts):

Enrollment No (12 Pts):

Department (12 Pts):

©Copyright Transfer

**Indira Gandhi Delhi Technical University for Women,
Kashmere Gate, Delhi-110006. All rights reserved**

The undersigned hereby assigns all copyrights to the Indira Gandhi Delhi Technical University for Women, Kashmere Gate, Delhi-110006 for the above thesis submitted for the award of the Ph.D. degree.

Signature of the Candidate (with date)
Department

Signature of Joint Supervisor

Name:

Date:

Signature of Supervisor

Name:

Date:

Note: However, the author may reproduce or authorize others to reproduce material extracted verbatim from the thesis or derivative of the thesis for author's personal use provided that the source and the University's copyright notice are indicated

Note: *(Font Times New Roman, Font Size 12)*

Supervisor's Certificate for Exclusion of Self-Published work

(Times New Roman, Font Size 16, Bold)

The content of the chapters _____ have been published in

- 1.
- 2.
- 3.
- 4.

This published work has been included in the thesis and has not been submitted for award of any degree to any University/institute.

Name & Signature of Student

Signature of Joint Supervisor

Name:

Date:

Signature of Supervisor

Name:

Date:

Note: *(Font Time New Roman, Font Size 12)*

PLAGIARISM CERTIFICATE

(Times New Roman, Font Size 16, Bold)

Title of the Thesis.....

.....Total Page.....

Researcher.....Enrollment No.....

Supervisor.....

Department.....

Institution.....

.....

This is to report that the above thesis was scanned for similarity detection. Process and outcome is given below:

Software used.....Date.....

Similarity Index Total word count

The complete report is submitted for review by the Supervisor and a copy is attached along with.

**Checked by
Name & Signature of the Student**

The complete report of the above thesis has been reviewed by the undersigned. (Check Box)

The similarity index is below accepted norms of 10%

The similarity index is above accepted norms, because of the following reasons

1.....

2.....

3.....

The thesis may be considered for the award of degree.

Name & Signature of the Student

Signature of Joint Supervisor
Name:
Date:

Signature of Supervisor
Name:
Date:

CERTIFICATE FOR THESIS REVISION

(Times New Roman, Font Size 16, Bold)

(To be submitted with final thesis after Viva-voce)

This is to certify that I, Enrollment No.
Department Have incorporated all the revisions as suggested by
the thesis examiners in the Final Thesis entitled “.....
.....”
submitted for the award of Doctor of Philosophy.

Signature of the Candidate (with date)
Department

Signature of Joint Supervisor

Name:

Date:

Signature of Supervisor

Name:

Date:

Note: *(Font Time New Roman, Font Size 12)*

PUBLICATION DETAILS

1. Details of Research Scholar

- a) Name of Research Scholar :
- b) Enrollment No. :
- c) Full Time/ Part Time :
- d) Department :

2. Thesis Title:

.....

3. Research Publications (Please attach Photo copy of the papers and proof for impact factor):

(a) Number of Papers published in Journals :

Paper Published in	Number of Paper Published
i. Journal	
National	
International	
ii. Conference	
National	
International	

(b) Publication Details:

i. Journals (Please add as many rows as required)				
Sr. No	Details of Publications in IEEE Format	SCI/ESCI/SCOPUS/ Web of Science/ others	Impact factor (if any)	Date of publication/ acceptance

ii. Conference (Please add as many rows as required)				
Sr. No	Details of Publications in IEEE Format	SCI/ESCI/SCOPUS/ Web of Science/ others	Impact factor (if any)	Date of publication /presentation

Signature of Student

Signature of Joint Supervisor Name: Date:
--

Signature of Supervisor Name: Date:
--

Note: (Font Times New Roman, Font Size 12)

Rhad

Indira Gandhi Delhi Technical University for Women
(Established by Govt. of Delhi vide Act 9 of 2012)
ISO 9001:2015 Certified University



PART- D

PART- D	
I	Norms, Rules & Regulations for undertaking sponsored Research and Industrial Consultancy
II	Intellectual Property Rights Policy (IPR)-2022



Indira Gandhi Delhi Technical University for Women
(Established by the Govt. of NCT of Delhi vide Delhi Act 09 of 2012)
Kashmere Gate, Delhi- 110006

**NORMS, RULES & REGULATIONS FOR UNDERTAKING
SPONSORED RESEARCH AND INDUSTRIAL CONSULTANCY**

IN

**INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR
WOMEN**

R&D Cell and Research Wing
Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006



Indira Gandhi Delhi Technical University for Women
(Established by the Govt. of NCT of Delhi vide Delhi Act 09 of 2012)
Kashmere Gate, Delhi- 110006

INTRODUCTION AND GENERAL INFORMATION

1. **Introduction.** Sponsored Research and Industrial Consultancy projects are essential means of enhancing institution-industry interaction and faculty development. By supporting the Govt, PSU and the industry, the University intends to contribute towards the Country's economic growth and serve the society. Therefore, as a matter of policy, the University encourages its faculty members to undertake scientific and technical research/collaboration and consultancy work with outside agencies.
2. **Objectives.** The objectives of promoting University consultancy and sponsored research project in the University shall be as given below :-
 - 2.1 The primary objective of undertaking any sponsored research project and consultancy work shall be creation of new knowledge, widening and expansion of existing knowledge and experience of faculty and staff members.
 - 2.2 All types of sponsored research projects and consultancy works irrespective of value of the project shall be acceptable so long as there is a distinct value addition to the faculty and staff. The work must be challenging and must involve niche areas of expertise available in the University.
 - 2.3 The research and consultancy works which are likely to bring repute to the University and increase the number of patents in favour of the faculty and the University will be given the top priority.
 - 2.4 All University consultancy and sponsored research projects in support/partnership of National and International agencies, Govt, PSUs, or Industries engaged in development of major infrastructure and/or in economic development shall be considered subject to the academic and administrative restrictions laid down by the University.
3. **IRD Cell. : Organization For Control and Management.** For the purpose of administration in fulfillment of the objectives of the University research and consultancy as laid down above, the University shall run Cell named IRD Cell headed by a Dean (IRD) selected for the following purposes :-
 - 3.1 Execution of all administrative functions including planning, budgeting, project monitoring (both technical and financial), budgetary control, compliance with terms and conditions of agreement/contract between sponsor(s) and the University etc.
 - 3.2 Administration of all the contractual / deputed project personnel and inventory management of stores procured through the PI and HOD.
 - 3.3 Promotion of University research and consultancy, Technology Transfer, IPR and Software Marketing activities etc.
 - 3.4 Liaison with PIs, the University and Sponsors.
 - 3.5 Utilisation and monitoring of various development funds such as RDF and PDF as described.
 - 3.6 Any other activities that may be assigned from time to time.
4. **Categories.** The sponsored research and consultancy associated with the University can be broadly classified into two categories :

4.1 **University Research and Departmental Research at Academic Centers.** Every department has faculty and students involved extensively in research activities. Undergraduate education is greatly benefited by the environment of postgraduate programs, while both the curricula derives strength in a research environment created by doctoral and postdoctoral programs. Not only the departments of the University, the various academic centers are also involved in research activities, in order to contribute and benefit from the advances in knowledge frontiers, which will help generate state-of-the-art technologies responding to the need of the country.

4.2 **University Sponsored Research and Industrial Consultancy.** Sponsored Research (SR) and Industrial Consultancy (IC) are two important modes through which the faculty supports the development of knowledge and technology. Indira Gandhi Delhi Technical University for Women (IGDTUW) recognizes Sponsored Research (SR) and Industrial Consultancy (IC) as the essential attributes of teaching and research. A full-fledged office operating under Dean (IRD) provides administrative and accounting support to the faculty undertaking sponsored research and consultancy work.

5. **Eligibility and Restrictions.** Following eligibility conditions shall apply :-

- (a) All types of University consultancy and sponsored research projects and related assignments can be taken up only by full time faculty including VC and academic staff. The extent of works undertaken be such that it will not interfere with the discharge of their normal duties.
- (b) All types of University consultancy and sponsored research projects and related assignments, whether carried out by an individual or a group, irrespective of the quantum of facilities of the University availed and irrespective of amount involved shall be accepted only with the prior permission of the Dean (IRD)/VC. While seeking the sanction the nature of the job and time period involved must be specified.
- (c) No ceiling limit has been prescribed for undertaking University consultancy and sponsored research projects and related assignments provided (i) consultancy work does not interfere with the normal teaching / research work in the University and other duties of the staff member(s) concerned and (ii) the total time to be spared by the consultant staff member(s) on all consultancy jobs in hand at a particular time should not exceed the laid down maximum limit of hours per week.
- (d) University staff may be granted project leave up to 10 days during a calendar year for work related to Sponsored Research and Industrial Consultancy Projects, in addition to the special casual leave available as per norms.

6. **Exemptions.** These rules shall not apply to examination work such as paper setting, evaluation, superintendence, invigilation, fees for attending Selection Committee Meeting, honorarium, fees for report writing and publications, lectures etc. All fees for such academic work will be paid directly to the faculty concerned without any share accruing to the University. The permission of the concerned Head is to be obtained by the concerned faculty before undertaking such assignments except those which are confidential/secret in nature such as, paper setting for examination, attending UPSC selection committees etc. Absence from duty for work of this nature where payment of a fee is involved shall be on the basis of leave of the kind due and may be obtained in the usual manner.

7. **University Sponsored Research and Industrial Consultancy.** Sponsored Research and Industrial Consultancy are two important modes through which the faculty supports the activities contributing to the development of knowledge and technology. In the present times of continuous innovation and fast changing technology the curriculum must also be updated continuously to keep pace with time and research and consultancy projects help the faculty to remain in organic contact with the technological change. Thus, the activities of sponsored research and industrial consultancy have become an essential part of the activities of the teachers. Historically, this University was set up to cater to the development

needs of India and that tradition has continued over the last several years. The University has well recognized core competence in traditional engineering and its benefit is harnessed for the country's industrial and economic growth by extending consultancy services. The University, through its faculty, can handle almost any type of problem/need of the industry.

8. **Consultancy Services.** The faculty of this University is competent to provide a wide variety of consultancy services in almost every discipline, some of them are:
- (a) Cause-and-remedy studies
 - (b) Pre-feasibility and feasibility studies
 - (c) Detailed project reports
 - (d) Design of systems/components/processes
 - (e) Validation of designs/drawings
 - (f) Development of industrial products/systems/processes
 - (g) Development of systems software
 - (h) Development of application software for offline and online applications.
 - (i) Technical and Energy Audit
 - (j) Industry supported training programmes
 - (k) Training programme for faculty/ industry persons organized by the faculty of IGDTUW
9. **Modes of University Industry Interaction.** For University Industry Interaction the University encourages its faculty, scientists, technicians and students to interact with industry in all possible ways with the spirit of deriving mutual benefit. The major modes of interaction are listed below :
- (a) Professional consultancy by the faculty to industries.
 - (b) Industrial testing by faculty & technicians at site or in laboratory.
 - (c) Joint research programs and field studies by faculty and people from industries.
 - (d) Visits of faculty to industry for study and discussions or delivering lectures.
 - (e) Visits of industry executives and practicing engineers to the University for Seeing Research Work and laboratories, discussions and delivering lectures on industrial practices, trends and experiences.
 - (f) Memoranda of Understanding between the University and industries to bring the two sides emotionally and strategically closer.
 - (g) Human resource development programmes by the faculty for practising engineers.
 - (h) Workshops, conferences and symposia with joint participation of the faculty and the industries.
 - (i) Participation of experts from industry in curriculum development.
 - (j) Collaborative degree programs.
 - (k) B.Tech. and M.Tech. projects/dissertation work in industries under joint guidance of the faculty and experts from industry.
 - (l) Practicing engineers taking up part-time M.Tech./Ph.D. program at IGDTUW, Delhi .
 - (m) Short-term assignment to faculty members in industries.
 - (n) Visiting faculty/professors from industries.
 - (o) Professorial Chairs sponsored by industries at the University.
 - (p) R&D Laboratories sponsored by industries at the University.
 - (q) Scholarships/fellowships by industries at the University for the students.
 - (p) Practical training of students in industries.
10. **Initiation and Management of Consultancy Projects.** Each consultancy project has a Principal Investigator (PI) who is a faculty member/scientist in the service of the University and is responsible for :
- (a) Formulating the project proposal which may include planning of the work to be done, estimating costs according to the guidelines provided in the University regulations, if identifying other faculty member(s)/ scientist(s) in the service of the University to work as Co-investigators of the project and identifying technical staff for assistance, if required.

- (b) Co-ordination and execution of work.
- (c) Associating students, outside experts and external agencies, as and if required.
- (d) Handling all communications with the client.
- (e) Writing intermediate and final reports for the project.
- (f) Making recommendations to the Dean (IRD) regarding expenditure from the project funds and remuneration to be paid to faculty, staff and students.

11. **The Client (sponsoring organization).** The client usually approaches the University for consultancy work through a faculty member or a functionary of the University (i.e. Head of the Department, Dean (IRD) or Vice Chancellor/Pro-Vice Chancellor). Sometimes, some faculty/set of faculty members may also be interested in taking part in a bidding process to get a prestigious research/consultancy project offered by any national/international agency on competitive rates. When a faculty member is approached for the work, he will generally be the Principal Investigator, if the work falls in his/her area of expertise. If he does not wish to be the Principal Investigator, the HOD/Centre will identify a suitable person as the PI. If the project is referred to a functionary, the concerned HOD would identify the Principal Investigator according to the required expertise for the work. Normally the agreed charges of the project are to be deposited by the client, in full, before the work commences. However, this stipulation is negotiable. In cases where the work is started with only partial payment, the arrangement of balance payment will be clearly spelt out in advance and approved by Dean (IRD). The Registrar or the Dean (IRD), on behalf of the University will receive all the payment from clients. Principal Investigator will take the approval of Dean (IRD) through the concerned Head of the Department for undertaking the consultancy project.
12. **Information for a New Client.** A new client (an organization or industrial company looking for a consultancy service from this University) may proceed as follows:
- (a) The client may browse through the bio-data of faculty members and try to identify a faculty member whose expertise and experience are relevant to the problem/requirements of the client, and then write/speak to him.
 - (b) When the client has identified an individual faculty member who can handle his/her problem, he can write a few words on his/her problem or requirement to that faculty member or speak to him on telephone. Telephone Numbers, e-mail address and fax of all faculty members/officials of the University are available on the website.
 - (c) When it has not been possible to identify a faculty member for the work, the client may browse through the list and activities of the various departments, and try to identify a Department/Center of the University relevant to his/her problem/needs and write to the Head of the concerned Department/Center. The e-mail address or telephone and fax numbers can be seen from the web pages of the respective Department/Center. The Head will identify an individual faculty member who can take up the job and inform his/her name to the client so that further correspondence/dialogue can be held directly between them.
 - (d) When it has not been possible to identify a centre/department for the work, the client may write briefly about his/her problem/needs to the Dean (IRD) at IGDTUW. The Dean (IRD) will identify the department / individual faculty member and inform the client. Subsequently the client can have correspondence/ dialogue directly with the Head of Department or the faculty member.
13. **Testing Services.** Various departments of the University regularly undertake testing work utilizing the elaborate laboratory facilities and the expertise of faculty and technicians. However, routine testing is discouraged as it diverts attention from the primary responsibility of teaching and research. The examples of a few typical testing facility existing are:
- (a) Testing of the samples of paper, water, building materials and chemicals.
 - (b) Routine type and development tests on industrial products such as electrical/electronic meters, switches, transducers, cables, circuit breakers etc
 - (c) Calibration of meters, instruments and transducers.
 - (d) Environmental testing such as vibration, shock, temperature cycle, water and dust penetration.

- (e) Residual life assessment of buildings, dams, bridges and power-plant structures and equipment.
- (f) Performance testing of small hydro-electric power plants.
- (g) Testing using special facilities like : Wind Tunnel, Survey and Remote Sensing laboratories, Scanning Electron Microscope, Thermal Ionization Mass Spectrometer etc.

Facilities

14. Various other facilities available within IGDTUW are given on the website or can be obtained by writing to the Head of the Departments or the Dean (IRD)

Rules and Guidelines

15. The common guidelines for Sponsored Research and Industrial Consultancy, as approved by the BOM, Indira Gandhi Delhi Technical University for Women are enclosed at Appendix A.



Indira Gandhi Delhi Technical University for Women
(Established by the Govt. of NCT of Delhi vide Delhi Act 09 of 2012)
Kashmere Gate, Delhi- 110006

Appendix A

NORMS, RULES & REGULATIONS FOR UNDERTAKING SPONSORED RESEARCH AND INDUSTRIAL CONSULTANCY

1. Preamble

In the light of changing economic scenario, government policies and University priorities, the University considers sponsored research and industrial consultancy projects as important means for extending benefit of scientific research work at the University to the sponsoring agencies broadening the experience base of the University community and as a tool for contributing to the country's economic growth. Therefore, as a matter of policy, the University encourages its faculty members to undertake research and consultancy work as a measure of scientific/technical collaboration with outside agencies. Appropriate Research and consultancy projects, in addition, for providing much needed service to the government and industry, also benefit the concerned faculty members and the University in several ways. They enrich the professional experience and knowledge of faculty members and thus make them better educators. Research and consultancy projects provide a firsthand knowledge of the current problems of industry and the emerging area which is very helpful in tuning the curriculum to the national needs. The faculty members get an opportunity to apply their ideas for finding out the solutions to the problems in emerging areas. Furthermore, the consultancy work also provides incentives for their contributions to all categories of staff.

2. Definitions

- 2.1 University** means Indira Gandhi Delhi Technical University for Women, Delhi
- 2.2 Department** means all the academic departments, academic centre, centre of excellence and academic service centre at the University.
- 2.3 Vice Chancellor** means **Vice Chancellor**, Indira Gandhi Delhi Technical University for Women, Delhi.
- 2.4 Dean of Research & Consultancy (Dean, IRD)** means Dean for development of Sponsored Research & Industrial Consultancy in Indira Gandhi Delhi Technical University for Women, Delhi
- 2.5 IRD Advisory Committee** means committee for Sponsored Research & Industrial Consultancy, Indira Gandhi Delhi Technical University for Women, Delhi, constituted in accordance with University rules.
- 2.6 Project** implies sponsored research projects or industrial consultancy projects or routine testing projects.
- 2.7 Sponsored Research Projects** means Research Projects sponsored by Government, public, private, national/international agencies and autonomous bodies. Generally the project cost including expenditure towards manpower, equipments, consumables and supporting services of the University is borne by the sponsor.
- 2.8 Consultancy Project** means consultancy assignment/job given by outside agency to a faculty of the University for work within mutually agreed scope. It will also include a consultancy assignment/job referred to the Head of the Department or a functionary of the University (i.e. Vice Chancellor or Dean(s) or Registrar which may be taken up as a Consultancy Project by faculty.

- 2.9 Routine Testing Project** implies those testing works where the rates are fixed by the department.
- 2.10 Sponsor** means the organization that offers a Project to the University and provides necessary financial support for successful completion of the project in time.
- 2.11 Principal Investigator (P.I.)** is a member of the faculty/scientist of the University with necessary expertise and competence to conduct a Research and consultancy work. Normally, the faculty/scientist who submits the project proposal and negotiates with the sponsor and is instrumental in getting the project funding is the Principal Investigator (PI). In case of research project, emeritus fellow/chair professor/ visiting professor may also be the PI.
- 2.12 Investigator (I)** means a person from amongst the faculty/scientist (including Emeritus Fellow, chair faculty, visiting professor) co-opted by the Principal Investigator to work jointly with him/her on the project or any other Faculty Member so permitted by the VC/Dean (IRD).
- 2.13 Consultant:** Consultant is an individual or government / public sector undertaking/ government company engaged for a specific period to carry out specific job.
- 2.14 Project Staff** means a person appointed in conformity with the guidelines to work on a project.
- 2.15 Research Development Fund (RDF)** means a part of the University Overhead Charges (UOC)/share received for sponsored research and Industrial consultancy project credited to a separate fund operated by Dean (IRD).
- 2.16 Professional Development Fund (PDF)** means a fund for individual academic staff, to which a part of the University overhead charges/ share from Research and consultancy projects are transferred.
- 2.17 Project Monitoring Committee:** Project Monitoring Committee (PMC) means the Committee constituted to monitor the large projects with outlay of more than Rs. 50 lacs.

3 General

- 3.1** Individuals or Departments shall take up projects after taking approval of the Dean (IRD) through the Head of the concerned Department. All funds in connection with Projects should be received in the name of the Dean (IRD)/Registrar, IGDTUW, Delhi. The account of Projects/RDF/DDF/PDF will be maintained by IRD Office and controlled by Dean (IRD). Norms for project initiation and management are given at Annexure 1.
- 3.2** The time spent by a faculty/scientist on Consultancy Project will not exceed one day per working week plus one day during week end, thus a total of 104 man days during the calendar year.
- 3.3** Consultancy project from any sponsor can be taken up for a minimum amount of Rs. 50,000/-. For consultation work involving only site visit or personal discussion a minimum amount of Rs.10,000/- per man-day for faculty/scientist/ Gp A staff and Rs.1,000/- per man-day for technical and other non-academic staff may be charged.
- 3.4** University staff may be granted project leave up to 10 days during a calendar year for work related to Sponsored Research and Industrial Consultancy Projects, in addition to the special casual leave available as per University norms.
- 3.5** Report(s) and data collected/ originated out of project are the joint Intellectual Property of the sponsor and the investigators which can be used by the sponsor for its own use only and cannot be disclosed to a third party without prior consent of the sponsor and the Principal Investigator.
- 3.6** The IPR policy of the University shall be applicable. However, if there is a condition in MoU signed between the Sponsor and PI, regarding the IPR issue that will take precedence over the

condition laid down in the above para. The report of the Sponsored Research and Industrial Consultancy projects will be kept by PI for a period of 03 years from the date of closure of the project and for routine testing from the date of issue of report.

- 3.7 If a prima-facie case of malpractice and/or misconduct is established by a fact finding committee against a staff member in connection with project(s), the Vice Chancellor, on the recommendation of Dean, IRD may prohibit the concerned staff member to take part in any new project either as Principal Investigator or Investigator, till such time that a final decision is taken by the appropriate authority in the matter. However, in such cases the concerned staff member will be expected to complete his/her obligations in the ongoing project(s) with which he/she is connected, in order that the ongoing projects and obligations to the sponsor do not suffer.
- 3.8 All purchases under projects/PDF/DDF shall be made as per norms prevailing in the University. In case of equipment which is to be carried outside, the same should be insured before they are taken out.
- 3.9 Faculty/scientist may accept honorary membership of board of directors of companies with the condition that there will not be any direct involvement of the faculty in concerned industry/company and such membership in the respective expertise is limited to three memberships.
- 3.10 A sitting fee is payable to an expert other than those involved in the project for attending consultation meetings duly notified by PI in connection with the project work with the approval of Dean (IRD)/ Vice Chancellor.

4 Manpower

4.1 Project staff

4.1.1 The project staff shall be appointed/hired for assisting/working on the project in any one of the following ways with the approval of Dean (IRD)/Vice Chancellor depending upon the specific requirements of the project, project length, constraints and the requirements with due justification.

4.1.1.1 **Use of Existing Staff.** Existing Laboratory Staff such as technicians and those permanent or contractual staff who may be available without affecting Department schedule may be considered subject to the requirement of the project and availability of such staff. Such staff may be hired from across various Departments in consultation with concerned HOD. Such staff may be paid as per the approved rates of Overtime/Honorarium in the University or as may be approved by PI and the Dean (IRD)/Vice Chancellor.

4.1.1.2 **Direct Appointment by the University.** The PI may approach the competent authority and seek permission for direct appointment/hiring of engineers and staff on the project. Such staff shall be appointed for assisting/working on the project as per prescribed selection procedure, designations, qualifications and experience requirements and consolidated fellowship/emoluments as given at Annexure 2 and 3.

4.1.1.3 **Hiring of Manpower by Hiring a Consultant/Placement Agency.** Sometimes, there may be a possibility of employed persons frequently quitting the job. In such a case, the PI may choose to hire an intermediate Consultant/Placement Agency through a tender who shall be made responsible for supplying the required qualified manpower for the entire duration. The PI shall seek permission from the Vice Chancellor through Dean (IRD) to exercise this option through a selection committee as given in Annexure 2 with the approval of Dean (IRD).

4.1.2 Open selections will be held for all project positions.

4.1.3 Appointments on all project positions drawing emolument shall be on contract only.

- 4.1.4** The Project staff shall work for fulfilling the objectives of the project.
- 4.1.5** Transfer of project staff from one project to another, either on completion or midway, may be permitted by Dean (IRD) on the recommendation of respective PIs.
- 4.1.6** The tenure of appointment of a project staff will be at the most for the remaining duration of the project. The severance notice may be issued to the project staff by the PI one month prior to the termination of appointment.
- 4.1.7** On the completion of one year or more and on the recommendation of PI, the enhancement of fellowship/emoluments of a project staff may be considered by the Dean (IRD).
- 4.1.8** A contractual project staff appointed shall execute a Contract Agreement with PI at the time of joining with the explicit provision that the contract may be terminated by either side, the staff or PI, by giving one month's notice or one month's consolidated emoluments in lieu of the notice. The contract will be complete when countersigned by Dean (IRD) who will retain the original contract agreement.
- 4.1.9** Appointment of project staff on ad-hoc basis against a project position can be considered by Dean (IRD) on the recommendation of the PI for a period not exceeding 89 days.

4.2 Student Assistants

The PI may engage University Students (who may or may not be getting fellowship/ assistantship) as student assistants for the project work. The payment for such engagement shall be limited to Rs 8000/- per month for UG and PG students, Rs 18000/-per month for Ph. D. students and Rs 40,000/- per month for Post Doc Fellows.

4.3 Consultants

The PI may, with the prior approval of Dean (IRD) may avail the services of individuals not in the University service or government organization as Consultants. However, the amount payable to consultant(s) shall be limited to 40% of the total contracted amount in consultancy project.

5 Travel

5.1 The most expeditious and convenient mode of travel should be used to minimize period of absence from the University. Admissible DA or actual boarding & lodging expenses will be paid on production of receipt. Expenses on local travel by taxi will be reimbursed against receipt as per actual. Besides the PI may consider to exercise the following options in consultation with the Dean (IRD)/Vice Chancellor :-

- (a) Using own transport and claiming a reimbursement at certain fixed rates as may be approved by Dean (IRD)/Vice Chancellor
- (b) Hiring a travel agency for the duration of project through a Committee as may be Approved by the Dean (IRD)/ Vice Chancellor.

Approval for domestic travel shall be accorded by PI including for self subject to leave approved by the competent authority. Faculty/Scientist and Group-A Officer are allowed to travel by AC taxi. Advance for travel will be approved by the Dean (IRD).

Payment of charges to travel agents for Ticket purchase assistance, Visa assistance, Insurance etc. shall be admissible from project funds.

However, if sponsor has specified any specific condition(s) for travel under the project that shall be followed normally.

5.2 Approval of Dean (IRD) and the VC will be required for all international travels and any deviations from above.

6 Finance and Accounts

6.1 Research Project

At the time of submission of a sponsored research project proposal, the PI shall make a provision of University Overhead Charges (UOC) at the rate of 20% of the total project cost or at the rate permitted by the sponsor. However, this will not be treated as a condition for accepting the award of project.

Transfer of Staff Costs out of Sponsored Research Project to Research Development Fund: In the Sponsored Research Project amount charges under the budget head of faculty time, staff costs will be transferred to the Research Development Fund. Further, if any amount is provided by the sponsor as honorarium to the investigators as one of the components in a Sponsored Research Project, the same may be distributed among them.

6.2 Consultancy Project

6.2.1 At the time of submission of a consultancy project proposal, the PI shall make a provision for University share at the rate of 35% of the total contracted project cost. However, such share shall be 45% for routine testings. In the case of industry supported training programmes and training programmes for faculty / industry persons organized by faculty of IGDTUW as described in 8(j) and 8(k) of the introduction and general information, the university share shall be 25%.

6.2.2 Details of distribution of project fund shall be as below:

Item	Consultancy project	Routine testing
Total money received	G	G
Service Tax	L	L
Total contracted amount (T)	(G-L)	(G-L)
University share (P)*	0.35 T/0.25T	0.45 T
Remaining amount (F)	0.65 T/0.75T	0.55 T
Total expenditure	E	E
Balance Amount for distribution (S)	(F-E)	(F-E)

*However, in case of a large consultancy project funded by a Government Organisation, University share may be negotiated with the approval of Vice Chancellor.

6.2.3 For consultancy project with an outlay of Rs. 10 lacs or more interim distribution may be permitted subject to the condition that the total distribution does not exceed 40% of the balance amount and that the amount of distribution is commensurate with the work completed.

6.3 A separate account head shall be maintained for each project by IRD Office and shall be responsible for the submission of audited statement of accounts as and when required by the sponsors.

6.4 For all ministerial staff, the upper limit for remuneration from Projects and other sources is 60% of the gross salary received in a financial year and for all Technical Staff it is 100%.

6.5 If any of the academic staff wishes to divert part or whole of his/her own remuneration to his/her Professional Development Fund, the same will be permissible.

7 Development Funds. Professional Development Fund (PDF) is a performance-linked fund created for the faculty and other academic staff of the University with the objective of supporting their professional needs. The fund can be utilized by the faculty to attend conferences, pay membership subscription to professional societies, and purchase books, journals, stationery, software, data base, computer and computer peripherals, etc. Similarly, Research Development Fund (RDF) are proposed which will be built from the consultancy and research projects undertaken by the University. These funds will be used for the purpose of development of required infrastructure in the department and the University respectively.

7.1 Share of PDF (Professional Development Fund)

The distribution of University share to be credited to the PDF are as per the following table.

Distribution of University Share in percentage

Type of Project and Component available for distribution	Distribution (%)		
	RDF	PDF	Incentive to Staff
(A) Sponsored Research Project/HRD Programmes University Overhead Charges(UOC) Received from sponsor (I)	70	20	10
(B) Consultancy Project	75	20	5
(C) Routine Testing Project	95	0	5

7.2 Utilization of PDF

7.2.1 The PDF can be utilized by the concerned individual for the following purposes:

- Travel (domestic and abroad) and related expenditure for individual, student or outside expert
- Exploratory visits (Academic)
- Engagement of project staff
- Membership fee of professional societies
- Books, journals related, stationary and computer consumables and any storage media

7.2.2 All travels(domestic and abroad), engagement of persons and expenditure for more than the limit ofexpenditure without calling quotations under PDF shall require the approval from Dean (IRD).

7.2.3 The items procured out of PDF shall be properly accounted for by the concerned department /centre and shall remain as the property of the University. However, items purchased under 7.2.1 (e) can be retained by the concerned faculty members permanently during the period of service and/or on retirement/leaving the service of the University.

7.2.4 After leaving the University the PDF will also be available to the concerned person for 3 years for expenditure at sl. 7.2.1 a, c and d only.

Note: Leaving the University means not serving the University in any capacity like faculty/re-employed faculty/Emeritus Fellow/Chair faculty/visiting faculty etc. Serving as consultant will not be counted as serving the University.

7.2.5 For the faculty members coming from other institutions such as NITs or state Institutions to IGDTUW, who carry out projects and other activities involving contribution towards their PDF, on request the fund so accumulated could be transferred from IGDTUW to their institution with the approval of the competent authority.

8 Admission of Project Staff to Academic Programs

8.1 A project staff is eligible to register for Ph.D. or Master's Programme of the University as per University norms subject to his/her satisfying the admission requirements of the University.

8.2 The concerned project staff will be required to give an undertaking that he/she will not be automatically eligible for award of University fellowship and shall finance himself/ herself beyond the tenure of the appointment if University fellowship is not awarded.

8.3 The project staff admitted to Ph.D./ Master's programme will be governed by the relevant ordinances and fulfil his/her obligations towards the PI & the project in which he/she is appointed.

9 Sponsors Specific Conditions

Specific conditions of sponsor (e.g. DST, DAE, CSIR) for designation(s), qualifications and employment condition(s) for manpower and other expenditure related shall be followed.

10 Exception Clause

These guidelines shall normally be applicable to all Projects. However, any changes required which does not constitute to policy change may be approved by Vice Chancellor on the recommendations of Dean (IRD).

11 Review

These rules may be reviewed normally in three years or as per needs.

1. PROJECT INITIATION AND MANAGEMENT

- 1.1 Each project will have a Principal Investigator (P.I.) who will be a faculty member /Scientist in the service of the University and who will be responsible for :
- (i) Formulating the project proposal which may include
 - (a) planning of the work to be done,
 - (b) estimating costs according to the guidelines provided in the later section, and
 - (c) if necessary, identifying other Investigators, who shall also be faculty member(s)/Scientist(s) in the service of the University,
 - (ii) Co-ordination and execution of work,
 - (iii) Handling all communications with the sponsor,
 - (iv) Writing of intermediate and final reports according to the project proposal
 - (v) Ensuring that all reports bear the name of the Principal Investigator and his/her signatures and the name(s) of the Investigator(s) who participated in the project,
 - (vi) Signing the Memorandum of Understanding (MoU) or Agreement with the sponsor, if required. Guidelines for MoU/Agreement are given at Annexure 4.
- 1.2 The PI will, at his/her discretion, co-opt the names of other faculty members as Investigators.
- 1.3 The PI will prepare research project proposal in conformity with:
- (i) permitted designation and emolument/fellowship rates for project staff, with qualification and experience as specified by the sponsor otherwise of the University
 - (ii) provision for University overhead charges as per the rules of the University,
 - (iii) other guidelines for Sponsored Research Projects, and
 - (iv) Rules, Regulations & Statutes of the University
- 1.4 All research project proposals shall be submitted to the sponsors through the concerned Head of the Department and Dean (IRD).
- 1.5 It shall be the responsibility of the PI to get project work completed satisfactorily within the sanctioned grant and duration.
- 1.6 The PI shall ensure that the head-wise expenditure does not exceed the budgetary allocation as applicable.
- 1.7 The PI shall maintain the details of equipment purchased out of research project funds separately for each project and send a copy of the record to Dean (IRD) for placing the same before the Govt. for Audit, for verification or as and when required for any other purpose.
- 1.8 The PI shall be responsible for maintenance of Laboratory Record Book (LRB) as required for IPR submission, periodical and/or final technical report(s) of the research project work to the sponsor as required. He/she will also send a copy of the final technical report to Dean (IRD).
- 1.9 The PI shall write to the sponsor for timely release of funds with a copy to the Dean (IRD) for follow up, if necessary.
- 1.10 For Research Project: The sponsor which assigns the research project usually are approached by an individual or a functionary of the University (i.e. Head of the Department, Dean (IRD) or Vice Chancellor).
For Consultancy project: The sponsor which assigns the consultancy project usually approaches the University for Consultancy work through an individual or a functionary of the University (i.e. Head of the Department, Dean (IRD) or Vice Chancellor).

When an individual is approached for the work, he/she will be normally the Principal Investigator. If the project is referred to a functionary, the Principal Investigator would be identified by the Head of the Department to whom Dean (IRD) refers the project.

- 1.11 No retiring faculty member be allowed to submit a consultancy project proposal as Principal Investigator (PI), if its duration extends to one year or more beyond his/her date of retirement, or if more than half of the proposed duration of the project falls beyond the date of retirement of the PI.
- 1.12 The Emeritus Fellows, Chair Faculty, Visiting Faculty, faculty on contract etc. can be appointed/nominated/ continued as principal investigator for research projects if the sponsors do not have any objection.
- 1.13 If the PI leave the University, retires or proceeds on leave or not available for some reason, Dean (IRD), on the recommendation of the P.I. (if he/she is available) shall appoint a new PI, who will assume the powers and responsibilities of the PI. The new PI should be agreeable to become PI. The new PI will also give an undertaking to complete the project within the remaining funds and time period, to the Dean (IRD) through H.O.D. However, in exceptional circumstances, a retired faculty member may continue to work as P.I. with the approval of the Vice Chancellor, if he/she continues to serve the University in some other capacity.
- 1.14 Normally the agreed charges of the consultancy project are to be deposited by the sponsor, in full, before the work commences. However, this stipulation is negotiable. In cases where the work is started with only partial charges deposited in advance, the arrangements of subsequent receipt offunds from the client have to be clearly spelled out in advance.
- 1.15 Project file will be closed with the submission of final project report and final settlement of accounts etc.

2. BUDGETARY NORMS

A. FOR RESEARCH PROJECTS

The total agreed charges of a Research project will consist of the University share, actual expenses of the project covering following.

- (i) Permanent equipment to be procured / fabrication of equipment or models (refer Annexure 5 for norms of procurement of materials).
- (ii) Consumable materials (refer Annexure 5 for norms to be followed)
- (iii) Travel expenses in connection with the project work (domestic and foreign if budgeted/ allowed by sponsor)
- (iv) Computational or other charges payable to any other outside agency.
- (v) All contingency expenses for preparation of report and literature (books, journals) and any other item budgeted under the proposal and approved by the sponsor.
- (vi) Expenses for work to be carried out on payment basis, remuneration to student assistants.
- (vii) Insurance on equipment and manpower during travel.

B. FOR CONSULTANCY PROJECTS

The total agreed charges of a Consultancy project will consist of the University share, actual expenses and the remuneration to be distributed to the faculty and staff. The actual expenses should cover the following costs related to the project. The service tax will be applicable as per government rules.

- (i) Permanent equipment to be procured / fabrication of equipment or models.
- (ii) Consumable materials.
- (iii) Travel expenses in connection with the project work.
- (iv) Computational or other charges the Principal Investigator may have to pay to the University or any other outside agency in the course of the execution of the work.
- (v) Charges to be paid for the use of specific equipment in the departments or central facilities.
- (vi) Contingency expenses to cover cost of supplies, preparation of report, typing, word processing, drawing, drafting, stationery, reproduction, literature (books, journals, membership fee for professional societies), postage, courier, FAX and telephone (including rental and STD/ ISD call bills of telephone at residence or mobile phones), cost of insurance of personnel/ equipment being used for the project and medical reimbursement on duty (excluding major ailments) for staff etc.
- (vii) Expenses for work to be carried out on payment basis, remuneration to student assistants.
- (viii) Insurance on equipment and manpower during travel
- (ix) Any other costs considered appropriate.

The approval of the Dean (IRD) to make any expenditure from the project funds assumes that funds are available in the project for the purpose.

3. Collaboration with Outside Organizations

If collaboration with other Govt./Public Sector organizations is envisaged, the nature scope and financial budget of the proposed arrangements will also be specified at the time of submitting the project proposal for approval.

4. LIABILITY

In case any legal dispute arises between the Investigator(s) and the sponsor such that the Investigator(s) are in any way, held responsible to make good the losses incurred by the sponsor, such liability will be restricted to a maximum limit which will be calculated as follows:

Maximum Liability = The total amount charged for the project – the expenditure / liabilities on the project. It is in the interest of the Investigators to bring this fact to the notice of the sponsors. The expenditure / liabilities as determined by the University will be calculated as the expenditure / liability till such date on which the sponsors inform the Investigator in writing to stop work on the project for on going projects, or till the end of the project for completed projects. This amount does not include the remuneration paid to the Investigator(s) and staff of the University. The University may take a suitable insurance for this purpose on a rolling basis. The expenditure on this account may be charged to the IRD fund.

The amount charged by the University is on lump sum basis. Submission of the requisite report on the work itself shall constitute the Utilization Certificate / final bill.

5. DISAGREEMENTS / DISPUTES

- 5.1 Any disagreement within the University arising at any stage of a Consultancy project will be resolved in consultation with Dean (IRD) / Vice Chancellor to ensure an expeditious removal of bottlenecks and smooth functioning of the project.
- 5.2 In case of any dispute arising at any stage of Consultancy project between Investigator(s) and the sponsor(s), the Investigator(s) will be responsible for settlement of the dispute.
- 5.3 All legal action will be subject to jurisdiction at Civil Courts at Delhi.

6. ARBITRATION

In the event of any dispute or difference at any time arising between the parties relating to Consultancy project or any other clause(s) or any content of the right and liabilities of the parties or other matters specified therein or with reference to anything arising out of the Consultancy or otherwise in relation to the terms, whether during the Consultancy or thereafter, such disputes or differences shall be endeavoured to be resolved by mutual negotiations. If, however, such negotiations are infructuous, the dispute should be finally settled through Arbitration and Conciliation Act, 1996 by three arbitrators appointed in accordance with the said Act by VC, IGDTUW. The arbitrators shall give reasoned and speaking award and the award shall be binding on all the Parties. Any expenditure due to this arbitration if arise shall be shared equally by all the Parties. The arbitration proceedings shall be held at Delhi/ New Delhi. Further for settlement of any legal dispute, the jurisdiction of the Court shall be in Delhi/New Delhi only.

7. PUBLICATION OF RESULTS

PI will have the right to publish the work carried out by him/her unless the sponsors have an agreement under which their prior permission is required. In such cases the draft paper before publication will be submitted to sponsors and if no objections are raised within one month of the submission of the proposal to publish the result, it will be assumed that the sponsors have no objection to the publication.

8. PROJECT MONITORING COMMITTEE

For large projects the Project Monitoring Committee with the following composition shall review and assess the progress periodically (at least once a year) for timely completion of the projects. The committee may also advise Dean (IRD) in any other matter on the project.

- | | |
|---|--------------------|
| (1) Dean, (IRD) | - Chairman |
| (2) Head of the concerned Deptt or his/her nominee | - Member |
| (3) Head of one more Deptt. from relevant field or his/her nominee | - Member |
| (4) One faculty Member from relevant field | - Member |
| (5) Principal Investigator | - Member |
| (6) One expert from outside the University in relevant field, if required,
or representative of sponsor, if required by sponsor. | - Member |
| (7) Faculty Member | - Member Secretary |

Further, certain guidelines for project control, management and monitoring are given at Annexure 6.

9. DOCUMENTS TO MAINTAIN

Following documents will be maintained by P.I through his/her team members and produced for audit as and when required

- (a) **Attendance Records.** Attendance/site visit record of the P.I, members, hired staff etc with man-hours spent during each visit.
- (b) **Inspection/Site Visit Register.** A register to record expert advice by expert members and consultants suggestions and remarks of the P.I and members with date and their signature during their visit to the site. Record feedback on its implementation also in the same register.
- (c) **Salary/Payment Record.** To record all payments made to P.I, members, salary and other payments made to staff
- (d) **T & P Register.** Register for recording hire/purchase of all equipments, materials, all consumables, non-consumables items etc and its utilization.
- (e) **Travel Record Register.** To record details of all expenditure incurred on travel.
- (f) **Log books and Warranty/Guarantee Record.** Log books be used to record number of hours, laboratory equipment or hired or purchased equipments have been used. Besides maintain warranty/guarantee certificates and also breakdown details of equipments.
- (g) **Correspondence File** - For all correspondence since initiation
- (h) **Agreement/Contract** - maintain complete record of all agreements, contracts, drawings and such document which may constitute legal requirement.

- (i) **Record of Monthly Progress Report** - Record of monthly progress report submitted to IRD Cell and a copy of progress report submitted to client as may be desired by him.
- (j) **Any Other Document.**- Any other document as directed by Dean (IRD) or as may be decided by the P.I.

Note - The above documents may be merged but all records must be maintained for minimum 03 years or as may be laid down by the sponsor and produced for audit or any other purpose whenever required.

10. FORMS

To ensure smooth administration & management of Projects, only the forms supplied by Dean (IRD) will be used by the PIs and others concerned. The list of forms and their purposes are given below :-

SN	FORM NO	NAME AND PURPOSE OF FORM
1	Dean (IRD) 01	Forms for Approval of Consultancy Project
2	Dean (IRD) 02	Consent of Proposed Investigator(s) from other than PIs Deptt
3	Dean (IRD) 03	Involvement of Consultant
4	Dean (IRD) 04	Student Assistantship-For UG/PG/Ph.D/Post Doc. Fellow
5	Dean (IRD) 05	Approval of Project Positions
6	Dean (IRD) 06	Advertisement to fill up Project Positions
7	Dean (IRD) 07	Screening Committee Report (Walk in Interviews)
8	Dean (IRD) 08	Selection Committee Report (through advertisement)
9	Dean (IRD) 09	Contract with candidates selected/engaged
10	Dean (IRD) 10	Extension of Time/Revision of Project Amount
11	Dean (IRD) 11	Travel (Domestic)
12	Dean (IRD) 12	Travel (International)
13	Dean (IRD) 13	Expenditure from PDF
14	Dean (IRD) 14	Distribution of consultancy project funds
15	Dean (IRD) 15	Certificate of T & P items purchased under project
16	Dean (IRD) 16	Proposal for Distribution of UOC received against Sponsored Research Projects
17	Dean (IRD) 17	Request for hiring of services in the project (through approved agency) or for hiring of a placement agency
18	Dean (IRD) 18	Letter for Termination of Project

**SELECTION PROCEDURES FOR RECRUITMENT OF PROJECT STAFF
(Including for Walk in Interview)**

1. PREPARATION OF DRAFT ADVERTISEMENT

- (i) Principal Investigator will send the draft advertisement to Dean (IRD) for approval
- (ii) Dean (IRD) will approve the draft advertisement and return it to the Principal Investigator for notification/ advertisement.

a. ADVERTISEMENT OF THE POSITIONS

The Principal Investigator will advertise the positions through University website and through other means and receive the applications.

3. SCREENING OF APPLICATIONS

- (i) The P.I. will fix the meeting of Screening Committee and send the report of the screening committee to Dean (IRD) for approval.
- (ii) The P.I. will issue the letters to the candidates called for interview after Screening Committee report has been approved by Dean (IRD).
- (iii) For walk in interview, screening is not required.

4. SCREENING COMMITTEE CONSTITUTION

- (i) Faculty from the existing panel approved by the Vice Chancellor -- Chairperson
- (ii) Concerned Principal Investigator – Member
- (iii) One faculty member from the Department as available to the P.I -- Member

5. INTERVIEW

- (i) The PI will fix the date of the interview and get the interview conducted. The PI will send the recommendations of the Selection Committee to Dean (IRD) for approval.
- (ii) The PI will arrange the walk-in-interviews on the advertised date by a duly approved Selection Committee.

6. SELECTION COMMITTEE CONSTITUTION

- (i) Faculty from the existing panel approved by the Vice Chancellor -- Chairperson
- (ii) Head of the Concerned Department or his/her nominee – Member
- (iii) Concerned Principal Investigator -- Member
- (iv) One faculty member from outside the Department as available to P.I. – Member
- (v) One external expert from outside the University -- Member
If required by the sponsor

7. FINAL SELECTION / APPOINTMENT

Selection Committee report will be approved by Dean (IRD) and appointment letter will be issued by PI.

PROJECT POSITIONS, QUALIFICATIONS AND FELLOWSHIPS/EMOLUMENTS, TERMS AND CONDITIONS FOR PROJECTS STAFF**1. Project Positions, Qualifications and Fellowships/Emoluments**

A.	Fellowships	Minimum Qualifications	Amount per month (in Rs.)
1	Project Associate	B. Tech/B. Arch/M.Sc./MCA	20,000/- to 40,000/- + HRA
2	Research Associate	M. Tech/M. Arch/M. B.A. (2 years duration). Ph. D. in Science	25,000/ to 50,000/- + HRA
3	Project Fellow	Ph.D. in Engg/Ph. D. in Science with 2 year experience(After Ph.D or M.Tech. /MBA + 3 year or B.Tech. + 6 year experience	30,000/- to 70,000/- + HRA
B.	Other Positions	Minimum Qualifications	Emoluments per month (in Rs.)
4	Project Consultant	Ph.D. + 4 year experience Or M.Tech/M. Arch + 6 years experience or B.Tech/B. Arch +10 years experience	50,000/- to 1,50,000/- + HRA
5	Project Assistant (Technical)	Diploma (3 years) duration or ITI with 4 years experience	15,000/- to 30,000/- + HRA
6	Project Officer (Admin)	MBA/CA	25,000/- to 50,000/- + HRA
7	Project Assistant (Admin)	Graduation	15,000/- to 30,000/- + HRA
8	Project Attendant (Admn/Tech.)	12 pass or 10 pass +2 year experience or 8th Pass + 4 years experience	8,000/- to 20,000/- + HRA

Note :- (i) To meet specific needs of the project, any change in qualification and emoluments may be approved by Dean (IRD) on the recommendation by PI.

(iii) However, if sponsor (e.g. DST, DAE, CSIR) has specified any specific designation(s), qualification and employment condition(s) for manpower that shall be followed.

- HRA: The project staff (including those appointed on ad-hoc basis) shall be entitled to HRA as per the University rules, if accommodation in the campus is not made available to him/her. If the person is residing within the IGDTUW Campus House Rent Allowance (HRA) upto entitlement or actual payment made whichever is less will be payable. HRA shall be charged to the salary head of the respective project.
- Conduct Rules: The project staff shall maintain record and secrecy of the findings/technical information and shall not communicate in any manner without the approval of the P.I any official document or information to any person or agency. They shall also follow general code of conduct of the University.
- Disciplinary Proceedings: Dean (IRD) may, at his/her own discretion or on the recommendation of the PI, constitute committee(s) to conduct disciplinary proceedings against project staff, if necessary. On the basis of the report of the committee, suitable disciplinary action may be initiated and penalty be imposed by the Dean (IRD).

5. Leave: All project staff working on project shall be entitled for following types of leave:

Casual leave: 8 days per year on pro-rata basis

Earned leave: 2½ days per completed month of work

Maternity leave: 135 days (Only for the appointment for a year or more)

The record of the leave shall be allowed and maintained by PI.

6. Medical Insurance: Annual premium for medical insurance (from nationalized insurance company only) for illness requiring hospitalization may be reimbursed to project staff appointed for 1 year or more with the limit of sum assured of Rs. 2.00 Lac for self, Rs. 2.00 lac for spouse and Rs. 1.00 lac for each child (up to two children) on the recommendation of PI chargeable to project, if funds are available in the project.

GUIDELINES FOR MoU/AGREEMENT

If a MoU/Agreement is required to be signed with the sponsor of a Consultancy Project, it should generally include the following clauses. Additional clauses may be added if considered necessary:

1. General

This section should include the reference to the proposed Consultancy and identify the parties concerned pertaining to the MoU.

2. Scope

This section should spell out briefly the nature of work, its limitations and the expected end results.

3. Time Frame

This clause must indicate the expected duration of the project and should also indicate the schedule of review of progress, submission of reports etc., if any.

4. Consultancy Charges and payment terms

The document must clearly indicate the charges to be paid including applicable service tax along with payment terms.

5. Responsibilities

This clause should define clearly the responsibilities of the various parties with regard to making the data and / or material available for the work as also for the return of the same, as and if applicable.

6. Patents/Publications

The MoU should clearly spell out the arrangements proposed to be made with regard to any patents or publications arising out of the proposed Consultancy project.

7. Force Majeure

This is an important clause and must be included to safeguard the interest of the various parties due to one or more of the unforeseen force majeure events

8. Arbitration

The document shall provide for a suitable channel to settle any disputes or differences related to the execution of the Consultancy project, which shall conform to clause given earlier

9. Liability

This clause should indicate the maximum liability which is to be accepted in the event of the project being terminated without completion at any stage and shall be in conformity with clause given earlier

10. Amendment to the MoU

The clause should specify a provision for amendments to any one or more clauses of the MoU through mutual consent, at any stage during work of the project, due to any reason whatsoever. Two model formats of MoU, format 'A' and format 'B' are available on the Intranet of the University and may be used as such or with minor modifications conforming to the above guidelines. Format 'B' is concise and is recommended for smaller projects. Format 'A' is much more elaborate. If a different format is used, its legal vetting by the University's Advocate will be the responsibility of the PI concerned.

NORMS FOR HIRING/PURCHASE

Hiring/Purchase of Equipments, Materials and Consumables. Hiring and/or purchase of equipments, materials, consumables shall be done as expeditiously without wasting time as given below in the table. The inventory of items purchased will be maintained by the PI in a stock register and on completion of the project/consultancy work, the PI shall transfer the same to the inventory/stock register of the concerned department of PI/Dean (IRD) along with a Certificate (see forms) for further disposal.

Purchase up to Rs15,000/-	Purchase From Rs 15,001 to 2.00lakh	Purchase above 2.00 lakh
1. No quotation is required. 2. PI will make the purchase solely.	1. Minimum 3 tenders/ quotations are requisite. 2. Procurement will be made through limited tender enquiry. 3. Purchase Committee will constitute of PI/Co-PI, two other faculty members (at least one member from outside the consultancy/ project team), 4. Purchase order will be issued by PI/Co-PI.	1. Minimum 3 tender responses are requisite. 2. Procurement will be made through National/Inter-national Competitive bidding. 3. Procurement may be made through limited tender enquiry. 4. Purchase Committee will constitute of PI/Co-PI, two other faculty members (at least one member from outside the consultancy/ project team), one member from IRD and one member from accounts. 5. Requirement of GFR and advertisement/publicity etc as applicable shall be followed. 6. Purchase order will be issued by PI/Co-PI

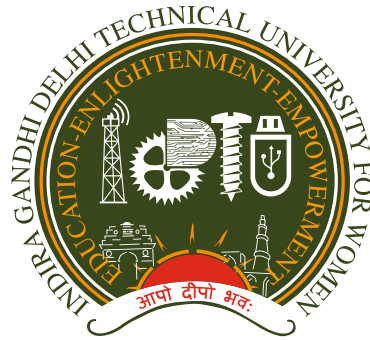
NOTE - In order to facilitate timely completion of projects, expeditious method of procurement in minimum possible time frame shall be adopted without violating Govt/University norms of procurement.

GUIDELINES FOR PROJECT CONTROL, MANAGEMENT AND MONITORING

Complete control and management of the consultancy and research work shall be exercised by the VC through Dean (IRD Cell) and the PI. Control, management and monitoring must not however interfere with the technical execution which is time bound, nor should it come in conflict with the primary responsibility & accountability for which the PI and his/her entire team are responsible. For this purpose, all the functions shall be defined as **Administrative Functions and Control, Technical Functions and Control and Financial Functions and Control**. These are described in the Table below along with primary and advisory responsibilities.

Type of Function /Control	Description	Primary Responsibility & Accountability	Advisory Responsibility
Administrative Functions and Control	Administrative functions include acceptance of suitability of a consultancy/project, approval of proposal by any PI and his/her team, monitoring technical adequacy and progress, monitoring financial progress etc	VC through Dean (IRD) and HODs of the Departments	HOD or P.I may request for certain changes/ relaxations depending upon specific work & constraints
Note	In fulfilment of its administrative functions, Dean (IRD) shall be free to lay down or call for any document, nominate any appropriate team in consultation with the concerned HOD to visit the site etc. However, while on administrative matters, the decision of VC /Dean (IRD) shall be final but on all technical and financial matters, the decision of the PI shall be final and the P.I shall continue to be held overall responsible and accountable.		
Technical Functions and Control	<p>1. Technical functions and control include all technical aspects of the consultancy/research project for which the P.I along with his/her team is to be considered competent and an expert. The complete team shall be collectively responsible Technically and held accountable JOINTLY.</p> <p>2. However, while formulating the proposal, the P.I must lay down clearly the technical expertise and responsibility of each of his/her members so that they are held accountable for decisions pertaining to that area/subject</p>	The complete team shall be collectively responsible Technically and held accountable JOINTLY . P.I may however <i>ab initio</i> itself define the technical roles assigned to various members of his/her team.	Dean (IRD) and HOD may offer valuable suggestions, however, these will only be advisory. The decision of the team as conveyed by P.I shall be final on all technical matters
Financial Functions and Control.	Financial functions include budgetary planning and expenditure on manpower, materials, TA/DA etc, optimal utilisation of funds for work and following Govt./ IGDTUW rules on expenditures.	Primary responsibility of the PI and his/her team	Dean (IRD), accounts and audit.

Intellectual Property Rights Policy-2022



INDIRA GANDHI DELHI TECHNICAL UNIVERSITY
FOR WOMEN, KASHMERE GATE, DELHI-110006

TABLE OF CONTENTS

Section1 Introduction

- 1.1 Preamble
- 1.2 Purpose
- 1.3 Types of IPs
- 1.4 Definitions
- 1.5 IPR Policy Administration
 - 1.5.1 Powers to Amend IPR Policy
 - 1.5.2 Responsibility to Create/Amend Procedures and Processes for Implementation of IPR Policy
 - 1.5.3 Infringement of Intellectual Property
 - 1.5.4 Procedure for Appeal

Section 2 Ownership of Intellectual Property

- 2.1 Introduction
- 2.2 Types of Activities Leading to Generation of Intellectual Property (IP)
- 2.3 Ownership of Intellectual Property (IP)
 - 2.3.1 Patent, Copyright on Software, Industrial Design, IC Layout Design and New Plant Variety
 - 2.3.2 Copyright other than software
 - 2.3.3 Trade and Service Marks
 - 2.3.4 Protection of Biodiversity and Traditional Knowledge
 - 2.3.5 Waiver of IP Rights By IGDTUW
 - 2.3.6 Trade-Secrets and Know-How Information
 - 2.3.7 Copyrights owned by Third Parties

Section 3 Transfer and Use of IP

- 3.1 Introduction
- 3.2 Material Transfer Agreement
- 3.3 Policy related to Transfer of Biological Resource and Associated Knowledge
- 3.4 Policy for IP Licensing and Assigning for Start-Up Ventures with Involvement of Inventor(s) from IGDTUW
- 3.6 Sharing of Revenue Between IGDTUW and Inventor(s)
- 3.7 Policy Related to the Use of Name of IGDTUW and Trademarks owned by IGDTUW by Third Parties
- 3.8 Noncompliance and Conflict of Interest

Annexure I Suggested IPR Administrative Mechanism at IGDTUW

Annexure II Prevailing Norms for Sharing of Revenue

Annexure III IGDTUW Faculty Open Access Policy

Section 1

INTRODUCTION

1.1 PREAMBLE

Indira Gandhi Delhi Technical University for Women (hereafter remarked as 'IGDTUW' or 'University') is a university that continuously strives to attain academic excellence in teaching and research in the domain of Science, Engineering, Technology, Architecture, Humanities and Management. Its actions and pursuits are targeted upon faculty/students/project staff/supporting staff/visitor(s) and are based on knowledge and conversance. As twenty first century is known to be administered by technological advancements, where values and perspicacity change in the blink of an eye, the system demands the technological institutions to preserve the primary sense of academics & research on one hand and on the grounds of knowledge generated, protected and distributed under the Intellectual Property Regime. Because the world these days is incredibly dynamic and there's an increasing awareness of the 'knowledge asset', an intellectual property Rights (IPR) Policy is needed not only to protect the concerns of IGDTUW but additionally to make IGDTUW faculty/students/supporting staff/project staff/visitors alert regarding 'knowledge asset and its impact on the society'.

This is the very first official IPR Policy of IGDTUW and will be timely amended as and when required in the benefit of all stakeholders and according to the applicable IPR laws in India. The present policy ensures the protection of the claims of the Inventor(s) of IGDTUW i.e. faculty/students/supporting staff/project staff/visitor(s) of IGDTUW through the choice of intellectual property protection on a completely unique work, ideas, inventions, products, technology or to keep it open for public domain,. In accordance with the Mission and Vision of IGDTUW, the policy stands with the outreach of the innovative technologies developed at IGDTUW. The policy also motivates the Researchers, Faculty and Students of IGDTUW to induct technology sharing using the intellectual property Rights gained over a completely unique technology.

1.2 PURPOSE

The information proposed in this document associates to an IPR policy (and colligated administrative processes) with the intent that:

- (a) It establishes the standards to defend the lawful interest of students/ faculty/ supporting staff/ project staff/ visitors of IGDTUW and the society in a legitimately and coherent manner with the 'allegiance' of IGDTUW and 'role' assigned to it by the society.
- (b) It empowers IGDTUW to contribute towards its primary responsibility of furthering, accelerating and promoting innovations in the area of science, technology, Architecture and management in the broadest possible means;

- (c) It shares a global perception of practices related to intellectual property retaining national identity and local constraints, avoiding as far as possible 'conflict' of opposing interests,
- (d) It provides a transparent administrative system for the ownership, control and transfer of the intellectual property created and owned by the University.
- (e) The policy promotes fair use of traditional knowledge while recognizing local traditional knowledge stakeholders and benefit sharing.
- (f) It keeps into consideration the conservation of biodiversity and sustainable use of bio-resources.

1.3 TYPES OF IP

The intellectual properties can be broadly listed as:

- a) Copyrights
- b) Patents
- c) Industrial designs
- d) Trade/Service marks
- e) IC layout designs
- f) Traditional knowledge and Geographical Indications
- g) New plant variety and Biotechnology inventions

1.4 DEFINITIONS

These intellectual properties can be illustratively defined as:-

- a. *Copyright* - is an exclusive right granted to the author of any copyrightable work under the Indian Copyrights Act, 1957 (including an artistic, dramatic, or literary work, a computer programme, a cinematograph film and/or a sound recording) to do, or to authorise the doing of, any of the acts provided under Section 14 of the Copyrights Act in respect of the author's copyrighted work;
- b. *Patent*- is an exclusive right granted for an invention, which is a product or a process that provides a new way of doing something or offers a new technical solution to a problem.
- c. *Industrial Design* – means only the features of shape, configuration, pattern, ornament or composition of lines or colours applied to any article whether in two dimensional or three dimensional or in both forms, by any industrial process or means, whether manual, mechanical or chemical, separate or combined, which in the finished article appeal to and are judged solely by the eye; but does not include any mode or principle of construction or anything which is in substance a mere mechanical device.
- d. *Invention*- means a new project or process involving an inventive step and capable of industrial application.

- e. *Inventive step* – means a feature of an invention that involves technical advance as compared to the existing knowledge or having economic significance or both and that makes the invention not obvious to a person skilled in the art.
- f. *Trade/Service mark* – means a mark capable of being represented graphically and which is capable of distinguishing the goods or services of one person from those of others and may include shape of goods, their packaging and combination of colors.
- g. *IC Layout Design* – means a layout of transistors and other circuitry elements and includes lead wires connecting such elements and expressed in any manner in a semiconductor integrated circuit.
- h. *Traditional Knowledge* – The knowledge developed by the indigenous or local communities for the use of a natural resource with respect to agriculture, food, medicine etc. over a period of time and has been passed from one generation to another traditionally.
- i. *New Plant Variety* – a plant variety that is novel, distinct and shows uniform and stable characteristics.
- j. *Geographical Indications* – means an indication which identify such goods as agricultural goods, natural goods as originating or manufactured in the territory of a country or manufactured in the territory of a country or a region or locality in that territory where a given quality, reputation or other characteristic of such goods is essentially attributable to its geographical origin and in case where such goods are manufactured one of the activities of either the production or of processing or preparation of the goods concerned takes place in such territory, regions or locality as the case may be.
- k. *Biotechnology Inventions*- include recombinant products such as vectors, nucleotide sequences, micro-organisms.
- l. *First Party* - Indira Gandhi Delhi Technical University for Women (IGDTUW)
- m. *Second Party*- Faculty, Supporting Staff, Project staff and Students of IGDTUW.
- n. *Third Party* – Any organization or person with whom the First or the Second Party interacts for any activity with/without exchange of consideration in cash or kind.
- o. *Faculty* – Faculty means a person professionally qualified to carry out teaching and research at IGDTUW as a whole-time employee, Contractual Faculty, Emeritus fellow, DST inspire Fellow, UGC Faculty or Visiting professor appointed by IGDTUW.
Note: This definition of faculty is meant only for the purposes of this document and is not intended to replace the definition of faculty in the Act/Statutes or any other document of IGDTUW.

- p. *Student* – Student means a person who has registered or enrolled as student, Post-Doctoral Fellow or exchange student from other universities/ colleges.
- q. *Supporting Staff* – Supporting staff means a person employed full-time or part-time by IGDTUW to support the research, development, teaching and other supporting activities (including administrative activities of IGDTUW).
- r. *Project Staff* – Project staff means a person employed temporarily on a contract under a research project, consultancy or any other activity carried out by IGDTUW.
- s. *Inventor(s)* – A person or a group of persons responsible for creating an IP. In case, creation of IP is associated with more than one inventor, one of them, from IGDTUW, would function as a '**Lead Inventor**'. It is clarified that IGDTUW shall, in its sole discretion, determine which of the Inventor(s) will be appointed as the Lead Inventor.
- t. *Activity* – Activities related to teaching, research, consultancy generation and dissemination of information carried out by a person or an Institution independently, or collaboratively.
- u. *Visitor*- A person either from India or abroad visiting under a collaborative activity or associated work at IGDTUW. It is expected that the visit has been approved by Competent Authority of IGDTUW.
- v. *Associated Agreement* – document created with mutual consent of involved parties defining the rights, roles and responsibilities of each of the parties, for example Memorandum of Understanding (MoU), Memorandum of Association (MoA), Research Agreement, Consultancy Agreement, Non-Disclosure Agreement (NDA), etc.
- w. *Non-Disclosure Agreement (NDA)/Confidentiality Agreement* -The agreement intends to protect proprietary or confidential information among the parties involved in executing a NDA.
- x. *Work Commissioned/Outsourced* - Work commissioned by IGDTUW to a creator or group of creators either employed by IGDTUW or invited from outside IGDTUW with or without any consideration in cash or kind. Typical examples of IGDTUW commissioned works are: a. Design work, b. Artistic Work, c. Engineering/ Architectural Models, d. Computer Software e. Reports based on surveys and analysis, f. Video works.
- y. *Work for hire*- The work (or a product) originated from IGDTUW or originated using any resources of IGDTUW and produced by (a) an author during his/her employment at IGDTUW or (b) non-employee under contracted work by IGDTUW.
- z. *IGDTUW Anveshan Foundation (Incubation Centre promoted by IGDTUW)* – The unit is a part of the industry interface of IGDTUW to promote partnership with new technology entrepreneurs and start-up companies at IGDTUW.

1.5 IPR POLICY ADMINISTRATION

The obligations and powers to implement and ameliorate IPR Policy by various entities are described below:

1.5.1 POWERS TO AMEND IPR POLICY

Board of Management (referred to as BoM) of IGDTUW will have all the powers to make alterations to the IPR policy or formulate a new policy whenever it is felt necessary. This may be done considering the changes in the policies of the government or other national and international advancement including laws, legal judgements and treaties. The newly formulated policy or the amendments shall be applicable to all students/faculty/supporting staff/project staff/visitors.

1.5.2 RESPONSIBILITY TO CREATE/AMEND PROCEDURES AND PROCESSES FOR IMPLEMENTATION OF IPR POLICY

The Vice Chancellor, IGDTUW will have complete authority to create and ameliorate the governing body and process from time to time in view of the changing needs including definition of administrative bodies and confiding roles and responsibilities to certain individual(s)/existing entities for developing elaborate methods and to alleviate implementation of the IPR policy of IGDTUW as and when required.

1.5.3 INFRINGEMENT OF INTELLECTUAL PROPERTY (IP)

In case of infringement/violation of any IPRs such as patent infringement by the IGDTUW faculty/students/project staff/supporting staff/visitor(s) or any third party infringing upon the IPR of an IGDTUW inventor, IGDTUW would create an appropriate administrative body, which would first investigate the matter and make recommendations to the Vice Chancellor for resolution of such violation/infringement. In case any dispute arising of any third-party infringement upon IPR of IGDTUW, the above administrative body would investigate the matter and make recommendations to the Vice-Chancellor including need for any legal action against the infringing party.

1.5.5 PROCEDURE FOR APPEAL

In case of any conflict, grievance regarding ownership of IP, processing of IP proposals procedures adopted for implementation of IPR policy and interpretation of various clauses of IPR policy, any aggrieved person can appeal to the administrative body formed for the purpose to resolve the intellectual property right dispute. In case the appellant is not satisfied with the decision of such a body, he/she can appeal to the Vice-Chancellor of IGDTUW, whose decision shall be final.

Section 2

OWNERSHIP OF INTELLECTUAL PROPERTY

2.1 INTRODUCTION

Excellence in research and education, exchange and dissemination of knowledge are guiding principles of IGDTUW. These activities may lead to generation of new intellectual Property (IP), which needs to be protected, developed, transferred and commercialized for the benefit of the society. Also, the information on the newly created and protected IP should be disseminated at the earliest so that the scientific community is not deprived of its right to knowledge and carry out further research. This can be facilitated only if the ownership of a newly created IP is clearly defined. Clarity on ownership of IP protects the interest of both the inventor(s) and the society at large.

Like in case of other types of property where there is an owner who can sell, rent and gift the property, the same concept is applicable in respect of all IPs. An owner of an IP is the one who has the rights to enter into transaction of IP such as licensing, selling, assigning of IPR or engaging in any other similar activity, to earn revenue or any consideration accruing from such an activity and retain, share and utilize the revenue so earned.

Owning an IP involves a process defined by law and has cost associated with it. Each country has its own legal status and fee structure. An owner needs to acquire ownership rights separately in each country by paying necessary registration fee and associated expenses. Retaining the ownership involves payment of maintenance fee as per the prescribed laws over the life of IP.

2.2 TYPES OF ACTIVITIES LEADING TO GENERATION OF IP

IGDTUW has engaged itself in different types of Research and Development (R&D) activities including the following, which may generate intellectual property(ies):

- a) Research taken up by a faculty/ student/ project staff/ supporting staff / visitor in the normal course of his/her appointment/engagement at IGDTUW with funds coming from IGDTUW (this would include research projects undertaken by students under the supervision of the faculty members);
- b) Research taken up by a faculty/ student / project staff/supporting staff/visitor from funds coming from a sponsor such as Government of India, state government, international agencies, or foreign governments, etc;
- c) Collaborative research undertaken with other institutions including government departments and agencies, PSUs and private companies located in India;
- d) International collaborative research with institutions and companies located outside India;
- e) Research supported by companies and other private organisations through research projects or consultancy assignments; and

- f) Any combination(s) of the above

Ownership of IP in the above-mentioned situations may not be defined/specified in the same way. The ownership definitions for different types of IP and other relevant aspects are described in Section 2.3.

2.3. OWNERSHIP OF INTELLECTUAL PROPERTY (IP)

2.3.1. Patent as well as inventive steps, Copyright on Software, Industrial design, IC layout design, new plant variety and pharmaceutical substance

(A) Intellectual property is owned wholly or exclusively by IGDTUW if:

- a. It has been developed solely with the use of funds/facilities provided by IGDTUW or with a mix of funds/facilities of IGDTUW and external agencies but without any formal associated agreement
- b. It has been developed without the use of any external funds/facilities or with the use of external funds/ facilities, including, that of sponsored research and consultancy projects but without any associated agreement.
- c. It has been developed under any contract arrangement including “work for hire”, work commissioned and/or outsourced by IGDTUW.
- d. It has been developed pursuant to a written agreement where ownership has been transferred to IGDTUW. Examples are work assigned to programmers, writers of IGDTUW publications, etc.
- e. It is not assignable to any specific individual or a specific group of identifiable contributors, i.e. software or technology or process developed over a period of time with contribution from different individuals of/for IGDTUW.

(B) Intellectual property can be owned by Third Party(ies) (exclusively or jointly with IGDTUW) if:

- a. It has been developed with external funding from Third party (ies) including sponsored research, consultancy projects and other collaborative activity (ies) with a formal associated agreement.
- b. It has been developed without external funding from third parties under collaborative project(s) or activity (ies) with Third party (ies) with associated agreement(s).
- c. It has been developed out of the work carried out by IGDTUW faculty/student/project staff/supporting staff during their visit to a Third-party institution/organization subject to associated agreement(s).

For sharing of IP in case of sponsored research and consultancy projects or any other collaborative activity, the following guidelines shall be followed:

- (i) If the funding agency allows IGDTUW to own the IP, then IGDTUW may, in its sole discretion, share its rights with other Third party(ies) subject to their respective contribution.
- (ii) In case of funds provided by an agency of Government of India, the ownership shall be decided in compliance with the ownership clauses defined by the funding agency at the time of approval of the activity(ies).
- (iii) In case of funds provided by a non-government agency, the ownership may be shared between IGDTUW and funding agency. The sharing may take into consideration relative contributions of parties involved as well as any background IP with respective parties. Waiver of joint ownership can be considered by IGDTUW on recommendation(s) of the contributing inventor(s) or Lead inventor based on the adequacy of compensation provided to IGDTUW.
- (iv) For a multi-country/multi –institutional collaborative project, there must be an explicit agreement defining the ownership of IP generated.
(Normally, IP will be shared among only those parties that contribute towards creation of IP through direct involvement of their human/other resources.)
- (v) In case of collaborative activity with foreign institutions involving indigenous biological material, IP ownership has to take into account restrictions as per the prevailing 'Biological Diversity Act 2002' of India.

2.3.2. Copyright other than software

(A) The copyright owned by the author(s): The copyrights for textbooks, research books, articles, monographs, teaching-learning resource materials and other scholarly publications or works created using the resources of IGDTUW, created for IGDTUW or by employees of IGDTUW, and/or commissioned by IGDTUW, shall be considered irrevocably assigned (by their respective authors) to IGDTUW (from the moment of creation of such works or publication), and shall be owned solely by IGDTUW, unless IGDTUW expressly agrees otherwise under the terms of an associated agreement. These may also include popular novels, poems, musical composition, other works of artistic imagination, etc. IGDTUW will be kept informed about such creations. Revenue generated, if any, from such activities must be reported to IGDTUW as per the prevailing rules of income from other professional activities/ sources.

(B) The copyright owned by IGDTUW: The copyright is owned by IGDTUW if the work is created under any contract (same as described under Clause A of Section 2.3.1).

(C) The copyright reassignable to Authors: Copyright work that are normally assignable to IGDTUW may be reassigned to the author on request of the author provided it does not violate any agreement with Third party and does not intervene/harm the interest of IGDTUW.

(D) Copyright owned by student:

- (i) Copyrights of thesis, dissertations, term papers, laboratory records, and of other documents that are produced by a student during the course of his/ her study will reside with IGDTUW unless restricted by an associated agreement and/or research carried out using facilities that have come to IGDTUW with pre-imposed IP protection restrictions.

- (ii) Further, any IP generated (other than copyright) out of the work carried out by the student would be covered as per Clause (A) and Clause (B) of Section 2.3.1.

(E) Open Access Policy: As per Annexure -III

2.3.3 TRADE AND SERVICE MARKS

Trade and service marks related to goods and services involving IGDTUW will be owned by IGDTUW. Use of IGDTUW's name through trademark makes users obligated to certain standards and accountability described later in Section 3.7.

2.3.4 PROTECTION OF BIODIVERSITY AND TRADITIONAL KNOWLEDGE

IGDTUW affirms that it abides with the national laws on biodiversity and traditional knowledge. Inventor(s) has/have to ensure that the provisions under the national laws on biodiversity and traditional knowledge are not violated during the course of securing any IP protection or use of such knowledge.

2.3.5 WAVIER OF IP RIGHTS BY IGDTUW

Subject to any associated agreement and with appropriate approval from the sponsor, IGDTUW may waive its rights to specified intellectual property in favour of the inventor so as to enable the inventor to seek funding or other support for the purpose of commercialization, or the Institute assessment doesn't favour IP protection. Such wavier of ownership in favour of the inventor(s) can be considered.

In all cases, unless explicitly agreed to, IGDTUW shall normally retain a perpetual, royalty-free license to use the intellectual property and any corresponding IP for research and educational purposes.

2.3.6 TRADE-SECRETS AND KNOW-HOW INFORMATION

Trade secrets and know-how fall outside the scope of protection under current IP regime of India. It is important for the owner of such secrets and know-how to maintain confidentiality through confidentiality or non-disclosure agreements (NDA) with the other parties. In order

to protect the information exchanged or being exchanged with Third party(ies) associated with an activity, Lead inventor/ faculty is encouraged to sign separate NDA with third party(ies), associated faculty members, students, supporting staff, project staff and visitor(s). Such confidential information should not be incorporated in a student's thesis without the written permission of the owner of the information. Trade secrets and know-how information should be exchanged with Third party(ies) in writing through a disclosure notice in order to keep a record of time and extent of disclosure. Such NDA should have a reasonable time limit from the date of disclosure of the information by the two parties so as not to hamper dissemination and propagation of scientific information to society.

. Non-publication/non-disclosure of information will only imply that the results have not yet reached a stage that merit disclosure or are awaiting IPR protection.

At any time, several faculty members, students, supporting staff and project staff may be working on different aspects of the same research area. Any NDA or any other agreement of collaboration must protect research and development interests and activities of IGDTUW by allowing disclosure of necessary information to person(s) unrelated or not party to the NDA or agreement of collaboration (as may be applicable) ,provided such disclosure is made on a need to know basis and subject to a written undertaken that the person to whom such information is disclosed shall protect its confidentiality.

2.3.7 COPYRIGHTS OWNED BY THIRD PARTIES

(a) Software

Third party software services or products ('**Software**') may be procured by IGDTUW from various third-party software service provider(s) and be made available for general use by IGDTUW's faculty/students/staff/project staff/supporting staff and other relevant parties which visit IGDTUW's premises, for education and/or research purposes. It is clarified that the use of such Software is governed by the license(s) granted to IGDTUW (by the relevant third party software provider(s) of such Software) and that IGDTUW's faculty/students/project staff/ supporting staff/visitor(s) must make use of the Software strictly subject to such terms of use and license (as may be applicable to the Software). It is further clarified that in the event of any misuse of the Software and/or breach of the terms of use/license applicable to such Software by IGDTUW's faculty/students/project staff/ supporting staff/visitor(s), the liability for such misuse and breach shall be solely incurred by the party (or parties) which have committed or caused such misuse or breach and IGDTUW shall not be liable in any manner whatsoever.

Software of general use shall be procured with valid license(s).

(b) Other copyrighted material

IGDTUW and its faculty, students, supporting staff, project staff and visitors

- (i) Would use copyrighted materials for only personal use, teaching and research purposes as permitted by Indian law,
- (ii) Will respect protection offered by Indian copyright law to all copyrighted material, and
- (iii) Would not use copyrighted material in their thesis, publications, reports and other professional documents without taking explicitly prior permission of the copyright holder.

Section 3

TRANSFER AND USE OF IP

3.1 INTRODUCTION

The purpose of transfer and use of IP by IGDTUW, which is a non-profit academic organization, is to meet one of its stated objectives of disseminating the fruits of research and development for the benefit of society. IGDTUW recognizes that translation of created IP to products and services of benefit to society is a complex process that normally involves considerable risk taking and expenses. The IGDTUW policy on transfer and use of IP proposed here takes into account the above fact. Further, commercialization provides incentive to the inventor(s) and provides 'technology push' to the invention and couples it to the 'market pull'. Commercialization of IP is generally carried out via licensing or assignment. A licensing agreement is a partnership between an intellectual property rights owner (licensor) and another who is authorized to use such rights (licensee) in exchange for an agreed payment (fee or royalty) whereas assignment of IP involves transfer of ownership irrevocably and permanently to the assignee by the assignor. Also, proprietary know-how generated by IGDTUW is known form of IP, and its transfer and use is covered by this policy.

3.2 MATERIAL TRANSFER AGREEMENT (MTA)

In case NDA does not cover material transfer clause, an appropriate MTA such as in the case of biotechnology inventions shall be signed between the donor and the recipient of the material regarding the use of the subject material.

3.3 POLICY RELATED TO TRANSFER OF BIOLOGICAL RESOURCE AND ASSOCIATE KNOWLEDGE

The Biological Diversity Act 2002 of India regulates the access to Biological resources of the country by non-citizens, non-residents of the country as well as a body corporate, association or organization not incorporated or registered in India. The Act prohibits such persons/entities from obtaining any biological resource occurring in India or knowledge associated there to for research or for commercial utilization or for bio-safety and bio-utilization. The Act prevents any person from transferring the results of any research for financial consideration or otherwise to such persons/entities without prior approval of the National Biodiversity Authority (NBA).

3.4 POLICY FOR IP LICENSING AND ASSIGNMENT

Licensing intellectual property to a third party is the most common modality for technology transfer leading towards commercialization. There are various modes of licensing strategy including the following:

- Exclusive licensing: The licenses the IP only to one licensee. In other words, the licensee is the only one authorized by the licensor (other than the licensor) to use and exploit the IP.
- Non-exclusive licensing: In this type of licensing, the licensor is permitted to enter into agreements with more than one entity for use and exploitation of the IP. In other

words, the same IP may be used by many licensees at the same time for the same purpose or for different purposes.

- Sole licensing: In this case also, the licensor licenses to only one licensee. However, under this licensing, the licensor is excluded from using or exploiting the IP (for the term of the sole license).
- Sub-licensing: Sub-licensing is applicable when a licensee wishes to further license the IP to another party(ies).

Given the breadth of research and development taking place at IGDTUW and diversity of the IP so created, each license agreement is somewhat unique to the technology being transferred. The following guidelines are applicable to license agreement with a Third party:

- (i) Generally, no entity shall be granted sole or exclusive right for the development/commercialization of intellectual property owned by IGDTUW.
- (ii) Sub-licensing must be specified whether it is permitted or not, and even if permitted, whether the consent of the licensor is required or not should be clearly stated in the license agreement.
- (iii) If an entity is granted sole or exclusive rights with respect to a particular IP, the same should be for a limited period to obviate the possibility of misuse/no use.
- (iv) Wherever applicable, it should be ensured that the licensing process does not restrict the research/publication rights as well as incorporation of necessary material in the thesis of the associated student inventor(s).
- (v) IGDTUW and its inventors should be protected and indemnified from all liability arising from development and commercialization of a particular intellectual property.
- (vi) Will not place restriction(s) beyond the inventor(s) on IGDTUW from entering into research and development in the same area independently or with other organization(s).

The license agreement may contain such other provisions as may be determined by IGDTUW in the best interest of the society.

Assignment of IP by IGDTUW to another party may be carried out under certain circumstances and conditions determined to be appropriate by IGDTUW (which may include conditions of any government or its agencies, or defence purposes or if the IP created distinctly accrues benefits to the society at large in the opinion of IGDTUW).

3.5 POLICY FOR IP LICENSING AND ASSIGNING FOR START-UP VENTURES WITH INVOLVEMENT OF INVENTOR(S) FROM IGDTUW

In order to encourage commercialization of IP registered and owned by IGDTUW, inventor(s) of such IPs shall be encouraged to promote a start-up company (following the guidelines established by IGDTUW) for developing a business proposition leveraging the IP under consideration. For this purpose, the start-up can also accommodate at Anveshan Foundation at IGDTUW, if so desired by the Inventor(s), after critical appraisal of the startup's business plan as per applicable procedures of IGDTUW.

The start-ups in the specified instances may be licensed IPs owned by IGDTUW on a limited exclusivity basis initially for a period of 3 years. The licensing fee may be decided depending on the nature of funding available for such a venture including the possibility of making the know-how/technology available even without any license fee. However, all such licensing should be accompanied by an appropriate agreement and a monitoring mechanism. During the limited exclusivity period, the start-up shall have 'no rights to sub-license' to any Third party.

Once the start-up venture establishes the commercial viability within the limited exclusivity period, the license agreement shall be re-visited and modified into exclusive over an extended period with a royalty consideration, the quantum of which shall be determined by IGDTUW.

In case the start-up fails to achieve commercial breakthrough within the allotted period, the exclusivity of the license to the start-up shall be forfeited.

Further, as any entity set-up under the IGDTUW Anveshan Foundation is an independent commercial entity, IGDTUW would not have any rights to IP/Know-how developed within the entity unless covered by an explicit agreement.

3.6 SHARING OF REVENUE BETWEEN IGDTUW AND INVENTOR(S)

The sub-section refers to revenue generated from monetization of IP. Protection of IP among other things is meant to provide incentive to all those associated with IGDTUW with a potential for pursuing research leading to marketable product or processes and as a consequence generate revenue for IGDTUW. Therefore, it is the policy of IGDTUW to share the revenue from monetization of IP among stakeholders. These stakeholders besides IGDTUW will include inventors, associated academic entities of IGDTUW and the administrative entities engaged in IP management and commercialization.

IGDTUW reserves the right to determine the share of the different stakeholders involved in IP creation and dissemination from time to time.

Revenue share of the inventor(s) shall continue even after their association with IGDTUW end. The administering entity among would evolve procedure to enable this sharing.

3.7 POLICY RELATED TO THE USE OF NAME OF IGDTUW AND TRADEMARKS OWNED BY IGDTUW BY THIRD PARTIES

IGDTUW would allow the use of its name and trademarks owned by it to the Third party(ies) to whom IP has been licensed/ assigned through a signed agreement on following conditions:

- (a) IP is intended to be used for the benefit of society.
- (b) IP is licensed/assigned with an undertaking from the licensee/assignee that IP will be used-
 - (i) In a responsible manner to create a product/process conforming to environmental safety, and good manufacturing practices promoted by the Government of India and its regulatory bodies.
 - (ii) In promoting truthful claims and information, i.e. not for misleading the society or users.
 - (iii) Without any liability to IGDTUW in case of misuse of IP or accidental damage accruing due to use of IP.
- (c) In no case IP will be used against the interest of India or IGDTUW.

In all such cases, the licensee/assignee must take prior approval of IGDTUW about the manner in which the name of IGDTUW and its trademarks are to be used in any media including print and electronic media.

3.8 NONCOMPLIANCE AND CONFLICT OF INTEREST

All inventors are responsible for compliance with government rules and IGDTUW's policies and ordinances related to development and use of IP generated. In all activities arising out of implementation of IPR policy of the institute, all faculty members/Inventors are expected to avoid potential and mutual conflicts of interest.

3.9 JURISDICTION

Any dispute arising related to IPR implementation (in relation to the terms herein) shall be resolved subject to the governing laws of India and the exclusive jurisdiction for the resolution of any such dispute shall lie with the courts at Delhi, India only.

ANNEXURE I

IPR ADMINISTRATIVE MECHANISM AT IGDTUW

For the facilitation of IPR policy, IGDTUW can entrust the role and responsibilities to various individuals and entities. This Annexure-I describes suggested administration mechanisms for some of the key activities.

AI.1 ADMINISTERING ENTITIES

The industrial R&D Unit (**IRD**) is the administrative entity currently associated with IP management and commercialization:

1. The Industrial R&D Unit (**IRD**) has been specifically set up to provide specialized administrative and managerial support for the operation of sponsored research, consultancy and other related R&D activities of the Institute.
2. The IPR Cell, IGDTUW is the administrative Body of IGDTUW to manage and administer all IPR related activities.

AI.2 IPR STANDING COMMITTEE (IPR SC) AND ITS ROLE

The IPR Standing Committee will be the core administrating body, which will be responsible for evolving detailed procedures to facilitate implementation of the IPR policy of IGDTUW. IPR SC would also arbitrate on appeals made and any clarifications sought. The term of office of the nominated members of the IPR Standing Committee, other than ex-officio members, shall be five years.

The IPR SC will have the following members:

(i)	Vice Chancellor	Chairperson (Ex-officio)
(ii)	Dean (IRD)	Member (Ex-officio)
(iii)	Dean (R&C)	Member (Ex-officio)
(iv)	Dr. Arun Sharma, Prof./ Head AI&DS Department	Member
(v)	Dr. Manoj Soni, Professor, MAE Department	Coordinator IPR Cell, IGDTUW, Member
(vi)	Dr. V K Arora, CEO – Anveshan Foundation	Coordinator IPR Cell, IGDTUW, Member
(vii)	Dr. Nonita Sharma, Associate Professor (IT)	Secretary

IPR SC suggested role would include the following:

- (a) To create expert groups in different subject domains for assessing and recommending proposals for IP filing. (Note: this assessment step can be skipped in case the costs of filing are borne by an external funding source including sponsored project or consultancy.
- (b) Create and finalize forms, procedures (and guidelines) to implement the IPR policy at IGDTUW.

- (c) Evolve proper procedures and guidelines for good practices for record keeping to allow efficient IP filing and protection.
- (d) Tie-up with organizations for filing, licensing/assigning of IPR on revenue sharing basis.
- (e) Appoint a panel of attorneys to facilitate filing of IPs by both the Institute appointed body as well by individual faculty/staff using their project or other funding.
- (f) Formulate programs for educating faculty/students/supporting staff/project staff/visitors about IPR and other associated issues.
- (g) Provide guidelines for IPR related documentation including creating infrastructure for the same.
- (h) Approach funding agencies for funds for promotion of IPR activities at IGDTUW.
- (i) To provide waivers and release of IPR to Inventor (s) and/or Third party(ies) within the framework of IPR policy of IGDTUW.
- (j) Redress any conflict, grievance regarding ownership of IP, processing of IP proposals, procedures adopted for implementation of IPR policy and interpretation of various clauses of IPR policy.
- (k) Create and finalize draft agreements to facilitate IP protection by IGDTUW.
- (l) To evolve modalities of financing of IP related activities at IGDTUW.
- (m) Deal with any relevant issues arising out of promotion as well as implementation of IPR policy.
- (n) Investigate the matter of violation/infringement of any intellectual property rights related to IGDTUW and make recommendations to the Vice Chancellor for resolution of such violation/infringement.

IPR SC may co-opt members from within and/or outside IGDTUW to seek their opinion in carrying out any of the above responsibilities.

AI.3 ROLE OF IRD

In addition, the current role of IRD also includes the following, which may be revised from time to time

- a. To create and facilitate infrastructure/facilities/manpower for functioning of IPR Cell.
- b. To oversee the functioning of IPR Cell.
- c. Organizing IPR SC meetings.
- d. To sign all IPR documents on behalf of IGDTUW with Dean (IRD) as the competent authority. Dean (IRD) may designate the Coordinator IPR Cell as competent authority on his behalf for signing agreement(s) created under standardized formats proposed by IPR SC.

Note: Confidential or Non-disclosure agreements written as per the standard formats made available by IPR SC can be signed by the Lead Inventor on behalf of IGDTUW. However, for cases, where the agreements have clauses other than standard format will continue to be signed by the Registrar, IGDTUW.

AI.4 ROLE of IPR Cell

- (a) IPR Cell will work under Dean (IRD).
- (b) There shall be a Coordinator/Co-coordinator IPR Cell for formulation/execution of IPR Cell.
- (c) Drafting IPR Policy and changes (if any) from time to time and obtain the approval from Competent Authority.
- (d) Administering IPR Policy of IGDTUW.
- (e) To facilitate faculty/students/project staff/ supporting staff/visitors in all IPR application activities.
- (f) To empanel the attorney for filing patent on behalf of IGDTUW.
- (g) Work on behalf of IGDTUW, to process and manage IP registrations.
- (h) Regularly review IP cases (filed/granted applications) for maintenance/discontinuation.
- (i) To coordinate with the inventor(s) to proactively identify third parties for development and commercialization of IP in consultation with IGDTUW Anveshan Foundation.
- (j) Custody of all IPR related documents
- (k) To process all financial matters related to registration and maintenance of various IPs.
- (l) To administer all matters related to IP transfer on the advice of IRD, IGDTUW.
- (m) Organization of IP awareness programs at IGDTUW.

ANNEXURE II

PREVAILING NORMS FOR SHARING

The income generated by licensing/assigning of IPR or on receipt of royalties associated with technology transfer / specific innovation programs shall be divided as per applicable clause as follows:

A. Cost Involvement

The cost involved for grant of Intellectual property will be borne jointly by the University (Applicant) and Inventor(s). There are two types of expenditures in the process of IPR as mentioned below: -

- a. Professional Fee toward facilitation**
- b. Government Fee (as applicable)**

The inventor will pay 20% of Government fees applicable time to time in the complete process. Entire professional fee along with remaining 80% Government Fee as per applicable IPR laws in India and all other fees will be borne by the University from Corpus /GIA Funds. The same is applied for the cases of transfer and renewal of IPRs.

B. Revenue Generated (In Case of Commercialization)

- (a) 50% (fifty percent) of the revenue will go to the Inventor(s); the share of each inventor may be decided by the Lead Inventor.
- (b) 50% (fifty percent) would go to IGDTUW for promotion of IPR activities and Patent filing support.
- (c) In case of Inventor willing to do the technology transfer/commercialize the IP without involving the university, he/she has to take no objection letter from the IP Cell and also remunerate the financial involved in complete lifecycle of IP (i.e. till Grant).
- (d) In case inventor wants to start his own start-up by the IP generated (patent or any other IP), the inventor has to take assignee authorization letter and No objection letter from the university. University will be supporting such activities subject to its sole discretion.

ANNEXURE III

IGDTUW FACULTY OPEN ACCESS POLICY

1.0 INTRODUCTION

The Faculty of Indira Gandhi Delhi Technical University for Women (IGDTUW) is committed to disseminating the fruits of its research and scholarship as widely as possible. In keeping with that commitment, the faculty adopts the following policy:

Each faculty members grants to the Indira Gandhi Delhi Technical University nonexclusive permission to make available his or her scholarly articles and to exercise the copyright in those articles for the purpose of open dissemination. In legal terms, each Faculty members grants to IGDTUW a nonexclusive, irrevocable, paid-up, worldwide license to exercise any and all rights under copyright relating to each of his or her scholarly articles, in any medium, provide that the articles are not sold for a profit, and to authorize others to do the same. The policy will apply to all scholarly articles written while the person is a member of the Faculty except for any articles completed before the adoption of this policy and any articles for which the faculty member entered into an incompatible licensing or assignment agreement before the adoption of this policy. The Vice-Chancellor on the recommendation of IPR SC will waive application of the policy for a particular article upon written notification by the author, who informs IGDTUW of the reason.

To assist the IGDTUW in distributing the scholarly articles, as of the date of publication, each Faculty member will make available an electronic copy of his or her final version of the article at no charge to a designated representative of IGDTUW (Librarian) in appropriate formats (such as PDF) specified by the IPR SC.

The IPR SC will make the scholarly article available to the public in an open-access repository. The IPR SC, in consultation with the Library Advisory Committee (LAC), will be responsible for interpreting this policy, resolving disputes concerning its interpretation and application, and recommending changes to the Faculty. The policy is to take effect immediately; it will be reviewed time to time by the Competent Authority.

The faculty calls upon the LAC to develop and monitor a plan for a service or mechanism that would render compliance with the policy as convenient for the faculty as possible.

2. DEFINITIONS

- a. *Nonexclusive permission* – After granting nonexclusive permission, one still retains ownership and complete control of the copyright in his/her writings, subject only to this prior license. One can exercise his/her copyrights in any way he/she sees fit, including transferring them to a publisher if he/she so desires.
- b. *Scholarly articles* – Faculty's scholarly articles are articles that describes the fruits of their research and that they give to the world for the sake of inquiry and knowledge

without expectation of payment. Such articles are typically presented in peer-reviewed scholarly journals and conference proceedings.

- c. *Open dissemination/open-access repository* – Journal articles stored and made available on the public internet, permitting any users to read, download, copy, distributed, print, search or link to the full texts of these articles, crawl them for indexing, pass them as data to software, or use them for any other lawful, non-commercial purpose, without financial, legal, or technical barriers other than those inseparable from gaining access to the internet itself.
- d. *Irrevocable, paid-up, worldwide license* –the permission granted may not be taken back; there are no fees associated with the permission granted; and the permissions apply worldwide.
- e. *Not sold for a profit* – IGDTUW could not generate a profit from exercising the rights granted, but could recover costs for a service related to the articles, such as printed course packs.
- f. *Authorize others to do the same* – The copyright holder has the sole right to authorize others to exercise any of the five rights under copyright, and the right to authorize others to exercise rights. This language transfers the nonexclusive right to IGDTUW to allow others to use the articles in specified ways and contexts, such as other IGDTUW faculty members who want to use an article in teaching.
- g. *Final version of the article* – The author’s version with any changes made as a result of the peer-review process, but prior to publisher’s copy-editing or formatting.
- h. Faculty – As per 1.4(m)

3.0 WORKING WITH THE IGDTUW FACULTY OPEN ACCESS POLICY

The implementation of the policy is being overseen by the IPR SC of the University. To submit a paper under the policy, upload the author’s final manuscript, post peer-review, via a web form. If already submitted this version to a preprint server (e.g. arXiv), faculty may email the paper’s identifying repository number, or the URL, instead of the paper.

- The policy applies only to the scholarly articles completed after the policy was adopted.
- Faculty authors are encouraged to use the IGDTUW addendum (MS Word doc) for publisher copyright agreements that reflects this policy.

4.0 SCOPE OF THE POLICY

- 4.1 Only scholarly articles typically presented in peer-reviewed scholarly journals and conference proceedings are covered under this policy. Many of the written products of faculty effort such as books, popular articles, fiction and poetry, encyclopaedia

entries, ephemeral writings, lecture notes, lecture videos, or other copyrighted works are not encompassed under this notion of scholarly article.

4.2 The author's final version of the article i.e. the author's manuscript with any changes made as a result of the peer-review process, but prior to publisher's copy-editing or formatting are considered as scholarly article in this policy.

4.3 Each joint author of an article who holds copyright in the article and, individually, has the authority to grant IGDTUW a non-exclusive license and the IGDTUW open access policy applies to them also. Joint authors are those who participate in the preparation of the article with the intention that their contributions be merged into inseparable or interdependent parts of the whole.

4.4 It doesn't apply to any articles that were completed before the policy was adopted nor to any articles for which a faculty entered into an incompatible publishing agreement before the policy was adopted.

4.5 The policy also does not apply to any articles a faculty writes after leaving IGDTUW.

5.0 OPTING OUT (OBTAINING A WAIVER)

5.1 To opt out, faculty need to fill out a simple web form, or send an email or other written notice to Librarian informing IGDTUW of the following:

- Name of IGDTUW author
- Title of article (expected or working title)
- Journal you expect to publish in
- Reason you are opting out

5.2 If a faculty do not opt out, but assign exclusive rights to a publisher anyway, mistakenly signing a publisher's agreement that conflicts with the policy. IGDTUW's license would still have force, because it would have been granted (through this policy) prior to the signing of the publisher contract.

5.3 Each co-author in a jointly written article owns the copyright.

5.4 In case a faculty wants to retract a paper later as required by publisher, it would be possible to remove a paper, particularly in cases involving a legal dispute. In this case the specifics would depend on what procedures are worked out by the IPR SC to implement the policy.