



Academy of Scientific & Innovative Research (AcSIR)

Minutes of the meeting of the Examination Committee held on 31st March 2011 at CCMB, Hyderabad

The following members participated :

1. Amitabha Chattopadhyay (CSIR-CCMB, Dean, Convener)
2. S N Shome (CSIR-CMERI, Co-convener)
3. Santa Chawla (CSIR-NPL, Associate Dean)
4. A Ram Mohan Rao (CSIR-SERC)
5. Raj Singh (CSIR-CEERI)
6. M Lakshmi Kantam (CSIR-IICT)
7. Shyam Sunder Rai (CSIR-NGRI)
8. Vinod Bhakuni (CSIR-CDRI)
9. Amitava Ghosh (CSIR-CBRI)
10. Sanjay Kamble (CSIR-NCL)

Prof. Amitabha Chattopadhyay, Dean & Convener, Examination Committee welcomed all the members and thanked all for participating in the first meeting of the examination committee. He explained about the purpose of the meeting and requested the members to deliberate on the various examinations and evaluation procedures. The participating members discussed at length on various issues related to MTech and PhD programmes. The recommendations of the committee are given below.

1. Examination & Evaluation procedures for MTech and PhD course work

- Continuous evaluation procedure shall be followed through-out the semester through class test, quiz, assignment, seminar/presentation on special topic, midterm and endterm examinations etc.
- End semester examination shall have maximum weightage of 40%.
- Depending on the nature of the subject, faculties may opt for open or close book examination.
- For laboratory courses, the candidates shall have to submit laboratory reports to the course coordinator. Depending on nature of the laboratory work, the coordinator can opt for a viva-voce at the end.
- The grading system to be followed for course work is illustrated below:

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

SGPA (Semester Grade Point Average) = $\frac{\{\text{Sum of (Course credit} \times \text{Numerical value of course grade)}\}}{\text{Total course credits earned in the semester}}$

CGPA (Cumulative Grade Point Average) = $\frac{\text{Cumulative points scored in all passed courses}}{\text{Cumulative credits earned}}$

- A student needs to have a SGPA of over 6.0 in each semester and a CGPA of over 6.5 from second semester onward for continuation. Minimum grade point to be earned to pass any subject is 6.0.
- The course coordinator shall submit the grades of the students as per the academic calendar.
- It is also recommended to obtain confidential feedback from the students for each course for continuous improvement of the programme. The feedback form would be developed by the examination committee and circulated at the earliest.

2. Examination & Evaluation procedures for Thesis work

- Every MTech/PhD student shall have at least one thesis supervisor from amongst the faculty members of the Institute. No Student can have more than two supervisors from the same Institute. However, another co-supervisor from outside the institute, if necessary, may be appointed.
- Every Institute shall evolve modalities for appointment of supervisors keeping in view of the students' aspirations and the research interest of the faculty.

For MTech Thesis work

- a. The thesis Oral Examination Board (OEB) shall be constituted by the Senate Chairman on recommendation of thesis supervisor for each student. The OEB will have minimum three members –one examiner from same field of research, one examiner from areas other than the candidate's field of research and the thesis supervisor(s).
- b. The candidate, at the earliest, would be allowed to submit the thesis two weeks before the completion of the fourth semester with recommendation of the thesis supervisor(s).

- c. The last allowable date for submission of the MTech thesis should be fifteen days before the commencement of the fifth semester.
- d. The notification of the open seminar would be circulated by the thesis supervisor in consultation with members of the OEB.
- e. The candidate shall present his thesis work physically in colloquium (Open Seminar) in presence of the OEB members.
- f. The candidate is considered to have passed the oral examination if all the OEB members consider that the performance of the candidate is satisfactory.
- g. Based on the presentation and responses to the questions raised during oral examinations, the committee may recommend re-submission of the thesis at most once after incorporating the suggestions made by the committee for evaluation.
- h. In the rescheduled oral examination, the OEB must declare the candidate either to have passed or failed. There shall not be any recommendation for third oral examination.

For PhD Thesis work

- ***Doctoral Advisory Committee (DAC)***

- i) AcSIR Laboratory Coordinator in consultation with the Director of the laboratory shall constitute the Doctoral Advisory Committee for each candidate as soon as the thesis supervisor(s) is assigned with approval of Dean & subsequent ratification by Senate Chairman.
- ii) In addition to thesis supervisor(s), the committee shall have three more members – two members from the same research area as recommended by the supervisor(s) and one member nominated by the Director of the Institute from different field of research.
- iii) The doctoral advisory committee shall review the progress of the research work on continuous basis and meet at least once in each year. They shall advice on the next course of action. The committee also recommends when to submit of the thesis.
- iv) The coordinator shall report to dean about the detail of the committees and obtain necessary approval from time to time.

- ***Comprehensive Examination***

- i) A student is eligible to appear at the Comprehensive Examination only after he/she has successfully completed all course requirements with more than the minimum CGPA.
- ii) The Comprehensive examination board shall consist of minimum three members --thesis supervisor(s), one member from the same field of research and one member from other than the candidate's field of research. The board can have a maximum of five members.
- iii) Based on the proposal of the supervisor(s), the Comprehensive examination board would be formed & approved for each student by the Dean with subsequent ratification by the Senate chairman.

- iv) The candidate in consultation with the thesis supervisor(s) shall appear for oral comprehensive examination in between 2nd and 4th semester. If the candidate fails to clear the comprehension in two attempts, his/her provisional PhD registration would be cancelled.
 - v) The Comprehensive examination will consist of presentation by the candidate followed by rigorous oral examination. The recommendation of the board would be in the form of "Cleared" or "Not Cleared".
- **State-of-the-Art and Open Seminar**
 - i) The PhD candidate needs to present the State-of-the-Art in a seminar (open) along with PhD proposal in presence of Doctoral Advisory Committee within six months after clearing the Comprehensive examination.
 - ii) The PhD candidate shall present his research work in PhD colloquium (Open Seminar) in presence of the DAC members, before synopsis and thesis submission.
 - iii) PhD synopsis along with the thesis hard copies (five numbers) & soft copies shall be submitted to laboratory coordinator on recommendation of the DAC and after incorporation of all suggestion, if any.
 - iv) The notification of the open seminar shall be circulated by the thesis supervisor in consultation with members of the Doctoral Advisory Committee.
 - **PhD Thesis Evaluation**
 - a) A PhD thesis shall be first evaluated by a Thesis board and thereafter by an Oral Board.
 - b) The thesis advisor(s) will submit the panel of examiners, normally six experts from the relevant field, to Dean through AcSIR coordinator. None of the examiners shall be from the same Institute.
 - c) The senate chairman shall constitute the thesis board by selecting two examiners from the above list.
 - d) The examiners shall be contacted through email for their acceptance.
 - e) The thesis report from examiners shall be communicated to the respective Deans for endorsement by the laboratory coordinators.
 - f) Based on the report of the thesis examiners, the DAC shall recommend the next course of action i.e. recommendation for holding oral examination or rework.
 - g) Thesis oral examination board shall be constituted by the Senate Chairman on recommendation of the thesis supervisor. The OEB will have minimum three members – minimum one external member, one DAC member and thesis supervisor(s).
 - h) The PhD candidate shall present his research work physically in presence of the above OEB members. Additional external members may be present in video conferencing mode, if desired.
 - i) The OEB will look after whether or not the essential modifications, suggested by the thesis examiners, if any, have been incorporated. The board shall

authenticate the thesis work as the student's own work based on the presentation and responses to the questions raised during oral examinations.

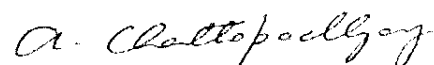
- j) The candidate is considered to have passed the oral examination if all the members except at the most one member consider that the performance of the candidate is satisfactory.
- k) The committee may recommend re-submission of the thesis at most once after incorporating the suggestions made by the committee for evaluation.
- l) In the rescheduled oral examination, the OEB must declare the candidate either to have passed or failed. There shall not be any recommendation for third oral examination.

3. Provisional Certificate

The provisional certificate shall be awarded by the respective Dean after successfully completion of the MTech/PhD oral examination.

The meeting ended with a vote of thanks to the chair.

The minutes of the Examination Committee is approved.



(Prof. Amitabha Chattopadhyay)
CSIR-CCMB, Dean
Convener, Examination Committee, AcSIR