

Ready-reckoner for submission of DRC agenda

List of Agenda Items (Use the navigation button in the menu to locate your agenda item)

SRC formation

Form to be filled: eAdmin¹

Form to be filled by: Faculty

Form navigation: eAdmin > as Faculty > Academic Management > PhD Supervision > SRC Allotment

Details: Before the Supervisor proposes the SRC constitution on eAdmin the research scholar has to propose a supervisor on eAcademics. If SRC includes an expert from outside IIT Delhi the supervisor has to seek approval for the external expert on eAdmin > Phd Supervision > External expert master. Only after the approval of the Associate Dean Research can the external expert be added to the SRC.

Recommended credits: "18 credits" OR "18 credits and HSD800 Research Writing"

Progress Report Grading

Form to be filled: eAdmin²

Form to be filled by: Faculty

Form navigation: eAdmin > as Faculty > Academic Management > PhD Supervision > PhD Progress Report

Details:

Reporting Research Plan Presentation and Comprehensive Examination

Form to be filled: (preferred/ compulsory method) eAdmin³

¹<http://eadmin.iitd.ac.in/>

²<http://eadmin.iitd.ac.in/>

Form to be filled by: Faculty

Form navigation: eAdmin > as Faculty > Academic Management > PhD Supervision > Comprehensive Exam

Details:

Form to be filled: (optional method) Online form for DRC agenda⁴

Form to be filled by: Faculty

Details:

- All scholars who are to present their Research Plan are required to fill in two additional forms:
 - (a) A Gantt Chart⁵ indicating the timeline to thesis submission, (<https://owncloud.iitd.ac.in/nextcloud/index.php/s/WebFMtsyk2JF5gz>)
 - (b) HSS Ethics declaration form⁶. (<https://owncloud.iitd.ac.in/nextcloud/index.php/s/NcHNKymMGNgWfaq>)

Please merge these two forms with the Research Plan before uploading to eAcademics.

- In certain cases the aAdmin option for reporting of RPP gets stalled due to non-receipt of approval from SRC members. In such cases faculty may use this option to report RPP to the DRC. This option is not a substitute of the eAdmin procedure. Reporting RPP through eAdmin is a must. Please ensure that you upload the PDF of the email that records the approval of the external member(s) of the SRC. Without this the process will be stuck almost perpetually.

Hardcopy form (optional): <https://cdn2.me-qr.com/pdf/16710454.pdf>

SRC reconstitution

Form to be filled: Online form for DRC agenda⁷

Form to be filled by: Faculty

³<http://eadmin.iitd.ac.in/>

⁴<https://forms.office.com/Pages/ResponsePage.aspx?id=S1xNYsVFIkGM0ETw-E6UXWmxFSiC8GpGo82V6-Krzc1URDFHUTZWSzZCRFpRM1pVRE4xMIhIQUNOOS4u>

⁵<https://owncloud.iitd.ac.in/nextcloud/index.php/s/WebFMtsyk2JF5gz>

⁶<https://owncloud.iitd.ac.in/nextcloud/index.php/s/NcHNKymMGNgWfaq>

⁷<https://forms.office.com/Pages/ResponsePage.aspx?id=S1xNYsVFIkGM0ETw-E6UXWmxFSiC8GpGo82V6-Krzc1URDFHUTZWSzZCRFpRM1pVRE4xMIhIQUNOOS4u>

Form navigation: Faculty > Student related> SRC reconstitution

Details:

- This method is only to be used for changing members of the SRC. For change in supervisor contact the DRC Chair/ Secretary directly.
- Recommended credits: "18 credits" OR "18 credits and HSD800 Research Writing"

Hardcopy form: SRC Form (<https://me-qr.com/XvCHgi2e>)

Credit waiver on account of MPhil (only after 1st semester)

Form to be filled: Online form for DRC agenda⁸

Form to be filled by: Faculty

Form navigation: Faculty > Student related> Credit waiver on account of MPhil

Details:

Hardcopy form: SRC Form (<https://me-qr.com/XvCHgi2e>)

Seeking approval for undertaking coursework outside IIT Delhi

Form to be filled: Online form for DRC agenda⁹

Form to be filled by: Faculty

Form navigation: Faculty > Student related> Seeking approval for undertaking coursework outside IIT Delhi

Details: Upload the students' application after signing it.

Waiver for coursework undertaken outside IITD (with grade report)

Form to be filled: Online form for DRC agenda¹⁰

Form to be filled by: Faculty

⁸<https://forms.office.com/Pages/ResponsePage.aspx?id=S1xNYsVFikGM0ETw-E6UXWmxFSiC8GpGo82V6-Krzc1URDFHUTZWSzZCRFpRM1pVRE4xMIhIQUNOOS4u>

⁹<https://forms.office.com/Pages/ResponsePage.aspx?id=S1xNYsVFikGM0ETw-E6UXWmxFSiC8GpGo82V6-Krzc1URDFHUTZWSzZCRFpRM1pVRE4xMIhIQUNOOS4u>

¹⁰<https://forms.office.com/Pages/ResponsePage.aspx?id=S1xNYsVFikGM0ETw-E6UXWmxFSiC8GpGo82V6-Krzc1URDFHUTZWSzZCRFpRM1pVRE4xMIhIQUNOOS4u>

Form navigation: Faculty > Student related> Waiver for coursework undertaken outside IITD

Details: In effect it is a waiver of coursework credits. The grades for the coursework undertaken outside IITD will not be mentioned in the grade sheet.

Hardcopy form: SRC Form

Approval for SRF committee

Form to be filled: Online form for DRC agenda¹¹

Form to be filled by: Faculty

Form navigation: Faculty > Student related> Approval for SRF committee

Details:

Reporting SRF presentation

Form to be filled: Online form for DRC agenda¹²

Form to be filled by: Faculty

Form navigation: Faculty > Student related> Reporting SRF presentation

Details:

Hardcopy form: UGC- JRF to SRF form (https://www.ugc.gov.in/pdfnews/8821047_revised-JRF.pdf)

Report presentation of pre-PhD synopsis

Form to be filled: Online form for DRC agenda¹³

Form to be filled by: Faculty

Form navigation: Faculty > Student related> Report presentation of pre-PhD synopsis

Details:

¹¹<https://forms.office.com/Pages/ResponsePage.aspx?id=S1xNYsVFikGM0ETw-E6UXWmxFSiC8GpGo82V6-Krzc1URDFHUTZWSzZCRFpRM1pVRE4xMIhIQUNOOS4u>

¹²<https://forms.office.com/Pages/ResponsePage.aspx?id=S1xNYsVFikGM0ETw-E6UXWmxFSiC8GpGo82V6-Krzc1URDFHUTZWSzZCRFpRM1pVRE4xMIhIQUNOOS4u>

¹³<https://forms.office.com/Pages/ResponsePage.aspx?id=S1xNYsVFikGM0ETw-E6UXWmxFSiC8GpGo82V6-Krzc1URDFHUTZWSzZCRFpRM1pVRE4xMIhIQUNOOS4u>

Hardcopy form: pre-PhD synopsis form¹⁴ (Please print the first page separately from the list of examiners and not on both sides of the paper. The first page is a clerical document. The List of examiners is confidential and should only be communicated in a sealed envelope.)

Other student related items

Form to be filled: Online form for DRC agenda¹⁵

Form to be filled by: Faculty

Form navigation: Faculty > Student related> Other

Details: Use this option for any other matter related to a research scholar. Upload relevant documents.

Faculty external project proposal

Form to be filled: Online form for DRC agenda¹⁶

Form to be filled by: Faculty

Form navigation: Faculty > Research related> Faculty external project proposal

Details:

Post Doc (external) mentoring

Form to be filled: Online form for DRC agenda¹⁷

Form to be filled by: Faculty

Form navigation: Faculty > Research related> Post Doc (external) mentoring

Details:

¹⁴https://csciitd-my.sharepoint.com/:b:/g/personal/drchss_iitd_ac_in/ETmNBaJVXe5IoVujEaWC7egBKgAhSYA54O8UyWtYCh7UTA?e=Km8zqQ

¹⁵<https://forms.office.com/Pages/ResponsePage.aspx?id=S1xNYsVFikGM0ETw-E6UXWmxFSiC8GpGo82V6-Krzc1URDFHUTZWSzZCRFpRM1pVRE4xMIhIQUNOOS4u>

¹⁶<https://forms.office.com/Pages/ResponsePage.aspx?id=S1xNYsVFikGM0ETw-E6UXWmxFSiC8GpGo82V6-Krzc1URDFHUTZWSzZCRFpRM1pVRE4xMIhIQUNOOS4u>

¹⁷<https://forms.office.com/Pages/ResponsePage.aspx?id=S1xNYsVFikGM0ETw-E6UXWmxFSiC8GpGo82V6-Krzc1URDFHUTZWSzZCRFpRM1pVRE4xMIhIQUNOOS4u>

Hosting external scholar

Form to be filled: Online form for DRC agenda¹⁸

Form to be filled by: Faculty

Form navigation: Faculty > Research related> Hosting external scholar

Details:

Fieldwork Leave

Form to be filled: Online form for DRC agenda¹⁹

Form to be filled by: Research scholar

Form navigation: Student > Leave > Fieldwork Leave

Details: Upload duly signed leave form

(<https://hss.iitd.ac.in/sites/default/files/pdf/Leave%20form%20for%20PG%20students.pdf>²⁰)

Duty Leave

Form to be filled: Online form for DRC agenda²¹

Form to be filled by: Research scholar

Form navigation: Student > Leave > Duty Leave

Details: Mention details of conference, dates etc. Attach invite from host

Upload duly signed leave form

(<https://hss.iitd.ac.in/sites/default/files/pdf/Leave%20form%20for%20PG%20students.pdf>²²)

¹⁸<https://forms.office.com/Pages/ResponsePage.aspx?id=S1xNYsVFikGM0ETw-E6UXWmxFSiC8GpGo82V6-Krzc1URDFHUTZWSzZCRFpRM1pVRE4xMlhIQUNOOS4u>

¹⁹<https://forms.office.com/Pages/ResponsePage.aspx?id=S1xNYsVFikGM0ETw-E6UXWmxFSiC8GpGo82V6-Krzc1URDFHUTZWSzZCRFpRM1pVRE4xMlhIQUNOOS4u>

²⁰<https://hss.iitd.ac.in/sites/default/files/pdf/Leave form for PG students.pdf>

²¹<https://forms.office.com/Pages/ResponsePage.aspx?id=S1xNYsVFikGM0ETw-E6UXWmxFSiC8GpGo82V6-Krzc1URDFHUTZWSzZCRFpRM1pVRE4xMlhIQUNOOS4u>

²²<https://hss.iitd.ac.in/sites/default/files/pdf/Leave form for PG students.pdf>

Ex-India Leave

Form to be filled: Online form for DRC agenda²³

Form to be filled by: Research scholar

Form navigation: Student > Leave > Ex-India Leave

Details: Mention details of conference, dates etc. Attach invite from host

Upload duly signed leave form

(<https://hss.iitd.ac.in/sites/default/files/pdf/Leave%20form%20for%20PG%20students.pdf>²⁴)

Maternity/ Paternity Leave

Form to be filled: Online form for DRC agenda²⁵

Form to be filled by: Research scholar

Form navigation: Student > Leave > Maternity/ Paternity Leave

Details:

Upload duly signed leave form

(<https://hss.iitd.ac.in/sites/default/files/pdf/Leave%20form%20for%20PG%20students.pdf>²⁶)

RSTA

Form to be filled: RSTA is no longer a DRC agenda item. It will be approved by the HoD.

Form to be filled by: Research scholar

Form navigation: Student > RSTA

Details:

Hardcopy form: <https://owncloud.iitd.ac.in/nextcloud/index.php/s/Rd3SQB5W7wm8xXm>

²³<https://forms.office.com/Pages/ResponsePage.aspx?id=S1xNYsVFikGM0ETw-E6UXWmxFSiC8GpGo82V6-Krzc1URDFHUTZWSzZCRFpRM1pVRE4xMlhIQUNOOS4u>

²⁴<https://hss.iitd.ac.in/sites/default/files/pdf/Leave form for PG students.pdf>

²⁵<https://forms.office.com/Pages/ResponsePage.aspx?id=S1xNYsVFikGM0ETw-E6UXWmxFSiC8GpGo82V6-Krzc1URDFHUTZWSzZCRFpRM1pVRE4xMlhIQUNOOS4u>

²⁶<https://hss.iitd.ac.in/sites/default/files/pdf/Leave form for PG students.pdf>

RETA

Form to be filled: Online form for DRC agenda²⁷

Form to be filled by: Research scholar (only applicable by those who have already been awarded RETA)

Form navigation: Student > RETA

Details: To be used only for RETA claim and not for RETA award. The physical form for claiming RSTA and RETA is the same one.

Hardcopy form: <https://owncloud.iitd.ac.in/nextcloud/index.php/s/Rd3SQB5W7wm8xXm>

WiP waiver

Form to be filled: Online form for DRC agenda²⁸

Form to be filled by: Research scholar

Form navigation: Student > WiP waiver

Details: Upload application with supervisor's approval

Extension for Research Plan presentation

Form to be filled: Online form for DRC agenda²⁹

Form to be filled by: Research scholar

Form navigation: Student > Extension for Research Plan presentation

Details: Upload application with supervisor's approval

Conversion from external funding to Institute Fellowship

Form to be filled: Online form for DRC agenda³⁰

²⁷<https://forms.office.com/Pages/ResponsePage.aspx?id=S1xNYsVFikGM0ETw-E6UXWmxFSiC8GpGo82V6-Krzc1URDFHUTZWSzZCRFpRM1pVRE4xMIhIQUNOOS4u>

²⁸<https://forms.office.com/Pages/ResponsePage.aspx?id=S1xNYsVFikGM0ETw-E6UXWmxFSiC8GpGo82V6-Krzc1URDFHUTZWSzZCRFpRM1pVRE4xMIhIQUNOOS4u>

²⁹<https://forms.office.com/Pages/ResponsePage.aspx?id=S1xNYsVFikGM0ETw-E6UXWmxFSiC8GpGo82V6-Krzc1URDFHUTZWSzZCRFpRM1pVRE4xMIhIQUNOOS4u>

Form to be filled by: Research scholar

Form navigation: Student > Conversion from external funding to Institute Fellowship

Details: Upload application with supervisor's approval

Extension of thesis submission

Form to be filled: Online form for DRC agenda³¹

Form to be filled by: Research scholar

Form navigation: Student > Extension of thesis submission

Details: To be used only by those scholars who have already presented pre-PhD synopsis for a maximum extension of 15 days. If the scholar has been unable to submit thesis within 9.5 months of pre-PhD synopsis presentation, the scholar must repeat pre-PhD synopsis presentation (public presentation before the department). Upload application with supervisor's approval.

Exemption from HSL800

Form to be filled: eAcademics

Form to be filled by: Research scholar

Form navigation:

Details: Upload application with SRC's approval.

Hardcopy form: HSL800 waiver form (<https://me-qr.com/iJcTvhsC>)

Resignation/withdrawal

Form to be filled: eAcademics

Form to be filled by: Research scholar

Form navigation: eAcademics > Phd Forms > Resignation/ withdrawal

³⁰<https://forms.office.com/Pages/ResponsePage.aspx?id=S1xNYsVFikGM0ETw-E6UXWmxFSiC8GpGo82V6-Krzc1URDFHUTZWSzZCRFpRM1pVRE4xMIhIQUNOOS4u>

³¹<https://forms.office.com/Pages/ResponsePage.aspx?id=S1xNYsVFikGM0ETw-E6UXWmxFSiC8GpGo82V6-Krzc1URDFHUTZWSzZCRFpRM1pVRE4xMIhIQUNOOS4u>

Details: Upload application with supervisor's approval

full time to part time

Form to be filled: eAcademics

Form to be filled by: Research scholar

Form navigation: eAcademics > Phd Forms > Conversion of PhD status

Details: Upload application with supervisor's approval along with NOC from employer in the prescribed format (<https://cdn2.me-qr.com/pdf/19256102.pdf>).

Semester withdrawal

Form to be filled: eAcademics

Form to be filled by: Research Scholar

Form navigation: eAcademics > Phd Forms > Semester withdrawal

Details: Upload application with supervisor's approval

Guidelines for preparation of PhD Thesis

1. Thesis should be type-written on both sides of good quarto-size / A - 4 size paper in double space with sufficient margins with multiplastic ring binding.
2. Suitable reproduction of Indian-Ink diagrams should be used. Photographs should be suitably mounted on the same quality paper as the thesis.
3. Reference should be given in a style in the text consistent with a standard journal in the field.
4. Three copies of thesis in multiplastic spiralbinding in Dark Orange colour cover must be submitted for evaluation. In case of student being supervised by more than one supervisor, appropriate number of additional copies must be submitted.
5. The cover should have the following printed on it in block letters :
 - (a. the title at the top (b) author's name in the middle (c) Name of the Department/Centre and Indian Institute of Technology, Delhi at the bottom.

6. After the Viva-Voce Examination, two copies of thesis in hard maroon-colour-cover must be submitted. The cover should have the material indicated in item 5 above. Besides, the following should be printed on the spine of the thesis :

(a. the year of publication at the top (b) the author's last name in the middle and (c) Ph.D at the bottom.

7. The contents of the thesis should have the following format :

(i. The hard bound copies of the thesis must contain the following copy right notice in the beginning of the thesis (left side of the inner cover page):— ©Indian Institute of Technology New Delhi-200...

All rights reserved.

(ii. Inner cover page (iii) Certificate of the Supervisor(s) (iv) Acknowledgements (v) Abstract

(vi) Table of contents (vii) List of figures (viii) Body of the thesis (ix) References (x) Appendices and (xi) Brief Bio-data of the author.

8. The inner cover page should read as follows :

TITLE OF THESIS by

(NAME OF AUTHOR)

..... Department/Centre

Submitted

in fulfilment of the requirements of the degree of Doctor of Philosophy to the

Indian Institute of Technology Delhi Month & Year

Thesis submission

Form to be filled: <https://me-gr.com/1TghGqOo>

The thesis submission form (fully filled and signed) has to be signed by DRC Chair.

Thereafter, the complete form along with the following documents are to be forwarded by email to Dean (Academics) by the Supervisor(s).

- Soft copy of the thesis
- Turnitin report

- Soft copy of the synopsis
- Receipt for the payment of Thesis submission fees.

Forward by email, or present by hardcopy all the above documents to the DRC Chair to obtain signature on the Thesis submission form.