HINDUSTAN
INSTITUTE OF TECHNOLOGY & SCIENCE
(DEEMED TO BE UNIVERSITY)

# Research Policies & Guidelines




## Directorate of Research & Consultancy (DRC)

## 2026

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# Ph.D. Regulations 2026


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# SECTION 1 – REGULATIONS APPLICABLE TO RESEARCH SCHOLARS

## 1. Definitions and Nomenclature

1.1 "HITS" means Hindustan Institute of Technology and Science (Deemed to be University)
1.2 "Programme" means Doctoral Programmes leading to award of Ph.D. in Engineering / Humanities and Sciences / Architecture and Planning / Management/ Law both Full Time and Part Time modes.
1.3 "Scholar" means any candidate admitted by the University either under Residential or Non - Residential mode for pursuing Doctoral Programme for the award of Ph.D. degree of the University.
1.4 "Supervisor" means any full time faculty member of HITS who has been recognized by HITS to supervise the research scholars.
1.5 "DC" means a Doctoral Committee constituted by HITS for each Scholar to monitor the progress of his/her research work.
1.6 "Course" means a theory subject of PG programme/ directed study/ Advanced Courses prescribed by the DC for the scholar to undergo as part of the Ph.D. Programme
1.7 "UGC" means University Grants Commission
1.8 "VC" means Vice Chancellor
1.9 "PG" means Post Graduate
1.10 "WOS" means Web of Science
1.11 "HOD" means Head of Department
1.12 "SCI" means Science Citation Index
1.13 "SCIE" means Science Citation Index Expanded
1.14 "SSCI" means Social Sciences Citation Index
1.15 "AHCI" means Arts & Humanities Citation Index

## 2. Program Objective

The objective of the Ph.D. program is to provide a congenial academic environment and infrastructure facilities to talented and suitably qualified candidates enabling them to undertake a substantial programme of individual research, involving the sustained exercise of independent critical powers, including the ability to use research outcomes to guide the development of the research programme and leading to a significant original contribution to knowledge in areas of current national and international importance at peer acceptance standard.

## 3. Categories of Admission

Candidates shall be admitted to the Ph.D. programme of the Institute under one of the following categories:
3.1 Residential: Scholars with or without Institute fellowship or funded project within the institute or with external Fellowships like support by UGC / CSIR JRF, ICMR / ICAR Fellowship, DST Inspire. QIP as peer QIP norms Scholars must avail accommodation within the institute premises.
3.1.1 Sponsored: Sponsored by industry, R&D organizations, government departments, or public sector undertakings with no financial support from the institute under Residential category.
3.1.2 Integrated Dual Degree (PG + Ph.D.): Scholar admitted under this category in established programmes, intended for candidates with good academic performance at the undergraduate level. The total duration of study is 4.5 years.
3.1.3 Conversion of PG to PhD: Scholar admitted for PG programs can opt for to pursue PhD.
3.2 Non- Residential: Professionals employed in educational institutions, R&D organizations, national laboratories, or industries with R&D facilities, with at least two year of experience, holding a No Objection Certificate (NOC) from their employer.
Freshers: A minimum of 2 years of professional and established work experience is required.
3.2.1 International: Foreign nationals / NRI with valid passport and visa, subject to approval from High Commission and Government of India authority.
Fee payable in USD
3.2.2 Transfer: Candidates transferring Ph.D. registration from another recognized University are required to have a minimum of one year of research at the admitting institution before submission

## 4. Eligibility

### 4.1 Minimum Educational Qualifications for Residential / Non - Residential Doctoral Programmes

For all research programmes, it is mandatory that the candidate should have completed regular, fulltime and formal education in their previous degree programmes (UG and PG). However, those candidates who have obtained their master's degree through distance mode which are recognized by UGC Directorate of distance education / AICTE as applicable are eligible. The minimum educational qualifications for admission to the Ph.D. programme of the Institute are as follows:

### 4.1.1 Ph.D. under School of Engineering & Technology

**Candidates who have completed**

a) Master's degree in Engineering / Technology in relevant discipline with a minimum of 65% marks / CGPA 6.5 on ten-point scale.
b) Relaxation of 10% in marks / equivalent grades may be

allowed for those belonging to SC/ST/OBC (non-creamy layer)/differently-abled and other categories of candidates as per the decision of the UGC from time to time.

c) Equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.

d) M.Sc. (Computer science), M.Sc. (IT) and MCA degree holders are not eligible to apply for Ph.D. in Engineering & Technology, however they are eligible to apply for Ph.D. under the School of Basics & Applied Sciences in their respective specializations.

Sandwich Ph.D. Programme: Candidates registered for the Ph.D. under the School of Engineering & Technology may pursue a Sandwich Ph.D., wherein a part of the research work and/or course requirements may be carried out at a foreign or national collaborating institution / research organization / industry with which a formal MoU or collaboration agreement exists. The period of stay at the host institution shall normally be 3 to 12 months, as approved by the Doctoral Committee and the competent authority of the University. The research work shall be jointly supervised, and the degree shall be awarded by HITS upon successful completion and fulfillment of all requirements.

### 4.1.2 Ph.D. under School of Basics and Applied Sciences (SBAS)

**Candidates who have completed:**

a) Master's degree in relevant discipline of Science (Physics, Chemistry, Mathematics), Physical Education, Computer Application, Computer Science, Food Technology, Psychology, Aviation Science with a minimum of 65% marks / CGPA 6.5 on ten-point scale.

b) Relaxation of 10% in marks /grades may be allowed for those belonging to SC / ST / OBC (non-creamy layer) /differently-abled and other categories of candidates as per the decision of the UGC from time to time.

c) Equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.

### 4.1.3 Ph.D. under School of Planning, Architecture and Design Excellence (SPADE)

**Candidates who have completed:**

a) Master's degree in relevant disciplines of Architecture, Planning and Design, with a minimum of 65% marks / CGPA 6.5 on ten-point scale.

b) Relaxation of 10% marks/ equivalent grades may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/differently-abled and other categories of candidates as per the decision of the UGC from time to time.

c) Equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.

### 4.1.4 Ph.D. under School of Management (SoM)

**Candidates who have completed:**

a) Master's degree in Business Administration or relevant discipline from any recognized university / institution in relevant field with a minimum of 65% marks / CGPA 6.5 on a ten-point scale.

Or

Associateship of CA/ICWA/ACS/ICMA and a Bachelor's degree with a minimum of 65 % marks / CGPA 6.5 on ten-point scale.

b) Relaxation of 10% in marks / grades may be allowed for those belonging to SC / ST / OBC / differently-abled and other categories of candidates as per the decision of the UGC from time to time.

c) Equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.

### 4.1.5 Ph.D. under School of Law (SoL)

**Candidates who have completed:**

a) Master's degree in law (L.L.M/M.L.) from any recognized University/Institution in relevant field of specialisation, with a minimum of 65% marks/CGPA 6.5 on ten-point scale.

b) Relaxation of 10% marks/grades may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/ differently-abled and other categories of candidates as per the decision of the UGC from time to time.

c) Equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in

its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution

### 4.1.6 Ph.D. under School of Liberal Arts and Creative Arts ( SLiCA)

**Candidates who have completed:**

b) Master's degree in relevant discipline of Economics, Commerce, Political Science, Sociology, Fashion Design, Visual Communication, Christian studies, Social Work, Languages and Fine Arts with a minimum of 65% marks / CGPA 6.5 on a ten-point scale.

c) Relaxation of 10% in marks / grades may be allowed for those belonging to SC / ST / OBC (non-creamy layer)/ differently-abled and other categories of candidates as per the decision of the UGC from time to time.

d) Equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.

### 4.1.7 Ph.D. under School of Health Sciences (SoHS)

**Candidates who have completed:**

b) Master's degree in relevant discipline of Pharmaceutical Sciences, Physiotherapy, Optometry, Allied Health Sciences with a minimum of 65% marks / CGPA 6.5 on a ten-point scale.

c) Relaxation of 10% in marks/grades may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/ differently-abled and other categories of candidates as per the decision of the UGC from time to time.

d) Equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.

### 4.2 Research scholars registering on Non - Residential

Ph.D. programmes through part-time mode will be permitted, provided all the conditions stipulated in these Regulations are fulfilled in accordance to UGC guidelines:

a) The minimum educational qualifications are the same as prescribed for full time research Scholars in 4.1.1 to 4.1.7 for admission to the Ph.D. programme in the respective categories.

b) Candidates working in other universities / organizations with a minimum of two year of professional experience may be admitted to the Ph.D. programme of all disciplines under the part time category.

c) HITS will not conduct Ph.D. programmes through distance education mode.

d) Candidates who obtained their PG Degree from foreign universities should produce equivalency certificate.

e) Candidates should submit No Objection Certificate from the employer, clearly stating that:

i. The candidate is permitted to pursue studies on a part-time basis.

ii. The Candidates official duties permit the candidate to devote sufficient time for research

iii. If required, the candidate will be relieved from the duty to complete the course work

iv. Self-employed candidates must provide the official proof of employment with a self-declaration

- Have one year of experience.
- Provide a NOC stating permission to pursue part-time PhD, sufficient time for research, and potential relief for coursework. HITS does not offer Ph.D. programmes through distance or online modes

### 4.3 Foreign nationals

4.3.5 The Institution decide its own selection procedure for Ph.D. admission of international students keeping in view the guidelines/norms in this regard issued by statutory/ regulatory bodies concerned from time to time.

Foreign nationals with valid passport and visa may be admitted for the Ph.D. program subject to the following conditions.

b) Candidates with degrees from Indian Universities should have the same educational qualifications as mentioned in 4.0 for Indian students.

c) Candidates with foreign degrees shall possess the minimum educational requirements equivalent to the qualifications mentioned in 4.1.1 to 4.1.5.

d) After admission, they should apply, through HITS, for necessary clearance from the Government of India, for study in India.

e) The fee for such candidates is payable only in USD.

## 5. Selection Procedure

a. Eligible candidates possessing the minimum educational qualifications mentioned in 4.0 should apply in the prescribed application form (through proper channel wherever applicable) before the due date mentioned in the relevant notification issued by the Institution.

b. The applications by the candidates shall be processed by committees constituted by the Director / Dean (Research), HITS.

c. Committee will conduct entrance test with a syllabus and interview for the eligible candidates. The Entrance test conducted by HITS, with a syllabus comprising 50% research methodology and 50% subject-specific content with 60% weightage for entrance test, 40% weightage for interview. Based on the performance in the test and interview with a minimum of 60% of marks (50% for SC/ ST/OBC/Differently-Abled/EWS), successful candidates shall be shortlisted by the committees for the purpose of admission.

d. Candidates who have qualified the national-level exams (UGC-NET, GATE, CSIR-NET) are exempted from the written entrance examination and will directly appear for presentation & interview session for Ph.D. admission and must produce originals/copy of credentials for ensuring creditability.

e. The University would encourage eligible faculty members to apply for QIP scheme.

f. For the shortlisted candidates, the committees shall nominate research supervisors, taking into account the area of research of the candidate (preference of the supervisor by the candidate may be considered) and the field of expertise of the supervisors. The recommendations of the committees will be forwarded to the Director (Research) for placing before higher officials of HITS.

g. HITS may decide the number of eligible students to be called for an interview based on the number of Ph.D. seats available and number of Supervisor slots in each programme during / before Ph.D interview.

h. HITS shall notify a prospectus on its website, detailing seats, disciplines, admission criteria, and procedures.

i. HITS shall maintain and update the list of Ph.D. supervisors along with the details of Research scholars.

## 6. Admission

6.1 Upon Vice-Chancellor approval, the admission office through Registrar Office will inform the candidate about the provisional selection for the Ph.D. programme and ask the candidate to pay the prescribed fees.

6.2 Ph.D. Research scholars are bound to remit their prescribed annual fees as per the instructions of HITS before admission.

6.3 Upon payment of prescribed fees, the candidate is provisionally admitted and registered for the program effective from the first fee payment date.

6.4 The candidate shall submit joining report along with the copy of fee receipt to the Dean (Research) through concerned HOD, Supervisor(s) and the sponsoring institution, if any.

6.5 Formation of Doctoral Committee:

Doctoral committee (DC) is to be constituted in lieu of Research Advisory Committee as defined in the Statutes/ Ordinances of the Institution for each Ph.D. scholar.

The Head of the department of the Ph.D. scholar concerned shall be the Convener of this committee, and this committee shall have the following responsibilities:

i. To review the research proposal and finalize the topic of research.

ii. To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that the scholar may have to do.

iii. To ensure the scholar mapping their research to at least one SDG and evaluate societal alignment and impact of research.

iv. To periodically review and assist in the progress of the research work of the Ph.D. scholar.

6.5.1. There shall be a DC for each Ph.D. scholar to monitor the progress of the scholar. The Supervisor will submit a panel of names with a brief research profile of each person, indicating the specialization, to Dean (Research), forwarded by HOD, for the constitution of the DC, within two weeks of registration of the candidate.

The following will be the composition of the DC:

| | | |
|---|---|---|
| 1 | Dean of the School / Head of the concerned Department | Chairperson |
| 2 | Supervisor | Member |
| 3 | Senior Professor with similar expertise | Internal Member |
| 4 | Academia with more than one year of experience after PhD and having a minimum of one article published in | External Member |

In case, the Dean / Head of the Department is the supervisor, a Senior Professor will be nominated by the Dean (Research) to be the Chairperson of the DC. Further, the Dean (Research) shall be the Chairman of the DC in case the period of research of the scholar exceeds 36 months from the date of registration.

## 7 Course Work

7.1 A minimum of four courses, relevant to the area of research shall be prescribed by the DC. One of the courses should compulsorily be on Research Methodology, provided the scholars have not undergone such course work in their PG programme.

7.2 The credits assigned to the Ph.D. course work shall be a minimum of 10 credits and a maximum of 16 credits in total.

7.3 Out of the four courses prescribed to the research scholar, two courses may be chosen from existing PG programmes of HITS, the remaining may be newly framed by the member of the DC and duly approved by Board of

studies of the respective school. One among the four can be in directed self-study/elective mode/MOOC approved by the DC. Course work can also include Sustainability and SDG Impact Awareness Course (1 credit optional or mandatory).

7.4 All candidates admitted to the Ph.D. Programmes shall be required to complete the course work prescribed by the department during the initial one or two semesters.

7.5 Minimum of 3 Years residency is mandatory for all Ph.D. scholars to complete the necessary course work.

7.6 The Ph.D. scholar shall obtain a minimum CGPA of 6.5 in the prescribed courses, subject to a minimum Grade of "C" in all individual subjects, to be eligible to continue in the programme and submit the thesis.

7.7 The DC may give credit for courses already undergone by a research scholar in this Institute or other institutions, provided they are the same or equivalent to those prescribed, and the performance level of the scholar in them meets the minimum requirements. The DC may prescribe additional courses for research scholars wherever PhD guidelines necessary to meet the research requirements.

7.8 All Ph.D. scholars, irrespective of discipline, shall be required to avail training in teaching /education / pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations during the course work period.

## 8 Course Work Registration

8.1 All registered scholars, are required to report in person to the Supervisor and the Course teachers, during the course work period, till the completion of Examination.

8.2 The prescribed course work registration form duly signed by Supervisor and Course Teacher assigned, the minutes of the I DC meeting and approved syllabus shall be submitted to the DRC through the HOD.

## 9 Comprehensive Examination

9.1 On successful completion of the course work, the Comprehensive Examination Committee constituted by the Dean (Research) will conduct a comprehensive examination (written-cum-oral) for the scholar.

9.2 The Comprehensive Examination Committee will consist of five members nominated by the Dean (Research). The committee will include the candidate's supervisor and members of DC as members. The result of the examination will be conveyed by the Chairman of the comprehensive examination committee to the Dean (Research) either as satisfactory or not satisfactory. The following will be constitution of Comprehensive Examination Panelist:

| | | |
|---|---|---|
| 1 | Dean of the School / Head of the concerned Department | Chairperson |
| 2 | Supervisor | Member |
| 3 | Senior Professor with similar expertise | Internal Member |
| 4 | Academia with more than one year of experience in HITS and having a minimum of one article published in an indexed Journal | Subject Expert 1 |
| 5 | Academia with more than one year of experience in HITS and having a minimum of one article published in an indexed Journal | Subject Expert 2 |

9.3 The Ph.D. research scholars are expected to complete the Comprehensive Examination successfully within three semesters after their registration.

9.4 If the performance of the scholar in the comprehensive examination in the first attempt is not satisfactory, scholar will be given one more opportunity to appear for the comprehensive examination within three months of the first attempt. The registration of the candidate who fails in both the attempts will be cancelled.

## 10 Progress Report

10.1 The research scholar should submit the progress report in every six months duly signed by the Supervisor(s) and counter checked by the HOD, after review by internal DEC. This will be submitted by the research coordinator of the department to the DRC, for confirmation.

10.2 Continuance of registration and scholarship / Research Assistantship will be based on the recommendation of the DRC.

10.3 In the case of research scholars working on part time basis, the DC will pay particular attention to the quantum of effort put in by the scholar towards doctoral studies and progress.

10.4 Inadequacy of effort/progress and semester registration for PhD continuation, can be a reason for cancellation of registration.

## 11 Duration of Program

11.1 Ph.D. Programme shall be for a minimum duration of two and half years (2years & 6 months), including course work, and a maximum duration of four (4) years from the date of admission to the Ph.D. programme for both residential and non-residential scholars. If the scholar has completed M. Phil, the minimum duration will be 2 years for both the categories.

11.2 Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years.
11.3 Female Ph.D. Scholars may be provided Maternity Leave for up to 240 days in the entire duration of the Ph.D. programme (duration of leave excluded from the PhD total duration).

## 12. Extension of Maximum Duration

12.1 A maximum extension of one year beyond the stipulated time may be granted by the management, to enable the research scholar to complete the work, conduct the synopsis meeting and submit the thesis. However, that the total duration for the completion of the Ph.D. programme shall not exceed six (6) years from the date of admission in the Ph.D. programme.
12.2 If the research scholar fails to submit the thesis within the extended period of one year beyond the permissible period, the registration of the candidate shall be cancelled.
12.3 The scholar has to pay the current fees and fees for extension period as applicable.

## 13. Cancellation of Registration

The registration is liable for cancellation with one-week prior notice to the Research Scholar for the following reasons:
13.1 The scholar has not paid the prescribed annual fees within the stipulated time.
13.2 Two consecutive semester progress reports are not submitted or found to be unsatisfactory by the DRC.
13.3 The scholar submits an application for withdrawal from the Ph.D. program with a valid reason and justification.
13.4 In all the above cases the fees paid shall not be refunded.

## 14 Requirements for the conduct of synopsis meeting

Upon satisfactory completion of course work with eligible grades in all courses, the Ph.D. scholar shall be confirmed to undertake research work through the conduct of a DC meeting. The scholar can conduct the synopsis meeting if they have completed the following
a. Course work.
b. Course work completion and title confirmation
c. Pre-synopsis Seminar presentation open to all faculty members and research scholars for receiving feedback and comments.
d. Publications as per clause 15.1

Special case:
If the Scholar has completed the research work within two years and three months from the date of registration and receives a satisfactory recommendation from the Doctoral Committee members during 3rd DC meeting the scholar may be permitted to proceed with the Synopsis meeting.

## 15. Publications

15.1. Publications with affiliation "Hindustan Institute of Technology and Science" only will be considered as meeting the requirement.
15.2. Publications should necessarily have the research scholar as the first author and the supervisor as the corresponding author/coauthor
15.3. All the required mandatory articles for PhD should not be published in same Journal.
15.4. Publications must include the Scholar, Supervisor, and Co-supervisor (if any) as authors. If additional authors are included, such publications will not be considered towards the mandatory publication requirements. As a special case, if the research work involves collaboration with an external recognized Research Institution/Agency, prior approval must be obtained from the competent authorities.
15.5. Publishing an article with any external members without obtaining prior approval will be punishable in accordance with the non-disclosure clause of HITS policies and legal infringements. (Research work collaboration form)
15.6. All Journals / Conference publications that are indexed and available online at the time of thesis submission will be considered. However, Retracted papers or Publications in de-listed journals will not be counted for the requirements for the award of the Ph.D. degree.
15.7. Research publications emerging from the research work should, wherever applicable, articulate their relevance to the United Nations Sustainable Development Goals (SDGs).
**15.8. Publication requirements:**
15.8.1 Two SCI Journal Publications / One SCI and One Q1 Scopus indexed / One Q1 Scopus indexed and Two Scopus Indexed (Q2 / Q3), SSCI/AHCI Publications as applicable under UGC could be mandated leaving the choice to the respective supervisors.
15.8.2 Presentations at any Scopus indexed conferences could be encouraged but not to be credited.
15.8.3 If the indexed articles are withdrawn from Scopus or Web of Science before the final viva examination, the viva shall be postponed, and the candidate must ensure new publications are indexed in the approved databases.
15.9 If the indexed articles are retracted by journals and reflected in indexed databases, the scholar's registration may be cancelled by DRC, subject to the recommendations of the Institution Ethics Committee.

## 16. Submission of Synopsis

16.1 If the Doctoral Committee recommends the research work presented by the scholar during the synopsis meeting, the candidate has to submit one softbound copy of the approved synopsis to the DRC.

16.2 Along with the synopsis the following shall be submitted:

a. Digital copy of synopsis to be submitted in the drive link provided by DRC.

b. The Supervisor shall submit a panel of eight examiners, recommended by the Dean / HOD, which should include:

i) Three foreign examiners from reputed International institutes / university

ii) Five Indian examiners out of which, (a) two should be from universities / institutes of national importance, (b) two from other Indian universities other than Tamil Nadu and Puducherry (c) one from other universities from Tamil Nadu & Puducherry other than HITS.

iii) No two examiners can be proposed from same university / institution.

iv) The panel should consist of examiners at the level of Associate Professor and above with at least 10 years of research experience and a research index greater than 5.

c. Copy of the PhD title confirmation certificate.

d. Photocopies of UG and PG Degree Certificates.

e. Synopsis fee receipt and payment proof for all fee payment of previous years.

f. Copy of Extension order if applicable.

g. Plagiarism Report certificate for the synopsis issued by the DRC. (Originality form)

j. Candidate's Scopus ID page and copies of publications in Journals, Conferences, book chapters and patents.

16.3 VC may select two examiners from the panel, one from abroad and one from within the country, based on the Competency and publication history of the examiner.

16.4 Synopsis will be accepted for scrutiny only if the plagiarism is within 10%, excluding self-plagiarism and bibliography, as prescribed by UGC. The AI Plagiarism check percentage should be within limits of 20%. The Plagiarism check will be done by the DRC using Turnitin software recognized by HITS.

## 17. Submission of Thesis

17.1 The research scholar shall submit one softbound copy of the thesis along with a digital copy in a pendrive (Name, Reg.No., Department and School Printed) prepared in accordance with the format and specification prescribed by HITS, within three months of acceptance of the synopsis.

17.2 Thesis will be accepted for scrutiny only if the plagiarism is certified to be within 10%, excluding self-plagiarism and bibliography, as prescribed by UGC. The AI Plagiarism should be limited to a maximum of 20%. The Plagiarism check will be done by the DRC using Turnitin software recognized by HITS.

17.3 The Thesis submission proforma, Orginality Report, English proof reading certificate, covering letter and clearance Form to be submitted along with the thesis.

17.4 The scholar is permitted to submit the thesis after the completion of a minimum of 30 months from the date of registration, subject to fulfilling the norms of submission.

17.5 Thesis has to be submitted within 3 months from the date of submission of Synopsis. An extension of three months for the submission of thesis may be permissible with the approval of the VC.

17.6 If the thesis is not submitted within the maximum duration which includes the extension period of six months, the scholar has to re-register and conduct a review meeting and submit the thesis with the approval of the VC.

17.7 Scholar shall submit the thesis for evaluation, along with (a) an undertaking from complying with nil plagiarism and (b) a certificate from the Research Supervisor attesting to the originality of the thesis and that the thesis has not been submitted for the award of any other degree / diploma to any other Higher Educational Institution. (Undertaking Form)

17.8 If the scholar ensures submission of Thesis before the Date of Registration, beyond the semester fee deadlines, the scholar can be exempted from the next year fees, with a special request submitted by the scholar and supervisor approved by the VC.

## 18. Viva - Voce Examination

18.1 Vice-Chancellor shall constitute the Viva-Voce Examination Board as follows:

a) Supervisor of the Scholar : Convener

b) Indian Examiner of the thesis : Member

c) Foreign Examiner (if available online) / another nominated Expert from the panel in (16.2) : Member

The DC members of the Research Scholar will be the invitees to the Viva-Voce examination.

18.2 The Viva-Voce examination will normally be conducted during the regular working days and working hours of the University.

18.3 The Viva-Voce examination can be conducted through online mode under special circumstances, with prior approval of the VC.

18.4 The Viva-Voce Board will ensure that the candidate has carried out the revisions, if any, pointed out by the thesis examiners. They will examine the scholar on the thesis work, in particular, on the questions if any raised in the thesis evaluation reports. The Viva-Voce Board will evaluate the candidate's performance as either

satisfactory or otherwise.

18.5 If the Viva-Voce Board declares the performance of the scholar as not satisfactory, the scholar may be asked to reappear for viva-voce examination at a later date (not later than 3 months from the date of the first viva-voce examination).

17.6 If the performance of the candidate in the second Viva-Voce examination also is not satisfactory, the Vice-Chancellor, if he deems it necessary, shall refer the report of the Viva-Voce Examination Board, along with the thesis and the Thesis Examiner's Reports to a committee constituted for the purpose. The decision of the Vice-Chancellor shall be final.

18.7 On satisfactory completion of Viva-Voce examination, the candidate shall submit the thesis in the following form with a certificate by the supervisor that all the revisions, if any, as suggested by the examiners, have been carried out.

a) Hard bound copy of the thesis in A4 format - 3 copies.

b) Digital copy of the thesis.

18.8 Upon completion of viva-voce examination, the Provisional Degree certificate along with Course Work grade sheet will be issued through COE & Office of the Registrar.

## 19. Depository with INFLIBNET

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree the HITS shall submit an electronic copy of the Ph.D. thesis to the UGC directed Shodhganga portal under INFLIBNET Centre, for accessibility to all the Higher Educational Institutions and research Institutions.

## 20. Award of Ph.D. Degree

The candidate will be awarded the Ph.D. Degree with the approval of the Academic Council and the Board of Management, in the subsequent convocation.

## 21. AI Tools for Research

21.1 Foundational frameworks & libraries, Core building-blocks for modelling, experiments, prototyping.

| Tool | Description |
|---|---|
| TensorFlow | A major open-source ML / deep-learning framework from Google. |
| PyTorch | Popular open-source deep-learning library with dynamic graphs. |
| scikit learn | Open-source library for classical machine learning: classification, regression, clustering. |
| Keras | A higher-level neural network API (runs on top of TF etc) for fast prototyping. |
| OpenCV | Library for computer vision tasks (image/video) and pre-trained models. |
| NNI (Neural Network Intelligence) | AutoML toolkit (model/hyper-parameter search) open source by Microsoft. |
| MONAI | "Medical Open Network for AI": open-source framework specialised for medical imaging/deep-learning. |

21.2 Libraries / tools for specialized research workflows

| Tool | Description |
|---|---|
| Habitat | Platform for embodied AI research (3D simulation for agents) in open-source form. |
| OpenCog | Open-source framework aimed at general-purpose artificial intelligence / AGI research. |
| h2oGPT | Suite of open-source large-language-models (LLMs) and tools for document search/fine-tuning. |
| Cognitive Kernel Pro | Framework for training/open-source research-agents and "agent foundation models". |
| OLAF | "Open Life Science Analysis Framework" – for bioinformatics + LLM/code integration. |

These tools help with data, simulation, agents, embeddings, etc.

21.3 Tools for data management, retrieval, reference / workflow

Research often requires more than modelling-data gathering, pre-processing, experiment tracking matter.

| Tool | Description |
|---|---|
| Taguette | Qualitative data-analysis tool (open source) for coding / tagging textual data. |
| Zotero | Reference-management tool; not strictly "AI", but useful in research workflow. |
| SpaCy | NLP library for Python (open source) listed in curated. |
| Fastai | Library built on top of PyTorch designed to shorten the path to state-of-the-art. |

21.4 Plagiarism & originality checking

Turnitin software, recognized by HITS, is used for plagiarism checking.

21.5 Thesis writing structuring:

Core LaTeX Tools
TeX Live / MiKTeX: Free LaTeX distributions for compiling documents on Linux, Windows, and macOS.
Overleaf: Free online LaTeX editor that allows collaboration, version control, and direct integration with GitHub. (overleaf.com)
LyX: Open-source LaTeX front-end with a more "WYSIWYG" interface.

21.6 Literature survey & Management tool
Mendeley: A free reference manager and academic social network that aids in organizing research, collaborating with others online, and discovering research.
Zotero: Reference-management tool; not strictly "AI", but useful in research workflow.

## SECTION 2 — REGULATIONS APPLICABLE TO RESEARCH SUPERVISORS

### 1. Supervisor Recognition

1.1 Recognition of Supervisor for guiding research work will be accorded by the Vice Chancellor, on application to the Director (Research) through proper channel in the prescribed format with the recommendation of HOD and Registrar
1.2 The applications will be scrutinized by the Supervisor Recognition committee constituted by the VC. The committee shall submit its recommendations to VC for approval.
1.3 Permanent faculty members working as Professor/ Associate Professor of the Higher Educational Institution with a Ph.D., and at least five research publications in peer-reviewed or refereed journals indexed in Scopus/ SCI / WOS (SCIE, SSCI, AHCI) databases and faculty members working as Assistant Professors in Higher Educational Institutions with a Ph.D., and at least three research publications in peer-reviewed or refereed journals indexed in Scopus/ SCI / WOS (SCIE, SSCI, AHCI) databases may be recognized as a Research Supervisor in the University.
1.4 However, for confirmation of guideship at HITS, the faculty after completion of Ph.D. should have published at least one article in SCI or Scopus indexed (Q1 / Q2) / conference proceedings indexed in Scopus/ SCI / WOS (SCIE, SSCI, AHCI) databases with HITS affiliation (for Professors / Associate Professors / Assistant Professors).
1.5 Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the competent authorities may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.
1.6 Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors. Ph.D. awarded by a University under the supervision of a faculty member who is not an employee of the University or its affiliated Post- Graduate Colleges/Institutes would be in violation of these Regulations.
1.7 For Ph.D. scholars working in Central government/ State government research institutions whose degrees are given by Higher Educational Institutions, the scientists in such research institutions who are equivalent to Professor/ Associate Professor/Assistant Professor can be recognized as Co-supervisors in their area of specialization / expertise if they fulfill the above requirements. However, the main supervisor will be associated with HITS.
1.8 Co-Supervisors from within the same department or other departments of the same institution or other institutions may be permitted with the approval of the competent authority. Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors of relevant areas of their specializations.
1.9 In case of interdisciplinary/multidisciplinary research work, if required, a co- supervisor from outside the Department/School/Centre/College/University may be appointed, if the research involving such institutions, where prior permission is obtained for use of lab facilities through HITS authorities.
1.10 An eligible Research Supervisor/Co-supervisor who is a Professor/Associate Professor/Assistant Professor, at any given point of time, cannot guide more than Eight (8) Ph.D. scholars / maximum of six (6) Ph.D. scholars / a maximum of four (4) Ph.D. scholars.
1.11 Each supervisor can guide up to two international research scholars on supernumerary basis over and above the permitted number of Ph.D. scholars as specified in 1.10.
1.12 In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Higher Educational Institution to which the scholar intends to relocate, provided all the other conditions in these regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.
1.13 Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.
1.14 When a faculty member, who has supervised a candidate retires at the age of 65 as per UGC norms, the can continue to be a supervisor of his/her existing

candidates. In such a case, a faculty who is in service shall be appointed as a co- supervisor. The supervisor will be invited for all meetings in which the candidate's work is reviewed. In case a faculty member supervising a candidate goes on leave exceeding 6 months, another faculty member will be appointed as co-supervisor of the candidate

1.15 If a supervisor resigns from the job, the transfer of the candidate candidate to new supervisor must be ensured by the person resigning and such transfer must be approved by the Vice chancellor through Dean (Research.) However, an extension of 3 months' may be granted to the supervisor by VC before the transfer of the candidate provided the candidate has submitted synopsis or in the verge of submission of synopsis. Relieving order will not be issued until and unless the transfer of candidates is complete.

1.16 If a candidate desires for a change of supervisor, a request must be submitted by the candidate to Dean (Research) with valid reasons. This request shall be discussed and approved by the DC (in the absence of present supervisor) and submitted to the VC for final approval.

1.17 However, if a candidate submitted synopsis / thesis the candidate may continue until the candidate completes the viva-voce, under the direct supervision of DRC.

## 2. Doctoral Committee and its functions

Doctoral committee is to be constituted in lieu of Research Advisory Committee as defined in the Statutes/ Ordinances of the Institution for each Ph.D. scholar.

The Dean of the School will be the convener and the Head of the department of the Ph.D. scholar concerned shall be the Co-Convener of this committee, and this committee shall have the following responsibilities:

i. To review the research proposal and finalize the topic of research.

ii. To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that the scholar may have to do.

iii. To periodically review and assist in the progress of the research work of the Ph.D. scholar.

2.1 There shall be a DC for each Ph.D. scholar to monitor the progress of the scholar. The Supervisor will submit a panel of names with a brief research profile of each person, indicating the specialization, to Dean (Research), forwarded by HOD, for the constitution of the DC, within two weeks of registration of the candidate.

2.2 The following will be the composition of the DC:

| | | |
|---|---|---|
| 1 | Dean of the School | Chairperson |
| 2 | Head of the concerned Department | Co-Chairperson |
| 3 | Supervisor | Member |
| 4 | Senior Professor with similar expertise | Internal Member |
| 5 | Academia with more than one year of experience after PhD and having a minimum of one article published in an indexed Journal | External Member |

In case, the Head of the Department is the supervisor, a Senior Professor will be nominated by the Dean of the concerned school and the Dean (Research) to be the Chairperson / Co-Chairperson of the DC. Further, the Dean (Research) shall be the Chairman of the DC in case the period of research of the scholar exceeds 36 months from the date of registration.

2.3 In case any member goes on leave exceeding 6 months or resigns or retires from the University, Dean (Research) will nominate another member.

2.4 The Convenor and Co-Convener should ensure that the minutes of the DC meeting is submitted to the DRC on the same day.

2.5 The DC is responsible for all research matters connected with the research scholar, including prescribing the course-work, monitoring research progress and conducting appropriate examinations.

2.6 The DC meetings will normally be conducted during the regular working days and working hours of the University.

2.7 The DC meeting of each scholar must be held once in six months, at the beginning of each semester, to evaluate the progress of the scholar.

2.8 The DC meeting can be conducted through online mode (restricted to any one of II /III DC), under special circumstances, with prior approval from the VC.

2.9 The DC of the scholar shall meet within two weeks from the date of its constitution, where the research scholar will make a presentation on the proposed topic of research. The DC will consider the proposed research topic and prescribe/approve the courses of study in this meeting.

- The Doctoral Committee shall submit its recommendations along with a copy of Ph.D. scholar's progress report to the DRC on the same day. A copy of such recommendations shall also be provided to the Ph.D. scholar.
- Each semester, a Ph.D. scholar shall appear before the Doctoral Committee to make a presentation and submit a brief report on the progress of the research work for evaluation and further guidance and to ensure the continuity of the Phd research.
- In case the progress of the Ph.D. scholar is

unsatisfactory, the Doctoral Committee shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the Doctoral Committee may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. programme.

2.10 DC shall have the following responsibilities:

a. To review the research proposal and finalize the topic of research during the first DC.

b. To guide the research scholar to develop the study design and methodology of research and identify the course(s) that the scholar may have to do.

c. To periodically review and assist in the progress of the research work of the research scholar.

d. Confirmation of research title after the coursework completion. The finalized title cannot be changed after this without written permission of authorities.

## 3. Thesis Evaluation

3.1 The Ph.D. thesis submitted by the research scholar shall be evaluated by the Research Supervisor and at least two external examiners, as recommended by the VC. One examiner may be from any of the Government recognized universities / research institutes with high standards of academic research and scholarly publications within the country and another one examiner may be from universities par excellence outside the country / MoU Universities of HITS.

3.2 Dean Research is to take such steps as necessary to receive the reports from the examiners as quickly as possible, preferably within six months.

3.3 The examiners will be requested to send in the prescribed form their reports within three months from the date of receipt of the thesis. If the examiner has not responded within 3 months of the acceptance of the thesis, VC may choose another examiner for thesis evaluation.

3.4 The examiner shall include in the report an overall assessment of the thesis and state recommendation in one of the following categories:

a. Recommended for the award of the degree of Doctor of Philosophy: Highly commended / commended.

b. Recommended for the award of the degree of Doctor of Philosophy subject to revision being incorporated in the thesis as mentioned in the report which may be verified by the Viva-voce committee.

c. Revision required as mentioned in the report and the revised thesis to be sent to him for final recommendation.

d. Rejected.

3.5 The examiner in the report of 200 to 300 words shall indicate the standard attained in case of category 3.4 (a), the nature of revision required in case of categories 3.4(b) and 3.4(c) and the reasons for rejection in case of category 3.4(d).

3.7 If both the examiners recommend the award of the degree, the thesis shall be provisionally accepted.

3.8 If both the examiners recommend rejection, the scholar will be given a chance to revise and resubmit the synopsis and thesis after review and approval by the DC. If this resubmitted thesis is also rejected, then the registration of the scholar will stand cancelled.

3.9 If one examiner recommends the award of the degree while the other recommends rejection, then the thesis shall be referred to a third examiner to be nominated by the VC from the original list submitted (16.2b). If two of the three examiners recommend the award, the thesis shall be provisionally accepted. If two of the examiners recommend rejection, then clause 3.8 is considered. If all three examiners rejects the thesis with valid reasons then the registration of the scholar will stand cancelled.

3.10 If the recommendation from any examiner is as per category 3.4(c), then the scholar will be asked to revise the thesis as required and resubmit the thesis within 6 months. The revised thesis will be referred to the same examiner for his final recommendation.

3.11 Individual cases not covered by any of the above clauses shall be referred to the Vice- Chancellor for a final decision in consultation with an external subject expert.

## 4. Allowances / Other Fees

4.1 Ph.D. entrance examination question paper setting fee

4.2 Sitting fee for DC members

4.3 Sitting fee for Indian Examiner & Expert Member (Viva-voce)

4.4 Ph.D. Thesis evaluation fee for Indian Examiner

4.5 Ph.D. Thesis evaluation fee for Foreign Examiner

# SECTION 3: POST-DOCTORAL FELLOWSHIP (PDF)

### Introduction

Hindustan Institute of Technology and Science, the Executive Committee hereby notifies the following Post-Doctoral Fellowship (PDF) Statute and Consolidated Guidelines to regulate the admission, governance, supervision, and administration of Post-Doctoral Fellows at HITS.

## PART I – PRELIMINARY

### 1. Short Title, Extent and Commencement

1.1 These regulations shall be called the HITS Post-Doctoral Fellowship Statute and Consolidated Guidelines, 2026.

1.2 They shall extend to all Schools, Departments, Research

Centres and Laboratories, of HITS.
1.3 They shall come into force from the date of approval and notification by the Executive Committee, HITS.

## 2. Definitions

In these Statutes, unless the context otherwise requires:
(a) "PDF" means a scholar admitted to the Post-Doctoral Fellowship Programme of HITS;
(b) "PDF Programme" means the non-degree Post-Doctoral Fellowship Programme of HITS;
(c) "Supervisor/Mentor" means a faculty member / Scientist approved to guide and mentor a Post-Doctoral Fellow;
(d) "Funding Agency" includes national or international, private / public agencies, industry, or institutional sponsors.

## 3. Nature, Scope and Duration of the Programme

3.1 The PDF Programme shall be a full-time, advanced research engagement of a non-degree nature.
3.2 The Programme is intended to promote original, interdisciplinary, translational, and globally relevant research.
3.3 The duration of the fellowship will be initially for a period of one year, extended for a maximum period of two more years, subject to the availability of funds and the satisfactory performance of the PDF, periodically evaluated by an Performance Assessment Committee (PAC) and recommendation of the HoD / Research Centre Head concerned.
3.4 The Fellowship shall not be construed as: (a) an appointment to the faculty or staff; (b) a regular employment position; or (c) a programme leading to any degree.

# PART II – CATEGORIES, INTAKE AND ELIGIBILITY

## 4. Categories of Post-Doctoral Fellows

Admissions may be made under the following categories:
(a) HITS-Funded Post-Doctoral Fellows;
(b) Externally Funded Post-Doctoral Fellows (UGC, ANRF, CSIR, DRDO, ISRO, Industry, International Agencies); independent Scientists funded under various schemes of the Government of India (such as Ramanujan Fellowship, ICSSR, NBHM, DST Women Scientists, DST INSPIRE fellow, ANRF Power Fellow and other independently funded Post-doctoral Programs) and non-governmental (national and international) organizations.
(c) Project-Linked / Sponsored Post-Doctoral Fellows; and
(d) Self-Funded Post-Doctoral Researchers, where permitted under HITS Statutes.

## 5. Annual Intake

5.1 The annual intake shall be proposed by the Dean Research, recommended by the Academic Council, and approved by the Board.
5.2 Intake shall be subject to availability of eligible supervisors, research infrastructure, and funding.

## 6. Eligibility

6.1 Applicants shall hold a Ph.D. degree from a recognized Indian or foreign university in the relevant specializations.
6.2 The applicant should possess a good academic record and excellent research profile as evident from quality publications in reputed journals of the relevant specialization. An applicant having research experience that demonstrates an independent research capability will receive preference.

# PART III – ADMISSION AND SELECTION

## 7. Admission Notification

7.1 Admission notifications, format and other relevant details shall be issued through the official HITS website.
7.2 The notification shall specify the number of positions, funding category, eligibility criteria, selection process, fellowship details, and duration.

## 8. Application Procedure

8.1 Applicants are advised to visit the website of the HITS and its different schools to know about the activities of the schools under the HITS.
8.2 Applications shall be submitted in the prescribed format along with: (a) proof of educational certificates (b) Experience Certificates (c) detailed curriculum vitae with indexed publications (d) comprehensive research proposal aligned with HITS thrust areas (d) written consent of the proposed Supervisor/Mentor and (e) two academic references.
8.3 There is a mandatory application fee as applicable for the programme approved by HITS.
8.4 The number and nature of positions advertised may vary depending on the number of applications received, availability of candidates, screening criteria, and recommendation of the selection committee.
8.5 Incomplete or non-compliant applications shall be rejected without notice. Application without payment of application fee will not be considered
8.6 Mere fulfilment of minimum educational qualifications and eligibility shall not entitle an applicant to be shortlisted.
8.7 Application once submitted cannot be altered/ resubmitted and a refund of the application fee is not admissible in any circumstances.

## 9. Selection Committee

9.1 The Selection Committee shall be constituted by the Vice-Chancellor and shall comprise: (a) Vice-Chancellor (b) Director Research (c) Dean Research (d) Head of the Department / Centre concerned (e) Proposed Supervisor/ Mentor and (f) One or two external subject experts (mandatory for HITS-funded PDFs).

## 10. Selection Process

10.1 Selection shall be based on academic credentials, quality of doctoral research, research outputs, merit and feasibility of the proposed research, and performance in presentation/interview.

10.2 A structured scoring rubric approved by the Academic Council shall be followed (Annexure II).

10.3 Candidates found suitable by the committee will be offered PDF.

# PART IV – FELLOWSHIP, REGISTRATION AND GOVERNANCE

## 11. Fellowship, Emoluments and Benefits

11.1 Fellowship amount, contingency grants, and other benefits (Attending Conferences / publishing articles / filing Patents) shall be as determined by the Executive Committee from time to time and may vary by discipline, funding source and experience.

11.2 The Fellowship shall not confer any right to regular service benefits such as provident fund, gratuity, or pension.

## 12. Registration and Commencement

12.1 Upon joining, the PDF shall register with the DRC and be allotted a Post-Doctoral Registration Number.

12.2 Two copies of the Joining report forwarded by the Mentor and HoD / Centre Head must be submitted to DRC and HRD. The HRD will issue a sanction order enabling the PDF to receive the salary, subject to release of grant by funding agency / Organization as applicable under registration category.

12.3 Apart from quality research work, PDF's will also be encouraged to write funding proposals. PDFs will be eligible to serve as co-guide for UG and PG projects along with the mentor.

12.4 Each PDF is required to submit a registration form forwarded through proper channel to the DRC, every six months from the date of Joining. The renewal of registration has to be accompanied by a specific recommendation of the Mentor and HoD / Centre Head for renewal. If the PDF is registered under funding projects, renewal of fellowship will be based on the submission of an annual report and a fund Utilization Certificate (UC) issued by Finance Department.

## 13. Supervisor / Mentor

13.1 Eligibility, roles, and responsibilities of Supervisors/ Mentors shall be governed by Annexure–I appended to this Statute.

## 14. Fellowship Conditions

14.1. The PDFs shall be deemed to have accepted the terms and conditions of the scheme as laid down in the advertisement and shall in no way be entitled to any extension of the fellowship or benefits of any other kind than those that are part of the offer.

14.2. The selected PDFs shall not relinquish the fellowships before six months.

14.3. The fellowship is a full-time position, and the selected PDF shall not be allowed to pursue any other assignment/ studies outside HITS.

14.4. The outcome of research under this fellowship which may result in a product/patent/policy/research publication(s)/technology/know-how or in any other form shall be the sole property of the HITS.

14.5. The PDF's shall be governed by the existing conduct and discipline rules and regulations of the HITS.

14.6. This position does not entitle the PDFs to a claim for any permanent position as may be advertised by the Institution.

14.7 PDF will have to pay taxes as required by the current GOI rules

## 15. Leave

15.1 Any leave of absence has to be approved by the concerned Mentor, HoD / Centre Head and forwarded to DRC for Record, as per the existing norms of the Institution. Eligibility of maternity leave will be as per university and / or funding agency regulations.

## 16. Governance

16.1 Purchase of equipment / consumables and expenditure on contingencies: If the fellowship scheme allows purchase of equipment and/or expenditure on consumables and contingencies, then the PDF has to follow the regulations laid out in the HITS Purchase policy document. This has to be done in consultation with the DRC and respective Head. A copy of the final purchase order may be submitted to the DRC for record.

16.2 Appointment of technical staff in the project: If the fellowship scheme allows appointment of technical staff/ JRF etc. then the PDF has to follow the regulations of the Institution. On completion of the selection process, a copy of all documents (original advertisement, constitution of selection committee, minutes of selection committee, Curriculum Vitae of selected candidates, appointment order and joining report of the selected candidate in original) are to be submitted to the DRC for record.

16.3 Overheads: The overheads in PDFs' projects will be used by the Institution for purposes as it deems fit.
16.4 Submission of project proposals: PDFs' can submit a project proposal for funding along with a permanent member of faculty as a co-investigator.

## PART V – PERFORMANCE, WITHDRAWAL AND DISCIPLINE

### 17. Deliverables

17.1 The PDF may initiate a novel research project with promising outcomes or undertake research work culminating in high-quality peer-reviewed research publications / patents / prototypes, etc., under the guidance of a mentor from the Institution Departments / Centres / Schools, with a minimum requirement of one SCI and one Scopus-indexed (Q1 or Q2) publication, along with the submission of two funded projects per year.

17.2 The research proposal must establish an intellectual inquiry that can progress according to the plan she/he has outlined and also product / patent / policy / research publication(s).
17.3 In addition to research assignments, the PDF may have to undertake teaching and any other responsibility as assigned by the HITS.

### 18. Performance Review

18.1 The performance of the PDF shall be assessed periodically by a Performance Assessment Committee (PAC) constituted as per HITS norms with the following composition;
1. Director Research - Chairman
2. Dean Research - Member
3. Head of the Department - Member
4. The Collaborator - Member
5. The Mentor - Member
6.Two Faculty members in the area - Member of research carried out by the PDF (need not necessarily be from the same Department)

18.2 Progress Report
The candidate should present a progress report to PAC detailing the research work carried out and research findings supported by reprints /preprints/manuscripts of the papers published/accepted for publication or communicated/ research reports for this purpose.

### 19. Withdrawal and Termination

19.1 If the PDF wishes to leave the programme before the end of the tenure, PDF can do so with prior approval of the PAC giving one month's notice.
19.2 The Fellowship may be terminated by HITS for violation of eligibility conditions, misconduct, misrepresentation, plagiarism, or unsatisfactory research progress after giving one-month notice to the PDF.

### 20. Reservation Policy

20.1 Reservation shall apply only to HITS-funded PDF positions in accordance with Government of India and UGC norms.

### 21. Dispute Resolution

All disputes arising under these Statutes shall be governed by the Statutes of HITS and shall be subject to the jurisdiction of courts at Chennai, Tamil Nadu.

### 22. Power to Amend

The Executive Committee, HITS reserves the right to amend, modify, or repeal these Statutes and Annexures to align with revised UGC / Ministry of Education regulations.

## ANNEXURE: FORMS

### ANNEXURE–I

**SUPERVISOR / MENTOR ELIGIBILITY AND RESPONSIBILITIES GUIDELINES**

1. A Supervisor/Mentor shall be a regular full-time faculty member of HITS with a Ph.D. degree and an active researcher.
2. The Supervisor shall have a demonstrated record of quality publications, patents, or funded research.
3. A PDF who obtained the Ph.D. degree from HITS shall not normally work under the same doctoral guide or co-guide.
4. The Supervisor shall facilitate access to laboratories, infrastructure, and institutional resources.
5. The Supervisor shall ensure compliance with research ethics, safety, and intellectual property policies.
6. The Supervisor shall participate in performance reviews and make objective recommendations regarding continuation or termination.
7. Conflicts of interest shall be disclosed, and grievances shall be addressed through the DRC and Vice Chancellor.

### ANNEXURE–II

**Selection Rubrics**

| Criterion | Weightage |
|---|---|
| Doctoral Research Quality | 25% |
| Publications / Patents / IP | 25% |
| Research Proposal Merit | 25% |
| Interview / Seminar | 25% |

Link to download related forms - hindustanuniv.ac.in/research/




# HINDUSTAN

INSTITUTE OF TECHNOLOGY & SCIENCE

(DEEMED TO BE UNIVERSITY)

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