



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर

जमशेदपुर-831014, झारखण्ड, भारत

(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व की संस्थान)

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

Jamshedpur – 831014, Jharkhand, India

(An Institution of National Importance under MoE, Govt. of India)

अधिष्ठाता शैक्षिक का कार्यालय

OFFICE OF THE DEAN ACADEMIC

Ref. No. NITJSR/ACD/2026/73

Date: 15/04/2026

NOTICE – S – 25/2026

As per the approval of 50th Senate (SEN/AGEN/50/2026-03/14, dated 10th March 2026), to ensure uniformity and transparency across all departments in the documentation and processing of PhD student files, a Standard Operating Procedure (SOP) has been prepared in accordance with the Regulations of Ph.D. Programme 2024-2025. The SOP is attached as an annexure for reference and implementation.

This is effective from 1st April 2026.

MKSin
Dean (Academic) 15/04/26

अधिष्ठाता (शैक्षिक) | Dean (Academic)
राष्ट्रीय प्रौद्योगिकी संस्थान, जमशेदपुर | NIT Jamshedpur
जमशेदपुर - 831014 | Jamshedpur - 831014

**SOP for Documentation and Processing of PhD
Student's File**

The following documents are needed to be attached/placed in the file systematically from time to time.

At the start of 1st semester i.e. after taking admission

(Clause 3, PhD Regulation 2024 & Notice – S-06/2026 dated 02/02/2026)

1. Application form along with academic mark sheets and certificates
2. Admission & semester registration payment receipt
3. Roll Sheet issued from academic section
4. DPF – 01 (Admission Form)
5. DPF – 02 (Consent form for Supervision)
6. DPF – 03 (Formation of SRC)

For co-supervisor from another institute,

- a. consent letter from the concerned co-supervisor
- b. NOC from Employer of the concerned co-supervisor
- c. Brief bio-data of the concerned co-supervisor

file should be sent to academic section for approval of SRC

After Formation of SRC

7. DPF – 04 (Allotment of Course Work) – course list including audit courses (from 2024 batch only) to be registered in 1st semester
8. DPF – 05 (Registration Form) – only for the courses to be registered for 1st semester
9. Registration Slip

At the time of registration of 2nd Semester and onwards

(Clause 3.4, PhD Regulation 2024)

1. Grade sheet/Result sheet of previous semester (only for theory courses)
2. Semester registration payment receipt
3. DPF – 04 (Allotment of Course Work) course list including audit courses (from 2024 batch only) to be registered in 2nd semester
4. DPF – 05 (Registration Form) – for the courses to be registered for next semester
5. DPF – 06 (Semester Registration) **including notification for progress seminar and attendance of audience** (for progress of the previous semester)
6. Registration Slip

Formation of Comprehensive Examination Board

Comprehensive Examination is a form of Exam to evaluate the student's credibility for research; therefore, it should be conducted **only in presence of SRC/evaluators/faculties.**

1. Notification for SRC meeting & SRC meeting minutes/recommendation to check the suitability of the examiners and course work completion
(Clause 1.2, PhD Regulation 2024)

2. DPF – 7 (Formation of Comprehensive Examination Board)

Composition of Comprehensive Examination Board:

- i. Course Instructor(s) of the corresponding course work carried out by the PhD student.
- ii. If PhD student opts for NPTEL/SWAYAM courses, then any faculty from the institute related to the corresponding course work
- iii. HOD and Supervisor/Co-supervisor

3. Course completion document duly signed/forwarded by HOD/SRC chairman

file should be sent to academic section for approval of comprehensive examination board

Comprehensive Examination Report

1. Notification of Comprehensive exam
2. DPF – 8 (Comprehensive Examination Report)
3. Attendance sheet of the evaluators (only if any other faculty attended)

file should be sent to academic section for approval of comprehensive examination report

Stipend/Fellowship Enhancement Seminar

(Clause 4.2, PhD Regulation 2024)

After completion of 2 years or 24 months from the **first date of registration/commencement of class (applicable only for those who receives fellowship/stipend from Institute).** Publication criteria as per 42nd senate minutes (SEN/AGEN/42/2023-04/10 dated 03/04/2023) and 50th senate minutes (SEN/AGEN/50/2026-03/17 dated 10/03/2026)

file should be sent to academic section for seeking permission to conduct Stipend Enhancement Seminar

A. Seeking permission to conduct Stipend Enhancement Seminar

1. Notification for SRC meeting & SRC meeting minutes/recommendation to assess publication details and suitability of the external examiner
(Clause 1.2, PhD Regulation 2024)
2. Consent letter from the External Examiner
3. Brief bio-data of External Examiner
4. Publication details of the research scholar

B. After completion of Stipend Enhancement Seminar

1. Department Notice to conduct Stipend Enhancement Seminar
2. Attendance sheet of the evaluators and audience
3. DPF – 09 (Stipend/Fellowship Enhancement Seminar)
4. Progress report duly endorsed by SRC members

file should be sent to academic section for approval of Stipend Enhancement Seminar

Extension of Stipend/Fellowship

After completion of 4 years or 48 months from the first date of registration/commencement of class (applicable only for those who receive fellowship/stipend from Institute).

file should be sent to academic section for seeking permission to conduct Seminar for Extension of Stipend/Fellowship

A. Seeking permission to conduct Stipend Extension Seminar

1. Notification for SRC meeting & SRC meeting minutes/recommendation
2. Publication details of the research scholar

B. After completion of Stipend Extension Seminar

1. Department Notice to conduct Stipend Extension Seminar
2. Attendance sheet of the evaluators and audience
3. DPF – 10 (Seminar for Extension of Stipend/Fellowship)
4. Progress report duly endorsed by SRC members

file should be sent to academic section for approval of Stipend Extension Seminar

Topic Registration Seminar (Clause 5, PhD Regulation 2024)

To be completed within 6 months from the date of conduct of Comprehensive Exam (due date will be mentioned in DPF – 8)

file should be sent to academic section for seeking permission to conduct Topic Registration

A. Seeking permission to conduct topic registration seminar (Clause 1.2, PhD Regulation 2024)

1. Notification for SRC meeting & SRC meeting minutes/recommendation (i) to check the eligibility for topic registration seminar and (ii) whether registration seminar is scheduled to be conducted within the 6 months' timeline.
2. Synopsis duly endorsed by SRC members

If the topic registration seminar is not conducted within the due date, then permission should be taken from Dean Academic to conduct Topic Registration seminar based on the recommendation of SRC members with proper/suitable justification for the delay.



B. After completion of Topic Registration Seminar

1. Department Notice to conduct Topic Registration seminar
2. Attendance sheet of the evaluators and audience
3. DPF – 11 (Registration Seminar)

file should be sent to academic section for approval of Topic Registration Seminar

Conversion from Full -Time Registration Programme (FRP) to External Registration Programme (ERP)

(Clause 6, PhD Regulation 2024)

1. DPF – 12 (Application for Conversion from Full Time to Part – Time Scholar)
2. DPF – 13 (Report of SRC for Conversion from Full Time to Part Time Research Scholar)

file should be sent to academic section for approval of conversion from FRP to ERP

Pre-Submission seminar (Clause 8.1(a), PhD Regulation 2024)

(Publication Criteria as per 49th Senate Minutes – SEN/MIN/49/2025-09/10)

file should be sent to academic section for seeking permission to conduct Pre-Submission Seminar

A. Seeking permission to conduct pre - submission seminar

1. Notification for SRC meeting & SRC meeting minutes/recommendation to check the eligibility for pre submission seminar
2. Synopsis along with plagiarism report (only 1 page where similarity index is mentioned)
3. List of publications and patents along with first page of the journal paper/patent document (**Student as First Author**)
4. Proof of journal/conference indexing in SCI/Scopus
5. NOC from co-authors of the Journal/Conference papers

B. After completion of Pre - Submission Seminar

1. Department Notice to conduct Pre-submission Seminar
2. Attendance Sheet of the evaluators and other audiences
3. DPF – 14 (Pre-submission Seminar Report),
4. Revised synopsis (with plagiarism report), if applicable

file should be sent to academic section for approval of Pre-Submission Seminar

Thesis submission (Clause 9 & Annexure – I, PhD Regulation 2024)

1. Notification for SRC meeting & SRC meeting minutes/recommendation to check the suitability of the examiners
2. Plagiarism report (only 1 page where similarity index is mentioned)
3. DPF – 15 (Plagiarism undertaking)
4. DPF – 16 (PhD Examiner List for Thesis Evaluation)
 - a. Examiners should be of Associate Professor (or of equivalent cadre) & above and preferably be from IITs, NITs and institute of repute with relevant expertise
 - b. List of Examiners should be of at least 5 Professors or of equivalent cadre
 - c. Details of the examiners i.e., designation, Department, Institute
 - d. Brief bio- data of the examiners e.g. area of research, relevant publications
5. Thesis fee payment receipt
6. Thesis documents
 - a. Synopsis (hard copy, soft binding) – 2 nos.
 - b. PhD Thesis (hard copy, soft binding) – 2 nos.
 - c. Soft Copy of synopsis and thesis (in CD) – 2 nos.

file should be sent to academic section for evaluation of PhD Thesis

After receipt of Thesis Evaluation report

1. Compliance Report/Response to Queries of Thesis Report
2. Notification for SRC meeting & SRC meeting minutes/recommendation
3. DPF – 17 (PhD Thesis Evaluation Report - supervisor)

file should be sent to academic section for Technical Evaluation Committee meeting

Constitution of Oral Examiners Board

1. DPF-18 (Constitution of PhD Thesis Examiner Oral Board)
2. Consent letter from the External Examiner

file should be sent to academic section for approval of Oral Examiners Board

Thesis Oral Examination

1. PhD Oral Examination notification
2. Attendance sheet of audience
3. DPF – 19 (Report of PhD Thesis Examiner Oral Board)
4. DPF – 20 (Copyright Declaration)
5. **Final Thesis Submission**

file should be sent to academic section for approval of Oral Examiners Board Report



Information for Reference

1. **Completely filled and signed DPF with date will be considered; incomplete DPF form will not be considered.**
2. **Clause 1.2, PhD Regulation 2024:**

The SRC shall be responsible for the following:

 - a. Assigning course work in the first-semester of the PhD Programme of the student. (In the absence of SRC not being formed, the course work in the first-semester shall be assigned by the Faculty Advisor/HOD)
 - b. Monitoring the progress of the student regularly in every semester.
 - c. Attending and resolving the academic and technical issues of the student.
 - d. Conducting meetings regularly to keep record of student's progress.
 - e. Recommending the names of the examiners for evaluating the thesis.
3. **Clause 3, PhD Regulation 2024:**

All selected candidates for admission to PhD Programme shall enroll themselves by paying requisite fees and submitting the filled-up admission form (DPF-01). Date of first registration is to be considered as date of first semester registration or commencement of first semester classes as per the academic calendar. The release of stipend shall be counted from this date only.
4. **Clause 3.1, PhD Regulation 2024:**

The students will be allotted supervisor(s) in consultation with the Head of the Department and faculty advisor on the basis of the supervisor allotment form (DPF-02) submitted by the candidate.
5. **Clause 3.3, PhD Regulation 2024:**
 - a. All research students enrolled for the doctoral program are required to complete the requisite course work allotted by SRC (DPF-04).
 - b. Students admitted after the Master Degree are required to complete a minimum of Twelve (12) credits of theory papers
 - c. Students admitted to Bachelor Degree are required to complete a minimum of 20 credits of theory papers.
 - d. From 2024 batch onwards: Additional two audit courses (i) Research Methodology and (ii) Technical English writing at first year level of PhD Programme are to be completed. Audit courses can be done from SWAYAM/NPTEL or offered by the Institute.
 - e. The students admitted under ERP if interested, can register their courses through SWAYAM/NPTEL/MOOC platforms (as per NEP 2020) instead of registering the courses offered by the institute. In such cases the stay period of one year in the institute can be waived off. These students need to pass with a minimum of 40% on the courses registered through SWAYAM/NPTEL to complete the credits requirement.



6. **As per 50th Senate minutes (SEN/AGEN/50/2026-03/18 dated 10/03/2026) and notification (S – 21/2026 dated 13/04/2026),** No course shall be offered by any department exclusively for PhD scholars. In case where there is no ongoing or running PG program in the department, PhD scholars may opt to take courses through NPTEL, SWAYAM, or other approved MOOC platforms.
7. **As per 50th Senate minutes (SEN/AGEN/50/2026-03/16 dated 10/03/2026) and notification (S – 24/2026 dated 13/04/2026),** PhD students who have failed in any subject, or who are unable to appear for the end-semester examination due to compelling reasons such as serious illness or a family calamity, shall be eligible to de-registration of PhD course work of maximum two subjects or may enrol in the Summer Quarter as per its guidelines. Further, PhD students may register for any backlog courses in the upcoming semesters as per the prescribed academic regulations.
8. **As per 50th Senate (SEN/AGEN/50/2026-03/19 dated 10/03/2026) and notification (S – 22/2026 dated 13/04/2026),** credit equivalence of NPTEL/SWAYAM/MOOC Courses are extended to cover courses of durations ranging from 4 weeks to 16 weeks, according to the prescribed equivalence chart, to ensure appropriate recognition of learning undertaken by PhD scholars.
9. **Clause 3.4, PhD Regulation 2024:**
 - a. All research students enrolled for the PhD program are required to register themselves in each semester (DPF-05) physically.
 - b. The student will be allowed to register for the upcoming semester only after delivering seminar to the satisfaction of SRC (DPF-06).
10. **Comprehensive Examination is a form of Exam to evaluate the student's credibility for research; therefore, it should be conducted only in presence of SRC/evaluators/faculties.**
11. **Clause 4.2, PhD Regulation 2024:**

A student is required to deliver **Stipend Enhancement Seminar** on the progress of his research work carried out in the previous semesters and work to be carried out in the subsequent semesters **only after the completion of topic registration seminar.**
12. **As per 42nd senate minutes (SEN/AGEN/42/2023-04/10 dated 03/04/2023),** Publication of at least one article/paper in SCI/SSCI/SCIE/ABDC/Scopus indexed journal as **First Author** shall be mandatory for enhancement of fellowship (JRF to SRF) of PhD candidates.
13. **As per 50th senate minutes (SEN/AGEN/50/2026-03/17 dated 10/03/2026) and notification (S – 23/2026 dated 13/04/2026),** Patents published/granted by a research scholar will be considered as a criterion for enhancement of the fellowship or stipend of PhD scholars.

14. Clause 5.1, PhD Regulation 2024:

The Topic registration seminar should normally be held within 2 calendar years of enrolment of a student.

15. Clause 6, PhD Regulation 2024:

A research scholar under FRP can be permitted to become research scholar under ERP on the specific recommendation of the SRC after successful completion of course work and comprehensive viva-voce examination. However, the thesis for the PhD degree must be submitted within 8 years of enrolment.

16. Clause 8.1(a), PhD Regulation 2024:

The research scholar can give his/her pre-submission seminar only after 2.5 years from the date of first registration and there must be a minimum gap of 6 months between the date of topic registration and the pre-submission seminar.

17. Research papers should be published in peer-reviewed journals. Minimum publication criteria:

- a. 2017 batch: 2 SCOPUS indexed journal
- b. 2018 – 2021 batch: 1 SCOPUS and 1 SCI/SCIE/SSCI/ABDC indexed journal

Ref: No. NITJSR/ACD/2025/242 and NOTICE – S-67/2025 dated 08/10/2025 & 49th Senate Minutes – SEN/MIN/49/2025-09/10

c. 2022 batch onwards:

- 1 SCOPUS indexed journal **with student as first author**
- 1 SCI/SCIE/SSCI/ABDC indexed journal **with student as first author**
- 1 SCOPUS indexed International Conference paper/book chapter/journal paper **with student as first author**

The following patent criteria is applicable for all batches provided – The first applicant's name in all Patents must be “**National Institute of Technology Jamshedpur**”.

- a. 1 Utility Patent granted is equivalent to 1 SCI/SCIE/SSCI/ABDC indexed paper
- b. 1 Utility Patent published is equivalent to 1 SCOPUS indexed paper
- c. 1 Design Patent is equivalent to 1 SCOPUS indexed paper

18. Annexure I, PhD Regulations 2024: Guidelines for Thesis Submission

19. Clause 9.2, PhD Regulation 2024:

The supervisor(s) shall propose a list of examiners consisting of at least ten experts from the premier institutions (National/International) in the prescribed form (DPF-16) through SRC.

20. For withdrawal from PhD program, the following documents are required:

- a. Affidavit
- b. No dues form (filled and signed)



c. Caution money refund form (filled and signed)

21. **Notice – S-06/2026 dated 02/02/2026:** External Registration Program (SS-ERP/DR-ERP) can be considered equivalent to the Part – Time PhD program. PhD students under Part-Time PhD program should complete the required course work through NPTEL/SWAYAM/MOOC platforms. No regular courses of NIT Jamshedpur as a course work shall be allotted until or unless candidates are taking leave from his/her office for the semester in which the assigned courses are offered by the institute.
22. **SEN/MIN/41/2022-10/11:**
- The priority in IRS should be given to those faculty members who do not have any Ph.D. student and are willing to guide the students.
 - The repetition for allotment of Ph.D. students to the faculty who is already supervising IRS scholar can only be made, if no faculty member is willing to guide the student.
23. **As per 50th Senate (SEN/AGEN/50/2026-03/22 dated 10/03/2026) and notification (S – 20/2026 dated 13/04/2026),** allocation of a part-time/ERP PhD student shall be permitted only when no student under the concerned faculty member has been pending for more than five consecutive academic years.
24. **SEN/MIN/49/2025-09/09:** All UG, PG and PhD students who have failed in subject(s) or if a student misses the end-semester examination due to a compelling reason like serious illness of himself/herself or a calamity in the family in any semester are eligible for summer Quarter.
25. Technical Evaluation Committee (TEC) meeting will be held once in a week.
26. All special cases will be considered upon SRC recommendation only.
27. Any notification for conducting presentation should be notified at least 7 days before the schedule.

