

	GMRIT Policy Manual	
Version 01	Policy on Ph.D. for Faculty	Effective Date: September 01, 2022

1. Preamble:

- 1.1. To provide guidelines and support to the faculty members to pursue part time/ full time Ph.D.

2. Policy on Quality Improvement Program (QIP)

2.1. Objective:

- 2.1.1. To provide opportunity to the faculty to pursue Full Time Ph.D. Program from Premier Institutions, a list of which is circulated by the appropriate authority,
- 2.1.2. To provide guidelines and share information about sanction of Special Study Leave

2.2. Coverage & Applicability

- 2.2.1. Faculty members pursuing Ph.D. with premier institutions (IITs, NITs, etc.) are covered under the provisions of QIP program. (The list of premier Institutes shall be circulated by the appropriate authority)
- 2.2.2. Faculty member should have completed at least 2 years of service in GMRIT to be eligible for QIP policy.
- 2.2.3. Only one faculty member in a department shall be encouraged on a first come first served basis, to avail the benefits under this policy.
- 2.2.4. However, depending upon other considerations, The Committee may, at its discretion, allow more than one faculty member to enroll and avail the benefits.
- 2.2.5. The Committee for the purpose of this policy shall consist of following members:
 - Director Education - Member
 - Principal – GMRIT - Convenor
 - Associate Dean – R&D - Member



If for any reason one of the members as referred above is not available, Director Education would recommend a replacement to CEO-GMRVF for approval.

- 2.2.6. Before proceeding on leave, the faculty member shall sign an agreement with GMRIT to serve the Institute for a period of three years from the date of award of Ph.D.
- 2.2.7. Those who are covered under this policy, shall be given Special Study Leave, up to three years.
- 2.2.8. During the Special Study Leave period, faculty shall be paid 40% of the Gross Salary. For this purpose, the gross salary shall be as per the last drawn salary before proceeding for Special Study Leave.

2.3. Procedure

- 2.3.1. Eligible Faculty members planning to proceed for pursuing PhD, against the formal notification shall apply through proper channel.
- 2.3.2. QIP applications received from the faculty shall be scrutinized by The Committee (as per 2.2.5) and approved as per policy.
- 2.3.3. Approval for QIP shall be communicated to the faculty member by the Principal with a copy to HR.
- 2.3.4. While pursuing Ph.D. faculty must submit a Ph.D. Progress Report, duly signed by the Supervisor / Guide every 6 months from the date of admission. The report shall be submitted to the HOD who shall share a copy to the HR for records. Failing to submit the report, will lead to non-payment of the 40% of Gross salary from the subsequent month.
- 2.3.5. After successful completion of the Ph.D. the faculty member shall resume duty at GMRIT immediately. He/she should serve the institution for a minimum period of 3 years from the date of award of Ph.D, as per the Bond executed.
- 2.3.6. In case of non-completion of Ph.D. within the prescribed time of 3 years, they shall pursue the remaining part of the thesis work in distance mode and join duty at GMRIT. In case faculty member submits the thesis before completion of three-year period, they should join the duty in GMRIT immediately post submission of Thesis. In such cases, the period of service of three years shall be counted from the date of award of Ph.D.



2.3.7. For the purposes of career advancement, the management shall treat the leave period as continuity of service. Thus, the increments during Special Study Leave shall be considered. Upon resuming duties faculty member may be considered for promotion if they fulfill the stipulated promotion eligibility conditions.

2.3.8. Faculty member proceeding on Special Study Leave will be entitled to the following, apart from the 40% gross salary per month:

- i. Contingency advance of Rs.25,000/- per annum for travel, stay and other dissertation related expenses (against invoices).
- ii. Up to Rs.25,000/- per semester towards the fee, if any, to the host institution i.e., Institution where the candidate will be pursuing Ph.D./Doctoral Programme. The fee remittance details should be submitted by the faculty member to the institution. The amount towards this shall be adjusted from the FD amounts or paid as advance salary, in case the monthly salary amount is not sufficient to meet these expenses.
- iii. After deducting the above payments made, balance amount of salary will be deposited in joint FD from time to time.

2.3.9 After joining duty at GMRIT, post completion of Ph.D., faculty shall adhere to the Agreement (as per 2.2.6) and the following conditions. In case of violation they will have to reimburse the entire sum availed from the Institute (40% of the gross salary per month, contingency grant and any other sum paid to the candidate or the host institution on behalf of the candidate) together with 14% interest per annum. The conditions to abide by are:

- To adhere to the Agreement (as per 2.2.6) to serve the institution for a period of three years after completion of Ph.D.
- To submit the thesis within the prescribed period of three years. However, if they rejoin GMRIT due to non-completion of Ph.D. within three years, as per clause 2.3.6, as a special case, the time limit approved by the Committee would be to submit the thesis within two years post rejoining GMRIT



- Similarly, the time limit to defend the thesis would be within three years post rejoining GMRIT.

- 2.3.10 40% of the gross salary is payable only for a duration of 36 months. If, for any reason the faculty extends the leave and does not report to the institute in the stipulated time, the period beyond the end-date of leave will be treated as leave on loss of pay (subject to formal approval by the Committee) and no further payment will be made during this extension period. Leave on loss of pay shall be for a maximum duration of 6 months and after that faculty member must report to the institute.
- 2.3.11 Upon rejoining, the fitment grade for the faculty shall be in the same scale at which he or she left, with suitable additional annual increments that would have applied to him/her, prospectively from the date of joining.
- 2.3.12 If for any reason, faculty member discontinues pursuance of Ph.D. before the end of the Special Study Leave period, the payment of 40% of gross salary shall be withdrawn with immediate effect. In such an event, the faculty member shall reimburse to the Institute, all the payments made (40% of salary, contingency grant and any other sum paid to the candidate or the host institution on behalf of the candidate) together with 14% interest from the concerned faculty member, irrespective of the situation whether the faculty member is on the rolls of GMRIT or not. This clause shall form a part of the Agreement signed by the faculty member before proceeding on QIP.
- 2.3.13 If a faculty member fails to submit his/her Ph.D. thesis within five years then the Committee will review the research credentials of the concerned faculty member for considering six months to one year extension. The extension shall be based on feedback received from Guide or based on the progress of the Ph.D. Thesis. In case of poor research credentials, cancellation of Ph.D. registration and completion of Ph.D. is indefinite, the services of the faculty member may be separated as per the terms of appointment.



3. Policy on Part Time Ph.D.

3.1. Applicability

- 3.1.1. New faculty members joining GMRIT with M.Tech./ M.E. qualification and registering for the Ph.D. within two years from the date of joining
- 3.1.2. This policy is effective from the date of issue and is in supersession of all earlier practices.
- 3.1.3. Faculty members who have registered for part-time Ph.D. prior to joining GMRIT.

3.2 Coverage & Procedure

- 3.2.1 All faculty members not having Ph.D. qualification shall strive to enroll for Ph.D. within two years from the date of joining GMRIT.
- 3.2.2 However, if for reasons beyond the control of the faculty, someone is unable to enroll for Ph.D., a Committee consisting of Director Education, Principal-GMRIT and Associate Dean – R&D shall evaluate the situation and as a special case, may consider extension up to one more year.
- 3.2.3 Enrollment for Ph.D. within two years and upon special approval within three years, is a mandatory eligibility condition for a faculty to be considered for annual appraisal. Beyond three years, upon non-registration for Ph.D. annual appraisals shall be kept on hold. This shall be done only for a period up to two years.
- 3.2.4 Maximum time limit for registration of Ph.D. would be five years from the date of joining GMRIT. If the faculty does not register within five years, separation shall be initiated as per terms of appointment.
- 3.2.5 Faculty member applying for part time Ph.D. shall forward the formal application along with the University Ph.D. admission notification to The Committee (2.2.2 above), through respective HOD.
- 3.2.6 The Committee shall review the application and accordingly approve or reject within 30 days of receipt of application, failing which it shall be taken as deemed approval. The application shall be forwarded to HR for issuing NOC to the faculty.



- 3.2.7 Once an NOC is issued and admission confirmed from a university to pursue Ph.D., faculty will have a chance to change the university within two years by providing proper justification. However, the above change will be limited to one time during the tenure of the faculty.
- 3.2.8 Once the admission is confirmed by a university, the faculty member must intimate HOD/HR and submit a copy of admission letter and copy of fee receipt.
- 3.2.9 Faculty member shall submit Ph.D. Progress Report, duly signed by the Guide/Supervisor, every year to the HOD as per the prescribed format (template attached). The Ph.D. Progress Report shall also form a part of the Annual Appraisal.
- 3.2.10 The faculty member pursuing part-time Ph.D. shall complete the pre- Ph.D. course work within two years. Any contact classes if need to be attended, faculty shall plan during vacation period only. If the contact classes are scheduled within the semester period, the decision of the Committee shall be final whether to approve or reject the request for attending the classes during the semester period.
- 3.2.11 The faculty member pursuing part-time Ph.D. shall submit the Thesis within 5 years from the date of registration.
- 3.2.12 An extension by one year, beyond five years, for submission of Thesis, shall be approved by The Committee (as per clause 2.2.2) based on the request of the faculty and recommendations of the Research Supervisor/Guide.
- 3.2.13 If a faculty member is submitting his/her Thesis within a maximum of six years, Special Study Leave for 30 days shall be provided for Thesis submission. If a faculty member avails the Special Study Leave and fails to submit his/her thesis, the availed leave period shall be adjusted against available leave balance or treated as loss of pay.
- 3.2.14 If a faculty member does not submit the Thesis within 6 years from the date of Ph.D. registration, the following shall apply.
- The annual appraisal shall be put on hold.
 - The faculty member shall proceed on leave until submission of Thesis
 - The faculty shall avail the leave available to him/her and once the leave is exhausted, the balance period shall be treated as Loss of Pay



3.2.15 The period of Loss of Pay shall be limited to one year. If a faculty member is unable to submit his/her Ph.D. thesis within that one year of being on LOP, The Committee shall review the same and after looking into the facts, necessary action shall be initiated as per terms of the appointment letter.

A handwritten signature in black ink, appearing to be 'L. G.', located in the upper right quadrant of the page.

Format for Submission of Progress report of Part time Ph.D. Scholars

Name of the scholar			
Name of the Guide			
Details of the Research Guide			
Date of Registration & University			
Specific Field of Specialization			
Identification of the problem			
Aim of the work			
Methodology			
	Details status-% completion	Expected date of completion	Remarks
Pre Ph.D. work			
Literature Survey			
Experimental setup/Experimentation (if yes status)			
Design & Analysis Part			
Simulations & Validations			
Results & Conclusions			
Writ up progress			
Likely date of submission of thesis			
No of papers presented in Conference (National/International)			
No of papers published in Journals (National / International)			

Signature of the Scholar

Signature of the Guide

Signature of HOD



Application Form for Study Leave with Financial Support

Name of the Faculty member (as per the GMRIT Records):

Designation:

Department:

Date of Birth (as per the GMRIT Records):

Marital Status: Married/ Un-married:

Children with age (If applicable)

Current Educational Qualification (From School onwards)

Name of the Institution	Affiliated University	Certificate / Degree	Year	Percentage Marks

List of Current Research & Publications, if any:

Intended Qualification for which paid leave is being sought:

Name of the Institution	Affiliated University	Ph.D.

The intended period of study: From To.....

Period for which leave with pay is sought: From To

What is your intended area of specialization for your higher studies?

Signed By:

Date:

Witnessed By:

Place

