ICTS ACADEMIC HANDBOOK FOR PHYSICS (2021)

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1. Faculty mentor, course structure, evaluation

a. Faculty Mentor: During the period of the PhD coursework, each student will be assigned an ICTS faculty mentor (who is not necessarily the PhD supervisor). The mentor will discuss academic as well as non-academic issues with students to help them adjust to the academic life at ICTS. Students may approach their mentors to discuss problems of any kind (apart from solving the homework problems!). The mentor will be their main contact person before they register for a PhD, after which this role will be taken by the PhD supervisor and the Thesis Committee (TC). Students are required to get in touch with mentors at least once a month and get the online academic progress card filled and submitted by the 10th of every month. If the mentor is away from work, the student can get the progress card filled by the Convener of the Graduate Cell.

You can speak to the Convener of the Graduate Cell, in case you do not wish to speak to your faculty mentor, or if the mentor is unavailable.

b. Course Structure:

i. Credit requirements (60, 80, 100): Core/Elective/Reading courses are 4 credits each. Labs/Projects are 8 credits each.

PhD: Minimum 60 credits: Students selected for a PhD with MSc or MS in Physics are required to complete a minimum of 60 credits.

Integrated PhD: Minimum 80 credits: Students selected for Integrated PhD with ME/MTech other than engineering physics, MSc in science subjects other than physics (maths/chem/bio), BE in engineering physics, BSc/BS (4 years) in Physics are required to complete a minimum of 80 credits.

Integrated PhD: Minimum 100 credits: Students selected for Integrated PhD with BSc/BS (3 years) other than Physics and BE/BTech other than engineering physics are required to complete a minimum of 100 credits.

The credit breakups are given below:

	Int. PhD.	Int. PhD.	PhD.
Minimum number of credits	100 credits	80 credits	60 credits
Compulsory requirements (number of credits shown in parenthesis)	5 core (20); 1 lab (8); 3 projects (24); 6 elective classroom courses (16): total 68 credits	5 core (20); 1 lab (8); 2 projects (16); 2 elective classroom courses (08): total 48 credits	5 core (20); 2 projects (16); 2 elective classroom courses (08): total 44 credits
Number of credits as per students' choice: any combination of classroom or reading courses or projects	32 credits	32 credits	16 credits
Suggested timeline for choosing advisor (after two projects)	End of Semester III	End of Semester III	End of Summer I
TIFR PhD registration deadline	End of 3rd year	End of 3rd year	End of 2nd year
Compulsory courses are shown	n in bold font and suggested cou	urses are shown in grey font belo	W.
Compulsory courses not comp	leted in the semester shown belo	w need to be completed before r	egistration.
It is the students' responsibilit (see http://www.tifr.res.in/~sb	y to complete registration require p/new2015/registration.htm)	ements	
Semester I (Aug-Nov)	Statistical mechanics (4)	Statistical mechanics (4)	Statistical mechanics (4)
	Advanced quantum mechanics (4)	Advanced quantum mechanics (4)	Advanced quantum mechanics (4)
	1 elective (4)	1 elective (4)	1 elective (4)
Semester II (Jan-Apr)	Lab (8)	Lab (8)	Research project (8)
	Electrodynamics (4)	Electrodynamics (4)	Electrodynamics (4)
	Classical mechanics (4)	Classical mechanics (4)	Classical mechanics (4)
	1 elective (4)	1 elective (4)	1 elective (4)
Summer I (May-Jul)	Research project (8)	Research project (8)	Research project (8)
Semester III (Aug-Nov)	Research methodology & ethics (4)	Research methodology & ethics (4)	Research methodology & ethics (4)
	Research project (8)	Research project (8)	3 electives (12)
	1 elective (4)	1 elective (4)	
Semester IV (Jan-Apr)	Research project (8)	2 electives (8)	
	2 electives (8)		1 elective (4)
Summer II (May-Jul)			PhD Regn deadline
Semester V (Aug-Nov)	4 electives (16)	2 electives (8)	
Semester VI (Jan-Apr)	3 electives (12)	2 electives (8)	
Summer III (May-Jul)	PhD Regn deadline	PhD Regn deadline	

 Semesters, coursework and projects: The academic session is divided into two semesters: Autumn Semester (August - December) and Spring Semester (January - April). In addition, students do projects during the summer months (May - July).

Students are offered a coursework programme based on a mixture of compulsory core courses, choice-based elective courses, lab course and compulsory project work, on topics of their choice. In each semester, students are evaluated by a continuous evaluation process consisting of

- i. Assignments
- ii. Mid-semester examination
- iii. End-semester examination
- iv. Classroom and/or take-home assignments, and
- v. Any other criterion set up by the Instructor of the course

Core courses are compulsory. If a student feels that he/she already knows the course well enough, they have the option of taking a *drop test* at the beginning of the course. A satisfactory performance (> B; i.e., > 65%) then allows the student to automatically earn credits for the course. Students are required to contact the course instructor for the drop test schedule and syllabus.

Elective courses are choices based on students. Students can choose electives from the courses offered at ICTS/IISc/NCBS/RRI/CAM. These can be classroom courses/reading courses. For more details on the requirements, please see the table above.

Reading courses can be taken by students with any faculty member at ICTS. It is required that the course be graded through regular assignments or through two exams (mid-term and final) or a combination of these.

Projects can be done with any faculty member at ICTS. The student is graded based on a project report to be examined by the project guide, and a seminar presentation to be examined by a <u>two-member committee</u>. The final grade will be based on these two evaluations (equal weightage).

The committee constituted to evaluate the seminars will not only grade the performance of the candidate but also determine whether the amount of work done in the Project under review is enough. The committee may, for example, decide that the work done was insufficient to earn full credit, in which case the student will be given an Incomplete (I) grade. The scope of the project will have to be extended according to the recommendations of

the committee with the approval of the graduate cell and the seminar will be held at the end of the following semester.

iii. Course registration: The courses for the autumn semester are to be registered by 20th August and for the spring semester by 20th January every year. The summer project registration should be completed by 10th May every year. The academic office and the faculty mentor should be informed about the course registration within the specified timelines.

Due to the COVID pandemic, the academic schedule of the Aug 2021 semester is shifted. The important dates for this semester will be intimated separately.

iv. Dropping the course: The core courses can be dropped with credit via a drop test at the beginning of the semester. A satisfactory performance (> B; i.e. > 65% marks) then allows the student to automatically earn credits for the course.

With due reason and permission from the Convener, Graduate Cell, you can do the core courses in a different semester, provided the course credits are completed within the PhD registration deadline. This should be informed to the academic office including your faculty mentor within the course registration deadline.

The elective courses that you have registered for, can be dropped by **15 October** for the autumn semester and by the **end of February** for the spring semester. The academic office and the respective faculty mentor should be informed about this within the specified timeline. The dropped elective course will not be listed in the final transcript if it is informed to the academic office and the faculty mentor within the specified timeline. The student may register again for a course that he/she has dropped in a previous term/ semester.

- v. Courses offered at ICTS: All Physics core courses are offered at ICTS. The list of courses offered at ICTS this academic year will be updated here: <u>https://courses.icts.res.in/</u>
- vi. Courses offered at other institutions: You may also register for the courses offered at IISc, NCBS, CAM-TIFR, RRI. Courses offered at IISc are listed here: <u>https://www.iisc.ac.in/courses-offered-in-iisc/#ffs-tabbed-13</u>

c. Evaluation

i. Announcement of grades: The grades will be announced soon after we receive the grades from the course instructors in ICTS and other institutions. The deadline for grades will be January end for the autumn semester, June end for the spring semester, August end for the summer project (unless the announcement is delayed due to grades for courses done outside ICTS).

ICTS Grade conversion rule:

O: 95-100	A+: 85-94	A: 75-84	B+:65-74
B: 55-64	C: 50-54	F: 0-49	

ii. Fail or Incomplete (I) Grade: If a student registers for a course, does not drop within the deadline for dropping the course and does not complete it, he/she is deemed to have failed in that course.

In case a student attends a course but is unable to participate in the final examination for some reason beyond his/her control, he/she will be given an "I" (incomplete) grade. The course instructor, in consultation with the Convener, Graduate Cell, can arrange for one or more special tests/ assignments after the end of the semester to evaluate the performance and convert the incomplete grade into a regular grade. This procedure is to be adopted only in exceptional situations.

A student who fails a compulsory course has to repeat it when it is next offered; if he/she passes the course, the new marks replace the old (failed) marks on the student's transcript.

A student who fails an Elective course may replace it with a different Elective.

The marks secured by a student in all the courses taken up to a certain point in time are used to calculate a Cumulative Grade point average (CGPA) as follows:

$$CPI = \frac{\sum_{n} M_{n} C_{n}}{\sum_{n} C_{n}}$$

Where M_n is the marks secured in a course with Credits C_n and both sums run over all the courses taken till the date concerned.

iii. Academic Probation and terminations: The CGPA is the major criterion in determining the performance of a student in the course work. If the CGPA of a student falls below 55, he/she will be placed on Academic Probation and will remain so until the CGPA becomes 55 or more, or the course work ends. Likewise, if a student fails (marks < 50) in one course, he/she will be placed on Academic Probation and will remain so until the course is cleared. A student on Academic Probation may be permitted to take one course less during the semester, in consultation with the Graduate Cell Convenor.</p>

For students in the Integrated PhD program, the MSc degree awarded will have a Class attached to it according to the following CGPA ranges:

100 - 75: Distinction

74 - 60 : First Class

59 - 50 : Pass Class

As per the SBP rules, the academic programme of a student will be *terminated* if

- 1. he/she fails in more than two courses, irrespective of CPI.
- he/she fails in two courses and has CPI of other courses less than 65.
- 3. he/she fails in one course while on Academic Probation.
- 4. he/she fails to Register for PhD by the end of the Second Year (for PhD students) or Third Year (for Integrated PhD students).
- 5. This deadline will be extended by any time lost due to the leave granted by the Subject Board for medical or other reasons.
- 6. termination is recommended by his/her Department with sufficient reason(s) and approved by the SBP.
- 7. termination on disciplinary grounds is recommended by a duly constituted authority.

For more details, please see: http://www.tifr.res.in/~sbp/new2015/evaluation.htm

Coursework requirements should be met before PhD Registration.

d. PhD advisor preference: Your choice of a research advisor is one of the most important choices you will make in your graduate career. In order to ensure a smooth "match-making" of the student and the advisor, the institute has included research projects as part of the coursework and set up a procedure to help you select an advisor.

The TIFR University rules require PhD students to make a final choice of supervisor at the end of two years, and Integrated PhD students to make a final choice of supervisor at the end of three years. However, the institute would like to encourage students to choose an advisor somewhat sooner so that students are not stuck without an advisor and a looming deadline from the University. So the institute has set up a procedure to try and smoothly match students and advisors. Please try and understand this procedure clearly!

At the end of each research project, both the student and the faculty express their preferences. The student should clearly choose one of three options:

- (a) whether he/she wants to work with this faculty member or
- (b) whether he/she does not want to work with the faculty member or
- (c) whether he/she would like to continue exploring further.

On the other hand, the faculty member must clearly choose one of two options:

- (a) whether he/she wants to work with the student or
- (b) whether he/she does not want to work with the student.

The faculty member does not have the option of being uncertain whereas the student does!

In the usual scenario, it is expected that at least one of the instructors of the first two research projects (by the end of Summer I (July) for PhD students and by the end of Semester III for Integrated PhD students) will have chosen option (a). If this is not the case, the graduate cell will try and assist the student in finding a supervisor.

Note that it is possible for the student to choose option (b) or (c) on the first two research projects and continue exploring other options if he/she is not completely satisfied.

On the other hand, if the student has chosen option (a) on either of these projects, then the student is not encouraged to change her choice (except in special circumstances) since the advisor may have made plans assuming that the student is about to join her group. So please think carefully before making your choice.

e. Exit with MSc or MPhil

i. Exit with MSc: The Subject Board for Physics has the provision for an Exit MSc degree after the end of 3 years, for the Integrated PhD students.

A student who wishes to leave with an MSc must declare this before the completion of two years (July). Once this declaration is made, the student

cannot revert back to the Integrated MSc-Ph.D. programme. To get an MSc degree the student must register for a one-year-long MSc project during the third and final year. This will be in addition to the coursework (80/100 credits). If exit with MSc is permitted, any extra salary and contingency will be reverted to the first-year levels (21K per month, and 25k per year, respectively).

The requirements for the award of an MSc degree are

- Successful completion of Integrated PhD coursework (80/100 credits)
- 2. Successful completion of the one-year-long project in 3rd year with an ICTS faculty. At the end of the 3rd year, the student is required to submit a written report and give a 45 minute presentation of your MSc Project work, which will be evaluated by a <u>three-member committee</u>.

No extension of Fellowship or Contingency Grant beyond the 3rd year will be granted. For more details please see: <u>http://www.tifr.res.in/~sbp/new2015/exitoption.htm</u>

ii. Exit with MPhil: Students in the PhD programme are normally awarded the PhD degree at the end of their academic tenure in TIFR. However, a student in the PhD programme, who, at the end of his/her second year, cannot find a supervisor, is permitted to leave TIFR with an MPhil degree.

This option may also be permitted on a case-to-case basis for students at a later stage, provided the student has completed a minimum residence requirement of 3 years. The rules governing these exit options are described here: <u>http://www.tifr.res.in/~sbp/new2015/exitoption.htm</u>

2. Comprehensive, PhD registrations, annual extensions

a. Comprehensive exam and PhD registration: PhD students have to register for PhD before the end of two years after joining ICTS. Integrated PhD students have to register for PhD before the end of three years after joining ICTS.

Before registering, students are also required to give an oral comprehensive examination. The exam will consist of questions from the research project as well as coursework. The assessment panel will consist of the student's advisor, an external faculty and another ICTS faculty member. The panel will be chaired by the ICTS faculty member (non-advisor).

Every registered student must have a Thesis Committee (TC). The TC will monitor the progress of the doctoral work, help in mentoring the student, and advise the student as well as the supervisor, if necessary.

The TC must be formed by the Convenor of the ICTS Graduate Cell, taking into account recommendations by the Thesis Supervisor, and in consultation with the local representative of the relevant Subject Board, at the time of Registration.

For more details, see: http://www.tifr.res.in/~sbp/new2015/TMC.htm

Students should make sure that the coursework requirements, oral comprehensive exam, formation of TC and thesis proposal are completed before the PhD registration deadline. Please note that it is your responsibility to find an advisor and be registered by the due date.

The students will receive a degree after approval from the concerned Subject Board of the Graduate School of TIFR. A change of the subject board may be considered in exceptional cases and should be discussed with the academic office, PhD supervisor and the Convener, Graduate Cell.

Please note that any student at ICTS is free to choose any of the ICTS faculty members as a PhD supervisor. For example, a mathematics student can choose someone in the statistical physics group as an advisor, or a physics student can choose someone in the maths group, but they should both agree to follow the guidelines of the subject board in which the student is registered.

b. PhD registration procedure: When the student is ready to register for PhD before the end of the second year for PhD students and before the end of the third year for Integrated PhD students, the following procedure needs to be followed.

- **i.** Your coursework and comprehensive examination requirements should be complete before PhD registration.
- **ii.** After your comprehensive exam, you will have to upload the following documents on the datanet <u>https://datanet2.tifr.res.in/icts</u>:
 - 1. Self-signed research proposal (1-2 pages)
 - 2. Transcript (academic office will prepare & share)
 - 3. Thesis committee formation form (form available on Intranet)
 - 4. <u>Comprehensive exam report</u> (form available on Intranet)
- **iii.** You will be intimated about your registration number via email and the fellowship will be hiked from the date of your PhD registration.
- **iv.** Please note that the PhD registration is valid till 5 years from the date of registration. If you do not submit your thesis within this duration, then you will have to re-register for your PhD.

The details are also available at:

http://www.tifr.res.in/~sbp/new2015/registration.htm

c. Annual Assessment and extensions

- i. Assessment before PhD registration: Annual assessment formalities for students before PhD registration will be initiated in the month of June. The academic office will share a report with the respective student and the faculty mentor. The student should contact their faculty mentor, get their evaluation/ recommendation and submit the assessment report to the academic office by the end of June. After completing this formality, the student will be given an extension note by July.
- Assessment after PhD registration: Annual assessment formalities for students after PhD registration should be initiated by the TC in the month of May. TC is expected to monitor the progress of the student till his/her PhD throughout the year. The TC must meet the student at least once in every academic session, and preferably once every semester. There is no restriction on the maximum number of times the TC can meet the student. TC members are encouraged to interact with the student multiple times in a year, and individual TC members can also talk with the student one-on-one. Students are encouraged to talk to their TC members or the Convener, Graduate Cell or subject board representative for any academic problems.

Any serious problems envisaged in the progress of the student should be brought to the attention of the Convener, Graduate Cell and the Subject Board. The TC report should be submitted to the academic office with a cc to the Graduate Cell for the annual extension.

PhD registered students will have an annual assessment in the month of May/June. Students will have to give a presentation about their project for

about 30-40 mins followed by a question and answer session in front of their TC. For every student, a report from the TC is necessary for the annual extension. This report should be submitted to the academic office by the end of June. After completing this formality, the student will be given an extension note by July. If the TC report is not available, the student may be denied an extension of the Fellowship for the next academic session.

For more details on the TC, see <u>http://www.tifr.res.in/~sbp/new2015/TMC.htm</u>

3. Synopsis submission and its requirements

- **a.** Change in the title before/during synopsis submission: If the title of the thesis has changed from that at the time of PhD Registration, this should be indicated by the student and approved by the Guide and Convener, Graduate Cell.
- **b.** Research Publications: The PhD thesis should be an advanced exposition of a particular topic. It must demonstrate that the candidate has done a significant amount of original work in the chosen subject. One of the necessary criteria for this is that at least some part of the thesis, where the candidate has made a significant contribution, should be published/ accepted for publication in a peer-reviewed journal.

For large collaborations that follow a rigorous internal review process, a Collaboration Note based on the work of the candidate (that has passed through such a review) can be considered a publication. However, such a note should be publicly available. Where such a note is not yet publicly available, the student's work in question should be certified by a competent authority (spokesperson/ coordinator or equivalent) from the collaboration before the Synopsis is submitted.

When the student submits the Synopsis, he/she should include a declaration specifying his/ her exact contribution to the publication(s). This should be endorsed by the thesis advisor.

c. Synopsis: Submission, Seminar and Acceptance

i. Before Synopsis Seminar:

- 1. Once the work required for the PhD thesis is completed (including the satisfaction of the above Publication criteria), the candidate should prepare a Synopsis of the would-be thesis and submit it to the PhD guide with a tentative week for the seminar at least 10 days prior to the synopsis seminar date.
- The PhD guide will have to share the synopsis with the Convener, Graduate Cell/ Dean (if the Convener, Graduate Cell is the guide) and academic office along with the names of the committee members (5-6).
- 3. The Convener, Graduate Cell/ Dean will formulate the committee (with 5 members) and will share the list with the academic office.
- 4. The academic office, on behalf of the Graduate Cell, will send out an invitation to the committee members for their confirmation to fix the date of the synopsis seminar.

- 5. In the meantime, the student needs to share the title and abstract with the academic office for the announcement. The announcement will be done once the seminar date is fixed.
- 6. The academic office will share the required evaluation form with the committee members, collect the evaluation and share the input with the PhD guide.

ii. After the synopsis seminar:

- 1. The student should get in touch with his/ her guide to make the necessary changes suggested by the evaluation committee.
- 2. Submit the final synopsis after the changes (if any suggested by the committee members) along with the signed synopsis submission form with the academic office.
- 3. The guide will have to share the suggested list of examiners for the Thesis (3 Indians and 3 foreigners)
- 4. Once the above is received in the academic office, the required documents will be shared with TIFR to complete the synopsis submission.

For reference:

http://www.tifr.res.in/~gsoffice/procedureall.htm http://www.tifr.res.in/~sbp/new2015/synopsis.htm http://www.tifr.res.in/~sbp/new2015/seminar.htm

4. PhD thesis submission and its requirements

- **a.** Thesis submission: The thesis can be submitted any time starting from the next day following the submission of Synopsis, to a maximum of six months from the date of submission of Synopsis. The student should submit the Thesis (the cover page format is necessary) to the academic office in consultation with the student's Thesis guide along with the
 - i. Declaration form
 - ii. Thesis submission form
 - iii. Copyright self-certification form (printed back to back) duly filled up, signed by student Guide.

Once the above document is received, the academic office will forward these to TIFR.

For reference: http://www.tifr.res.in/~sbp/new2015/thesis.htm

b. Fellowship after thesis submission: The prescribed duration of research stay of students enrolled for PhD at TIFR is 5 years (for the PhD program) and 6 years (for Integrated MSc-PhD program). Students who submit their thesis before the completion of this duration will continue to get their existing fellowship and accommodation till the end of the above duration or Viva-voce, whichever comes earlier.

*If the student submits the thesis during their extension period, the date of thesis submission is the last date of their fellowship and accommodation.

c. Short term visiting fellowship: After completion of tenure or extension period, if required the student can request ICTS to treat him/her under a short term visiting fellowship (for a maximum period of 6 months). For this, the student should send a request to his/her guide. The guide with his/her recommendation forwards the request to the Graduate Cell and Director for approval. On approval, the academic office generates the offer letter and sends it to the student.

5. PhD Thesis Defence (viva-voce examination)

a. Approval: If the reports of the external examiners, as well as the report of the Research Guide, are all positive, and only minor changes or revisions are required, the Convenor, on behalf of the subject board, gives the permission for the Viva-voce Examination (or thesis defence). Till this permission is received, the Research Guide should not undertake any communication with the external examiner(s).

Once the permission is received, the following committee is set up to conduct the Viva-voce examination.

- the Research Guide;
- the external examiner who works in India;
- representative of the Subject Board of Physics/Mathematics.

The Viva-voce examination will be set up at a date and time convenient to all concerned, with the help of the academic office. One or more of the principals may participate by videoconferencing if required.

The student needs to share the title and abstract at least one week before the Thesis Defence for its announcement and necessary arrangements.

- **b.** Viva-voce examination pattern: The viva-voce examination consists of three parts.
 - i. An open seminar by the candidate, lasting not less than 45 minutes, which highlights the research work presented in the thesis. This may be attended by any interested person(s), in addition to the examiners.
 - **ii.** An open question-and-answer session, during which anyone in the audience of the open seminar (including the examiners) may ask questions or make comments on the material presented in the seminar.
 - iii. An in-camera examination, where only the candidate and the examiners will be present. In this part, the candidate may be asked searching questions to determine his/her level of involvement in the research work presented in the thesis (see below).

For reference: http://www.tifr.res.in/~sbp/new2015/viva.htm

c. Final thesis submission after Viva-Voce examination: After the viva (<u>http://www.tifr.res.in/~sbp/new2015/viva.htm</u>), the student should incorporate any changes/corrections/additions suggested by the examiners, and prepare a final version of the Thesis. The title page should have the revised month and year according to the format given here
http://www.tifr.res.in/_gooffice/thesiseoverpage.pdf, The Pasagraph Guida should

http://www.tifr.res.in/~gsoffice/thesiscoverpage.pdf. The Research Guide should

check that these changes have been satisfactorily incorporated before signing the thesis submission form.

The student should download and fill in the Thesis Submission Form (http://www.tifr.res.in/~gsoffice/Final_Thesis_Declaration_Format.pdf). This should be presented along with a properly bound hard copy of the revised Thesis and signed by the Research Guide. The signed form can then be submitted to the academic office for further processing, along with two soft copies (PDF format) on CD for TIFR.

Once the TIFR University Cell receives the final thesis, a Provisional Certificate will be issued and sent to the respective Centre.

For reference: http://www.tifr.res.in/~gsoffice/procedureall.htm http://www.tifr.res.in/~sbp/new2015/thesis.htm

d. Short-term employment for fresh graduates: Fresh ICTS graduates with a provisional/regular PhD degree will be eligible to be appointed as Research Associates (fellowship as per norms) for a period of up to six months (up to 1 year under exceptional circumstances). For this, the advisor has to make a recommendation to the Postdoc Committee.

6. Extensions beyond 5 years (PhD) and 6 years (Integrated PhD)

- a. Extension: A student who needs an extension beyond 5 years (PhD) and 6 years (Integrated PhD) has to discuss it with his/her thesis advisor at least 6 months before the tenure end date. The thesis advisor will have to send a request to the Graduate Cell with his/her justification for the extension. Such requests will be discussed by the Graduate Cell and the extension will be granted as per the norms.
 *If the student submits the thesis during their extension period, the date of thesis submission is the last date of their fellowship and accommodation.
- **b.** Emoluments: The fellowship in such cases will be reduced to one half of the original fellowship (Rs.17,500/- per month, currently) with no contingency grant.
- **c.** Thesis Fees: The student will have to bear the thesis fees of Rs.4,000/- if he/she fails to submit the thesis beyond the extension approved by the Graduate Cell.

7. Contingency grant, carry forward, grader's grant

a. Contingency grant: The PhD students are eligible for a Contingency Grant for their first five years and the Integrated PhD students during their 2nd to 6th years. During their first year, the Integrated PhD students are entitled to a Book Grant of Rs. 25,000/-.

The payment will be released against the bills presented. The permissible expenditure under this allowance is listed below. Any expenditure beyond this list needs the approval of the Convener, Graduate Cell.

- 1. Purchase of books, journals, cost of photocopying of documents
- 2. Payment of fellowships/memberships of professional organisations/societies
- 3. Travel to conferences, workshops and other educational trips
- 4. Purchase of Laptops, notebooks, Tablet PC s, e-book readers etc.
- 5. Purchase of computer peripherals, accessories and software
- 6. Internet bill for students accommodated outside the campus.

The Book Grant during the first year would cover item numbers 1, 4, 5 and 6 above.

If the cost of a particular item is more than the available amount of the Contingency Grant/ Book Grant, the extra amount may be claimed from the next year's Contingency Grant once the student becomes eligible for it.

The Contingency Grant/ Book Grant has to be utilised during the Academic Year (Aug -July). It may be carried over to the next year only for a known large expenditure in the following year, like a conference that the student plans to attend/ to buy a laptop. The carry-over will be only for this specific purpose, and the permission has to be obtained from the Convener, Graduate Cell (after the recommendation of the faculty mentor/ thesis guide) before the end of the earlier academic year.

The Contingency Grant/ Book Grant for an academic year may be claimed at any time during the year. However, if the student leaves ICTS-TIFR before the completion of the year, the amount of Grant the student is eligible for will be calculated (proportional to the fraction of the year spent in the Institute) and the extra amount will be recovered.

Please click <u>here</u> for the contingency form. Fill up the form, attach the bills and take your faculty mentor's signature on the form before submitting it to Accounts for processing.

b. Contingency carry forward: Students can carry forward their contingency grant for a known large expenditure such as buying a laptop, travel cost for attending a conference etc. The request should be made by the students mentioning the purpose to carry forward and it should be recommended by the respective faculty mentor (till PhD registration) and thesis advisor (post PhD registration). The recommendation should be forwarded to the academic office. The academic office will compile the list for the final approval of the Convener, Graduate Cell.

For any queries related to the usage of contingency grants, the accounts team (accounts@icts.res.in) can be contacted.

c. Grader's grant: Any classroom course that is certified as a core/elective course by the Convener, Subject Board, can have a grader who will receive a book grant of Rs.5000/- at the end of the semester. If the course has more than 10 registered students, the faculty can request two graders for that course. Each grader will get Rs.5,000/- as a grader's grant at the end of the semester.

8. Important contacts

- **a.** Academic matters and office space: For all academic matters, including courses, results, comprehensive exams, PhD registration, annual assessment and extensions, synopsis and thesis submission, office space allocation etc., please contact the academic office: academicoffice@icts.res.in; extension: 6042
- **b.** Accommodation: For any query related to accommodation or hostel, please contact Mahindra V, mahindra.v@icts.res.in, 9845351488. For personal bookings, go through the housing guidelines on the intranet and contact ICTS guest house: guesthouse@icts.res.in; extension: 6400
- c. Laptop/ Desktop/ IT/ Wi-fi: For any query related to laptop/ desktop/ IT/ wi-fi, please contact ithelp@icts.res.in; extension: 6300
- **d.** Establishment: For any query related to your joining, leave, ID card, housing allotment, official letters, medical insurance etc. please contact establishment@icts.res.in; extension: 6016
- e. Accounts: For any query related to the reimbursements, contingency grants, fellowship etc. please contact accounts@icts.res.in
- f. Useful links
 - i. <u>Welcome booklet</u>
 - ii. <u>Graduate courses</u>
 - iii. Guidelines for academic ethics
 - iv. ICTS seminars and colloquia
 - v. <u>Holiday list</u>

9. Academic and Non-Academic Committees at ICTS

a. Academic committees

- i. Computing Resource Committee
- ii. Faculty Search and Screening Committee
- iii. Graduate Cell
- iv. Lectures and Visitors Committee
- v. Library Committee
- vi. Outreach Committee
- vii. Postdoctoral Committee
- viii. Program Cell
- ix. Visiting Students Committee

b. Non-academic committees

- i. Anti-ragging Committee
- ii. Cafeteria and Canteen Committee
- iii. Cell for Prevention and Resolution of Sexual Harassment of Women at Workplace (CPRSHWW)
- iv. Child Care Cell
- v. Cultural Committee
- vi. Engineering Service Committee
- vii. General Administration and HR Planning & Management Committee
- viii. Grievance Cell
 - ix. Housing Cell
 - x. ICTS Standing Physical Verification Committee
- xi. Local Purchase Committee
- xii. Medical Committee
- xiii. Resource Development and Societal Engagement Wing (RDSEW)
- xiv. RTI Cell
- xv. Sport and Recreation Committee
- xvi. Standing Committee on Admin
- xvii. Tender opening committee
- xviii. Transport and Security Committee

For the roles, members of these committees and contact details, please check the ICTS intranet here: <u>https://intranet.icts.res.in/content/committees</u>