ICTS ACADEMIC HANDBOOK FOR PHYSICS

(2023)

ICTS

INTERNATIONAL
CENTRE *for*
THEORETICAL
SCIENCES

I | CONTENTS

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 may not necessarily be the PhD supervisor). Students may approach their mentors to discuss problems of any kind (apart from solving the homework problems!) that would help them adjust to the academic life at ICTS. The mentor will be their main contact person before they register for a PhD, after which this role will be taken over by the PhD supervisor and the Thesis Committee (TC). Students are required to get in touch with their 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

Core/Elective/Reading courses are typically of 4 credits. Lab courses and Projects are of 8 credits.

PhD: Minimum 60 credits: Students enrolled in the PhD program (i.e, with an MSc in Physics) are required to complete a minimum of 60 credits.

Integrated PhD: Minimum 80 credits: Students enrolled in theIntegrated PhD program with ME/MTech, MSc in subjects other than physics, 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 enrolled in Integrated PhD with BSc /BS (3 years) and BE/BTech (specialisation other than engineering physics) are required to complete a minimum of 100 credits.
The credit breakup is given below:

Course structure for the Physics PhD/Integrated PhD program

	Int. PhD.	Int. PhD.	PhD.
Minimum number of credits	100 credits	80 credits	60 credits
Compulsory requirements (number of credits shown in parenthesis)	**6 core (22); 1 lab (8); 3 projects (24); 4 elective classroom courses (16): total 70 credits**	**6 core (22); 1 lab (8); 2 projects (16); 2 elective classroom courses (8): total 54 credits**	**6 core (22); 2 projects (16); 2 elective classroom courses (8): total 46 credits**
Number of credits as per students' choice: any combination of classroom or reading courses or projects	30 credits	26 credits	14 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
Here is a suggested plan for completing the credit requirements for PhD registration. Core courses are shown in bold font. **Students have the option to deviate from this plan (in consultation with their faculty mentors) provided they can meet the credit requirements before the registration deadline.**			
Semester I (Aug-Nov)	1 elective (4) [Recommendation: Quantum mechanics 1 at IISc/TIFR]	1 elective (4) [Recommendation: Quantum mechanics 1 at IISc/TIFR]	**Adv quantum mechanics (4)**
	Classical mechanics (4)	**Classical mechanics (4)**	**Classical mechanics (4)**
	Research methodology I (2)	**Research methodology I (2)**	**Research methodology I (2)**
	1 elective (4) [Recommendation: Mathematical Methods]	1 elective (4) [Recommendation: Mathematical Methods]	1 elective (4) [Recommendation: Mathematical Methods]
Semester II (Jan-Apr)	**Lab (8)**	**Lab (8)**	**Research project (8)**
	Adv Electromagnetism (4)	**Adv Electromagnetism (4)**	**Adv Electromagnetism (4)**
	1 elective (4) [Recommendation: Statistical mechanics 1 at IISc/TIFR]	1 elective (4) [Recommendation: Statistical mechanics 1 at IISc/TIFR]	**Adv Statistical mechanics (4)**
	1 elective (4) [Recommendation: Numerical Methods]	1 elective (4) [Recommendation: Numerical Methods]	1 elective (4) [Recommendation: Numerical Methods]
Summer I (May-Jul)	**Research project (8)**	**Research project (8)**	**Research project (8)**
Semester III (Aug-Nov)	**Research methodology II (2)** **Research & publication ethics (2)**	**Research methodology II (2)** **Research & publication ethics (2)**	**Research methodology II (2)** **Research & publication ethics (2)**

	Research project (8)	Research project (8)	1 elective (4)
	Adv quantum mechanics (4)	Adv quantum mechanics (4)	Research project or 2 electives (8)
Semester IV (Jan-Apr)	Research project (8)	Research project or 2 electives (8)	
	Adv Statistical mechanics (4)	Adv Statistical mechanics (4)	
	1 elective (4)		
Summer II (May-Jul)	Research project (8)	Research project (8)	PhD Regn deadline
Semester V (Aug-Nov)	2 electives (8)		
	Research project or 2 electives (8)		
Semester VI (Jan-Apr)			
Summer III (May-Jul)	PhD Regn deadline	PhD Regn deadline	

i. 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 and take short elective courses during the summer months (May - July).

Students are offered a coursework programme that involves a mixture of compulsory core courses, choice-based elective courses, a lab course and research projects. In each semester, students are evaluated by a continuous evaluation process consisting of assignments, mid-semester examination, end-semester examination, and any other criterion set up by the instructor of the course

Core courses are compulsory. If a student feels that they already knows the course well enough, they can appear for a *drop test* at the beginning of the course. A satisfactory performance (> B; i.e., > 65%) allows the student to earn credits for the course (without attending it). Students are required to contact the course instructor for the drop test schedule and syllabus.

Elective courses are based on students' preference. Students can choose electives from the courses offered at ICTS/IISc/NCBS/RRI/CAM and other

campuses of TIFR. These can be either classroom courses or 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. These courses are graded through either 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. Students are encouraged to do projects with multiple groups before choosing the thesis advisor. 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 two-member committee. 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 a sufficient amount of work has been done in the Project under review. The committee may, for example, decide that the work done is insufficient to earn full credit (8), 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 by the committee with the approval of the graduate cell. The seminar will be held again at the end of the following semester.

ii. Course registration

Registration of courses/projects in each semester needs to be done by the deadline specified in the Academic Calendar (**10th August** for Autumn semester, **10th January** for Spring semester and **10th May** for Summer semester). The academic office and the faculty mentor should be informed about the course registration within the specified timelines.

iii. 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 take the core courses in a different semester, provided the course credits are completed within the PhD registration deadline. The academic

office and your faculty mentor should be informed about this within the course registration deadline.

The elective courses that you have registered for, can be dropped before the deadline specified in the Academic Calendar (**15 October** for the Autumn semester and **28 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 the same course at a later semester.

iv. 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: https://courses.icts.res.in/

v. Courses offered at other institutions

You may also register for the courses offered at IISc, NCBS, CAM-TIFR, RRI.

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 nominal expected dates for the announcement of grades are given in the Academic Calendar.

Marks	Grades	Grade points	Interpretation
95 – 100	O	10	Outstanding
85 – 94	A+	9	Excellent
75 – 84	A	8	Very Good
65 – 74	B+	7	Good
55 – 64	B	6	Above Average
51 – 54	C	5	Average
50	P	4	Pass
< 50	F	0	Fail

ii.   Fail or Incomplete (I) Grade

If a student registered for a course fails to drop the course within the specified deadline and does not complete it, they are deemed to have failed in that course.

In case a student attends a course but is unable to participate in the final examination for reasons beyond his/her control, they will be given an "I" (incomplete) grade. A student may acquire a maximum of 3 'Incomplete' grades during the entire coursework. Beyond this, all incomplete courses will be treated as 'failed' courses. The course instructor, in consultation with the Convener, Graduate Cell, can arrange for one or more special test(s)/ assignment(s) 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.

If a student fails a compulsory (core) course, they have to repeat it when it is offered next; if they pass the course, the new marks will replace the old (failed) marks on the student's transcript.

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

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

$$CGPA = \frac{\sum_n C_n G_n}{\sum_n C_n},$$

where G_n is the grades 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 5.5, they will be placed on Academic Probation and will remain so until the CGPA becomes 5.5 or more, or the course work ends whichever is earlier. Likewise, if a student fails (marks < 50) in one course, they will be placed on Academic Probation and will remain so until they clear the course. A student on Academic Probation may be permitted to take one course less

during the ongoing semester in consultation with the Graduate Cell Convenor.

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

CGPA 7.50 and above: First Class with Distinction
CGPA 6.00 to 7.49: First Class
CGPA 5.00 to 5.99: Second Class
CGPA 4.00 to 4.99: Pass
CGPA below 4.00: Fail

As per the SBP rules, the academic programme of a student will be *terminated* if
1. they fail in more than two courses, irrespective of CPI.
2. they fail in two courses and the CPI of other courses is less than 65.
3. they fail in one course while on Academic Probation.
4. they fail to Register for PhD by the end of the Second Year (for PhD students) or Third Year (for Integrated PhD students).This deadline will be extended to compensate for any long-term leave taken by the student (with appropriate permissions from the institute).
5. termination is recommended by the institute with sufficient reason(s) and approved by the SBP.
6. 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 academic 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 (Integrated PhD) students to make the final choice of supervisor at the end of two (three) years. However, the institute encourages students to choose an advisor somewhat sooner so that students are not stuck without an advisor and a looming deadline from the University. 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 they want to work with this faculty member, or
- (b) whether they do not want to work with the faculty member, or
- (c) whether they would like to continue exploring further.

On the other hand, the faculty member must clearly choose one of two options:
- (a) whether they want to work with the student, or
- (b) whether they do 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 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 they are 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 their choice (except in special circumstances) since the advisor may have made plans assuming that the student is about to join his/her group. So please think carefully before making your choice.

e. Exit options

i. Exit with MSc (for 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 PhD 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.

The requirements for the award of an MSc degree are
1. Successful completion of Integrated PhD coursework (80/100 credits)
2. Successful completion of the one-year-long project in the 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 the MSc Project work, which will be evaluated by a three-member committee.

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

If Integrated PhD students wish to exit with MSc, they must fill the declaration form and submit it to the Academic Office before July 31st of their 2nd year and follow the instructions provided in the google doc: https://www.tifr.res.in/~gsoffice/procedureall.htm

In case the declaration is made at a later stage, the student's eligibility for the MSc degree is not guaranteed, but will be assessed on a case-by-case basis.

ii. Exit with MSc (only MSc degree holders)

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

2. Comprehensive exam, 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.

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 https://datanet2.tifr.res.in/icts:
       1. Self-signed research proposal (1-2 pages)

2. Transcript (academic office will prepare & share)
3. [Thesis committee formation form](#) (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. Annual assessment is based on the monthly academic progress card report and the academic performance of the student. The student will be provided an extension note by July.

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

Annual extension of both registered and unregistered students can be processed only after anti-ragging affidavit is uploaded on datanet 2.0.

d. Change of research supervisor / co-supervisor / thesis committee

For details please visit https://www.tifr.res.in/~gsoffice/procedureall.htm

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 as 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, they 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.
2. 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. 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.
5. 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) on datanet2.0.
3. The guide will have to share the suggested list of examiners for the Thesis (at least 3 possible external referees who work in India, plus at least 3 possible referees who work outside India).

The synopsis must be uploaded on Datanet 2.0. A detailed instruction is available at https://www.tifr.res.in/~gsoffice/procedureall.htm

For reference:
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 day following the approval of Synopsis on Datanet2.0, to a maximum of six months from the date of submission of Synopsis.

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

Detailed instructions on thesis submission via Datanet2.0 is available at

https://www.tifr.res.in/~gsoffice/procedureall.htm

b. Fellowship after thesis submission

The prescribed duration of PhD (Integrated PhD) at TIFR is 5 (6) years. Students who submit their thesis before the completion of their tenure 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. RA position after thesis submission

After submission of the thesis, students can be recruited as Research Associates for a maximum period of 6 months. A recommendation for this has to be made by the advisor and the offer will be made in consultation with the Postdoc Committee and the Centre director. The salary of research associates will be 80% of the salary paid to the first year post-doctoral fellows. They are eligible for HRA (as per institute norms), but are not eligible for contingency grant.

d. Revised Thesis Submission

Instructions for submission of revised thesis on Datanet2.0 is available at https://www.tifr.res.in/~gsoffice/procedureall.htm

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.

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 (http://www.tifr.res.in/~sbp/new2015/viva.htm), 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/~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). Final thesis should be submitted via Datanet2.0. Instructions are available at- https://www.tifr.res.in/~gsoffice/procedureall.htm

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

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

a. Extension

PhD (Integrated PhD) students who require an extension beyond 5 (6) years should discuss this with their 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 they fail to submit the thesis beyond the extension approved by the Graduate Cell.

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

a. Contingency grant

PhD students are eligible for a Contingency Grant for their first five years, and 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 **here** 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/topical 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 the housing cell, -housing.cell@icts.res.in. For personal bookings, go through the housing guidelines on the intranet and contact academic office: academicoffice@icts.res.in; extension: 6402

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. Welcome booklet
   ii. Graduate courses
   iii. Guidelines for academic ethics
   iv. ICTS seminars and colloquia
   v. Holiday list
   vi. Academic and Non-Academic Committees at ICTS