

National Institute of Advanced Studies (NIAS)

Bengaluru

Doctoral Programme

Rules, Regulations & Guidelines



August 2026

Contents

ABOUT THE DOCTORAL PROGRAMME	4
History	4
University Partnership.....	4
Eligibility	4
Categories of Students	5
Responsibilities of a NIAS PhD student	5
Selection of Supervisor.....	6
Academic Responsibilities	6
Progress Monitoring.....	6
Administrative Responsibilities	7
Supervisory Relationship and Change of Supervisor	7
Responsibilities of NIAS PhD Supervisors	8
Academic Calendar / Course Work.....	9
Guidelines for the scheduling of the Academic Year	9
Course Structure for the Ph.D. Program	10
Course Structure for Semester- I and 2.....	10
Teaching and Coursework Guidelines for NIAS Faculty	12
Milestones to be achieved by a NIAS PhD student.....	13
Rules and Regulations	14
Fellowship.....	14
University Admission.....	14
Qualifying Examination	15
Guide and Student Advisory Committee	15
Thesis Proposal Presentation	15
Progress Reports and biannual SAC meetings	15
Annual Colloquium	16
Publication and outreach	16
Submission of Thesis	16
Taking Up Employment, Withdrawal, and Completion of the PhD	17
Withdrawal from NIAS PhD	18
Completion of PhD and End of Association with NIAS.....	19
Rules and Regulations (Administration)	19
Identity Card:.....	19

Bonafide Certificate:	19
Accommodation:	19
Attendance:	20
University Fee:	20
Admin. Fee:	20
Leave facility:	20
Travel Grant and Contingency:	21
Sports Facilities:	21
Medical Insurance:	22
Canteen:	22
Wi-Fi facility	22
NIAS Library	22
Membership and Borrowing Privileges	22
Library page in NIAS Website	23
Recommending Library resources	23
New Books Alert Service	23
Photocopy Service	23
Inter-library loan services	23
Thesis Submission	23
Academic Infractions	23
Workplace Conduct:	24
NIAS Research Ethics Policy	24
Academic Calendar & expectations	25

ABOUT THE DOCTORAL PROGRAMME

The PhD programme at NIAS draws on, and is shaped by, the research pursued by the institute's faculty members. The overall orientation of the PhD programme is multidisciplinary research carried out within the broad framework of conflict and security studies, humanities, social sciences, and natural sciences and engineering. More specifically, research at NIAS revolves around global scientific issues viz. sustainable development goals, education, societal inequalities and conflicts, energy and environment, economic development, climate change, blue economy, science diplomacy, conflict and peace research, strategic and security studies, conservation biology, human-wildlife conflict, complex system, science communication, consciousness studies, philosophy, and culture and heritage.

The broad interdisciplinary structure of the PhD programme also reflects the institute's vision and mission laid out by the late J.R.D. Tata. As stated in the mission statement of NIAS, the confluence of different traditional academic disciplines of inquiry needs to be explored in the spirit of understanding the complex nature of contemporary problems facing society. NIAS is committed to public education, civic engagement, mentoring young scholars, and scholarships in support of public interest and decision-making.

History

The PhD Programme was initiated at the Institute in 1999 with the signing of a Memorandum of Understanding with the Manipal Academy of Higher Education (MAHE). In 2004–05, the PhD Programme entered its second phase, when it was expanded and institutionalised, with an annual intake of students, with financial support from the Department of Science & Technology (DST) and the Indian Space Research Organisation (ISRO), Government of India.

University Partnership

NIAS is currently a recognised as research center of the Manipal Academy of Higher Education (MAHE), an Institution of Eminence Deemed to be University, Manipal, MS Ramaiah University of Applied Sciences (MSRUAS), Bangalore, and Indian Maritime University (IMU), Chennai, for conducting the research in all areas of advanced multidisciplinary research in Humanities, Social Sciences, Health Sciences, Natural Sciences and Engineering, as well as in Conflict and Security Studies. NIAS students can choose to register with any of these institutions that will award them the PhD degree. However, they remain NIAS students and are governed by the rules of NIAS. While the requirements of these institutions may be different, NIAS aims at uniformity in academic standards for all admitted students through coursework, qualifying examination, colloquium presentation, and thesis submission rules. As of August 2026, ninety-eight (98) students from NIAS have been awarded a PhD degree.

Eligibility

A postgraduate degree from a UGC-recognised educational institute in any relevant subject with a minimum of 55% marks or equivalent grade B in the UGC 7-point scale in the aggregate. However, only the students with a minimum of 60% marks or equivalent grades at the Master's level are eligible to join Manipal Academy of Higher Education (MAHE) for the PhD.

There is a relaxation of 5% of marks (or an equivalent relaxation of grade), for those belonging to SC, ST, or differently abled categories.

Candidates with a professional degree (medicine, engineering, law, public policy and social work) and interest in interdisciplinary research are also welcome to apply.

Categories of Students

There are four categories of doctoral students at NIAS

NIAS Fellowship Recipients: These are students selected through the institute-conducted entrance examination and two rounds of interviews. They are awarded NIAS fellowships to pursue their doctoral work.

Externally Funded Candidates: These students are recipients of DST, DBT, INSPIRE, UGC, CSIR fellowships to pursue Doctoral Studies and are exempted from the written admission test of NIAS. They must qualify through two rounds of interviews conducted by NIAS to join the PhD Programme.

Project Candidates: These students are funded by research grants obtained by the Institute's faculty members from private and public funding sources. If the funding is insufficient to cover four years of fellowship, the student must generate the required additional funds with the help of the PhD supervisor. Such candidates are not permitted to change either their project or their school. Selection is based on the process as applicable to NIAS Fellowship candidates.

Self-funded Candidates: These students need to generate all resources required for their doctoral studies themselves. They do not receive any financial support from the institute. However, they have to go through the NIAS selection process.

NIAS will not bear any financial obligation to support externally-funded and self-funded candidates. For the project candidates, the Principal Investigator (PI, concerned faculty member) will be responsible for supporting them till the completion of their dissertation research and writing. Opportunities may be available, but not guaranteed, for students not receiving any financial support to work on specific projects during their course of study. The Institute considers all PhD students equal and takes academic responsibility.

Uniform Criteria for Selection: Irrespective of the nature of financial support, all students willing to be enrolled in the NIAS PhD programme will have to go through the NIAS selection procedure.

Uniform Criteria for Graduation: Irrespective of the nature of financial support, all admitted students will have to complete the coursework, qualifying examination, proposal presentation, annual student colloquium, and fulfill other requirements of NIAS and the university under which they are registered. Other rules governing the PhD Programme outlined in this document, such as formation of a Student Advisory Committee (SAC), also known as Doctoral Advisory Committee (DAC), will be called SAC hereafter, approval of the proposal by NIAS, etc., apply to all students unless otherwise specified.

Responsibilities of a NIAS PhD student

The PhD programme at NIAS is designed to develop independent researchers who uphold the highest standards of scholarship, research integrity, and professional conduct. In addition to pursuing high-quality research, students are responsible for meeting the academic, administrative, and ethical

requirements of the programme. The responsibilities outlined below are intended to facilitate a productive doctoral experience and the timely completion of the PhD.

Selection of Supervisor

One of the distinctive features of the NIAS PhD programme is that students have the opportunity to choose their research supervisor. Students are encouraged to interact with faculty members during the initial phase of the programme and identify a supervisor whose expertise best aligns with their research interests. The final allocation of a supervisor is subject to faculty expertise, availability of supervision vacancies, and approval by the PhD Committee.

Students are encouraged to finalize their choice of supervisor as early as possible, preferably within the first 6 weeks of the programme, so that they can begin benefiting from regular academic guidance. Once a mutual agreement has been reached, the PhD Office should be informed immediately. In any case, the supervisor should normally be finalized by the end of September, when the process of registration with the degree-awarding university is initiated.

Recognizing that both the student and the supervisor require time to assess the suitability of the academic partnership, changes in supervision may ordinarily be considered until the end of January of the first year. Thereafter, the supervisory relationship is expected to remain stable, and requests for change will normally be considered only under exceptional circumstances.

Academic Responsibilities

Students are expected to take primary responsibility for planning, conducting, documenting, and writing their research. They should demonstrate initiative, intellectual independence, and a sustained commitment to the successful completion of the doctoral programme.

Students should discuss and establish clear expectations with their supervisor regarding research goals, milestones, meeting frequency, authorship, and other academic responsibilities. They are expected to maintain regular communication with the supervisor, participate actively in supervisory meetings, respond constructively to feedback, and complete coursework and other academic requirements in a timely manner.

Students shall uphold the highest standards of research integrity, ethics, and academic conduct, comply with all institutional and regulatory requirements, and maintain appropriate records of research data and related materials.

Progress Monitoring

Students are responsible for monitoring their academic progress and ensuring the timely completion of all programme milestones.

Students shall coordinate and convene the meetings of their Student Advisory Committee (SAC)/Doctoral Advisory Committee (DAC). The first SAC meeting shall be held before the proposal presentation and thereafter every six months until submission of the thesis. As SAC reports are due in the second week of January and July each year, students should initiate the scheduling process

sufficiently early, present their research progress, obtain feedback from the Committee, prepare the report, obtain the required signatures, and submit it to the PhD Office within the prescribed timelines.

Students are also required to present their annual research progress to the NIAS academic community during the Annual Students' Colloquium, ordinarily held in the first week of January.

Ordinarily, by the completion of the third year, students are expected to have substantially completed their research and commenced thesis writing.

Administrative Responsibilities

Students are expected to familiarize themselves with the PhD Regulations, the NIAS PhD Handbook, the University guidelines and all communications issued by the PhD Office. They are responsible for complying with all academic and administrative requirements of the programme.

At different stages of the PhD programme—including proposal submission, ethics approval, biannual progress reviews, thesis submission, and the viva voce examination—students are required to complete and submit the prescribed documentation. The PhD Office will provide the required formats, instructions, and timelines, and will process the documents after submission. Responsibility for obtaining the required approvals and signatures and submitting all documents within the stipulated timelines rests entirely with the student. The PhD Office will not issue reminders or follow up on pending submissions.

Supervisory Relationship and Change of Supervisor

The doctoral programme at NIAS is founded on a collaborative academic partnership between the student and the supervisor. Once the Guide–Student partnership has been approved by the PhD Committee, both share responsibility for maintaining a productive academic relationship and ensuring the successful completion of the doctoral programme. The timely completion and submission of the doctoral thesis, while maintaining the required academic standards, is a shared responsibility of both the student and the supervisor.

Doctoral supervision is a long-term academic partnership in which both the student and the supervisor invest in significant intellectual effort, time, and resources. Students are expected to make every reasonable effort to build and sustain a productive supervisory relationship and to resolve academic differences through discussion and constructive engagement.

Requests for a change of supervisor should not ordinarily arise merely because of differences in academic opinion or dissatisfaction with the direction of the research. By the later stages of the doctoral programme, particularly after the third year, the research would ordinarily have incorporated significant intellectual contributions from the supervisor. Consequently, requests for a change of supervisor at this stage will normally not be considered solely on academic grounds.

The Institute recognizes that exceptional circumstances may arise at any stage of the programme. Requests arising from concerns relating to professional misconduct, harassment, discrimination, conflicts of interest, prolonged inability of the supervisor to provide effective supervision, or other serious circumstances shall be considered through the Institute's prescribed procedures. Students

seeking a change of supervisor shall submit a written request to the PhD Committee, which will examine the matter and make appropriate recommendations in accordance with the Institute's regulations.

Responsibilities of NIAS PhD Supervisors

Faculty members who are interested in supervising students should get recognition as a guide from the degree awarding university / institutions mentioned earlier. As per the UGC guidelines, a professor can register up to 8 PhD students; an Associate Professor 06; Assistant Professor 04; and not more than two students per calendar year.

NIAS allows faculty members to take PhD students outside the four categories listed earlier in exceptional circumstances (External students), subject to the approval of the Director. A Professor / Associate Professor can take a maximum of 2, and an Assistant Professor 1 external student at a given point in time. NIAS does not assume any responsibility/liability (financial or otherwise in nature) for external students, and such students cannot claim affiliation to NIAS and use the name of the Institute in any documents related to their PhD. However, they are permitted to register for courses conducted at NIAS, after following due procedures.

Recognize that, once the Guide–Student academic partnership has been approved and communicated to the PhD Committee, both the guide and student share equal responsibility for maintaining a productive academic relationship and ensuring the successful completion of the doctoral studies. The timely completion and submission of the doctoral thesis, while ensuring that the work meets the required academic standards, is a shared responsibility of both student and supervisor

Supervisors should discuss and establish clear expectations at the beginning of the supervisory relationship regarding research goals, milestones, meeting frequency, authorship, laboratory/fieldwork practices (where applicable), and other academic responsibilities.

They should maintain a professional, respectful, and supportive academic environment that fosters independent thinking, intellectual growth, and the overall well-being of the doctoral student.

Guidance should be provided to the student to maintain high standards of research integrity, ethics, and academic conduct, and ensure compliance with institutional policies and regulatory requirements.

It is mandatory for the guides to offer coursework and training opportunities tailored to the specific academic and research needs of the doctoral students, wherever appropriate.

Encouraging and supporting student's professional development by facilitating opportunities for publications, conference presentations, attending seminars, networking, and other scholarly activities, where appropriate, is highly appreciated.

Guides should be available for regular supervisory meetings and provide timely academic guidance, constructive feedback, and mentorship.

If the student is consistently unresponsive to supervision, fails to engage with the research process, or is unable to make satisfactory progress despite reasonable guidance, the PhD Committee should be informed in a timely manner.

Should the guide wish to withdraw from supervising a student, they need to formally communicate the reasons in writing to the PhD Committee. The Committee shall review the matter, explore measures to resolve the situation, and, if necessary, make alternative supervisory arrangements. As this process may take time, the Guide shall continue to provide reasonable supervision and cooperate fully with the Committee until a formal decision is made.

Academic Calendar / Course Work

The academic session for the Institute's PhD Programme begins in the first week of August. The first semester runs from August to November, and the second from January to April.

It is necessary that the registration with the degree awarding university/ institutions to be completed within the first year. All the core course requirements, together with sufficient elective coursework to fulfil the prescribed total of 12 course credits, as well as the qualifier and PhD registration, must be completed by the end of April of the first year following admission to the PhD programme. This will allow sufficient time for the university registration process to be completed before the end of the first year.

Guidelines for the scheduling of the Academic Year

Odd Semester (August-December)

The odd semester will begin in August. Teaching will begin by the second week of August.

The odd semester will end in December. Teaching will end by the last week of November.

Final evaluations and grading for this semester will end by the second week of December.

Even Semester (January-May)

The even semester will begin in January. Teaching will begin by the second week of January.

The even semester will end in May. Teaching will end by the last week of April.

Final evaluations and grading for this semester will end by the second week of May.

Students may attend classes for one week before finalising their course choices; this provision applies only to elective courses. All course cards must be submitted by the end of the first week. Withdrawal from a course after submission of the course card will result in an "F" (Fail) grade for that course.

Course teachers are required to follow all guidelines of minimum teaching hours per credit, number of evaluations and patterns of evaluation, and the provision of prior information and relevant readings to students.

The timeline for the academic year in terms of teaching is shown in Table 1.

Table 1. Timeline for the Academic Year (Teaching) for the Doctoral Program

Start of Academic Year	First working day of August
Orientation for incoming students, declaration of course-list for the Odd Semester	First week of August
Commencement of classes for the Odd Semester	Beginning of the second week of August
Course -card finalisation after a two-week period for finalisation of classes by students	End of the second week of August
End of classes (teaching) for the Odd Semester	Last week of November
Submission of grades for the Odd Semester	Second week of December
Declaration of the course-list for the Even Semester	First week of January
Commencement of classes for the Even Semester	Second week of January
Course -card finalisation after a two-week period for finalisation of classes by students	End of second week of January
End of classes (teaching) for the Even Semester	Last week of April
Submission of grades for the Even Semester	Second week of May

Course Structure for the Ph.D. Program

All students must complete 12 (for MAHE) and 16 (for RUAS) credits of coursework before they proceed with registration. Students can register for a PhD after the first 'odd' semester.

All students must complete 18 credits of coursework before the submission of their thesis

Of the 18 credits, 6 credits will be institutional core credits, which are mandatory for all students, and 2 credits will be program core credits, mandatory for students enrolled in that program. The remaining 10 credits will be electives.

Students are required to take at least 4 elective credits in their first semester.

Course Structure for Semester- I and 2

6 credits will be offered as institutional core credits.

These will include 4 research methodology credits divided into two, 2 credit courses

Quantitative Research Methods

Qualitative Research Methods

2 credits will be for Research and Publication Ethics, which is a course mandated by the University Grant Commission (UGC).

2 credits will be offered as Core Program Level Credits

All programs that admit Ph.D. students in that year must offer at least one course (worth 2 credits) which would be considered a core course that students admitted to that Program must complete.

Every program Head must co-ordinate this program-level core course (any faculty can offer the course, but co-ordination must be done by Programme Head)

Programs may offer one combined course as a core course for the students admitted under the respective programs together.

4 Credits for Electives

Students must complete an additional 4 credits. These can be for any course being offered in the Institute, other than those already chosen in the first two categories explained earlier.

These 12 credits must be completed by all students admitted to the Ph.D. program in that year.

Over and above this, the students may choose to credit more courses based on what is being offered.

Students cannot opt for more than a total of 14 credits in the first semester.

Courses taken from institutes other than NIAS and online platforms requires the approval of the NIAS board of studies

Please refer Table 2 for the course structure

Table 2. Course Structure for the Academic Year

Odd Semester (August to December)				
Component	Mandatory/Optional	Course Name	Credits	Total Component-wise Credits
Institutional-Core	Mandatory	Research Methods (Split into two components of quantitative and qualitative research methods)	4	6
	Mandatory	Research Ethics and Academic Writing	2	
Program - Core	Mandatory	Program Specific Course - Compulsory for students admitted to a particular program	2	2

Odd Semester (August to December)				
Electives	Choice Based	Any other course offered across the institute	Minimum: 4 credits Maximum: 6 credits (For First year students)	4+2
Semester Total (Minimum of 8 elective credits to be offered)				12+2
Even Semester (January to May)				
Electives	Choice Based	A minimum of 12 credits to be offered	Optional Credits (Minimum of 6 across 3.5 years)	

Teaching and Coursework Guidelines for NIAS Faculty

Offered courses should be equivalent to 2 or 3 credits. 1 credit is to be considered equivalent to 1 hour of teaching every week for a total of 15 weeks.

To ensure that course-load for students and teachers is commensurate with credit hours, and there is uniformity across the courses, the criteria shown in Table 3 will be broadly followed.

Table 3. Credit Structure, Associated teaching hours and evaluation parameters

15-week semester			
Number of Course Credits	Number of Contact Hours	Approximate Load (for students) in terms of reading/data work outside contact hours	Maximum number of evaluations components (Assignments/Exams etc.)
2	2 hours/week	2-3 hours/ week	10% attendance, 40% assignments (minimum 2 and maximum 4 with grade contribution for any one assignment not less than 10%), and 50% end-semester examination
3	3 hours/ week	3-4 hours/week	10% attendance, 40% assignments (minimum 2 and maximum 4 with grade contribution for any one assignment not less than 10%), and 50% end-semester examination

Courses are announced prior to the start of each semester, and students who register for courses with the approval of the instructor must submit the registration cards to the office. The office maintains the registration and grade cards for courses, which form the basis of the students' academic record. Students will not be permitted to take long leave to attend seminars/ workshops etc. during the mandatory course period. Ninety percent (90%) attendance is mandatory for all students. Given the structure and requirements of the course, NIAS will not be able to accommodate any unusually long leave. However, in unforeseen circumstances where students are approved for long leave, the NIAS guidelines for availing leaves will be applicable.

The grading criteria followed at NIAS are provided in Table 4.

Table 4. Grading Criteria followed at NIAS

Grade	Grade Value	Range of Marks
A+ (Excellent)	10	85-100
A (Very Good)	9	75-85
B	8	65-74
C	7	55-64
D	6	50-64
F (Fail)	0	<50
Ab (Absent)		

Assessment:

Individual course instructors decide the best ways to evaluate student work. Grades are submitted at the end of each semester. The records of course registration and marks are maintained in the office, and each student's CGPA is calculated at the end of each term. Grades are then converted to a 4-Point scale to compute the Cumulative Grade Point Average (CGPA). A minimum of 2.5 CGPA is required in each semester to continue in the PhD Programme.

Milestones to be achieved by a NIAS PhD student

By the end of first year:

- Successful completion of the Doctoral Qualifying Examination.
- At least 12 (for MAHE) 16 (for RUAS) course credits completed with a CGPA of not less than 7.0.
- The Final proposal submission to the degree-granting institution should be done by the end of the first academic year after admissions (April, Year 1)

By the end of two years post-enrollment, i.e. by the end of the second academic year after admission to NIAS, Ph.D. scholars must have:

- Record of a thesis proposal presentation at NIAS and successful registration at the university of their choice.
- Completion of the pilot field visit if relevant and/or completion of preliminary literature review and/or secondary data analysis.
- A detailed timeline of proposed work during the third year of their doctoral studies (500 words).
- Letter of support from their thesis supervisor and SAC members, addressed to the NIAS Doctoral Committee, justifying the promotion of fellowship from JRF to SRF.

The change in status from Junior to Senior Research Fellow will be contingent on meeting these requirements.

By the end of three years post-enrollment, i.e., by the end of the third academic year after admission to NIAS, PhD scholars must have:

- Completion of field/archival work.
- An outline of the thesis with brief descriptions of all the chapters.

- The submission of at least one manuscript for publication and reasonable progress on the second manuscript for submission. Manuscripts may include peer-reviewed journal papers, book chapters, or full-length conference proceedings. Copies of these publications, along with letters or emails of submission and acceptance, as may be relevant, must be submitted to the PhD Office.
- A detailed timeline of proposed work over the fourth year, leading to the final thesis colloquium and submission of thesis.
- A record of relevant NIAS benchmarks, biannual work reports, presentations during student colloquia or other seminars in NIAS, and participation in other institutional activities.
- Letter of support from the thesis supervisor and DAC / SAC members, addressed to the NIAS Doctoral Committee, justifying the extension of fellowship.

The extension of the fellowship beyond three years will be contingent on meeting these requirements.

Rules and Regulations

Fellowship

Students (NIAS Fellowship Recipients, Externally Funded Candidates and Project Candidates) cannot take any form of employment, full- or part-time, during the fellowship period. However, 'Self-Funded candidates' are exempted from this requirement, provided they get necessary institutional approval. Candidates who are already employed must disclose their employment status at the time of applying for the PhD.

NIAS offers fellowship for the 'NIAS Fellowship Recipients' for a duration of 4 years only.

If a scholar who is awarded the NIAS PhD Fellowship voluntarily withdraws from the PhD Programme within twelve (12) months of joining in order to accept admission, employment, or any other academic or professional opportunity elsewhere, the scholar shall be required to refund the entire fellowship amount received from the Institute up to the date of withdrawal, unless specifically exempted by the Director on the recommendation of the PhD Committee.

It is mandatory for all 4 categories of PhD students to achieve the milestones mentioned above. Any deviation from it requires prior approval from the PhD committee and the Institute.

University Admission

Once the student-supervisor partnership is established, the student should discuss with the Supervisor the choice of university for PhD registration. The choice of university will depend on the student's preference as well as the Supervisor's recognition by the university. Please refer to the '**University Partnership**' section above for the list of universities with which NIAS has partnered.

Once a university is selected, the student must follow the prescribed admission and registration procedures of that university. The NIAS PhD Office will provide the necessary forms and relevant information and facilitate the admission process as required.

Qualifying Examination

Each student is required to take a Qualifying Examination after the first semester. A student who fails to reach the passing percentage (50 per cent) in the Qualifying Exam or is found to have performed unsatisfactorily in other respects has to re-take the Qualifying Exam within three months and will be given only this one additional chance. Passing the Qualifying Exam is a requirement for continuing in the Ph.D. Programme.

Guide and Student Advisory Committee

A Student Advisory Committee (SAC) also known as Doctoral Advisory Committee (DAC), with the guide as the primary member, must be formed in consultation with the supervisor. Names, affiliations and contact details of DAC members should be sent by email to NIAS PhD office after the qualifying exams result. The SAC must consist of the guide, co- guide (if any), one faculty member from the School in which the student is enrolled, one faculty member from another school within NIAS, and subject experts outside NIAS. The total number of members in a SAC should be about 4-5, including the supervisor, and must all have a PhD degree. The rules of the SAC will also be ultimately governed by the requirements of the respective University to which the student is registered.

The SAC is responsible for recommending further coursework, assessing the student's performance periodically, discussing and evaluating the research proposal, and monitoring the student's progress. The SAC is expected to meet with the student at least twice a year to assess their progress and discuss plans for the next six months, as mentioned in the Academic Calendar.

Thesis Proposal Presentation

After the successful completion of the coursework and the Qualifier, the student in consultation with his or her Supervisor and Co Supervisor (if any) prepares a thesis proposal and presents it to the SAC for approval. Following the recommendation of the SAC, the student presents the proposal before the PhD Committee in the presence of NIAS faculty and the students. After this presentation and incorporating suggestions from the PhD committee, students must submit their proposal to the NIAS Ethics Committee and take clearance certificates from them.

Students who do not submit the final proposal before the last date will lose 50% of their fellowship till the submission takes place. This reduced fellowship will hold only for three months at the end of which, if the student has still not produced the proposal, he/she/they will be deregistered from the program.

Progress Reports and biannual SAC meetings

SAC meetings should ideally be held twice a year, in June and December. Additional SAC meetings may be convened by the Supervisor, as required. Approximately one month before the proposed meeting, the student should contact the SAC members and coordinate with them to schedule a suitable date and time.

Progress Report: Once the meeting is scheduled, the student should prepare a progress report covering the work completed during the preceding six months, along with a plan for the next six months. The report should follow the format prescribed by the respective university and should be circulated to all SAC members at least one week before the meeting.

SAC Meeting: At the meeting, the student will present their progress and proposed plan for the next six months. The SAC will review the student's progress and provide feedback, comments, suggestions, and recommendations.

Revision and Recommendations: Following the meeting, the student should revise the progress report and six-month work plan to incorporate the SAC's feedback. The report should also document the feedback, comments, and recommendations made by the SAC. Where applicable, recommendations should specify clear milestones or actions, such as registration, change of research title, extension of PhD duration, pre-thesis synopsis, or thesis submission.

Signatures: The final report must be signed by all SAC members, including the Supervisor. Where a digital signature is used, an email or letter from the concerned SAC member confirming approval of the report should be attached.

Submission to NIAS: The duly completed and signed report should be submitted to the NIAS PhD Office by the second week of July for the June SAC meeting and by the second week of January for the December SAC meeting. The NIAS PhD Office will forward the report to the student's registered university in accordance with its requirements. All official communication with the registered university concerning the PhD programme should be routed through the NIAS PhD Office.

Annual Colloquium

Once a year, usually first week of January, the NIAS annual student colloquium will be organised, in which students will present their work to the larger NIAS community. It is mandatory for all students. The annual colloquium is considered to be a part of the review process of doctoral scholars. Director, NIAS faculty members, and SAC members will be in attendance at the colloquium.

Publication and outreach

It is mandatory to provide the name and address of the university to which the student is registered (as primary / first affiliation) and NIAS (second affiliation) in all academic output (journal publications/ book/ book chapter/ conference proceedings/ seminar and conference presentations, talks etc.) arising from the doctoral research.

PhD students planning to visit any foreign country for academic activities (fieldwork, seminars, training programmes, workshops, competitions, etc.) should obtain prior permission from the institute.

The students should get approval from the institute, through the supervisor, for the academic material they will be presenting at conferences / seminars / talks at foreign institutions in person.

Submission of Thesis

As indicated in the Academic Calendar, the submission of the thesis should take place within four years after joining the programme. At the end of third year students are expected to have written at least 50% of the thesis besides two publications (journal article and/conference proceedings). Students and their Supervisors are expected to make every effort to meet this schedule.

The following procedure for submission of the thesis to NIAS for approval and forwarding to the University of registration should be followed:

When the final draft of the dissertation is nearly ready, the student will give a Final Colloquium at NIAS in which she/he presents the results of the thesis. The colloquium is open to the NIAS community and interested outsiders. Members of the SAC should be present. The student may incorporate comments and suggestions received during the colloquium in the final draft. This colloquium does not constitute a review or evaluation process, but it is mandatory.

The student needs to submit the thesis to the university within 3 months after the conduction of final colloquium. It is mandatory for the students who have completed the final colloquium but did not submit the thesis to present their progress in the annual student colloquium.

The final draft of the thesis should be submitted to the members of the SAC and discussed in a SAC meeting. Suggested changes from SAC members should be incorporated in consultation with the Guide.

Following the approval by SAC, the guide should submit a letter to the Academic Head, stating that the thesis is complete and ready for submission to the University. The letter should include signatures of all the SAC members.

Upon the receipt of this letter and the required number of thesis copies, ready in all respects in conformance with University guidelines and duly signed by the Guide, and other required documents, NIAS forwards the thesis to the University at which the student is registered for further processing, along with a letter stating that the thesis has been approved by NIAS and the student has met all the NIAS requirements for completion of the Ph.D. degree. Provision of this letter will be contingent on completion of all requirements, including coursework credits, maintaining the required CGPA, etc. Students should consult the respective University guidelines for details on their requirements. The student should submit, in addition to the number of copies required by the University, one for the NIAS Library. Separate copies should be supplied to the Supervisor and SAC members (if so requested).

Following the submission process, the rules of the degree-awarding University are followed for evaluation of the thesis.

Taking Up Employment, Withdrawal, and Completion of the PhD

At NIAS, a Research Scholar (of all categories) is expected to pursue the PhD programme as a full-time engagement. However, in exceptional circumstances, a Research Scholar may need to take up external employment while continuing their PhD work, or may decide to withdraw from the programme. The following guidelines outline the procedures and requirements applicable to taking up external employment, withdrawal from the PhD programme, and completion of the PhD and the associated formalities.

Category 1: A scholar who, after successful completion of the prescribed coursework, takes up external employment while continuing active research under the institute's supervision. This category is typically applicable to self-funded scholars. The scholar shall submit an application in consultation with the Supervisor and the SAC members. The application shall include:

- Reasons for taking up external employment, together with supporting documents:
 - the recommendation of the Supervisor and members of the Student/Doctoral Advisory Committee (SAC/DAC).
 - an NOC from the employer should be enclosed with the application.

- a research continuation plan describing how the scholar proposes to continue the PhD while employed, including the anticipated time commitment for research (e.g., hours per week or month), the proposed frequency and mode of interaction with the supervisor, and an indicative timeline for completion of the research.
- The NIAS PhD Committee shall evaluate the scholar's academic progress, the feasibility of the proposed research plan, and the likelihood of timely completion before making its recommendation.
- Upon approval by the Director, the scholar shall continue research under NIAS supervision while complying with all academic requirements, including periodic DAC meetings, submission of progress reports to the University through NIAS, participation in the NIAS Student Colloquium, and other requirements prescribed by the Institute.

Category 2: A scholar who, after completing their major part of the research work, takes up external employment while continuing thesis writing, revision, and submission under the institutes supervision. This category is typically applicable to scholars whose fellowship has concluded. The scholar shall submit an application in consultation with the Supervisor and the SAC members. The application shall include:

- Reasons for taking up external employment, together with supporting documents;
 1. The latest version of the thesis
 2. Details of publications (published, accepted, submitted, and in preparation)
 3. Details of seminars and conferences attended during the fellowship period;
 4. An undertaking by the scholar to submit the thesis within the proposed timeline
 5. A recommendation from the Supervisor, countersigned by the Co-supervisor (where applicable) and members of the DAC.
 6. An NOC from the employer
- The NIAS PhD Committee shall evaluate the status of the thesis, publications, and the expected timeline for thesis submission before recommending the transition.
- The transition shall become effective only after approval by the Director.

Both Category 1 and 2 scholar in receipt of a NIAS fellowship at the time of transition, the fellowship shall cease upon approval of the transition.

Externally funded scholars shall settle all outstanding financial obligations to NIAS before the transition is effected brought into effect.

Scholars shall continue to fulfil all academic requirements, including periodic DAC meetings, submission of progress reports through NIAS, participation in the NIAS Student Colloquium, and any other requirements prescribed by the Institute until the thesis is submitted.

Withdrawal from NIAS PhD

Scholars who wish to discontinue their PhD at NIAS without completing the thesis shall submit a formal written request to the Academic Head, clearly stating the reasons for withdrawal and enclosing supporting documents.

The request shall be considered by the NIAS PhD Committee and shall require approval of the Director. The withdrawal shall become effective only after the scholar has fulfilled all academic, administrative, and financial obligations to the Institute.

Scholars who discontinue the PhD programme without obtaining prior approval from the Institute shall be liable for disciplinary or other administrative action as determined by the Director.

Completion of PhD and End of Association with NIAS

The formal association of a Research Scholar with NIAS concludes upon submission of the thesis to NIAS for forwarding to the University. Thereafter, NIAS shall continue to provide all necessary academic and administrative support required by the University, including conduct of the viva voce examination and completion of other degree-related formalities, until the degree is awarded.

Rules and Regulations (Administration)

Identity Card:

For all students, an identity card and a library card will be issued. The identity card and library card are required passes to avail the facilities at the Institute. The identity card may be obtained from the Head-Administration by filling a prescribed form available in the office. The library card can be obtained from the Library and Information Officer. Without an identity card, students will not be given access to the campus. Loss of the identity card should be reported to the Head Administration with a copy of the FIR (online or offline) along with a request to issue the duplicate card. After submission of the thesis, students should return the identity card and obtain a 'No Due' certificate from the library.

Bonafide Certificate:

If you need any bona fide certificate or residential proof certificate for obtaining a Passport/ Visa /Opening a bank account/ obtaining a cell phone connection, etc., please contact the Head-Administration. Please send your request to admin@nias.res.in.

An undertaking to be given by the student at the time of admission:

Following admission, the student is required to sign a statement undertaking that:

She/he/they will abide by the rules of the Institute

If for any legitimate reasons, he/he/they is forced to discontinue her/his/their studies, will do so only on prior intimation to and permission from the Academic Head and the Director.

Accommodation:

The Institute has limited hostel accommodation available exclusively for women students, with preference given to outstation students.. Students may approach the Institute in writing, if they are

interested in the same. Allotment will be subject to availability, and the decision of the Institute will be final. Detailed terms and conditions will be made known through the allotment letter.

Attendance:

Students are required to invariably record their attendance using the institute's biometric attendance system by punching in during the morning and punching out in the evening on all working days. Students who will be away from NIAS for other work related to their coursework or research are exempted from this requirement.

Students are required to attend lectures, coursework, seminars, etc., organized by the institute, and should not be absent without adequate reasons and prior permission. In addition, students are also required to attend the NIAS Wednesday Discussion Meetings, Student Colloquia and other Institute programmes.

Students who have not received permission to be away on work or personal leave are expected to be on campus during the regular working hours.

A long absence of over 1 months from the institution without prior approval, or without appropriate reasons, will result in termination from the PhD program. However, the self-funded candidates are exempted from this requirement provided they get institutional approval.

University Fee:

All fees payable to the university by the students for their PhD degree will have to be borne and remitted directly by them. NIAS will reimburse the university registration fee (one-time) and the yearly tuition /Annual Fee, subject to approval by the Guide and Dean, only to the students admitted under NIAS fellowship (during the fellowship period only). Tuition/annual fee reimbursement will be limited only once per academic year, during the fellowship period. No other types of fees (such as examination/thesis/certificate/processing/application) paid to the university will be eligible for reimbursement. Project PhD students should seek approval of respective project in-charge for possible reimbursement.

Admin. Fee:

All students have to pay an annual administrative fee of Rs. 6,000 at the beginning of each academic year to the Institute, until the completion of PhD.

Leave facility:

A NIAS PhD student is eligible for:

Personal Leave: 30 days per year

Medical Leave: 30 days per year (extended sickness, hospitalization)

Maternity Leave: 90 days with scholarship once during studentship

Students permitted to attend approved conferences or to be away from NIAS on other work related to their coursework or research (such as field visits or library work) shall be considered to be 'on duty'. In

such cases, the student must submit inform the Head-Administration in advance and in writing, through the Supervisor and the Dean, detailing the period of absence and the reasons thereof.

To avail of leave of absence on personal grounds students should send a letter or mail in advance to the Head, Administration, through their Supervisor and Dean, stating their approval. On failure to get the leave duly approved, the period will be treated as 'UNAUTHORISED ABSENCE' and proportionate deductions will be made from the fellowship.

Medical leave for periods of less than seven days is not permitted. To obtain leave under serial numbers 2 and 3 above, a Medical Certificate and subsequent Fitness Certificate (for resumption of studies) are required. These documents are to be secured from competent medical authorities.

A combination of different types of leave is not normally permitted. No carryover of leave is permitted. Unused leave under serial numbers 1 and 2 above shall automatically lapse at the end of the year. For all purposes of granting leave, the year is reckoned from the date of joining. Leaves taken in excess of the permissible limit will generally be treated as unpaid leave.

Travel Grant and Contingency:

Students (who are well advanced in their research) are encouraged to participate in international conferences in their areas of research. Towards this, the Institute will provide financial support not exceeding Rs. 50,000/- (or actual, whichever is less). Only NIAS Fellowship category students are eligible for this financial support, which can be availed only once after the completion of the first year and before the completion of the fourth year.

Travel support for participating in an International and National Seminar/ Conference will be provided only if the student is presenting a paper or poster.

Students coming under the NIAS Fellowship category are eligible for a contingency grant of Rs. 10,000/ per year and can be availed with prior approval. The grant can be utilized for buying books, attending national conferences/seminars (one per year from the second year onwards), fieldwork, taking photocopies of the study materials, printing and binding of thesis and other research/ educational activities. The books can be purchased from outside only if it is not available in the Institute library, and the same should be accessioned by the Institute library before claiming reimbursement. Students must apply in advance and obtain approval for utilising the contingency grant through the Supervisor and Dean of the School, to the Head- Administration with a detailed estimate of the amount required. Grant of contingency funds is at the discretion of the Director.

The details of entitlement of travel and reimbursement of other expenses can be obtained from the NIAS office. Students should familiarize themselves with these details before commencing fieldwork or participating in conferences, seminars, workshops, or similar academic events.

Please note that reimbursement will be given only on submission of original bills. All claims should be submitted to the office within fifteen days of incurring the same.

Sports Facilities:

Facilities for playing table tennis (TT), indoor badminton and carom are available. The TT table and badminton facilities are available at the Atrium of Faculty Block.

Medical Insurance:

NIAS and Project funded students are covered under the Janata Mediclaim Policy of the New India Assurance Company with an individual coverage of Rs.75000/= per annum from the 1st of November of the year in which they join NIAS till the end of fellowship period. Students belonging to other categories may also opt for the same, subject to payment of the applicable premium. Further details may be obtained from the Institute Office.

Canteen:

Students can avail of the NIAS canteen facility for lunch on working days, on a monthly payment basis. Coffee/Tea will be served in the morning from 10-10:30 am and afternoon 3 - 3:30 pm. Students should sign the canteen register in the morning at teatime or earlier, if they want to have lunch that day.

Wi-Fi facility

NIAS has excellent internet connectivity. Wired as well as wireless access through multiple ISPs is made available for the user, which provide uninterrupted services. Users can switch between these networks based on their specific needs, as the services provided by these differ significantly.

NIAS Library

NIAS library has a well-balanced collection of books across disciplines in which our faculty and students are actively engaged in research. The collection is liberal in scope but selective in titles with an emphasis on acquisition relevant to interdisciplinary research, doctoral programme and courses conducted by the Institute.

The Library collection includes books, journals, bound volumes of journals, doctoral theses, magazines, newspapers, and audio-visual resources. Electronic subscriptions include e-journals and databases. The library also acquires Census and NSSO data in electronic form on a regular basis.

Membership and Borrowing Privileges

Students should submit Library registration form along with a soft copy of their photograph for obtaining the Library ID card.

Students are eligible to borrow 10 books at a given time

Loan period is for one month

One renewal for a period of one month is permitted (unless the book is reserved)

Books have to be physically brought to the Library for renewal

Borrowing privileges are not transferable

Reference books and loose issues of journals are not circulated

Library page in NIAS Website

The library page on the NIAS website provides access to an online catalogue of Library resources. Current journal subscriptions are listed alphabetically on the website and are accessible on campus as well as remotely via Open Athens. Open Athens credentials for the off-campus access of library and journals can be obtained from the library

Recommending Library resources

Students are encouraged to recommend relevant Library resources including books and journals with the permission of their respective thesis advisors.

New Books Alert Service

A monthly list of new additions is sent to all faculty and students and posted on the Library page of NIAS website. The arrival notice for recommended books is sent to the concerned user.

Photocopy Service

Photocopy, printing and scanning facilities are available in the Library. Materials can be photocopied subject to copyright restrictions. Printing articles from licensed content is restricted to the NIAS community.

Inter-library loan services

Library offers inter-library loan services to students. On request, document delivery services are also provided.

Thesis Submission

Students should deposit the thesis to the Library in the following formats.

One hardcopy of the accepted version of the thesis

Soft copy of the accepted version (single PDF)

Chapter-wise soft copies of the accepted version in PDF

Academic Infractions

Plagiarism and other academic infractions are seriously viewed and will lead to expulsion from the institute and termination of fellowship. While proposals and thesis submission are run through Turnitin anti-plagiarism software by the Librarian, we expect the students to adhere to the same standards for assignments in courses irrespective of the weights of the assignment.

NIAS Policy for Promotion of Academic Integrity and Prevention of Plagiarism 2019
<http://eprints.nias.res.in/1844/>

NIAS Research Ethics Policy 2019 <http://eprints.nias.res.in/1845/>

Workplace Conduct:

NIAS is strongly against any kind of discrimination and harassment based on gender, caste, religion or class. We expect the NIAS environment to uphold the principles of dignity and respect equally to all members of the faculty, students and non-teaching staff.

Students are advised to submit any grievances in writing to the Institute's Grievance Redressal Committee. Complaints related to sexual harassment should be submitted to the Internal Complaints Committee (ICC) under the Prevention of Sexual Harassment (POSH) policy. The NIAS Policy on Prevention of Sexual Harassment at the Workplace is available at [Policy Against Sexual Harassment at the Workplace.pdf](#)

In the event of any unfortunate incident during fieldwork, students must immediately inform the Institute through their supervisor. They are expected to follow the guidance and instructions provided by the Institute in handling the situation.

NIAS Research Ethics Policy

NIAS is committed to ensuring that all research conducted by its faculty, students and researchers is carried out in accordance with accepted principles of research ethics, integrity and responsible conduct. All research involving human and/or animal subjects must comply with the current NIAS Research Ethics Policy (available at NIAS PhD office) and, where applicable, obtain ethical clearance from the NIAS Research Ethics Committee before commencement of the relevant research activities.

Students and researchers are expected to familiarise themselves with the provisions of the policy and to ensure that their research proposals include an appropriate ethics statement/protocol addressing the ethical issues relevant to their methodology, including informed consent, confidentiality, data protection, participant safety and animal welfare, as applicable.

Academic Calendar & expectations

Four year time-line for the NIAS Doctoral Program

	Activity	Timeline
Academic Year 1	Beginning of odd semester	1st week of August
	Notify PhD Office of supervisor selection	3rd week of September
	Provisional registration with degree-granting institution	3rd week of September
	PhD Town Hall*	Last week of September
	12 credits to be successfully completed by the end of the first semester	2nd week of December
	Poster presentation in annual Ph.D. Colloquium	1st week of January
	Beginning of even semester	2nd week of January
	Constitution of Student Advisory Committee	Through February
	Submission of 50 seminal text to PhD office	Mid-February
	PhD Town Hall	Last week of February
	Ph.D. Qualifier Examination	1st week of March
	Result of the Qualifier Examination	2nd Week of March
	Notify PhD Office of names, affiliations and contact details of DAC members	3rd week of March
	First DAC meeting	By end of March
	Proposal presentation in NIAS	1st week of April
	Ethics committee clearances	3rd week of April
	Submission of proposal to MAHE/MSRUAS	2nd week of May - End of Year 1
Academic Year 2	Beginning of odd semester	1st week of August
	PhD Town Hall	Last week of September
	2nd DAC meeting	December
	Annual Ph.D. Colloquium	1st week of January
	Beginning of even semester	2nd week of January
	2nd Biannual Report submission	2nd week of January
	PhD Town Hall	Last week of February
	3rd DAC meeting	June
	3rd Biannual Report	2nd week of July
	Completion of requirements for JRF to SRF enhancement and submission of required documents	2nd week of July- end of Year 2
	Beginning of odd semester	1st week of August
	PhD Town Hall	Last week of September
	4th DAC meeting	December
	Annual Ph.D. Colloquium	First week of January
	Beginning of even semester	2nd week of January

Academic Year 3	4th Biannual Report submission	2nd week of January
	PhD Town Hall	Last week of February
	5th DAC meeting	June
	5th Biannual Report submission	2nd week of July
	Completion of requirements for extension of fellowship for 4 th year	Second week of July - End of Year 3
Academic Year 4	Beginning of odd semester	2 nd week of August
	PhD Town Hall	Last week of September
	6th DAC meeting	December
	Annual Ph.D. Colloquium	First week of January
	6th Biannual Report submission	2nd week of January
	Beginning of even semester	2nd week of January
	PhD Town Hall	Last week of February
	Final Colloquium	July
	Submission of Thesis	Within 3 months of final colloquium
	The following repeat until thesis is submitted: biannual DAC meetings, biannual DAC report submission and annual Ph.D. Colloquium	
*PhD Town Hall: A biannual open forum where PhD students and the PhD Committee engage in open dialogue, discuss concerns and ideas, share feedback, and identify opportunities to improve the doctoral experience.		

