

INDIAN INSTITUTE OF FOREIGN TRADE

(Deemed to be University)



Rules and Regulations Ph.D. (Management) Programme 2023



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Rules and Regulations for Full-Time and Part-Time Ph.D. (Management) Programme

1. About the Institute

The Indian Institute of Foreign Trade (IIFT) was set up in 1963 by the Government of India as an autonomous organization to help professionalize the country's foreign trade management and increase exports by developing human resources; generating, analyzing, and disseminating data; and conducting research. The Institute visualizes its future role as:

- A catalyst for new ideas, concepts and skills for the internationalization of the Indian economy;
- The primary provider of training and research-based consultancy in the areas of international business, both for the corporate sector, government and the student community;
- An institution with proven capability to continuously upgrade its knowledge base with a view to servicing the requirements of government, trade and industry through both sponsored and non-sponsored research and consultancy assignments.

The Institute's portfolio of long-term programs is diverse, catering to the requirements of aspiring International Business executives and mid-career professionals alike.

2. Objectives of the Ph.D. (Management) Programme

The Ph.D. (Management) Programme of the Institute covers doctoral research in a variety of areas leading to the award of Ph.D. Degree. The main learning goals and objectives of the Ph.D. Programme are:

- Develop Subject-Specific Knowledge and Understanding
- Promote Effective Learning and Planning
- Develop Critical and Reflective Thinking Ability
- Promote Effective Analytical Skills
- Develop Ethical Understanding and Reasoning
- Contribution to Existing Knowledge
- Encourage and Facilitate research on contemporary issues in the field of International Business and Management
- Encourage publication of research papers in academic journals, occasional papers and monographs, books, and other refereed forums.

One of the primary purposes of doctoral studies is to encourage in-depth analysis and enrich knowledge in the chosen field. This includes the ability to independently apply methodologies of scientific research as well as to create new scientific knowledge. Further, the scholars should demonstrate an ability to critically analyze research findings and understand their importance in the relevant context. Skills to undertake and to effectively communicate research results are needed in order to succeed in Doctoral studies. Thus, it is important to assume an adequate knowledge and understanding of the problems, research methodologies, historical developments, theory formulation and societal importance of the scientific disciplines which are related to the scholar's own research field.

3. Registration

All candidates selected for admission must register by the day of commencement of the Programme, with the payment of necessary fees. Any extension of the period of registration may be granted by the Competent Authority only under exceptional circumstances.

4. Duration/Stages of Ph.D. Programme

The duration of the Ph.D. Programme will be as below:

- (i) Maximum 5 year in one go.
- (ii) One year extension without paying fee.
- (iii) Two more years' extension through a process of **re-registration with a fee of Rs. 2.0 Lakh.**
- (iv) Further, as per UGC regulations 2022, female Ph.D. scholars and Persons With Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.

<i>Stage</i>	<i>Stage of Research</i>	<i>Timeline</i>
Stage I	Course work & allocation of doctoral supervisor and Doctoral Advisory Committee (DAC)	One year (Semester I & II)
Stage II	Confirmation of Ph.D. Candidature	After successful completion of coursework, the synopsis of the thesis is to be presented in front of a panel consisting of IIFT Faculty and External Experts. Once the suggestions received at the presentation are duly incorporated, the synopsis will be confirmed and communicated.
Stage III	Thesis Writing	Once the synopsis is confirmed, the Doctoral research and thesis writing will commence.
Stage IV	Submission of Thesis	Before the end of FIVE years, from the date of Registration
Stage V	Evaluation and Viva-Voce	Once the comments from all the external examiners are received, the Viva-Voce will be conducted.

5. (A) Roles and Responsibilities of Full-Time Scholars:

- i. The full-time scholars have to come to the Institute on all working days from 9.00 a.m. to 5.30 p.m. Compensatory off may be taken by the scholar in lieu of attending classes/working on weekends. Any relaxation/leave will be applicable as per the attendance and leave rules circulated to the scholars separately. Post-allocation of the supervisor the application has to be routed through the supervisor. The application for the same has to be approved by the PD (Ph.D.).
- ii. The full-time scholars may need to be involved in teaching, research and other academic activities in the Institute. The scholars involved in different academic activities have to report to their respective Supervisors (after Supervisor allocation).
- iii. The performance of the full-time scholars will be evaluated by the Doctoral Supervisor /Faculty concerned on regular basis. They need to submit quarterly/half yearly progress report based on their involvement in different academic activities in the institute.
- iv. The above rules are applicable for Full-Time scholars drawing fellowship from UGC and scholars drawing fellowship from the institute.

(B) Attendance of Part-Time Scholars

The Part-Time Scholars must meet their supervisors personally at least 10 times in a year, failing which the supervisor, in consultation with the DAC members, may recommend cancelling the registration of the scholar. The supervisor has the prerogative to allow for an online meeting in case it is impractical to meet in person. The attendance record of such meetings (both personal and online) must be endorsed by the supervisor.

6. Stage I: Course Work and Allocation of Doctoral Supervisor

The curriculum for coursework of Ph.D. is revised regularly keeping in mind the changing global environment in International Business and the requirements of Management Education to meet these new challenges. The curriculum places emphasis on developing a global perspective on various issues and developing these skills for taking an integrated view on managerial problems and being able to adapt to changing situations.

A: Course Work

- i. The duration of Coursework at IIFT Ph.D. Programme is ONE year, spread over two semesters.
- ii. Minimum of 75% attendance is also required for each course. Less than 75% would lead to assessment status of the course as incomplete.
- iii. During the Ph.D. course work stage, if the scholar is not able to attend the classes due to some unavoidable circumstances, the same needs to be communicated to Programme Director (Ph.D.-M)/Research Division/Head (Research) of the respective centers within a fortnight citing the reason.
- iv. IIFT provides an option to a scholar for dropping a semester and attend the missed courses with the next batch. If the scholar is willing to do so, she/he has to apply to the Programme Director (Ph.D.-M)/Head (Research) providing a valid reason & necessary documents. She/he will then be allowed to attend the course work along with the next batch as an exception after taking the due approval from Vice Chancellor, IIFT.
- v. If the course work of a scholar remains incomplete for TWO years from the date of joining of the Ph.D. Programme, her/his admission for Ph.D. Programme will be automatically cancelled.
- vi. Regarding the seminar paper, the scholar will identify a topic of their interest in Semester-I and will consult with Doctoral Supervisor on this. However, the scholar may consult other Faculty members for his/her seminar paper. The Seminar Paper by the Research Scholars will be evaluated by a panel of IIFT faculty. It is strongly recommended that the seminar papers be transformed into IIFT working papers/journal publications, which will help in shaping the research skills of the scholars and help them in comprehending the nuances of publishing.

B: Course Structure

- i. The course structure will be same for both part-time and full-time scholars.

The Course Structure of is as follows:

	Name of Course	Credits and hours
First Semester	Research and Publication Ethics (GMS)	3 Credits (30 Hours)
	Statistics (QT)	3 Credits (30 Hours)
	Research Methodology (Qualitative & Quantitative Methods) (QT)	3 Credits (30 Hours)
	Total	9 Credits

Second Semester	<i>Elective Courses</i> <i>(Scholar has to opt two courses from the below mentioned seven courses)</i>	
	Research Issues in Finance	3 Credits (30 Hours)
	Research Issues in Strategy	3 Credits (30 Hours)
	Research issues in OB & HR	3 Credits (30 Hours)
	Research Issues in IT Application Mgmt.	3 Credits (30 Hours)
	Research Issues in Marketing	3 Credits (30 Hours)
	Research Issues in Global Trade Operations and Logistics	3 Credits (30 Hours)
	Research Issues in Operations & Supply Chain	3 Credits (30 Hours)
	Seminar Paper (Compulsory)	3 Credits
	Total	9 Credits

Non-Credit Courses

Contemporary Management Theory – I Semester	1 Credit (10 Hours)
International Business and Economics – I Semester	1 Credit (10 Hours)
Econometrics - IInd Semester	1 Credit (10 Hours)
Trade Analytics - IInd Semester	1 Credit (10 Hours)

Note: Course Structure is subject to revision by the Institute's Academic Council from time to time.

C: Course Outlines

A course outline will be made available to the scholar for each course before the start of the course. The course outline would provide the following:

- ✓ Objectives of the course;
- ✓ Pedagogy to be adopted;
 - Session-wise details of topics;
 - Required readings, supplementary readings, assignments;
 - Scheme of evaluation and weightage for each component.

The Course Coordinator will either be offering the course completely or would be coordinating the course in case different modules of the course are taught by different faculties.

D: Evaluation

The evaluation components to be adopted for a course would be indicated by the Course Coordinator to the class at the beginning of the course. This would cover faculty's expectations and relative importance of each component.

- To be eligible to continue in the programme, the CGPA in the coursework should be 5.80.
- Any scholar who gets a grade less than C in any of the courses undertaken including evaluation of seminar paper may apply for improvement in next 3 months and re-representation in case of seminar paper (Max. 2 attempts). The application for the same has to be submitted to and approved by the PD (Ph.D.).
- In case of less than 75% attendance, additional assignments/tutorials etc. may be suggested by the course coordinator and intimated to PD (Ph.D.).

The results for all the programmes of Research Division shall be prepared on the basis of a 10 point grading system with **Letter Grades** as per the formula prescribed by the University Grants Commission with minor changes in the computation of the grade cut offs as per the below Table. The minimum '**Numerical Grade**' required to pass any course is '**4**' (Letter Grade '**D**') in the total of End Semester Examination & Internal Assessment of the Course for both theory & practical.

Letter Grade	Numerical Grade	Formula	Computation of grade cut off
O (Outstanding)	10	$m \geq \bar{X} + 2.5\sigma$	the value of $\bar{X} + 2.5\sigma$ to be taken into account for grade computation will be Actual $\bar{X} + 2.5\sigma$ or 90% whichever is lower
A+ (Excellent)	9	$\bar{X} + 2.0\sigma \leq m < \bar{X} + 2.5\sigma$	the value of $\bar{X} + 2.0\sigma$ to be taken into account for grade computation will be Actual $\bar{X} + 2.0\sigma$ or 80% whichever is lower
A (Very Good)	8	$\bar{X} + 1.5\sigma \leq m < \bar{X} + 2.0\sigma$	the value of $\bar{X} + 1.5\sigma$ to be taken into account for grade computation will be Actual $\bar{X} + 1.5\sigma$ or 70% whichever is lower
B+ (Good)	7	$\bar{X} + \sigma \leq m < \bar{X} + 1.5\sigma$	the value of $\bar{X} + 1.0\sigma$ to be taken into account for grade computation will be Actual $\bar{X} + 1.0\sigma$ or 60% whichever is lower
B (Above average)	6	$\bar{X} \leq m < \bar{X} + \sigma$	the value of $\bar{X}$ to be taken into account for grade computation will be Actual $\bar{X}$ or 50% whichever is lower
C (Average)	5	$\bar{X} - 0.5\sigma \leq m < \bar{X}$	the value of $\bar{X} - 0.5\sigma$ to be taken into account for grade computation will be Actual $\bar{X} - 0.5\sigma$ or 40% whichever is lower
D (Pass)	4	$\bar{X} - \sigma \leq m < \bar{X} - 0.5\sigma$	the value of $\bar{X} - 1.0\sigma$ to be taken into account for grade computation will be Actual $\bar{X} - \sigma$ or 30% whichever is lower
F (Fail)	0	$\bar{X} - \sigma > m$	

Note: Relative grading will be applied in case of the number of scholar are 30 and above.
If the no. of students is less than 30, absolute grading will be done as follows:

Grade	Grade Point	Range of Marks
O (Outstanding)	10	>90
A+ (Excellent)	9	>80 - ≤90
A (very Good)	8	>70 - ≤80
B+(Good)	7	>60 - ≤70
B(Above Average)	6	>50 - ≤60
C(Average)	5	>40 - ≤50
D (Pass)	4	>30 - ≤40
F(Fail)	0	≤30
Ab (Absent)	0	

CONVERSION OF CGPA INTO PERCENTAGE OF MARKS

Final percentage of marks = CGPA based on all the semesters x 9.5

E: Missed Evaluation Component/Re-examination

Scholar are not allowed to miss any class examinations or quizzes or end-term examinations, without the permission of the Programme Director / Course Coordinator. If a scholar misses such a component without prior permission, s/he will not receive the marks for the component. It is the responsibility of the scholar that all components are duly submitted on time.

A scholar who is absent or missed the end term examination on medical grounds or due to the death of family member, with prior intimation to the Programme Director, will obtain the “T” grade and he/she shall be given a chance for the re-examination, if any.

F: Allocation of Doctoral Supervisor & Doctoral Advisory Committee (DAC)

- i. Supervisor allocation process will happen during the first semester of coursework.
- ii. Allocation of Doctoral Supervisor will be made based on the preferences given by the research scholar in the order of 1, 2 & 3 (minimum three preference) from the selected area and number of scholars available to Faculty (determined as per UGC guidelines). The scholars need to submit the preferred topic related to their research interests. In this regard, the scholars are suggested to consult the IIFT Faculty members. The scholar may apply for a change of discipline/area during the coursework.
- iii. In order to ensure timely submission of the Doctoral thesis, IIFT follows the policy of maintaining an upper limit on the number of research scholars to be allocated per faculty.
- iv. Maximum number of scholars allotted for a Professor, Associate Professor and Assistant Professor are Eight (8), Six (6) and Four (4) respectively.
- v. Every scholar will be having a Doctoral Advisory Committee (DAC), consisting of the Ph.D. Supervisor and two other Faculty members. The Ph.D. supervisor may indicate the name of DAC members to Research Division/PD(Ph.D.). The DAC may include an external member as an expert from the industry depending upon the research area of the scholar. It would require the recommendation of the Supervisor with appropriate justification and approval of the Head (Research) of the respective center. The appointment would be on honorary basis only (no remuneration).
- vi. The scholars are advised to contact the Doctoral Advisory Committee (DAC) Members on regular basis for their research work. DAC meetings at half yearly interval are mandatorily to be conducted during the entire Doctoral Research tenure of the scholar. For any relaxation on valid ground the decision of PD (Ph.D.) and Head (Research) will be final.
- vii. Scholars and Supervisors need to follow the Ph.D. rules for completion of the Doctoral work.

Co-Supervisor:

- viii. Besides the supervisor, in case scholars find an academician from inside/outside of the Institute who is conversant with her/his topic of research she/he may apply to consider her/him as Co-supervisor with the consent of the Supervisor, requesting PD(Ph.D.) or and getting the final approval from Head (Research) and the Vice-Chancellor, IIFT. Only one Co-supervisor is allowed.

- ix. In case of multidisciplinary research, a scholar may be allowed to receive allocation of both Ph.D. supervisor and Co-supervisor from within IIFT, with due permission of Head (Research) and the Vice Chancellor.
- x. In case the Supervisor leaves the Institute (superannuation/resignation/deputation), the following process will be followed:
 - If the Zero Draft/Final Draft of the thesis submitted by the scholar is approved, the supervisor will remain same but one of the DAC Members may be allocated as Co-supervisor to complete the formalities required at different stages.
 - In case the synopsis is confirmed but zero draft is not submitted, the Supervisor will be re-designated as Co-supervisor and a new supervisor will be allocated by the PD(Ph.D.-M) and approved by the Competent Authority.
 - In case the synopsis is not confirmed then a new supervisor will be allocated by the PD(Ph.D.-M) and approved by the Competent Authority.

Role of DAC

After confirmation of the synopsis and the title, the scholar has to work for completion of Ph.D. thesis under the guidance of Doctoral Supervisor and DAC members. The DAC will be convened by the respective supervisor with intimation to Research Division. There should be minimum 03 DAC meetings before the submission of the thesis. The DAC has the following functions:

- To review the research proposal and finalize the topic of research;
- To guide the scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
- To periodically review and assist in the progress of the research work of the research scholar.

A research scholar shall appear before the Doctoral Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six-monthly progress reports shall be submitted by the Doctoral Advisory Committee to the Institution with a copy to the research scholar.

In case the progress of the research scholar is unsatisfactory, the Doctoral Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures repeatedly, the Doctoral Advisory Committee may recommend the cancellation of registration from the programme.

7. Stage II: Confirmation of Ph.D. Candidature

- i. All scholars are required to confirm their Ph.D. registration within two years from the date of Admission. (i.e. Completion of course work, seminar paper writing and synopsis confirmation).
- ii. Admission to the Ph.D. Programme is 'Provisional' till the confirmation of the synopsis. However, after completion of the coursework, the scholar is required to submit and present her/his Ph.D. 'Synopsis' before a panel consisting of IIFT Faculties and External Experts for approval.
- iii. While preparing the synopsis, the scholars need to consult their Doctoral Supervisor, DAC Members and other faculties on regular basis.
- iv. The Synopsis must contain a clear title of the research, statement of the problem, review of literature and research gap, objectives / research questions, proposed hypothesis, methodology, data sources, tentative chapterization and a detailed bibliography.
- v. After completion of course work, the scholar has to appear in the Synopsis Confirmation

Seminar, where the scholar needs to explain the above-mentioned points (as per point iv above) before a panel consisting of IIFT Faculties and external experts. The panel will assess the presentation and approve the Synopsis and Thesis Title. The suggestions / comments (if any) given by the panel have to be incorporated and the scholar will submit the updated synopsis to the Research Division with the approval of Supervisor within next three months. This timeline may be extended by the Supervisor (Max. 1 Year), if not then the candidature may be cancelled.

- vi. All submissions such as seminar paper and synopsis must be submitted by the scholar through her/his supervisor.
- vii. Once the scholar clears the coursework satisfactorily and her/his synopsis gets final approval, her / his registration will get 'Confirmed'. Scholars will be issued a Certificate of 'Confirmation of Synopsis'.
- viii. A scholar is allowed to submit her/his doctoral thesis after a minimum period of TWO years from the date of 'Confirmation of the Synopsis'.
- ix. If a scholar delivers an unsatisfactory performance during her/ his synopsis presentation, s/he will be given two more chances of synopsis presentation. The total 3 chances of synopsis presentation need to be completed within two years from the date of admission to the Ph.D. Programme.

8. Stage III: Title of Ph.D. Thesis

- i. The 'Title' of Ph.D. thesis needs to be finalized along with synopsis confirmation.
- ii. The 'Title' can be partially changed only once before final submission of the thesis, if required. In this case, the scholar needs to apply to Head (Research) through her/his Supervisor for the same.

9. Stage IV: Submission of Thesis

- i. The thesis work must be satisfactory in terms of its academic rigor, language, and presentation.
- ii. The scholar may incorporate in her/his thesis the contents of any work which s/he may have published in refereed/non-refereed forum, after clearly mentioning that in the thesis. However, in her/his current Ph.D. thesis, s/he shall not submit/include any work or part of work for which a degree has been conferred on her/him by any other University earlier.
- iii. Scholars must make two paper presentations in national /international conference/seminars (within country/abroad) before the submission of the thesis for adjudication and produce evidence for the same in the form of presentation certificates and/or reprints. The Full-Time Scholars are entitled to an amount of Rs.20,000/- for paying the registration fees for the conferences during their entire tenure of the Ph.D. Programme (maximum 5 years). No TA/DA will be paid to the candidate to attend the conferences. For accessing the IIFT Financial support on this ground, the Scholar will be sending the application for the same through their respective supervisors to the PD (Ph.D.-M). No such financial support is provided to Part-Time scholars.
- iv. Scholars are also required to submit the proof of publication / acceptance of at least TWO research papers in TWO Reputed Academic Journals indexed in Scopus/ABDC/ABS/AMS/Web of Science. The published papers must be related to the topic of their Doctoral Research area during their Ph.D. work.
 - a) If the Journal at the time of the publication of paper of the scholar is indexed in the above-mentioned Journal lists but at the time of the submission of zero draft / thesis,

- the Journal is removed from the Journal list, the paper will be accepted.
- b) If the paper is published by the scholar along with the Supervisor, as a part of Ph.D. Programme, in the paper the scholar's name should come as first author and supervisor's name as second author.
 - c) If the paper is published by two scholars, the publication credit would be claimed by one scholar whose name has come as first author.
- v. Before submission of the final thesis, scholar must have to present their Doctoral Research work in a Pre-Submission Defense Seminar before a panel consisting of IIFT faculty members and an external expert. The scholar is required to incorporate all suggestions/comments received during Pre-submission Defense Seminar in the thesis for final submission, after duly discussing with the doctoral Supervisor.
 - vi. The scholar needs to submit her/his thesis within SIX months from the day of the pre-submission defense seminar.
 - vii. Details of the Submission Requirements are as follows:

Submission Requirements	
1.	Course work Grade sheet
2.	Synopsis Confirmation Certificate.
3.	Proof of paper presentation in conference <u>at least TWO</u> (Certificate and/or reprints)
4.	Proof of publication / acceptance of <u>at least TWO</u> research papers in Reputed Academic Journals indexed in Scopus/ ABDC/ABS/AMS/Web of Science. The published papers must be related to the topic of their Doctoral Research during their Ph.D. work.
5.	Report of Plagiarism Test – less than 10%. AI-generated writing up to 20% may be permitted provided it is duly acknowledged/cited.
6.	All Clearances from the Institute
7.	SEVEN copies of Thesis duly signed by the scholar and countersigned by the Supervisor declaring that it is an original work of the scholar and not submitted partly or fully for the award of any degree in any other institution. The Scholar is also required to submit soft copy of the “Abstract”.

10. Stage V: Ph.D. Thesis Evaluation and Viva-Voce at IIFT

- i. A scholar, after getting all clearances, shall submit **SEVEN** printed copies of the thesis and an electronic copy to the Research Division, IIFT. The electronic copy of the thesis can be submitted after the viva to Research Division during working hours of the Institute.
- ii. The scholar needs to submit an undertaking that the submitted thesis involves original research by her/him. Copy of the undertaking, along with the results obtained from Anti-Plagiarism Software, needs to be attached with every bound thesis.
- iii. The Supervisor of the scholar has to submit names of FIVE External Examiners on the subject area to the Vice-Chancellor, IIFT, through Head (Research). At least **THREE** External Examiners must be named from outside Delhi / Kolkata. External Examiners should be an expert in relevant field and not in current employment at IIFT. S/he should be an academician with good record of scholarly publications in the field, with atleast one thesis going to a Professor for evaluation.
- iv. The Vice-Chancellor will rank the names of the five proposed External Examiners in the order of his preference (1, 2, 3 and so on) and forward the document to the Controller of Examinations.
- v. The Examination Cell will send the soft copies of the Abstract of the thesis to **THREE** Examiners in the order approved by the Vice-Chancellor for checking their availability and

willingness for the evaluation. The examiners will be requested to respond by TWO weeks. This will facilitate immediate communication of the submitted thesis to the External Examiners. Upon receiving their positive response, the Examination Cell will send the hard copy of the thesis to the External Examiners.

- vi. If one of the three External Examiners (approved by the Vice Chancellor) expresses her/his inability to evaluate the thesis by the proposed timeline, the next External Examiner approved in the same order will be contacted by the Examination Cell.
- vii. In case, an External Examiner does not send her/his comments by the deadline suggested by Examination Cell, another examiner earlier approved by the Vice- Chancellor in order of preference might be approached, after intimating Head (Research) and obtaining necessary permission.
- viii. On submission of the evaluation report by THREE External Examiners, the Exam Cell will share the same with the Head(Research) for conduct of viva-voce.
- ix. The viva-voce will be conducted if at least two reports are favorable. The comments of the External Examiners will be shared by the Research Division with the Supervisor and the Scholar, along with an instruction to prepare a compliance report. The scholar is required to defend her/his thesis in an open/public defense, attended by External Examiners (TWO External Examiners are desirable to be present), Research Supervisor, PD(Ph.D.), Head (Research) and others.
- x. The External Examiners may recommend that the Ph.D. Degree may be awarded subject to satisfactory viva-voce on the thesis, or the thesis may be rejected/or re-submitted.
- xi. The Ph.D. Degree shall be awarded only after TWO External Examiners unanimously recommend for the same and following the successful open/public viva-Voce. Faculty/Research Scholars are encouraged to attend the open defense, but the scholar would be asked questions and evaluated by the examiners only.
- xii. In case of re-submission of thesis, the thesis must be resubmitted within SIX months from the date of sending the comments of the External Examiners to the scholar by the Office of the Controller of Examinations, IIFT. The thesis may only be re-submitted ONCE.
- xiii. In case of re-submission, the thesis needs to be sent to the original External Examiners, unless they explicitly express their inability.
- xiv. Any issue concerning the Ph.D. Thesis evaluation procedure or interpretation of the approved provisions shall be referred to the Vice Chancellor, IIFT whose decision shall be final.

11. Plagiarism Policy

As in lieu of the ethics in higher education, fair conduct of research and prevention of misconduct, as per UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018, students, researchers and faculty members should not perform any academic misconduct by the theft of intellectual property in any manner. The rules as and when changed by UGC will be applicable as prescribed by UGC.

The research work carried out by the scholar shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions, and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words. The similarity checks for plagiarism shall exclude the following:

- i. All quoted work reproduced with all necessary permission and/or attribution (attribution means that the scholar declares that the work quoted in his/her thesis is own work and co-

- authors permission have been taken and the source is duly cited with due permission).
- ii. All references, bibliography, table of content, preface and acknowledgements.
- iii. All generic terms, laws, standard symbols and standards equations.

Seminar Paper, Synopsis, Zero Draft and Final Thesis with similarity index of up to 10% and AI-generated content of up to 20% will be accepted. The submission will be approved by the supervisor and forwarded to the PD (Ph.D.) for further process.

12. Administration of the Programme

The PD(Ph.D.) under the guidance of the Head (Research), administers the Programme. The PD(Ph.D.) will be the link between the scholars and the faculty. The Section Officer (Research) looks after all the administrative matters concerning the Programme. A Research Associate / Programme Assistant will assist the PD(Ph.D.) to look after the day-to-day academic matters.

The RAC will decide academic matters pertaining to the Programme which will then be forwarded to the Vice Chancellor for approval. Any other issue not covered by the above-mentioned rules will be decided by the RAC.

The PD(Ph.D.) will interact regularly with the scholars. The scholars are free to meet the PD(Ph.D.), individually after taking prior appointment. In case, where scholars have problems of an academic nature they may also meet the Head (Research), after prior appointment.

13. Online Feedback

The Institute firmly believes in taking regular and organized feedback from scholars on the progress of their courses and the delivery of the course coordinators. For this, a very robust feedback system is followed and the same is described below:

The end-term feedback is taken online in the last session of the course, after teaching for the course has been completed. All scholars are expected to be present for this exercise, and to provide their feedback objectively. If, for some compelling reasons, a scholar is not able to provide feedback in the last session, the RA/PA will coordinate with the scholar to provide feedback on the day of end term exam for the course, by coming 30 minutes early. **A scholar who still does not give feedback, her/his coursework completion certificate will be withheld. Therefore, scholars are advised to take the feedback exercise very seriously.**

The mid-term feedback for a course will be taken by the RA/PA after the completion of 4 sessions for a 2-credit course and 7-10 sessions for a 3-credit course. This mid-term course review is conducted with the purpose of obtaining an opinion from the scholars on the progress of a course, and scholars are strongly advised to provide their feedbacks in an impartial and productive manner.

14. Imposing of Penalty for Late/Non-Payment of Fees by Part-Time Scholars

If the scholar does not deposit the fee within the stipulated time, a penalty of Rs.2,000/- for one month will be imposed and if it is delayed by two months a penalty of Rs.5,000/- will be imposed. Delay in depositing of fee is more than two months to twelve (12) months, a penalty of Rs.12,000/- will be imposed.

15. Withdrawal from the Programme

The scholar has to route the withdrawal request from the Ph.D. programme through the

supervisor alongwith no dues certificate from Finance, Library and Research Division. S/he has to submit an undertaking that the affiliation to the Institute mentioned in the published paper would sustain post exit from the Ph.D. Programme at IIFT.

16. Residency Period of Full-Time Scholars

Every full-time scholar is required to pursue the coursework and full-time research for a minimum period of three years. During this tenure, regular attendance is mandatory. After three years s/he can take up the engagements with due permission of the Supervisor and PD(Ph.D.-M). No scholarship will be paid thereafter by the IIFT in that case.

17. Attendance and leave rules for Full-Time Ph. D. Scholars

For **Full-Time scholars (JRF)**, leave rules as per UGC latest norms will apply.

For **Full-Time scholars (non-JRF)**, the following leave rules as per Institute' policy will apply.

- i. The Full-Time Scholars will be granted casual leave up to 8 days during a calendar year, subject to the condition that such leave will not be longer than 5 days at a stretch. The casual leave cannot be combined with any other kind of leave.
- ii. Restricted Holiday (RH) for 2 days.
- iii. "Leave with prior permission" up to 20 days in a calendar year other than the public holidays.
- iv. Both RH and "Leave with prior permission" need to be approved by the Head (Research) upon recommendation of Ph.D. Supervisor and Programme Director.
- v. Any leave cannot be carried over to the next calendar year.
- vi. Leave will be calculated proportionately in accordance with date of joining and leaving.
- vii. Women candidate may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.
- viii. The punctuality of the attendance will be governed as per the IIFT Rules as follows:
 - a) The Full-Time scholars may come until 09.30 am in the morning. However, they are required to sit late by equal minutes in the evening to compensate their late coming.
 - b) Relaxation to come late until 10.00 am is admissible for 30% working days of a month subject to being compensate by sitting late by equal minutes.
 - c) Grace time upto ten minutes is allowed in respect of arrival time to cover any unforeseen contingencies. Such late coming be condoned unless it becomes a matter of frequent recurrence.
 - d) Late attendance upto an hour, on not more than two occasions in a month may be condoned, if the same is due to unavoidable reasons.

In addition to the above, the following have been incorporated:

- a) Leaving office early upto an hour, on not more than two occasions, is condoned provided a scholar can avail either coming one hour late in the morning or leaving one hour before Institute timings in the evening on not more than two occasions in a month.
- b) In some unfortunate incidents like accidents and death of blood relatives (father, mother, sisters, brothers, sons and daughters only), the scholar can take a short leave from the Institute for the day. Such leave will be treated as special leave and may be allowed.
- c) Full-Time scholars are required to strictly adhere to the prescribed attendance rules. They are also advised to take prior approval of leaves (except emergent circumstances) and ensure timely submission to the Research Divison for necessary action.

