

# **Ph.D. Programme in Management**

**Policy and Guidelines<sup>1</sup>**

**Academic Year 2023-24**

**Version 3.0**

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<sup>1</sup> Applicable for all the batches



# भारतीय प्रबंध संस्थान बोधगया Indian Institute of Management Bodh Gaya

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## 1. Vision Statement

*To be a globally recognised management school for developing socially responsible and mindful business leaders.*

## 2. Mission Statement

*Our mission is to develop mindful business leaders with social responsibility and global perspective through academic excellence in learning practices and research.*

## 3. Programme Objectives

The Doctoral Programme in Management (Ph.D.) at the Indian Institute of Management Bodh Gaya (IIMBG) is a full-time residential programme. The programme aims to foster high-quality researchers, innovative thinkers, and touchstone academics. The programme offers the chance to delve into multidisciplinary research in the domain of management education. Its purpose is to imbue learners with the necessary analytical and research skills required for a career in academics, management, and industry. In this spirit, the programme is run within an academically poignant environment that aids Ph.D. students hone their intellectual tendencies. The programme also aims at producing excellence in publishing high standard research output. Ph.D. programme is offered in the following discipline-

- 1) Marketing
- 2) Economics
- 3) Finance and Accounting
- 4) Information Technology Systems and Analytics
- 5) Operations Management and Quantitative Techniques
- 6) Organizational Behaviour and Human Resource Management
- 7) Business Communication
- 8) Strategy and Entrepreneurship

## 4. Programme Learning Competencies

5. PROGRAM LEARNING COMPETENCIES FOR PhD		
Program Learning Competencies	Competencies Definition	Program Learning Objectives
<b>PLC 1: Knowledge in Discipline</b>	<i>Knowledge in Discipline is defined as the ability of the student to demonstrate detailed knowledge in their areas of specialization</i>	PLO 1: Our doctoral students will demonstrate a detailed knowledge of their respective areas of specialization.
<b>PLC 2: Research Competence</b>	<i>Research competence is defined as the student's ability to demonstrate ability to carry out research and apply appropriate methods of analysis.</i>	PLO 2a: Our doctoral students will master analytical skills and techniques needed to analyze data and interpret research results in their areas of specialization.
		PLO 2b: Our doctoral students will demonstrate ability to carry out research of publishable quality.
<b>PLC 3 Communication skills</b>	<i>Communication skills for doctoral students is defined as their ability to communicate research effectively, using appropriate vocabulary and syntax</i>	PLO 3: Our students will be able to communicate the results of their research effectively, using appropriate vocabulary and syntax.

## 6. Structure of the Ph.D. Programme

### 6.1. Stages of the Programme

The programme consists of three stages: Course Work, Comprehensive Exam and Thesis.

The course work is spread across six terms. All Ph.D. students, irrespective of their areas of specialization, take a set of compulsory courses, as decided by their respective areas. All students are also required to take program-wide compulsory courses and electives of their choice.

Upon completion of the course work, the students take the Area Comprehensive Qualifying Examination (ACQE). The ACQE tests whether the student has obtained a satisfactory level of knowledge in his/her field of specialization and ready to move to the thesis stage. The structure of ACQE would be decided by the respective Areas. For more details regarding ACQE refer to Section 3.3.

Once (and, if and only if) a student passes the ACQE, he/she enters the Thesis stage. The Thesis stage consists of developing a thesis proposal, for which the student identifies a thesis topic, forms a Thesis Advisory Committee (TAC), presents a seminar on the thesis proposal to the TAC, and gets the thesis proposal approved by the TAC. Then the student works closely with the TAC on his/her thesis. On completion of the thesis research, the student submits the thesis, gives a seminar, and defends the same.

### 6.2. Direct entry to the second year

Candidates who have already completed two-year full-time PGP completed in last 10 years from IIMs with minimum 60 percent marks or equivalent and other exceptional candidates with a two-year full-time Post Graduate Degree in Management (as decided by the Ph.D. committee) may be allowed direct entry to the second year of the programme. The above candidates are provided a waiver for the first year PGP courses. However, the candidates must undertake nine credit compulsory Ph.D. courses (Qualitative Research, Quantitative Research, and Econometrics) during term IV, V, and VI, respectively. As the above candidates are considered direct second-year candidates, the program's duration, the timelines for various academic requirements, and institutional support availability will be adjusted accordingly.

The direct second-year entry students should perform their summer term paper and two non-credit compulsory courses after scheduled completion of Term VI. Hence their ACQE will be

within 3 months of the scheduled completion of term VI. The Thesis Proposal Submission deadline will be within 9 months of their completion of ACQE.

All other academic timelines, including the availability of institutional support and frequency of progress evaluation, will be according to the following rule:

*If 'n' is the timeline (in years) for an event for the regular candidates, the timeline will be 'n-1' years for the candidates who enter the second year directly.*

### 6.3. Course Work

#### 6.3.1. Course Work: Requirements and Structure

The course work requirements must be completed in two years.

#### I Year (Terms I – III and IIIS)

Course type	Credits	Specifications
MBA Core Courses and PhD Compulsory Courses	42-45	33-36 credits from MBA Programme and/ or Ph.D. level courses and three 3-credit, compulsory Ph.D. courses (Qualitative Research Methods, Quantitative Research Methods, and Econometrics). 33-36 credit courses to be decided by the Area and it must be communicated to the Ph.D. office before the start of term I.
Summer Term	3	Summer Term Paper and two Ph.D. Non-credit Compulsory Courses (Philosophy of Management and Teaching pedagogy, 15 hrs each) For Summer Term Paper, Refer to Section 3.2.13

#### II Year (Terms IV – VI)

Course type	Credits	Revised
	Minimum 30	Minimum 30 credits: Ph.D. courses/MBA (term IV and V)

Electives and Research Courses	Break down	Term IV minimum 12 credits. Term V minimum 12 credits. 18 credits must be Area electives (Ph.D. and MBA). At least 12 credits should be of Ph.D. level Area courses. Overall, at least 18 credits should be of Ph.D. level courses.
Mini Dissertation	6	Term VI Mini Dissertation - under a faculty member Refer to Section 3.2.13A

Note: In case student going for course work under exchange programme in second year and he/she lacking to full fill the required credits, he/she can opt maximum two full credit Ph.D. level courses at IIMBG in addition to three compulsory first year Ph.D. course. Alternatively, he/she can opt maximum two full credit Ph.D. level courses after term III at IIMBG by the approval of the academic advisor and Ph.D. committee<sup>2</sup>.

**Note: Partial course completion certificate will not be provided.**

### Credit system

The credit structure for courses offered in IIM Bodh Gaya is as follows:

Course credit	Credit points	No. of sessions	Contact hours
Full	3	20	30
Three-fourth	2.25	15	22.5
Half	1.5	10	15
One-third	1	7 (6+1)	10 (1.5 × 6 + 1)

### 6.3.2. Academic Advisor

For each Ph.D. student, a faculty member from their area acts as an academic advisor *till TAC formation*. The academic advisor mentors the student till TAC formation. It is recommended that the student meets his/her academic advisor at regular intervals.

The student may seek guidance from the academic advisor for any matter connected with the academic programme. The student must also route all matters requiring administrative action through the academic advisor, in the spirit of keeping the academic advisor informed.

<sup>2</sup> Applicable for Ph.D. students enrolled from the academic year 2021 onwards.

The academic advisory process operates as follows:

Stage	Advisor	Nominated / Selected by
Ph.D. First Year till TAC Formation	Faculty member from the area	Area
After the formation of TAC	TAC Chairperson	Student

### 6.3.3. Term Registration

All students must register for courses on the registration day of each term. Only under special circumstances, Ph.D. Chairperson may permit late registration. Registration by students beyond their first year will be subject to their satisfactory completion of the previous year's requirements unless any waivers are explicitly granted by the Ph.D. Committee (PC).

If a student is unable to complete the programme in the stipulated time and is permitted to continue in the programme, he/she must register for each term on the registration day and deposit the registration fees (if any) and all other charges (if any) towards the facilities proposed to be used during the term.

### 6.3.4. Course Selection and Course Registration

Course Registration should be done in a timely manner. Instructors will provide a detailed outline of their courses. Outlines describe the schedule of sessions and the readings prescribed for each session. Students are required to fill and submit a course registration form in consultation with their respective Academic Advisor. This form has to be submitted to the Ph.D. Office well in time before the beginning of each term duly signed by both the student and the Academic Advisor.

In the case of Ph.D. electives, students are expected to make an informed decision of picking up a course by looking at the course coverage, material, and talking to the faculty offering the course. In case the student feels after the first two sessions of 90 minutes each (for 3 credit course) that the course does not match expectations, the student may drop the course, duly informing the Ph.D. office in writing through his / her academic advisor. However, he/she will not be allowed to take any course in lieu of the dropped course. A course, if not registered for by any student until the term starts, will not be offered.

### 6.3.5. Audit Course Policy for Elective Courses:

- As agreed in the 5th Faculty Council Meeting, a candidate can enrol for a running elective course as Audit by submitting a fee of INR 7000/- during the term registration.
- On successful completion of the Audit course, amount of INR 5000/- shall be refunded back to the candidate. The remaining INR 2000/- shall be utilized towards the academic & course material expenses.
- Rules & Regulations for the Audit paper shall be in-line with the policy applicable for the respective Elective (s).
- On successful completion of the Audit paper, a grade 'P' shall be indicated in the consolidated grade sheet.
- **Alternatively, a student may be allowed to sit through a course with the approval of the course instructor. These courses won't be graded.**

### 6.3.6. Class Attendance

- i. Attendance is compulsory for all courses.
- ii. Students involved in proxy will be penalized of two class attendances.
- iii. Students are expected to attend all the classes of a given course. However, to accommodate short-term contingencies, a minimum of 80% attendance for classes held is stipulated for a course.
- iv. In view of the varying nature of pedagogy in different courses, some courses may not have classes for a part of a Term, and students may be required to do project work during this period. However, in such cases students will be required to submit interim/final project reports, design documents, or demonstrate part of the project under development. In such cases, the fulfilment of attendance criterion would be decided by the course coordinator.
- v. For a student, whose attendance falls short of 80%, the penalty will be as follows:  
Let  $\alpha$  = the percentage of attendance of a student in a course, obtained after rounding off up to the second decimal place.
  - a. If  $\alpha < 50.00$ , the student will be awarded a permanent 'F' in the course.
  - b. If  $50.00 \leq \alpha \leq 59.99$  then the grade of the student will be adjusted as shown in the following table:

Actual grade	A+	A	A-	B+	B	B-	C	D	F
Adjusted grade	A-	B+	B	B-	C	D	D	D	F

- c. If  $60.00 \leq \alpha \leq 79.99$  then the grade of the student will be adjusted as shown in the following table:

Actual grade	A+	A	A-	B+	B	B-	C	D	F
Adjusted grade	A	A-	B+	B	B-	C	D	D	F

If a student's attendance falls short of 80 percent and he/she misses the mid-term/end term exam, the penalties applicable in both cases would be applied, unless the student's attendance fell short because (s)he suffered from a major ailment requiring prolonged bed rest or hospitalization.

- vi. Major Ailment - Loss of attendance and/or missing mid/end term examinations:
- A student will be considered to have suffered from 'major ailment' if (a) the ailment requires prolonged hospitalization or bed rest or isolation or it is a psychiatric illness (e.g. depression, schizophrenia), and (b) the Ph.D. Office is informed in writing about the ailment within two days of hospitalization or diagnosis, and (c) the ailment is verifiable by the Institute's doctor or from the hospital certifying that the student is not fit to study or attending classes. Anyone who is found to have fudged documents in this regard will be summarily expelled from the Programme.
  - Period of ailment, as certified by appropriate medical authority, will not be counted towards attendance calculation.
  - However, if the period of major ailment exceeds 50% of sessions in a term, the student must withdraw from the course (**only after approval from the course instructor and advisor**) on medical ground.
  - If a student misses scheduled mid/end term examination during the period of major ailment, make up examination will be arranged without any implication on the final grade, subject to clause (iii) above. There will be no re-examination for these make up examinations.
  - If a student miss component(s) of evaluation, other than mid/end term examination, in a course during the period of major ailment it will be up to the respective Course Coordinator/ instructor to decide how those components can be compensated for, if at all.
  - For any other case(s) not included above, the same would be decided upon by the PGP Committee/PC for PGP/Ph.D. Courses

- vii. The above rules will override any individual course specific rules for attendance set by a course instructor.
- viii. Students shall return to campus after their Summer Project by the day before Term-IV commences. Students coming late will not be given weightage for attendance for classes missed under any circumstances.
- ix. Submission of the Instructor and Course Feedback is compulsory as and when notified by the PGP/Ph.D. office during the term.

### **6.3.7. Examinations**

#### **General Guidelines for Mid Term and End Term Examination:**

- All students must occupy their respective seats as per the seating plan. Any student found shuffling the seating arrangement, or not occupying his/her seat at the scheduled commencement time for the examination may be disallowed from the examination.
- Student must sign on attendance sheet, main and supplementary answer sheet.
- No student should be allowed to enter the exam hall if he/she is delayed by more than 10 minutes.
- No student should be allowed to leave the examination hall for at least 1 hour after the exam start time and 30 minutes prior exam end time (unless it's an emergency)
- Invigilators have been authorized to disqualify any student found violating any of the instructions or resorting to unfair means.
- Students may leave the examination hall during the intervening period, one examinee at a time, after obtaining necessary permission from the invigilator(s)
- Students will not be allowed to carry any food and drinks other than water inside the examination rooms/halls.
- Students will not be allowed to carry or keep mobile phones/pagers/alarm clocks in their possession during examinations inside the examination room/hall.
- Students may leave the examination hall during the intervening period, one examinee at a time, after obtaining necessary permission from the invigilator(s).

### **6.3.8. Penalty of Malpractices during examination**

Any student found guilty of any kind of malpractice or misconduct such as nonconformance to the rules and instructions given to invigilators including plagiarism in Term Papers, Project Report, Summer Project, Course Assignments etc. during any examination (namely, quiz, mid-

term, end-term etc.) or while abroad as part of the student exchange programme will face a penalty as mentioned below:

- i. For the **first time offender**: A **penalty of permanent ‘F’ grade with compulsory course repeat** in the next year including Community services like giving attendance sheets in classes, delivering water in classrooms etc. and his/her name would be displayed on the notice board. The final decision on grading would be taken by the course faculty/PC depending on the severity/seriousness of the malpractice.
- ii. For the **repeat offenders**, **expulsion from the Institute** is a possibility. However, the Chairperson, Ph.D. may decide to refer to the PC the case for review, which may review such cases and make an appropriate decision.

#### 6.3.9. Evaluation

- i. Any faculty of a course (irrespective of credit structure) must use two or more of the following evaluation methods for assessment:
  - Mid-term examination
  - Quiz (announced or unannounced)
  - End-term examination
  - Project work/assignments/Term Paper
  - Class participation
  - Oral examination
  - Take home assignments/tutorials
- ii. Considering the varying nature of Ph.D. courses in and across areas, the course faculty may decide the evaluation pattern as exam-based (Midterm & End Term are for a full credit course with a minimum weightage of 20% and 30% respectively), term paper-based, project-based, seminar-based, or continuous evaluation based.

#### 6.3.10. Make-Up Examination/Re-Examination

- i. Students who secured ‘F’ grade in a course will be allowed to take a re-examination on a date scheduled by the PGP/Ph.D. Office.
- ii. If a student secures a grade higher than ‘D’ in the re-examination the grade would be reduced to ‘D’ for calculation of CGPA. The grade for the course in the grade sheet will also be ‘D’.

- iii. If a student secures an 'F' grade in the re-examination, it would be converted to a permanent 'F' with no further opportunity for make-up examination.
- iv. Make-up examination shall be conducted for students who were absent during the mid-term or end-term examination due to illness of self or sudden serious illness of parents, spouse or child, or sudden demise of parents, spouse or child. Students should inform the case to the PGP/ Ph.D. office.
- v. If a student has missed the mid-term/end term examinations or both for reasons other than illness of self or sudden serious illness of parents, spouse or child, or sudden demise of parents, spouse or child, he/she will not be awarded any marks for the examination.
- vi. The make-up/re-exam for a term will be conducted in the make-up/re-examination week scheduled by PGP/Ph.D. Office. The make-up/re-examination for the mid-term examination can be conducted either in that week, or at a time to be decided by the course coordinator/instructor(s). However, no make-up/re-examination will be scheduled after the make-up/re-examination week for a Term.
- vii. In case, a student seeks permission to appear in the make-up/re-examination for illness, other than prolonged illness, he/she should produce a certificate from the Resident Doctor. In case, a student has left the hostel after obtaining approved *a priori* leave of absence from Ph.D. Office due to illness, or sudden serious illness of parents, spouse or child, he/she will have to produce a certificate from a Registered Medical Practitioner to be eligible to appear in the make-up/re-examination. This certificate will have to be submitted on the day the student returns to the Institute, or the first working day that follows, in case the student returns to the Institute on a holiday. In case, a student seeks permission on the ground of demise of parents, spouse, or child, he/she will have to produce the death certificate to be eligible to appear in the make-up examination. The final discretion regarding eligibility for make-up/ re-examination will lie with the PC.

#### **6.3.11. Procedure for Review of Answer Scripts and Revision of Grades**

- i. The PGP Office will announce the grades in all courses offered during terms I, II, IV, and V as and when these are received. However, the grades in courses offered during terms III and VI will be announced by the PGP Office, after grades for all the courses for Term III /Term-VI are received by the PGP Office. The Ph.D. Office will announce the grades in all courses as and when these are received.

- ii. The PGP/Ph.D. office will announce a schedule for display of corrected answer scripts for each of the six terms. If any student feels that a review of answer scripts is necessary either for re-evaluation or for correction of marks obtained, a request for the same should be made in the prescribed form with a fee, Rs.500/- (Rupees Five Hundred only) payable by cheque drawn in favour of “IIM – Bodh Gaya”. The fee is refundable if there is a change in marks/grades obtained. Under no circumstances, however, can the answer scripts be taken away by the students from the custody of the PGP/Ph.D. office. All answer scripts are retained by PGP/Ph.D. office after re-evaluation is over and will be kept in the custody of PGP/Ph.D. office. Answer scripts will under no circumstances be handed over to students after re-evaluation.
- iii. If a student is unable to peruse his answer scripts during the scheduled time, PGP/Ph.D. office may arrange to show the answer scripts on a later date with the approval of the Chairperson, PGP/Ph.D. Illness or absence from Campus on approved (by Chairperson Ph.D.) leave will be regarded as valid reasons for the student’s inability to verify answer scripts on scheduled dates.
- iv. PGP/Ph.D. Office will exhibit answer-scripts at the first convenient date immediately on receipt of the same.
- v. Students should not directly approach an Instructor with requests for re-evaluation or for higher grades. All requests for re-evaluation of papers should be routed through PGP/Ph.D. Office.

**The students may contact PGP(Ph.D.) office for any examination related queries for PGP (Ph.D.) courses.**

### **6.3.12. Grading System**

- i. As agreed in the 5th Faculty Council Meeting dated 20th February 2020, a 10-pointer grading system is being implemented for IIM Bodh Gaya MBA Programme from Academic Year (2020-21) onwards.

For every course, the following grades shall be awarded by the course instructor.

Grade	A+	A	A-	B+	B	B-	C	D	F
Grade Point	10	9	8	7	6	5	4	3	0

The ‘Final CGPA’ shall be a weighted average of the grades obtained in all credit courses. Weights shall be the assigned as per the number of credits for the respective course.

$$CGPA = \frac{\sum_i C_i G_i}{C_i}$$

Where  $C_i$  is the credit for subject  $i$  and  $G_i$  is the grade obtained in subject  $i$ .

CGPA to percentage conversion formula for the 10-pointer grading system

If, $9 \leq CGPA \leq 10$ ,	Percent score =	$93 + (CGPA - 9) \times 7$
If, $8 \leq CGPA < 9$ ,	Percent score =	$85 + (CGPA - 8) \times 8$
If, $7 \leq CGPA < 8$ ,	Percent score =	$76 + (CGPA - 7) \times 9$
If, $6 \leq CGPA < 7$ ,	Percent score =	$66 + (CGPA - 6) \times 10$
If, $5 \leq CGPA < 6$ ,	Percent score =	$55 + (CGPA - 5) \times 11$

- ii. The grade obtained by a student, who has missed either the mid-term or the end-term examination or both for a course on medical ground (except on Major Ailment) and is eligible to take a make-up exam, will be adjusted downward as followed by the PGP/ Ph.D. office after the Instructor/ Course-Coordinator has submitted the grades:

Actual Grade in the make-up exam	A+	A	A-	B+	B	B-	C	D	F
Grade to be recorded as	A	A-	B+	B	B-	C	D	D	F

- iii. For a Pass/Fail course the letter grade awarded will be either “P” (for Pass) or “F” (for Fail) with no grade point assigned to it.
- iv. A student’s grade in a particular course would be treated as Incomplete (‘I’) if none of the letter grades A+, A, A-, B+, B, B-, C, D, F or ‘P’(for Pass) or ‘F’ (for Fail) for a Pass/Fail course, for him/her is awarded by the Course Coordinator/Instructor in the grade-sheet submitted to the Ph.D. Office.
- v. For CGPA computation and announcement of CGPAs at the end of a Term, all such ‘I’ grades shall be converted into ‘F’ grades.

The Ph.D. office will normally communicate the final letter grades in various courses with the cumulative total grade points to the students. The grades submitted by an instructor to the Ph.D. Office on any segment of evaluation will be final. The instructor will not be called upon to justify his/her grades. A student who may need clarification of his/her grades may discuss with the instructor concerned within a week after receiving the grades.

### Important Notes

If the students went under the student exchange program for second-year Ph.D. level courses. In such cases, their grades must be normalized to match the IIM Bodh Gaya grading system.

$$X_{\text{normalized}} = \frac{X - X(\min)}{X(\max) - X(\min)}$$

$$\text{New grade point} = X_{\text{normalized}} * 10$$

e.g. Student grade point = 2.56 out of 4.00

$$\begin{aligned} \text{new grade point} &= (2.56 - 0 / 4 - 0) * 10 \\ &= 6.4 \end{aligned}$$

$$\text{Grade} = \text{B+}$$

Grade	A+	A	A-	B+	B	B-	C	D	F
Grade Point	9-10.0	8-9.00	7-8.00	6-7.00	5-6.00	4-5.00	3-4.00	2.-3.0	0-2.00

### 6.3.13. Academic Standards for First Year

Students must obtain the following minimum academic standards during the first year (Terms I, II, III, and IIIS) to qualify for promotion to the second year:

- i. A Minimum Average Grade Point of 5.50/10.00 for all courses taken in the first year, AND
- ii. A Minimum Average Grade Point 6.00/10.00 for all Area Level courses, AND
- iii. Not more than 1 'F' OR 2 'D's in all full credit equivalent courses.

The concerned areas would take up the performance review of students who have failed to meet the first year's minimum requirements. Accordingly, a recommendation regarding continual (or otherwise) must be made by the respective Area to the PC that would take the final call.

### 6.3.14. Summer Term Paper in First Year

At the end of the first year, Ph.D. students may take up Summer Term Paper (STP) or summer project/internship (research/industry) for a minimum of 8 weeks in consultation with their academic advisor. In such a case, the students are expected to begin their STP/project/internship after the end term examination of the third term. At the end of the STP/project/internship, the student is required to submit a certificate of satisfactory performance and completion certificate from the concerned STP/project/internship supervisor.

The summer project/internship (research/ industry) should be guided by a person with Ph.D. The students are advised to do STP in research organisations such as IITs /IIMs/IISc/NITIE/IISER, etc. The expected output is a research project work resulting in a draft publishable paper or

working paper. The students are required to submit the outcome of the STP/project/internship within the stipulated time to the Ph.D. Office with the advisor's approval along with the completion certificate from the organisation where the work was conducted.

STP will be considered as equivalent to 3-credit Area level course for the CGPA calculation and any other such requirements. The STP will be evaluated by the STP advisor himself/herself and one other faculty member to be nominated by the Chairperson (Ph.D. Programme) in consultation with the Ph.D. student's STP Advisor. In the case of unsatisfactory performance in the STP, the Ph.D. student would be given one more chance to submit his/her STP within one month for re-evaluation from the first evaluation date. After two unsuccessful attempts, the Ph.D. student's registration to the program will be cancelled.

### **6.3.15. Transfer from One Area to Another**

After joining the Doctoral Program, a research scholar may apply by December 15th of the first year for change of the area of specialization if s/he so desires. Following conditions need to be fulfilled for change of area:

- The research scholar must obtain CGPA  $\geq 8.0$  by the end of Term II to be considered for change of area.
- The research scholar must obtain the consent from the original area of specialization as well as the destination area.
- A research scholar cannot take transfer into an area to which s/he was originally rejected during the admission interview.

### **6.3.16. Mini Dissertation**

The purpose of having a Mini Dissertation is to prepare the Ph.D. student for his/her final research. It is expected that through the Mini Dissertation, a Ph.D. student gains a sufficient grasp of the research work he/she wishes to perform in his/her Area. The Ph.D. student should narrow down his/her Area of interest and help him/her create a base for finalizing the topic of his/her thesis proposal. It is pertinent to note that the mini dissertation represents a visible concrete output and would have demonstrable potential enabling individuals to pursue further work on the theme. The Ph.D. student should organize and report the learnings gained in an in-depth systematic literature review undertaken in their field of research. The mini dissertation should be a substantive contribution to the Ph.D. student's knowledge as well as to his research topic through the integration of various literature sources in the domain.

The mini dissertation will be considered as equivalent to 6-credit area level course for the CGPA calculation and any other such requirements. The mini dissertation will be evaluated by the Mini Dissertation advisor himself/herself and another two faculty members to be nominated by the Chairperson (Doctoral Programmes) in consultation with the Ph.D. student's Mini Dissertation Advisor. In case of unsatisfactory performance in the Mini Dissertation work, the Ph.D. student would be given one more chance to submit his/her Mini Dissertation work within one month for re-evaluation from the date of first evaluation. After two unsuccessful attempts, the Ph.D. student's registration to the program will be cancelled.

For the second-year direct entry students, submission and evaluation for Mini Dissertation may be relaxed by two months, from the original deadline of the term completion of Term VI.

### **6.3.17. Academic Standards for Second Year**

Students must obtain the following minimum academic standards during the second year to qualify for promotion to qualify for ACQE:

- i. A Minimum Average Grade Point of **6.50/10.00** for all area level courses in the second year.
- ii. A minimum CGPA of **6.00/10.00** in all courses credited overall in the programme.
- iii. Not more than 1 '**F**' OR 2 '**D**'s in all full credit equivalent courses credited overall in the programme.

Students who are direct entry to the second year are required to obtain a minimum CGPA of **6.50/10.00** for all the courses credited to meet the academic standards.

### **6.3.18. Completion of Course Requirements**

All Ph.D. course instructors should complete their classes within the term in which the course is offered and submit the course grades (component of evaluation wise) within 15 days of the completion of the term to the Ph.D. office. Any dispensation is to be approved by the Ph.D. Chairperson. Students must finish all requirements of the courses within the term in which the courses are offered. Failure on the part of the student to finish all requirements within the planned date for completion of the course is likely to result in an 'I' grade in the course. If the 'I' grade does not get removed by the student within one month it would automatically get converted to 'F' by the Ph.D. office.

### **6.3.19. Review of Performance**

Cases of students who do not meet the minimum academic requirements in terms of letter grade/grade points at the end of each academic year are reviewed by the respective Areas, and a recommendation is made to PC that would take the final call.

### **6.4. Area Comprehensive Qualifying Examination**

The Area Comprehensive Qualifying Examination (ACQE) is conducted after completing course work to test whether the student has obtained a satisfactory level of knowledge in his/her field of specialization and ready to move to the thesis stage.

Each Area separately administers the ACQE for their students at the end of course work, i.e., completing term VI. The results of the exam are required to be announced within 1 month of ACQE. Ideally, in case of any exceptional circumstances leading to delay beyond the specified deadlines, the Area needs to seek approval of the Ph.D. Chairperson. The respective Areas would decide the examination requirements.

If a student cannot pass the ACQE, he/she would be asked to withdraw from the programme. Another chance may be given to the student to pass if Area recommends it. The Area should recommend to the PC for providing a second chance to the student within 15 days of the announcement of the result of ACQE. The second ACQE will be conducted within a month of the date of recommendation.

#### **ACQE exam and Mini-Dissertation**

##### **ACQE exam**

Area coordinators to arrange the ACQE exam respective area scholars on the following guidelines and submit the results to Ph.D. office.

1. One paper from research methodology – 50 marks
2. Three area specific courses –  $50 \times 3 = 150$  marks
3. Viva Voice – 50 marks

The pass marks will be 60% in each exam.

The Viva-Voice shall be conducted by a team consisting of

1. Academic adviser

2. Available faculty from the respective area
3. Ph.D. Chair or its nominee from the committee
4. One faculty from other area to be nominated by Ph.D. committee in consultation with academic adviser

**Mini-Dissertation** Evaluation of Ph.D scholars shall be conducted by a team consisting of

1. Academic adviser
2. Area nominated faculty
3. Ph.D. Chair or its nominee from the committee
4. One faculty from other area to be nominated by Ph.D. committee in consultation with academic adviser

The mini-dissertation work shall be evaluated for 100 marks in two components as follows.

- a) Quality of work and report for 60 marks
- b) Presentation 40 in the presence of advisor and the nominated faculty

## **6.5. Academic Assistance**

All Ph.D. students, after the successful completion of their comprehensive exam, must independently assist in four full credit courses or equivalent each in 3<sup>rd</sup> year and 4<sup>th</sup> year (postgraduate courses offered in the Institute/Ph.D. courses, a course is defined as a subject for one section in one term). Each area will recommend for approval to the PC the courses for Teaching Assistance-ship (TA-ship) by their Ph.D. students. The choice of course is then left to the student and the respective Area. All students are required to meet this requirement before they graduate, and they should inform the Ph.D. Office upon taking up TA-ship. For TA-ship, the student will be expected to conduct tutorial sessions, assist in preparing teaching materials such as presentations, simulations, class exercises, role-play games, quiz conduct, exam invigilation with faculty etc., assist in evaluations (except subjective written examination) and actively provide suggestions in the development of the course. Scholar can also teach during preparatory sessions for the newly admitted PGP/IPM students.

## **6.6. Thesis**

### **6.6.1. Objectives**

The thesis should be an original scholarly contribution to the body of knowledge in the student's chosen field of specialization.

### **6.6.2. Thesis Advisory Committee**

After passing the comprehensive examination, the student identifies a topic for research and a thesis advisor who will guide him/her as Chairperson of his/her TAC. Normally, the committee consists of three or four members of which, at least two members are from the area of specialization internally from the Institute. The members are chosen to contribute to the thesis research in a complementary manner. The TAC Chairperson must be from the area and a full-time faculty member at the Institute. External expert or an academic from outside of IIMBG (both with Ph.D.) may also be a member of the committee as third/fourth member of TAC, but not the Chairperson of the TAC. Approval of PC and Director is required for taking an external expert as third/fourth member of a TAC. If TAC chairperson leaves, TAC as a whole would decide the next Chairperson one among themselves and a new member will be added to the TAC

Regarding selection of TAC Member from outside of IIMBG External expert – Member must be an Associate Professor or Professor in IIMs, IITs, IISc Bangalore, NITIE Mumbai, ISI Kolkata, IISERs, FMS Delhi, IGIDR or from foreign institution (THE 200 or QS Ranks 200) with Ph.D. in the appropriate related area.

### **6.6.3. Thesis Proposal Seminar**

When the TAC agrees on the adequacy of the research question and design of the study, the student drafts a formal research proposal in the specified format. Following the submission of the proposal, the student gives a seminar to the research community of the institute. Following the seminar, the student has one month to submit the suitably modified final proposal approved by the TAC. The thesis proposal must be adhered to closely once it is submitted to the Ph.D. office. While minor departures are acceptable, a significant change in research design will need to be proposed again and the reason for this change explained to a committee constituted by the PC.

### **6.6.4. Timelines for Submission of Thesis Proposal**

Thesis proposal has to be completed within nine months of the successful completion of ACQE. In case the student is unable to complete a grace period of three months is allowed during which

the stipend will be withheld. In case the student does not present his/her thesis proposal at the end of one year following the completion of ACQE, then he/she forfeits stipend from the period starting from nine months of completing the comprehensive exam, and the student may be asked to withdraw from the programme.

#### **6.6.5. Duration of the Programme and Progress Evaluation Exercise**

In general, the Ph.D. programme requires four years of full-time study. The student is expected to complete the programme in four years and is extendable to five years in two slots of six months each after a recommendation from TAC. However, in some exceptional circumstances, the PC may permit a participant to continue beyond five years, but not beyond seven years.

The student must present a research progress seminar and submit a progress report to the TAC at frequent intervals. The intervals for this assessment are as follows:

- From the date of acceptance of thesis proposal till completion of 4<sup>th</sup> year: Every 6 months
- From year 4 to year 5: every 3 months
- From year 5 to year 6: every 2 months
- From year 6 to year 7: every month

The TAC may decide on any extension based on the progress of the student from the progress evaluation exercise.

If a research scholar fails to complete the requisite academic works for the Doctoral Programme within this specified period, then s/he has to withdraw from the programme. The research scholar's registration will be terminated on the completion of seven years.

Research scholars are not permitted to take up employment / outside assignment during the programme. If violated, suitable disciplinary action including expulsion from the programme would be initiated by the Ph.D. Committee.

#### **6.6.6. Pre-defence Seminar**

The pre-defence seminar can be organized only after TAC approval. The student presents a pre-defence seminar to the TAC and incorporate the comments gathered in the thesis. The student should submit the final draft of the thesis within 6 months of the pre-defence seminar. Otherwise, the student will have to repeat the process.

Prior to the application for Pre-defence Seminar, a Ph.D. student is required to have publication(s) (either published or accepted for publication) in an acceptable refereed journal. The TAC Chairperson must certify that the above research paper(s) form a substantive part of the Ph.D. Thesis. The student is expected to publish one paper in ‘B’ or above category journal or two papers in ‘C’ category journals, as per the latest ABDC list of journals.

#### **6.6.7. Final Draft Thesis Submission**

After incorporating all the suggestions provided in the Internal Thesis Seminar, the research scholar submits the final draft thesis along with a detailed abstract of the thesis not exceeding 10 pages (both soft and hard copies) duly approved / certified by all the TAC members and as per the timelines mentioned in Appendix-I. The stipend of the research scholar will be stopped after the thesis is successfully submitted for evaluation.

#### **6.6.8. Guidelines for Writing the Thesis**

The research scholars may refer guidelines from APA manual of style<sup>3</sup> in drafting their thesis in general, Scholars should refer guidelines mentioned in Appendix-II for writing of thesis.

#### **6.6.9. Thesis Examination Committee**

If the student’s pre-defence seminar is up to the satisfaction of TAC, his/her TAC Chairperson requests the Ph.D. Chairperson to appoint the Thesis Examination Committee (TEC). The Ph.D. Chairperson appoints the TEC consisting of TAC chairperson and three external members (one from the Institute and two from outside Institute). The TAC Chairperson will suggest six names to be invited to be on the TEC – two from the Institute and four externals (with Ph.D.) from outside the Institute. For the formation of TEC, the student must submit their abstract which is sent to TEC members for helping them to make their decision. The Ph.D. Chairperson will decide the constitution of the membership of the TEC and is not bound by the TAC Chairperson’s recommendations.

The role of TEC includes the following:

- i. Giving written feedback on the draft thesis submitted by the student,
- ii. Attending the defence seminar to be presented by the student and providing feedback,

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<sup>3</sup> <http://www.apastyle.org/?apaSessionKey=ZS2cJeqKRvzk7cUElk6zzFZ4>

- iii. Conducting a thesis viva-voce examination.

#### **6.6.10. Preparing the Final Draft for sending to TEC**

The student submits three copies of the approved draft thesis duly signed by the TAC members and a soft copy (text readable pdf version) of the thesis to the Ph.D. Office. For the formation of TEC, the student must submit their abstract which is sent to TEC members for helping them to make their decision. Also, the student should submit a copy (duly signed by TAC members) to every TAC member. The student should be ready to submit the final draft of the thesis immediately after the TEC formation. All TEC members will be requested to provide written feedback to the Ph.D. Office on the thesis draft within a month which will be shared with the student and the TAC Chairperson by the Ph.D. Office.

#### **6.6.11. Thesis Defence Seminar**

The thesis defence seminar is scheduled only after receiving written feedback from the TEC, submission of defensible draft and action taken report by the student, and indication from the TAC Chairperson that the comments received have been addressed by the student. Cut-off dates for thesis seminar and defence would be clearly identified each year by the Ph.D. office.

The student has to present the thesis defence seminar to the research community of the institute. In case the TEC feels that the candidate is not ready for the defence, they can suggest a later date. It is possible to have TEC members linking up on any internet-based video calling platform or through video conferencing. At least the presence of one external TEC member (from outside Institute) is required for the thesis defence seminar.

The TEC evaluates the acceptability of the thesis. Successful defence requires that the thesis is acceptable to at least all-but-one-member of the TEC. In case the student is unsuccessful in defending the thesis, then s/he is given one more chance to defend the thesis. The second chance is the final chance for the student to defend her/his thesis.

#### **6.6.12. Final Thesis Submission**

The TEC may suggest modifications to the thesis. After incorporating the suggestions, the student submits a soft copy (text readable PDF format) and two hard copies of the thesis (signed by the TEC Members) to the Ph.D. Office within 30 days of the successful defence of thesis.

## **6.7. Title**

After completion of all requirements of the programme, the student is awarded the title of the "Doctor of Philosophy" during the convocation at the end of the academic session following the completion.

## **6.8. Award of Title**

The student shall complete the following requirements before qualifying for the award of the title:

- i. Submit a hard copy of the Title Page alone duly signed by TAC Chairperson and an e-copy of the PDF version of the thesis and editable version of the abstract,
- ii. Obtain clearance from various functionaries of the Institute.

On qualifying for the award of the title, students receive the title of "Doctor of Philosophy" at the forthcoming annual convocation (if all requirements and formalities towards the convocation are completed before the deadline announced by the Ph.D. office for that year's convocation). Meanwhile, a provisional certificate will be given.

The students are to receive the title in person. However, the student can also receive the title in absentia for a fee. A student who decides to receive the title in absentia must provide the Ph.D. Office with an address at which the certificate is to be mailed.

## **6.9. Withdrawal from the Programme**

A research scholar wishing to withdraw from the Programme at any time must give it in writing. S/he should also obtain a "No Dues Certificate", from Accounts, Library, Hostel, Computer Centre, Ph.D. Programmes Office, and submit it to the Ph.D. Office for settling his/her accounts. Research scholars withdrawing from the programme will not be issued any formal transcripts or partial course completion certificate.

### **6.9.1. Temporary Withdrawal from the Programme**

There is no provision for temporary withdrawal during the course work stage. However, under exceptional circumstances and valid medical reasons, temporary withdrawal may be allowed by PC on a case-to-case basis. Additionally, the fellowship will not be provided during the withdrawal period.



### **6.9.2. Compulsory Withdrawal from the Programme**

Whenever a student is not conforming to the academic standards of the programme, the student will have to compulsorily withdraw from the programme. If a student is expelled on disciplinary ground that will amount to compulsory withdrawal from the programme.

### **6.9.3. Permanent Withdrawal from the Programme**

Students who wish to/are required to withdraw from the programme permanently/compulsorily must inform the Ph.D. Chairperson in writing before leaving the campus.

## **7. Institute Support**

### **7.1. Financial Aid**

IIM Bodh Gaya will provide scholarship to full time Research Students (Ph.D.). IIM Bodh Gaya will cover all academic expenses (consisting of Tuition Fee, Academic Expense, Computer Lab, Internet Charges, Library Fees) and Hostel Fees.

The academic expenses (textbooks, cases, reading materials, and any other course requirements) for the PGP/MBA courses in the first year of the programme will be borne by IIMBG. Students may use their contingency grant to reimburse for the textbooks/reference books of Ph.D. courses and PGP/MBA electives. Students may claim their printout/photocopy expenses for academic and research expenses from the contingency grant by submitting proper bills.

Ph.D. is a full-time residential programme till the time stipend is awarded/provided. Students failing to comply with all the requirements essential for the completion of the programme are asked to withdraw from the course.

#### **7.1.1. Stipend**

The stipend will be provided up to four years and is extendable twice for a period of six months each based on the recommendation of TAC.

In any case, the stipend will stop when the student submits the final draft of the thesis (for sending to TEC) within the above-mentioned period.

Stipend till Comprehensive Exam: Rs. 32,800/- per month

Stipend post Comprehensive Exam: Rs. 35,400/- per month

Stipend post approval of Thesis Proposal: Rs. 39,300/- per month

#### **7.1.2. Additional Financial Support**

Contingency Grant: Rs.25,000 per year for four years. The unutilized contingency fund is to be added to the contingency fund in the next year. To purchase Laptop: Rs.50,000 (one-time grant). In case the Ph.D. student permanently withdraws from the Ph.D. programme within four years, the laptop purchase grant should be returned to the institute. Students can avail the laptop fund after successfully completing one academic year of the Ph.D. programme.

To attend Conferences: Rs.1,75,000 for conferences after completion of the Comprehensive Exam (Max within 5 years). This grant can be used for attending one International Conference, up to two National Conferences and one Doctoral Consortium Seminar. In lieu of the International Conference, one may wish to visit a foreign university to do some research work as approved by the thesis advisor.

### **7.1.3.TA & DA Norms for Research scholars<sup>4</sup>**

For Attending National / Doctoral Consortium/ Data Collection/ International Conferences in India

#### **Traveling Allowance (TA)**

Journey to be performed mostly by Train and where train is not connected; bus / Share Taxi can be availed. Maximum entitlement is 3rd AC railway fare or equivalent.

#### **Daily Allowance (DA)**

DA as applicable to Level 8 as per prevailing IIM Bodh Gaya Rules.

#### **Reimbursement of Hotel accommodation**

As applicable to Level 8 as per prevailing IIM Bodh Gaya Rules.

#### **Reimbursement of Taxi Charges for Local Conveyance**

As applicable to Level 8 as per prevailing IIM Bodh Gaya Rules.

#### **For Attending International Conferences abroad**

- DA: 2/3rd of DA as applicable to Assistant Professor (Level 10), depending upon the country of visit.
- Hotel: Economy class hotel (up to 3 stars) (maximum up to 100 US \$ per day)

#### **Important**

- a) Selected candidates need to pay a caution deposit of Rs.30,000/- at the time of registration. Caution money is refundable after adjusting dues, if any, at the time of leaving the Institute.
- b) Insurance premium will be deducted from the Contingency Grant every year.

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<sup>4</sup> Introduced through the amendment in the FCM dated Feb 1st, 2023

- c) Contingency Grant will be available for purchase of books, e-books, software, stationary, hard disk, pen drive, financial/scientific calculator, journal subscription, professional annual membership fee (student rates) of one national and one international society, any research related instrument (proper approval of thesis advisor) and travel & stay related to thesis work.
- d) The institute reserves the right to charge any other fees from the students or increase the fees if considered necessary. Due notice would be given, while making such changes.
- e) Teaching Assistance ship for four courses per year is mandatory and unpaid.
- f) If any self-sponsored candidates want to join full time Ph.D., the applicant must pay full fee as IIM Bodh Gaya Rules. They will not be eligible for stipend.
- g) Those who are exempted from first year course work and are admitted directly in the second year of the programme would be eligible to get stipend and other grant only for thirty-six months, i.e., for three years.
- h) Free hostel accommodation will be made available to the scholars. In case, hostel accommodation is not available, the scholar will be reimbursed @ ₹4000/- per month towards alternative accommodation with the approval of Ph.D. committee.
- i) Research scholars are not allowed to take any other full time or part time course outside without written permission from the institute.
- j) If the Ph.D scholars are going out to pursue their electives courses (during the course work period only) to other premium institute. IIM Bodh Gaya will bear the following cost under the academic expenses.
  - The institute shall bear the cost of required course registration for maximum ten courses.
  - The institute will also bear the HRA (@ ₹4000/- per month) while pursuing course work in other institute, however the traveling and logistic cost both always will be borne by the candidate.

## 7.2. Residency

All the students of the Ph.D. programme will be required to live on campus in the hostel accommodation provided to them. Ph.D. Students must compulsorily dine in the hostel mess. Although Hostel accommodation is free for Ph.D. students, they are required to pay the mess fee. (See Campus and Hostel Rules for more information)

## 8. Campus and Hostel Rules

### 8.1. Accommodation and membership

- i. All students of the Ph.D. will be required to live on campus in the hostel accommodation provided to them.

### 8.2. Residence rules

- i. Students should not change their officially allotted hostel rooms without prior approval of the Hostel Warden and under intimation to Hostel Supervisor. The request for room change will not be entertained unless there is a serious infrastructure issue or any administrative issue warranting such change.
- ii. At the time of taking possession of the allotted accommodation, students are required to make an entry in the Hostel Register and fill the Hostel Registration and Inventory forms in duplicate. One copy of the inventory form will be given to the student and one copy will be kept with the Hostel supervisor.
- iii. It is the students' responsibility to take proper care of any equipment/furniture allotted to him/her by the Institute. The damage or destruction of the Institute's property will be treated as a serious breach of discipline and full charges for repair or replacement with penalty, if imposed, will be recovered from individual students or the students committee, as the case may be.
- iv. Students are not allowed to remove any items provided in their hostel room.
- v. Students will not be allowed to use any kind of electrical gadgets in their hostel rooms except IT Equipment and table lamps.
- vi. As and when students are away from their rooms, they must switch off all electrical appliances in the room to conserve energy. Anyone violating will be liable to penalty as applicable.
- vii. Students will be billed for the use of telephone/telex/fax facilities provided to them by the Institute.

- viii. Students are required to take adequate care of their personal belongings and should not keep their rooms unlocked at any point of time when they are away from their room. They may do so at their own risk and the administration will have no responsibility for any losses, if so caused. No complaints in this regard will be entertained.
- ix. In case of any theft due to room breakage or otherwise, and loss of items, students must inform the Hostel Supervisor immediately under intimation to Hostel Warden. To keep a record of such incident, the student is requested to submit an incident report to the hostel supervisor either by hard copy or through email who in turn will escalate the matter to the local police station through Administrative Branch, as may be required.
- x. Routine Service providers like Laundry person, Courier delivery person etc. will not be allowed to individual rooms. All transactions with such service providers need to be done at the entrance lobby of the Hostel. Violations, if any, would be dealt suitably.
- xi. Under no circumstances, students can share their rooms with any person without approval of the competent authority.
- xii. Guests/parents/guardians, visiting students in the hostels will sign the Check-in and Check-out registers specially provided with the security guard for this purpose. The visitation hours will be as decided by the competent authority will be strictly adhered to by all. Students will not take any guest to their rooms and will meet only at the designated place in the hostel.
- xiii. Students should obtain hostel clearance certificate from the hostel in-charge, counter signed by the Hostel Supervisor at the time of completion of the programme and hand over possession of the room to the authorities, post clearing all dues and obtaining clearance from all other concerned.
- xiv. Hostel Administration reserves the right to inspect hostel rooms as a routine maintenance check, and in case when there is reasonable doubt about rules being broken. Students must allow access to their allotted accommodation to the Hostel Administration on all such occasions.

- xv. **Motor vehicle policy:** The Ph.D. students (staying in hostels) are not allowed to possess and keep any motorized vehicle inside the campus premises. If any student is found using motor vehicle, (s)he will be liable for disciplinary action including immediate confiscation of the vehicle. However, students can use bicycles, if desire so, in the campus.
- xvi. The students are required to be in their respective hostel premises as per Hostel in/out timings spelt out by the Hostel Management with prior approval of the competent authority. The specific requirements of change in Hostel timings, if any arising due to Academics curriculum would be taken care by the Hostel Management on projection by the students viz to cater for group activities like projects etc.

### 8.3. Mess rules

- i. IIM BG will have institutionalised messes running in all Hostels under overall control of the Hostel and Mess Committee. The mess services will be outsourced to contractor/catering service provider following the due process with active involvement of Mess committee and their nominated representative(s).
- ii. The mess charges would be collected in the scheduled time as decided by the finance department of IIM BG.
- iii. All students will be members of their allotted mess. Mess Rules will apply to all students.
- iv. All students will have their meals in the Mess Dining Hall at the hours stipulated by the Mess Committee / Management. These hours must strictly be adhered to.
- v. Food will not be served outside the Mess Dining Hall except in cases of sickness. For such cases the Mess in-charge should be informed at least three hours before the meal service time.
- vi. Hostel Inmates shall not take out the chairs, other furniture, utensils, crockery and cutlery from the Dining Hall.
- vii. Owing to infrastructure constraints in the present scenario, night canteen facilities will not be provided to the students.

- viii. **App-based** list of vendors is allowed to deliver food to students in the campus. Vendors may deliver food till 10 PM to students. Vendors will deliver food at predesignated central location in the hostels as decided and approved by the CAO. Students are expected to collect their food orders from the central location, as vendors are not allowed to go to the room of any individual student.

**The above rules both Hostel and Mess must strictly be adhered by all students. The defaulters, if any would be dealt in escalatory disciplinary manner as under: -**

- **First time Default:** The defaulter would be issued written warning by the Hostel Warden on reporting from Hostel Supervisor and after due diligence. The student may be required to do community service as decided by the hostel management.
- **Second Time Default:** Monetary penalty would be imposed as decided by the Hostel Management after due verification and establishing on record that the individual has defaulted second time.
- **Third Time Default:** Anyone remaining violating above rules third time irrespective of above two disciplinary action would be served notice by the Hostel management to vacate the Hostel room within stipulated time in the notice served on him.

#### **8.4. Rules on Ragging**

- i. **Ragging in any form is prohibited in the IIM BG campus.**
- ii. Any complaints in relation to ragging should be informed to the Anti-Ragging Committee of the institute through the following email address: **arc@iimbg.ac.in**
- iii. Students should note that they are prohibited from engaging in “any disorderly conduct, whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the student to do by act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or harassment

so as to adversely affect the physique or psyche of a fresher or junior student” (Order of the Supreme Court of India, dated May 4, 2001).

- iv. Any student found to be indulging in one or more of the above-mentioned activities is liable to be punished. The punishment will be as per prevailing Government of India norms for prevention of Ragging. This could include expulsion from the Institute, suspension from the Institute for a limited period, a fine with a public apology, withholding of scholarships, debarring from representation in events, and withholding of results.

### **8.5. Rules against Sexual Harassment**

- i. **Following the guidelines and norms laid down by the Hon'ble Supreme Court** (in Vishakha & Ors. Vs. State of Rajasthan & Ors. (Jt. 1997(7) SC 384) and the GOI DOPT's O.M. No. 11013/10/1997-Estt.A dated 13.2.1998, the Institute has constituted a "Complaints Committee" to address matters related to sexual harassment. Any incident of sexual harassment shall be reported to the Chairperson SAC, or to the Convener of the Complaints Committee. The Rules on sexual harassment shall apply to all members of the Institute including employees and students.
- ii. For the purpose of the Rules, 'sexual harassment' includes such unwelcomed sexually determined behaviour whether directly or otherwise, as
  - a. physical contact and advances;
  - b. demand or request for sexual favours;
  - c. sexually coloured remarks;
  - d. showing any pornography;
  - e. any other unwelcome physical, verbal or non-verbal conduct of a sexual nature
- iii. Any students found guilty of any of the above-mentioned conduct shall be subject to such punishment as may be recommended by the Complaints Committee.

## 8.6. Academic Discipline

The Institute attaches utmost importance to strict integrity and honesty in academic work by the students.

- i. Students must maintain strict discipline in classrooms, examinations, tests, quizzes, take-home assignments and all other segments of academic work.
- ii. Resorting to copying or helping to copy in any form in examinations or quizzes or home assignments or other elements of evaluation, and/or reproducing passages from written work of others without necessary acknowledgement, and/or passing on or receiving papers in connection with any academic work to be evaluated, and/or canvassing for grades is strictly prohibited.
  - **A note on plagiarism:** Students are expected to present their original work. Turnitin similarity index should not be more than 15% and plagiarism report must be submitted with any course assignment/project/research/progress/thesis report submission. The institute gives utmost importance to the originality of the content developed by the students. Any case of plagiarism offence will be treated with strict disciplinary actions and may result in expulsion from the institute.
- iii. Unless otherwise specified by the concerned faculty, the students must not collaborate in any way with anybody. In other words, the answers as presented to the concerned faculty should be independent work of each student. They are advised that they should not, in their own interest, communicate their written analysis or answers of home assignments to any other students.
- iv. Ragging, gambling in any form and consumption of any narcotic drugs is strictly prohibited in the campus. Action will be taken against any student found to be disturbing the peace and tranquillity in hostels and/or the campus, under the influence of alcohol/narcotic substance or tobacco otherwise. **Bihar is a dry-state and consumption of liquor is a non-bailable punishable offence.**
- v. Students are not allowed to keep or carry weapons of any kind (including firearms) in the campus.

- vi. Students are not allowed to keep pets.
- vii. When a student wants to take leave, (s)he should seek approval of Chairperson Ph.D., preferably well in advance. The Ph.D. Office will provide a form which should be filled up in triplicate and all copies should be signed by the Advisor followed by Hostel Warden followed by Chairperson Ph.D. signifying acceptance of the request. One copy will be retained in the Ph.D. Office, the second with the Hostel Office and the student should return the third copy to the Ph.D. Office on return to the campus. **Leave certificate form in possession of students will be shown to Hostel Supervisor on demand for maintaining proper record of students going / coming from leave.**
- viii. Chairs, furniture, newspapers and magazines in Hostel Common Rooms are not to be removed under any circumstances.
- ix. Proper decorum and conduct must be maintained in the hostel by valuing the privacy of other inmates. No loud music, undisciplined gathering, or any other similar activities are permitted.
- x. Glass panes and walls of the dining hall and other places at the hostel premises must not be used for displaying notices/posters (separate notice boards are available in the hostels) without prior permission of the AO (Hostels)/Hostel-In-Charge. In case posters are put up after such permission is obtained, care must be taken not to damage the walls and they must be removed promptly after the event.
- xi. In order to keep a clean campus, dustbins provided around the campus must be used to dispose of refuse.
- xii. The students will be responsible individually or collectively, as the case may be for any littering, breakages and damages of any property of the Institute, for which appropriate fine will be imposed. Therefore, students must take proper care in using the hostel and campus premises and facilities and shall not do anything to disfigure, deface or cause damage to buildings or to any articles or fixtures therein.

- xiii. **No student will involve himself/herself in any controversy verbal or otherwise with any hostel or mess staff or contractors. The student's grievances, if any would be addressed by Hostel management. Anyone indulging in such activities will be dealt with severely, irrespective of default or otherwise.**
- xiv. Hacking in any form and sending spam emails inside or outside the Institute is strictly prohibited.
- xv. Students are expected to maintain proper decorum in the matter of dress and conduct both inside the campus and outside the Institute. Only Smart Casuals will be accepted inside the classrooms.
- xvi. When visiting other educational institutions in India or abroad to participate in any event or otherwise, students are expected to follow rules on discipline and conduct set by the institutions visited. The Institute reserves the right to initiate disciplinary action against a student found to be in violation of any rules or guilty of misconduct while visiting other institutions.

## **8.7. Student Leave Policy**

The Ph.D. programme is a full-time programme and the Ph.D. students are expected to devote their undivided attention to it. The Ph.D. students in their coursework period are not permitted to take either full-time or part-time employment anywhere and are required to retain their resident status.

During the coursework phase, the Ph.D. students may be granted leave up to 10 days (upon advance application and with the approval of the Ph.D. Chairperson) during the term-end vacation periods.

### **Leave/Vacation**

(a) **Casual Leave (CL)** : 8 days per year

(b) **Restricted Holidays (RH)**: 2 days per year

(c) **Maternity leave/ Paternity Leave: As per Govt. Rule**

(d) **On-duty Leave**: Following will be considered as on-duty leave:-

(i) Study leave with financial support from other university. (Approved by Ph. D committee)



- (ii) Course work leave for doing course work from other university. (Approved by Ph. D committee)
- (iii) Field work leave as appropriate. (Approved by the Thesis advisor and Ph. D committee)
- (iv) Participation in Conference, Seminars, workshops, summer schools as permitted by the institute

*(e) 15 days leave with prior approval for personal reasons without stipend (excluding Saturday, Sunday and Institute Approved Public Holidays) a year.*

***(f) Medical Leave***

Scholars are expected to attend scheduled classes, orientation sessions, quizzes and examinations during terms as indicated in the academic calendar. Under severe medical exigencies, Scholars may obtain leave of absence from classes, by submitting an application to Ph.D. Chairperson or by sending an email to Ph.D. Office with a copy to Ph.D. Chairperson and their Area Chair / Academic Advisor / TAC Chairperson.

In case of sickness, Scholars must produce all related documents including prescription, bills, payment receipts etc. along with the medical certificate that should be issued and/or countersigned by the Institute Medical Officer/Doctor (approved) within 2 days from the date of joining. No Scholar shall be allowed to join the Programme unless he/she produce the medical fitness certificate which is duly endorsed by Institute approved Medical Officer/Doctor.

The Medical Officer/Doctor will issue the medical certificates only in case of diagnosed illness where they are convinced that the scholar is too ill to attend classes. These include hospitalization, communicable diseases that requires isolation and accidental injuries (fractures, deep trauma, etc.). Each Medical exigency will be examined on a case-to-case basis by the Ph.D. committee which will approve/disapprove of the leaves due to such exigency. However, the maximum leave with stipend is **seven days per year in the case of hospitalisation only**. Any Scholar trying to misuse this will invite administrative action.

Before applying to Ph.D. Chairperson for leave, the scholar should contact his/her Area Chair / Academic Advisor / TAC Chairperson/ Faculty to ensure that he/she is not missing any quizzes or examinations during the leave period. The Ph.D. Office or the concerned faculty will not be responsible for the Scholar losing any segment of evaluation on account of any

absence from classes including medical leave. In the event of a Scholar's sickness during Mid/End term examination, a make-up examination for the missing subjects shall be conducted subject to the approval of the Ph.D. Committee. If leave is approved by the Ph.D. Committee for Medical reasons for the examinations, for the make-up Mid / End Term examination the concerned Area Chair / Academic Advisor / TAC Chairperson/ Faculty has full discretion to increase the difficulty level, as the Scholar has effectively had more time to prepare.

### **8.7.1. Maternity/Paternity Leave**

A female student is entitled to maternity leave and a male student will be entitled to paternity leave as per prevailing Government of India rules once in the duration of the programme. If a student is eligible for stipend during this period, s/he will continue to get the same as per rules.

### **8.7.2. Leave without Stipend for long Duration**

A Ph.D. student, who has successfully completed the first-year course work or ACQE may be allowed to take a period of leave up to one year during his/her dissertation phase without stipend on medical ground on the recommendation of his/her Thesis Advisor and approval of Ph.D. Chair and PC.

However, this period will not be accounted towards the tenure of his/her fellowship. In this period, he/she cannot claim reimbursement from their Contingency Grant. In all such cases the PC's ratification is required.

### **8.7.3. Policy for issuing Duplicate Identity Card**

In case of lost identity cards, the duplicate cards may be issued on fulfilment of the following requirements:

- A copy of the FIR lodged in a police station,
- A fine of Rs.500/-.

However, in case of damaged identity cards, students will be required to deposit the damaged card along with a fine of ₹500/

**Please Note:** All laws of the land are applicable over and above the rules laid within this document.



#### **8.7.4. Medical Facility for Students**

IIM Bodh Gaya extends group Medical Insurance facility to all the students of Ph.D.



## **9. Changes/modifications to rules**

The Institute reserves the right to add/delete/modify any of the above rules as and when deemed necessary.

**In Case Any Violation of The Above Rules Is Reported or Discovered, Appropriate Disciplinary Action Will Be Taken.**



## List of Abbreviations

ACQE	Area Comprehensive Qualifying Examination
CGPA	Cumulative Grade Point Average
IIMBG	Indian Institute of Management Bodh Gaya
PC	Ph.D. Committee
PGP	Post Graduate Programme
TA-ship	Teaching Assistance-ship
TAC	Thesis Advisory Committee
TEC	Thesis Examination Committee



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# Annexures





**INDIAN INSTITUTE OF MANAGEMENT BODH GAYA**

**Ph.D. PROGRAMME IN MANAGEMENT**

**COURSE REGISTRATION FORM**

NAME: \_\_\_\_\_ ROLL NO.: \_\_\_\_\_  
AREA: \_\_\_\_\_ YEAR: \_\_\_\_\_

**COURSES REGISTERED FOR**

S. No.	Name of Course	PGP/Ph.D.	Credits
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
	Total credits		

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_  
Approval from Advisor/Area Chair

\*\*\*\*\*

**FOR Ph.D. OFFICE USE**

Registered for PGP – Term I/II/III or Term IV/V/VI and Ph.D. Courses

\_\_\_\_\_  
Chairperson PGP

\_\_\_\_\_  
Chairperson Ph.D.

\*\*\*\*\*

Course material issued from PGP office

\_\_\_\_\_



Signature of Administrative Officer (PGP Office) with Date

**INDIAN INSTITUTE OF MANAGEMENT BODH GAYA**

Ph.D. PROGRAMME IN MANAGEMENT

**ACADEMIC ADVISOR ALLOCATION FORM**

Name: \_\_\_\_\_ Reg. No.: \_\_\_\_\_ Area: \_\_\_\_\_

Advisor: \_\_\_\_\_

\_\_\_\_\_  
(Signature of the scholar with Date)

\_\_\_\_\_  
(Signature with Date indicating Consent of Academic Advisor)

\_\_\_\_\_  
(Signature of Area Chair with Date)

\_\_\_\_\_  
(Approval from Ph.D. Chairperson with Date)



**INDIAN INSTITUTE OF MANAGEMENT BODH GAYA**

**Ph.D. PROGRAMME IN MANAGEMENT**

**ACADEMIC ADVISOR RE-ALLOCATION FORM**

Name: \_\_\_\_\_ Reg. No.: \_\_\_\_\_ Area: \_\_\_\_\_

Previous Advisor: \_\_\_\_\_

Proposed Advisor: \_\_\_\_\_

\_\_\_\_\_  
(Signature of the scholar with Date)

\_\_\_\_\_  
(Signature with Date indicating Consent of Previously allotted academic advisor)

(Signature with Date indicating Consent of new allotted academic advisor)

\_\_\_\_\_  
(Signature of Area Chair with Date)

\_\_\_\_\_  
(Approval from Ph.D. Chairperson with Date)



**INDIAN INSTITUTE OF MANAGEMENT BODH GAYA**

**Ph.D. PROGRAMME IN MANAGEMENT**

**Thesis Proposal Approval Form**

**THESIS PROPOSAL APPROVAL FORM**

Name: \_\_\_\_\_ Roll No.: \_\_\_\_\_  
\_\_\_\_\_

Area: \_\_\_\_\_ Year: \_\_\_\_\_  
\_\_\_\_\_

Title of the Proposed Thesis:

\_\_\_\_\_  
\_\_\_\_\_

Date of Submission:

\_\_\_\_\_

Members of the TAC: \_\_\_\_\_, Chairperson

\_\_\_\_\_, Member

\_\_\_\_\_, Member

Remarks on the Proposal (Write overleaf, if necessary):

\_\_\_\_\_  
\_\_\_\_\_

Result: Approved | Approved with Changes | Not Approved

Date: \_\_\_\_\_



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Signature of TAC Chairperson

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Signature of TAC Member

---

Signature of TAC Member



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Annexure: Thesis Proposal Report Format (Title Page)

TITLE

**A Thesis Proposal**

By

(Name of the Research Scholar)

Submitted on (Date)

*Approved by the Thesis Advisory Committee*

1. Prof. [Chairperson]
2. Prof. [Member]
3. Prof. [Member]



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Annexure: Title Sheet THESIS

(Title)

Submitted in partial  
fulfilment of the  
requirements of the degree  
of

Doctor of Philosophy By

(Name of the Research Scholar)

(Roll No. \_\_\_\_\_)



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(Year)



## Approval Sheet

This thesis entitled (Title) by (Scholar's Name, Roll Number) is approved for the degree of \_\_\_\_\_ (Degree details).

### Members of the Thesis Advisory Committee

1. Chairperson's Name and Signature: \_\_\_\_\_

Date : \_\_\_\_\_ Place : \_\_\_\_\_

2. Member's Name and Signature: \_\_\_\_\_

Date : \_\_\_\_\_ Place : \_\_\_\_\_

3. Member's Name and Signature: \_\_\_\_\_

Date : \_\_\_\_\_ Place : \_\_\_\_\_



## Declaration

I certify that this thesis represents my ideas in my own words and where others' ideas or words have been included, I have adequately cited and referenced the original sources. I also certify that I have adhered to all principles of academic honesty and integrity and have not misrepresented or fabricated or falsified any idea/data/fact/source in my submission. The work has not been submitted to any other Institute for any degree or diploma. I understand that any violation of the above will be cause for disciplinary action by the Institute and can also evoke penal action from the sources which have thus not been properly cited or from whom proper permission has not been taken when needed.

(Signature)

---

(Name of the scholar)

---

(Roll No.)

Date: \_\_\_\_\_

Place: \_\_\_\_\_

## THESIS EVALUATION GUIDELINES

The Ph.D. in Management at the Indian Institute of Management Bodh Gaya has 1.5 years of coursework followed by a Area Comprehensive Qualifying Examination. Upon successful completion of the course work, the research scholar works towards his/her doctoral work which culminates in the form of a thesis. Presentation of the thesis in a public seminar and successful defense of the thesis in an oral examination is a requirement for the award of the title “Doctor of Philosophy”. Accordingly, a Thesis Evaluation Committee (TEC) comprising of the three TAC (Thesis Advisory Committee) members of the research scholar and two external examiners is formulated for examining the thesis of the research scholar. The thesis is first examined by the TAC of the research scholar who certify the thesis to be original and worthy of examiners by external examiners. A thesis must be evaluated by two external examiners before the research scholar is permitted to proceed towards thesis defense. This document presents the guidelines for evaluation of the thesis of the research scholar before it can be submitted for the defense.

An external examiner is requested to evaluate the thesis on the basis of whether it contains an original idea or an original application of an existing idea and whether it is ready for a defense. The examiner may satisfy himself/herself as to whether the scholar has sufficiently exercised his/her mind and whether the overall quality compares favourably with doctoral dissertations in related areas. Importance must also be paid to the overall thesis as well as the robustness and rigor in the research method. The comments can be noted in the attached Thesis Review Form in the form of a narrative evaluation. An external examiner is requested to evaluate the thesis and submit his/ her report within 75 days from the date of receiving the thesis . In addition to providing a narrative evaluation, an external examiner is required to make an explicit choice of one of the following options with regard to the acceptability or readiness of the thesis for defense :

### ***Category I: Accept without change***

*When all members of the Thesis Examination Committee (TEC) accept the thesis as Category I, the research scholar will go ahead for Thesis Defense / Viva-Voce Examination. A copy of the response document of the examiner(s), if any, approved by the TAC Chair should be submitted to the Ph.D. office. Ph.D. Office will arrange the Final Thesis Defense after receiving this document. The response to comments of the examiner should be presented during the Final Thesis Defense.*

***Category II: Accept the thesis conditionally with minor modifications***

If one or more members of the TEC accept the thesis in Category II, the scholar will make the desired corrections within 30 days and TAC Chair will certify that minor changes asked by examiners, have been incorporated in the thesis by scholar and then the research scholar will go ahead for Thesis Defense Examination. A copy of the response document of the examiner(s) approved by the TAC Chair should be submitted to the Ph.D. office. Ph.D. office will arrange the Final Thesis Defense after receiving this document. The response to comments of the examiner should be presented during the Final Thesis Defense.

***Category III: Resubmission after Changes***

If one or more members of the TEC suggest Category III - Resubmission, the Thesis Advisory Committee (TAC) and the research scholar will meet to discuss the issues raised by the examiner(s). Scholar will make the desired corrections within 60 days. The TAC Chair will certify that changes asked by external examiners have been incorporated in the thesis by scholar. A copy of the response document of the examiner(s) approved by the TAC Chair should be submitted to the Ph.D. office. The corrected thesis along with the response document will be sent again to the same external examiner / both the external examiners. External examiner(s) will again evaluate the corrected thesis within 60 days from the date of receipt of the thesis. The defense will take place after acceptance of the revised thesis of the research scholar by the examiner(s). The response to comments of the examiner should be presented during the Final Thesis Defense.

If the examiner is not satisfied with the revised thesis, second round of correspondence should take place. In rare situations where the second round of correspondence is also not found to be satisfactory by the examiner(s), the Doctoral Program Committee can meet and decide on the next step on a case-to-case basis.

***Category IV: Unacceptable***

If one member of the TEC finds the thesis unacceptable, then the candidate needs to rework on the thesis and submit within a year. The time given for resubmission of a new thesis, however, should not be more than completion of seven years in the programme. The revised thesis will be sent again to the same external examiner/ both the external examiners. External examiner will again evaluate the revised thesis with 60 days from the date of

receipt of the thesis. If the TEC member(s) still finds it unacceptable the thesis will be rejected. A research scholar would be allowed to resubmit the thesis only once.

### **Thesis Defense / Viva-Voce Examination**

After acceptance of the thesis, an oral examination (i.e. Thesis Defense) will be conducted by the Thesis Examination Committee (TEC) comprised of the TAC and the external examiner (s). The members of the TEC will evaluate whether the dissertation examined at the defense can categorically be certified as of the standard for the award of the title "Doctor of Philosophy". There can be one and only one dissent among the TEC members. If the TEC rejects the dissertation outright (with more than one member so rejecting), the scholar is dropped from the Programme.

After the defense, the research scholar will incorporate

- all modifications as addressed by him/her in response to queries raised by the examiner(s), and
- changes suggested during the defense, for which a maximum period of 30 days would be given to the research scholar from the date of the defense.
- The research scholar should then get the acceptance form signed by the Advisor(s), who will ensure that modifications/ changes have been incorporated, and submit three hardbound copies (one for Ph.D. Office and two for Library) and soft copy of the dissertation along with a letter from the Advisor(s) certifying that changes are made.



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## **Appendixes**

## Appendix - I

### Standard Operating Procedure

#### Comprehensive Examination to Final Defense

Following process and timeline to be adhered by the scholar, concerned authorities and officials after completion of the Comprehensive Examination (CE) by research scholar till final Defense.

SN	Particular	Time Limit (Maximum)
1	When the Draft thesis is ready, it will be submitted by the research scholar to the TAC.  TAC Chair and Members will examine the 'Draft Thesis' and give detailed report to Chairperson Ph.D. / Ph.D. Office <b>for arranging the 'Internal Thesis Seminar' of the scholar.</b>	30 days
2	Date of 'Internal Thesis Seminar' of the research scholar will be finalized by Ph.D. Office in consultation with TAC Chair and Chairperson Ph.D. ensuring that there should be minimum 7 days gap between circulation of abstract and date of 'Internal Thesis Seminar' of research scholar.	7 days
3	Abstract of thesis to be sent to attendees of 'Internal Thesis Seminar'.	-
4	Internal Thesis Seminar will be conducted on the scheduled date.	-
5	(a) If TAC recommends that thesis of the scholar is ADEQUATE in its present form for the submission, incorporating the suggestions (if any) in consultation with the TAC Chair, scholar will submit the thesis within 7 days <sup>1</sup> .	7 days
	(b) If TAC recommends that thesis of scholar is ADEQUATE in its present form and minor modifications are required, research scholar will incorporate the modifications suggested and submit the thesis within 30 days after certifying it from the TAC.  Date of 'Internal Thesis Seminar' of the research scholar will be finalized by Ph.D. Office as per para 2.	30 days
	(c) If TAC recommends that thesis of scholar is INADEQUATE for the submission in its present form and major modifications are required, research scholar will incorporate the modifications suggested and will present the seminar again.  New date will be announced for submission of thesis by TAC.	
6	Intimation of Thesis Seminar Result to research scholar to be sent by Ph.D. Office	Next working day of Internal

		Thesis Seminar
7	Email to be sent to TAC Chair for giving name of six external examiners for evaluation of thesis.	
8	Formation of Thesis Examination Committee (TEC)  (a) TAC Chair will give name of six examiners within 7 days.	7 days
	(b) Chairperson Ph.D. in consultation with Dean (Academics) / Director will finalize / suggest any two external examiners. The same will be approved by Dean /Director. Thereafter, Ph.D. office will obtain consent of the external examiners for evaluating the thesis of the research scholar. Thereafter, formal approval will be obtained from Dean / Director on the name of external examiners as member of TEC.  (c) Ph.D. Office will send the thesis of Scholar to both the external examiners for evaluation along with the thesis Evaluation Guidelines. Thesis Evaluation guidelines will also to be sent to external examiners via email.	15 days
9	External examiner will submit the report after evaluation of thesis of the scholar within 75 days from the date of receipt of the hardcopy/ email as the case may be. However, a reminder will be sent to examiner 15 days prior to completion of deadline.	75 days (Expected)
10	If external examiner submits the report of thesis evaluation of the scholar as per the prescribed format, it will be sent to the TAC Chair by Chairperson Ph.D. within three working days, who, in turn, will forward it to research scholar within 3-4 working days.	7 working days
11	(a) If external examiners accept the thesis of the scholar without changes, the TAC Chair will suggest Ph.D. office to arrange defense of the scholar. Date of 'Defense' to be finalized by Ph.D. Office in consultation with Chairperson Ph.D., TAC Chair and external examiners.  Ph.D. office will ask the scholar to send the abstract of thesis to share the same with attendees of the defense.  Intimation of Defense date to be sent to scholar and concerned authorities ensuring that there should be minimum 7 days gap between circulation of abstract and date of 'Final Defense' of the research scholar.	15days
	(b) If external examiners accept the thesis of the scholar with minor changes, scholar will make the desired corrections within 30 days and TAC Chair will certify that minor changes asked by external examiners have been incorporated in the thesis by scholar.  Date of Thesis Defense / Viva-Voce Examination will be finalized and intimated to scholars and concerned authorities per para 13 (a).	45 days
	(c) If external examiners ask the scholar to resubmit the thesis after changes, scholar will make the desired corrections within 60 days	

	<p>and TAC Chair will certify that changes asked by external examiners have been incorporated in the thesis by scholar.</p> <p>The corrected thesis will be dispatched again to the same external examiner / both the external examiner the within 7 days.</p> <p>External examiner will again evaluate the corrected thesis within 60 days from the date of receipt of the hardcopy. However, a reminder will be sent to examiner 15 days prior to completion of deadline.</p> <p>Report of external examiner will be shared as per para 12 and date of Thesis Defense / Viva-Voce Examination will be finalized and intimated to scholars and concerned authorities per para 13 (a).</p>	<p>60 days for students+60 days for examiner+7 days (from para 12) +15 days from para 13=150 days (approx.)</p>
12	Abstract of final thesis to be sent to attendees of Defense.	-
13	Thesis Defense / Viva-Voce Examination will be conducted on the scheduled date.	-
14	(a) If result of Thesis Defense / Viva-Voce Examination of Scholar is satisfactory, scholar will submit three sets of hard bound copy of thesis in Ph.D. Office along with soft copy in CD.	15 days
	(b) If result of Thesis Defense / Viva-Voce Examination of Scholar is satisfactory with minor changes, scholar will submit three sets of hard bound copy of thesis in Ph.D Office (One for TAC Chair, one for library and one for Ph.D office) along with soft copy duly certified by TAC Chair.	30 days

## *Appendix - II*

### **Guidelines for Writing the Thesis**

#### *PREAMBLE*

While utmost attention must be paid to the content of the thesis, which is being submitted in partial fulfillment of the requirements of the Ph. D. degree, it is important that a standard format be prescribed. The same format shall also be followed in preparation of the final soft copies to be submitted to Ph.D. office.

#### *1. ORGANISATION OF THE THESIS*

This thesis shall be presented in a number of chapters, starting with Introduction and ending with Summary and Conclusions. Each of the other chapters will have a precise title reflecting the contents of the chapter. A chapter can be subdivided into sections, sub•sections and sub•sub•sections so as to present the content discretely and with due emphasis.

##### **1.1 Introduction**

The title of **Chapter 1** shall be Introduction. It shall justify and highlight the problem posed, define the topic and explain the aim and scope of the work presented in the thesis. It may also highlight the significant contributions from the investigation.

##### **1.2 Review of Literature**

This shall normally form Chapter 2 and shall present a critical appraisal of the previous work published in the literature pertaining to the topic of the investigation. The extent and emphasis of the chapter shall depend on the nature of the investigation.

##### **1.3 Report on the present investigation**

The reporting on the investigation shall be presented in one or more chapters with appropriate chapter titles.

Due importance shall be given to experimental setups, procedures adopted, techniques developed, methodologies developed and adopted.

While important derivations/formulae should normally be presented in the text of these chapters, extensive and long treatments, copious details and tedious information, detailed results in tabular and graphical forms may be presented in Appendices. Representative data in table and figures may, however, be included in appropriate chapters.

Figures and tables should be presented immediately following their first mention in the text. Short tables and figures (say, less than half the writing area of the page) should be presented

within the text, while large table and figures may be presented on separate pages.

Equations should form separate lines with appropriate paragraph separation above and below the equation line, with equation numbers flushed to the right.

#### **1.4 Results and Discussions**

This shall form the penultimate chapter of the thesis and shall include a thorough evaluation of the investigation carried out and bring out the contributions from the study. The discussion shall logically lead to inferences and conclusions as well as scope for possible further future work.

#### **1.5 Summary and Conclusions**

This will be the final chapter of the thesis. A brief report of the work carried out shall form the first part of the Chapter. Conclusions derived from the logical analysis presented in the Results and Discussions Chapter shall be presented and clearly enumerated, each point stated separately. Scope for future work should be stated lucidly in the last part of the chapter.

#### **1.6 Appendix**

Detailed information, lengthy derivations, raw experimental observations etc. are to be presented in the separate appendices, which shall be numbered in Roman Capitals (e.g. “Appendix IV”). Since reference can be drawn to published/unpublished literature in the appendices these should precede the “Literature Cited” section.

#### **1.7 Literature Cited**

This should follow the Appendices, if any, otherwise the Summary and Conclusions chapter. The candidates shall follow the style of citation and style of listing in one of the standard journals in the subject area consistently throughout his/her thesis. However, the names of all the authors along with their initials and the full title of the article/monogram/book etc. have to be given in addition to the journals/publishers, volume, number, pages(s) and year of publication.

Citation from websites should include the names(s) of author(s) (including the initials), full title of the article, website reference and when last accessed. Reference to personal communications, similarly, shall include the author, title of the communication (if any) and date of receipt.

##### **1.7.1 Publications by the candidate**

Articles, technical notes etc. on the topic of the thesis published by the candidate may be separately listed after the literature cited. This may also be included in the contents. The candidates may also include reprints of his/her publications after the literature citation.

##### **1.7.2 Acknowledgements**

The acknowledgments by the candidate shall follow the declaration of honesty, signed by him/her, with date.

## **2. THESIS FORMAT (Mandatory)**

## **2.1 Paper**

### **2.1.1 Quality**

The thesis shall be printed/xeroxed on white bond paper, whiteness 95% or above, weight 70 gram or more per square meter.

### **2.1.2 Size**

The size of the paper shall be standard A 4; height 297 mm, width 210 mm.

### **2.1.3 Type •Setting, Text Processing and Printing**

The text shall be printed employing laserjet or Inkjet printer, the text having been processed using a standard text processor. The standard font shall be Times New Roman of 12 pts with 1.5 line spacing.

### **2.1.4 Page Format**

The Printed Sheets shall have the following written area and margins:

Top Margin:	15 mm
Head Height:	3 mm
Head Separation:	12 mm
Bottom Margin:	22 mm
Footer:	3 mm
Foot Separation:	10 mm
Text Height:	245 mm
Text Width:	160 mm

When header is not used the top margin shall be 30 mm.

### **Left and Right Margins**

The candidates shall have the options of single- or double-sided printing

#### **Single sided/odd number page (in double sided printing)**

Left Margin 30mm

Right Margin 20 mm

#### **Double sided• even numbered page**

Left Margin 20mm

Right Margin 30mm

### **2.1.5 Pagination**

Page numbering in the text of the thesis shall be Hindu•Arabic numerals at the center of the footer. But when the candidate opts for header style the page number shall appear at the right and left top corner for the odd and even number pages, respectively.

Page number “1” for the first page of the Introduction chapter shall not appear in print, only the second page will bear the number “2”.

The subsequent chapters shall begin on a fresh page (fresh odd number page in case of double-sided printing). When header style is chosen the first page of each chapter will not have the header and the page number shall be printed at the center of the footer.

Pagination for pages before the Introduction chapter shall be in lower case Roman numerals, e.g., “iv”.

### **2.1.6 Header**

When the header style is chosen, the header can have the Chapter number and Section number (e.g., Chapter 2, Section 3) on even numbered page headers and Chapter title or Section title on the odd numbered page header.

### **2.1.7 Paragraph format**

Vertical space between paragraphs shall be about 2.5 line spacing.

The first line of each paragraph should normally be indented by five characters or 12mm. A candidate may, however, choose not to indent if (s) he has provided sufficient paragraph separation.

A paragraph should normally comprise more than one line. A single line of a paragraph shall not be left at the top or bottom of a page (that is, no windows or orphans should be left)

The word at the right end of the first line of a page or paragraph should, as far as possible, not be hyphenated.

### **2.1.8 Chapter and Section Format**

#### **Chapter**

Each chapter shall begin on a fresh page (odd number page in case of double sided printing) with an additional top margin of about 75mm. Chapter number (in Hindu•Arabic) and title shall be printed at the center of the line in 6mm font size (18pt) in bold face using both upper and lower case (all capitals or small capitals shall not be used). A vertical gap of about 25mm shall be left between the Chapter number and Chapter title lines and between chapter title line and the first paragraph.

#### **Sections and Sub•sections**

A chapter can be divided into Sections, Sub•sections and Sub•sub•Sections so as to present different concepts separately. Sections and sub•sections can be numbered using decimal points, e.g. 2.2 for the second section in Chapter 2 and 2.3.4 for the fourth Sub• section in third Section of Chapter 2. Chapters, Sections and Sub•sections shall be included in the contents with page

numbers flushed to the right. Further subsections need not be numbered or included in the contents.

The Section and Sub•Section titles along with their numbers in 5 and 4mm (16 and 14 pt) fonts, respectively, in bold face shall be flushed to the left (not centered) with 15 mm space above and below these lines.

In further subdivisions character size of 3 and 3.5 with bold face, small caps, all caps and italics may be used for the titles flushed left or centered. These shall not feature in the contents.

### **Table / Figure Format**

As far as possible tables and figures should be presented in portrait style. Small size table and figures (less than half of writing area of a page) should be incorporated within the text, while larger ones may be presented on separate pages. Table and figures shall be numbered chapter wise. For example, the fourth figure in chapter 5 will bear the number Figure 5.4 or Fig 5.4

Table number and title will be placed above the table while the figure number and caption will be located below the figure. Reference for Table and Figures reproduced from elsewhere shall be cited in the last and separate line in the table and figure caption, e.g. (after McGregor[12]).

### **3. AUXILIARY FORMAT (Mandatory)**

#### **Binding**

The final hard bound copies to be submitted after the defense should be in black color.

#### **Front Covers**

The front covers shall contain the following details:

- Full title of thesis in 6 mm 22 point's size font properly centered and positioned at the top.
- Full name of the candidate in 4.5 mm 15 point's size font properly centered at the middle of the page.
- A 40 mm dia replica of the Institute emblem followed by the name of the Institute and the year of submission, each in a separate line and properly centered and located at the bottom of page.

#### **Lettering**

All lettering shall be embossed in gold.

#### **Bound back**

The degree, the name of the candidate and the year of submission shall also be embossed on the bound (side) in gold.



## **Blank Sheets**

In addition to the white sheets (binding requirement) two white sheets shall be put at the beginning and the end of the thesis.

## **Title Sheet**

This shall be the first printed page of the thesis and shall contain the submission statement: the Thesis submitted in partial fulfillment of the requirements of the Doctor of Philosophy of the Indian Institute of Management Bodh Gaya.

Sample copy of the 'Title Sheet' is given in Annexure.

## **Dedication Sheet**

If the candidate so desires(s) he may dedicate his/her thesis, which statement shall follow the title page. If included, this shall form the page 1 of the auxiliary sheets but shall not have a page number.

## **Approval Sheet**

In the absence of a dedication sheet this will form the first page and, in that case, shall not have a page number. Otherwise, this will bear the number two in Roman lower case “ii” at the center of the footer. The top line shall be Thesis Approval for Ph.D.

The Approval Sheets are to be included only in the hard-bound copies which are submitted after the successful Ph.D. viva •voce examination.

A sample copy of the Approval Sheet is given in Annexure.

## **Executive Summary**

The executive summary shall highlight the important features of the thesis and shall correspond to the electronic version to be submitted to the Ph.D. office for inclusion in the website. The executive summary in the thesis, however, shall have two more parts, namely, the layout of the thesis giving a brief chapter• wise description of the work and the key words.

## **Contents**

The contents shall follow the executive summary and shall enlist the titles of the chapters, section and sub•section using decimal notation, as in the text, with corresponding page number against them, flushed to the right.

## **List of Figures and Tables**

Two separate lists of Figure captions and Table titles along with their numbers and corresponding page numbers against them shall follow the Contents.



### **Abbreviation Notation and Nomenclature**

A complete and comprehensive list of all abbreviations, notations and nomenclature including Greek alphabets with subscripts and superscripts shall be provided after the list of tables and figures. (As far as possible, generally accepted symbols and notation should be used).

Auxiliary page from dedication (if any) to abbreviations shall be numbered using Roman numerals in lower case, while the text starting from the Introduction shall be in Hindu•Arabic. (The first pages in the both the cases shall not bear a page number).

### **A Declaration of Academic Honesty and Integrity**

A declaration of Academic honesty and integrity is required to be included along with every thesis after the approval sheet. The format of this declaration is given in Annexure.

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