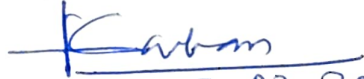


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**Policy for Progress Report Submission by Ph. D Faculty Members for Ph.D
Guidance and Submission of Progress Report by Non-Ph. D Faculty Members**

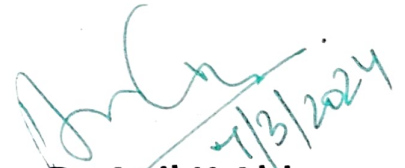


Issued By


27.02.2024

**Dr Vibhav Kumar Sachan
Dean (R&D)**

Approved By


4/3/2024


**Dr Manoj Goel
Joint Director**

**Dr Anil K Ahlawat
Director-In-Charge**

Office of the Dean R&D

Policy for Ph. D /Non-Ph. D Faculty Members


A degree carries a lot of weight since knowledge is power in any field. For a greater comprehension of the subject and ultimately stronger linkages within the subject, a Ph.D. is necessary. This creates opportunities for future interdisciplinary study. A subject is advanced by research, aiding in its progress over time. This is essential for modernizing any subject, and the more research that is done, the more forward-looking it becomes.

So, to have the fruitful results of Ph. D degree, a policy has been framed for more emphasis on Ph. D/ Non-Ph. D Faculty Members working at KIET Group of Institutions, Delhi-NCR, Ghaziabad. For the benefits of faculty members and the Institute, the Policy have been framed and following are the details of the policy-

1. For Ph.D. Completed faculty Members –

- To start Ph.D. guidance in the reputed University and work as Ph.D. supervisor/ co-supervisor as per Ph.D. guidance policy of KIET. Centre of Excellence facilities available in various departments to be utilized as Research Centre.
- To submit the 6 months Ph.D. guidance report duly signed by HoD to Head HR & Head, HR as per Annexure 1 to put up the progress to Hon'ble Director for kind perusal.
- Senior Faculty Members (Professors and Associate Professors) of the Department should work as Mentor for 4-5 junior faculty members (Assistant Professor) for research guidance to meet research targets of the Department.
- All the Ph.D. faculty members should approach the University or Institute from where he or she has completed Ph.D. for Collaborative Research, Ph.D. Guidance as Co-Supervisor and for providing assistance for Ph.D. admission for non-Ph.D. faculty members of the department.
- Professors/ Associate Professors should work as mentors for Assistant Professors for guiding them for Research grant proposals, writing research articles for SCI Journals and filing Patents etc.
- All Ph.D. faculty Members can also provide research guidance to Ph.D. Scholars as Supervisors or Co-supervisors for reputed Universities recognized by UGC and are under top 100 in NIRF like:

- ↓ Dr. APJ Abdul Kalam Technical University, Lucknow
- ↓ Delhi Technical University, Delhi
- ↓ Jamia Millia Islamia, New Delhi
- ↓ NSTU, New Delhi
- ↓ IP University, New Delhi

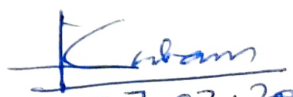

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- ✚ Jamia Hamdard University, New Delhi
 - ✚ Indira Gandhi Technical University for Women, New Delhi
 - ✚ SRM University, Modi Nagar
 - ✚ Amity University, Noida
 - ✚ Jaypee University, Noida
 - ✚ Bennett University, Noida
 - ✚ DIT University, Dehradun
 - ✚ Uttarakhand Technical University, Dehradun
- A Research Supervisor/Co-supervisor who is a professor, can guide up to 8 Ph.D. scholars; an Associate Professor up to 6 Ph.D. scholars & Assistant Professor 4 Ph.D. scholars; inclusive of all, at any given point of time. However, he/she shall not have more than three Ph.D. scholars at a time if another Supervisor in the same field is available with less than three Ph.D. scholars under him. All this is subject to the fulfillment of all duties assigned from time to time to him/her. At any given point of time, no supervisor can have more than the following number of Ph.D. Ph.D. scholars under his/her supervision:
 - ✚ Professors – 8 Ph.D. Scholars
 - ✚ Associate Professors – 6 Ph.D. Scholars
 - ✚ Assistant Professors – 4 Ph.D. Scholars
 - For promotion from Associate Professor to Professor, Ph.D. Degree in the relevant field and at least two ongoing Ph. D guidance as supervisor/Co-supervisor are required for Promotion from Associate Professor to Professor.
 - Newly joining faculty members at the post of Professor (if not having two ongoing Ph. D Scholar at the time of joining) are required to get at least two Ph. D Research Scholar registered with reputed Universities within one year of joining the Institute for the confirmation of appointment subject to fulfilling other terms of probation.
 - Faculty members need to submit the progress report (as per Annexure 1) twice in a year to the department. One report on or before 1st June of every year and second on or before 1st Dec. The Associate/Assistant Head of the department need to compile the report and submit it to the Dean R&D office duly signed by respective HoD twice in a year. One report on or before 30th June of every year and second on or before 31st Dec.

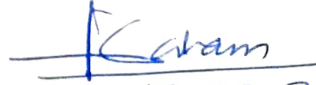
2. For Ph.D. pursuing faculty Members -

- To submit the Ph. D admission letter to Head HR to be put-up in-service file.
- To submit the Progress report along with research outcomes like reprints of Research Papers published in Journals/Conferences, patents etc. in the area of Ph.D. topics duly signed by supervisor, co-supervisor and HoD to Head HR as per Annexure 2. Head HR to kindly put up 6 months progress to Hon'ble Director for kind perusal.


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- Attached data in the file compiled by the HR department is incomplete. Requesting Head HR to compile the data in all aspects.
- Ph.D. pursuing faculty Members should complete the Ph. D as soon as possible. For Promotion from AP-3 Level to Associate Professor, faculty members are required to have the Ph.D. Degree in the relevant field and one ongoing Ph. D Guidance is desirable. For direct recruitment for the post of Associate Professor, candidates are required to have the Ph.D. Degree in the relevant field and one ongoing Ph. D Guidance is desirable.
- The maximum total number of ODs for completing a Ph.D. is 12 per academic year/leave year for a maximum 4 years. Maximum of 3 ODs at a stretch can be given to a faculty member in a month at the discretion of HoD (provided there is no academic loss of students) just after the Ph. D registration. Faculty may avail the facility of OD for pursuing Ph.D. immediately post joining KIET. If the course work of the Ph.D. program falls during summer break, then faculty must consume their summer vacation first (two weeks) and rest will be treated as OD provided the count remains 12 ODs per academic/ leave year. For completing the course work 3-4 months Leave without pay (LWP) can be given to faculty members at the discretion of HoD, provided there is no academic loss of students and the department will be able to manage without any substitute. ODs are subject to Submission of Ph. D registration documents (admission letter, fee receipts and copy of NOC) to the HR Department.
- On acquisition of the Ph.D. from Institutes/Universities of repute (IISc Bangalore, IITs, JNU, NITs, IIITs and Central Universities of repute), a faculty may avail Ph.D. tuition fee reimbursement on an actual basis but not exceeding Rs. 30,000/- per year (on prorated basis with salary) for three years after fulfilling conditions as mentioned. One needs to claim the Ph.D. tuition fee reimbursement within a month after award of degree by submitting a copy of degree certificate and tuition fee paid slips.
- Ph.D. is in the relevant branch/discipline and has been awarded by a University (IISc Bangalore, IITs, JNU, NITs, IIITs and Central Universities of repute) and two Research Publications in SCI Journals with affiliation as "KIET Group of Institutions, Delhi-NCR, Ghaziabad", five increments shall be admissible at the entry-level of recruitment to faculty members possessing the degree of Ph.D (full time), awarded in the relevant discipline from Institute/ University of repute (IISc Bangalore, IITs, JNU, NITs, IIITs and Central Universities of repute). Faculty members who complete their Ph.D. degree (part time) while in service shall be entitled to three increments.
- One needs to claim the Ph. D incentives within a month after the award of the degree by submitting a copy of degree certificate/provisional degree certificate. The Ph.D. incentives in terms of increments will be applicable from the date of submission of the application copy along with the copy of the degree certificate/provisional degree certificate. During recruitment, if faculty intimates that the Ph. D thesis has been submitted, then faculty will have to complete the Ph. D within one year for entitlement of five increments else three increments would be awarded.


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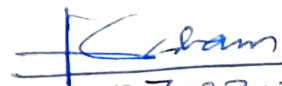
- Faculty members need to submit the progress report (as per Annexure 2) twice in a year to the department. One report on or before 1st June of every year and second on or before 1st Dec. The Associate/Assistant Head of the department need to compile the report and submit it to the Dean R&D office duly signed by respective HoD twice in a year. One report on or before 30th June of every year and second on or before 31st Dec.

3. For Ph.D. Non-Registered Faculty Members-

- Non- Ph.D. faculty members are Required to choose one of the KIET faculty as one of the Co-supervisors along with Supervisor for pursuing Ph. D from reputed University/ Institute like IITs/NIT/Central Technical University/ State Technical University etc.
- Required to submit the 6 monthly progress of efforts put in by the faculty members to different Universities/ Institutions. To fill the Annexure 3 and to submit it in HR Department.
- Non-Ph.D. faculty members should associate with the existing CoE in-charge to work closely with the existing Research facilities available in CoE and find out the Research topics/gaps for pursuing the Ph.D.
- All Non-Ph.D. faculty members are required to register themselves in association with Ph.D. Faculty Members of KIET Group of Institutions, as a Supervisor/Co-supervisor in Ph.D. Program from the following University as soon as possible:

- ✚ Dr. APJ Abdul Kalam Technical University, Lucknow
- ✚ DTU, Delhi
- ✚ JMI, New Delhi
- ✚ IIT, Delhi
- ✚ IIIT, Delhi
- ✚ NSTU, New Delhi
- ✚ JNU, New Delhi
- ✚ NIT, Delhi
- ✚ IP University, New Delhi
- ✚ Jamia Hamdard University, New Delhi
- ✚ IGTUW, New Delhi
- ✚ University of Delhi

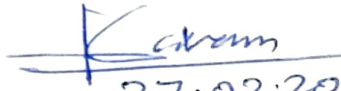
- Since the weightage of the Ph.D. faculty members is very high as compared to non-Ph.D. faculty members from the point of view of any of the Ranking like NIRF etc., so Dean R&D office recommends that the completed Ph.D. /Submitted Ph.D. thesis may be considered for the recruitment/shortlisting for the interview. Also, the Dean R&D office to share regularly the notification for Ph. D Admissions of nearby Institutes & University.
- Ph.D. (Registration) is mandatory for Promotion of Assistant Professor from AP-1 Level to AP-2 Level and also AP-2 Level to AP-3 Level. Newly joining faculty members at AP-2


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and AP-3 Level are required to register in the Ph. D Program at the earliest for confirmation of their appointment subject to fulfilling other terms of probation.

- Faculty members entering service without a Ph.D. shall be encouraged to enroll themselves/acquire Ph.D. in the relevant branch/discipline from Institutes/ Universities of repute (IISc Bangalore, IITs, JNU, NITs, IIITs and Central Universities of repute).
- Faculty members need to submit the progress report (as per Annexure 3) twice in a year to the department. One report on or before 1st June of every year and second on or before 1st Dec. The Associate/Assistant Head of the department need to compile the report and submit it to the Dean R&D office duly signed by respective HoD twice in a year. One report on or before 30th June of every year and second on or before 31st Dec.


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Annexure 1
Progress Report of Ph. D Completed Faculty Members

Name of the Research Student	
Name of the Supervisor	
Name of the Co Supervisor	
Place of Research	Department/School of:
Date of Registration	
Title of the Ph.D. Research	
Report for the Period	From To

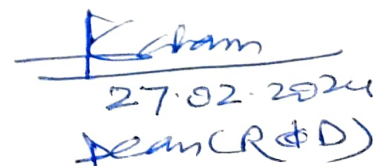
Please mention precisely, the progress of your research work:

Sl. No.	Topics as per your research work	Progress of your research work (in your own words)
1	Publications, if any	<p>a. Title of the paper</p> <p>b. Name of the Journal</p> <p>c. Status (% completed)</p> <p>d. Date of paper submission</p> <p>e. Expected date of publication</p>
2	Participation/Presentation in Seminar/Conferences	
3	PhD submission:	
	i. Initial draft	Status (% completed)
		Expected date of submission
	ii. Final Draft	Status (% completed)
		Expected date of submission of thesis

Signature of Faculty Member

Signature of Supervisor/Research Guide

Remarks	Signature
By Associate/Assistant Head DRC Members	
By HoD	
By Dean R&D	


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Annexure 2 Progress Report of Ph. D Pursuing Faculty Members

Name of the Faculty Member	
Name of the Supervisor	
Name of the Co-Supervisor	
Place of Research	Department/School of
Date of Registration	
Title of the Ph.D. Research Topic	
Report for the Period	From To

Please mention precisely, the progress of your research work:

Sl. No.	Topics as per your research work	Progress of your research work (in your own words)
1	Scope of the study	
2	Identification of the statement of the problem (whether frozen)	
3	Identification of Objectives (whether frozen)	
4	Methodology adopted so far (name)	
5	Status of Course Work	Details of Subjects
6	Proposed Hypothesis (whether frozen)	
7	Proposed research questions (whether frozen)	
8	No. of literature reviews done so far (submit in tabular format/use extra sheets if required)	
9	Field survey (if applicable)	No. of samples collected: Target no. Expected date of completion


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10	Analysis	Type of analysis done Statistical tool used Status (% completed) Expected date of completion
11	Publications, if any	Title of the paper Name of the Journal Status (% completed) Date of paper submission Expected date of publication
12	Participation/Presentation in Seminar/Conferences	
13	PhD submission:	
	i. Initial draft	Status (% completed) Expected date of submission
	ii. Final Draft	Status (% completed) Expected date of submission of thesis

Signature of Faculty Member

Remarks of the Research Guide			
1			
2			
3	Interaction with related persons/guide/supervisor		
4	Overall Satisfaction with the Quality of Work:		
	Below Expectations	Meets Expectations	Exceeds Expectations
5	Overall Pace of Work:		
	Average	Good	Excellent

Signature of Supervisor/Research Guide

	Remarks	Signature
By Associate/Assistant Head DRC Members		
By HoD		
By Dean R&D		


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Annexure 3
Progress Report of Ph. D Non-Registered Faculty Members

Name of the Faculty Member	
Name of the Proposed Co Supervisor from KIET	
Proposed Place of Research	Department/School of:
Proposed Ph.D. Research Area	
Report for the Period	From _____ To _____

Please mention precisely, the progress of your research work:

Sl. No.	Name of University	Progress of Efforts done so far for Ph. D Admission along with dates (in your own words)
1		
2		
3		

Signature of Faculty

Members

	Remarks	Signature
By Associate/Assistant Head DRC Members		
By HoD		
By Dean R&D		

[Signature]
 27.02.2024
 Dean (R&D)