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परिपत्र / CIRCULAR



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28-02-2024

Sub.: Incorporation of Addendum in the procedure for the award of M.Tech and Ph.D in the HBNI Academic Ordinances – reg.

To expedite the process of submission of the project report and final exam, the proposal of the incorporation of the attached Addendums (Annexure I &II) in the HBNI Ordinances, concerning the procedure for the award of Ph.D and M.Tech. degree has been approved by the Council of Management in its 38th meeting held on 22nd December '23.

- (i) The *Addendum* mentioned in **Annexure-I** is incorporated into the procedure for the award of M.Tech. degree as clauses 6.1(a),6.1(b) and 6.1(c) in the HBNI Academic Ordinances (dt. 05-12-2018 as approved in the 26th CoM) on page 31, Clause 6. Award of Degree
- (ii) The *Addendum* mentioned in **Annexure-II** is incorporated into the procedure for the award of a Ph.D degree as clauses 5.4 and 5.5 in the HBNI Academic Ordinances (Dt. 05-12-2018 as approved in the 26th CoM) on page 51, Clause 5, Award of Degree.



(P.C. Selvin)

1. All the Directors of CIs/OCC
2. All Deans (Academics) of CIs/OCC
3. Dean/ Associate Deans, HBNI
4. HBNI's website

M.Tech

The clause 6.1 of the HBNI ordinance is revised as clause 6.1(a), 6.1(b) and 6.1 (c) as stated below:

6.1(a) The M.Tech monitoring committee will evaluate the project work for its adequacy for awarding the degree. In addition to this, the M.Tech monitoring committee will also approve the examiner for the evaluation of the project report and after obtaining his/ her concurrence, the thesis will be sent to the examiner to obtain the evaluation report, by the Guide.

6.1(b) The Viva-voce examination of the student shall be held within three months of submission of the project report to the Dean Academic. Special permission from the Vice Chancellor, HBNI is mandatory if it is delayed by more than three months. The requisite request letter for the approval of the Vice Chancellor, HBNI, must be submitted to HBNI within 15 days of the expiry of the 3-month period from the date of submission of the Project Report.

6.1(c) Each student must defend his/her project at an oral examination, as the requirement in partial fulfilment of the M.Tech degree. The M.Tech committee along with the external examiner will function as the Final Examination Committee. All members must receive the project report at least seven working days before the scheduled oral examination.



Ph.D

Clauses 5.4 and 5.5 of the HBNI ordinance are revised as stated below:

5.4 The reviewers are expected to submit their report within six weeks of the date of receipt of the thesis, by them. A reminder, if required, may be sent to the reviewers at the appropriate time before and/or after the completion of six weeks from the date of forwarding the thesis to the reviewers. In case, the review report/s is/are not received from two reviewers within 8 weeks, the thesis may be sent to the next reviewer/s on the list of reviewers. However, beyond six weeks, comments from any two reviewers received first will be considered for thesis evaluation. The Dean (Academic) will communicate to the remaining reviewer/s appropriately as soon as the reports from two reviewers have been received.

5.5 Viva-voce examination of the student shall be held within six months of submission of the thesis to the Dean Academic. In case, it is delayed by more than six months, the status of the thesis shall be sent to the Dean, HBNI, for his advice, on further course of action within 15 days of the expiry of the six-month period from the date of submission of the thesis.

