PhD
Information
Brochure
HUMANITIES & SOCIAL SCIENCES
IIT DELHI
This document lists the current [as on 15/07/2023] Department Research Committee (DRC) decisions on various matters concerning PhD scholars in the department. The online version of this document can be found at http://hss.iitd.ac.in/current-students

Also see, the latest courses of study at http://www.iitd.ac.in/content/curriculum-info

1. SRC FORMATION

- At the time of admission to the programme the research scholar will be allotted a Provisional Supervisor.
- The Supervisor has to propose a Student Research Committee (SRC) for every research scholar within six months of registration. The composition of the Student Research Committee is as follows: Chairperson of SRC, Supervisor(s), Internal Expert (from within the department) and External Expert (from outside the department)
- At the time of SRC formation it is possible that the research scholar proposes a Supervisor other than the Provisional Supervisor. However, it may be noted that supervisor allotment is contingent upon multiple factors such as availability of slots with individual faculty member and research compatibility.
- The SRC and Supervisor allotment will be contingent upon the approval of the DRC and the Dean (Academics).

2. COMPREHENSIVE EXAM

a. Needs to be completed within 18 months (full time) and 24 months (part-time) of student’s registration.

b. The comprehensive exam format needs to be decided in consultation with all the Student Research Committee (SRC) members. See new circular (dated 19/04/18) [Annexure III].

c. The reading list must be displayed at least 7 days prior to the examination [DRC on 28/10/2019].

d. The comprehensive examination and research plan presentation should be completed before 15 days from expiration of the deadline such that results of these exams can be announced in time and any extension sought if applicable [DRC on 28/10/2019].

e. Each student will get a maximum of two attempts to complete the comprehensive examination and research plan presentation with a gap of at least 14 days between the two attempts [DRC on 28/10/2019].

3. COURSE WORK
• 18 mandatory credits. Exemptions can be given on a case to case basis. The student may apply for exemption from a maximum of 2 courses provided that (a) they have done their MPhil, or (b) they have done more than one Masters. In addition they should have secured a minimum of 9 point SGPA in their 1st semester of their PhD course work at IIT Delhi. The application for exemption should be approved by the SRC. [DRCs on 3/07/18, 15/03/2018, 19/04/2017, 16/01/2017]. The request for waiver of course work credits must be made only after 1st semester of course work. [DRC on 8/02/2018].
• Students can request the DRC for exemption from the ‘Research Writing’ course. The request on the prescribed form should be endorsed by the SRC.
• PhD course work details: See Annexure II [DRC: 21/07/2017].
• Students will be evaluated on completion of pre-Ph.D. course work in terms of Degree Grade Point Average (DGPA) which is calculated on the basis of the best valid credits as prescribed by the Department/Centre/School. The requirement for completion of pre-PhD course work is DGPA of 7.5 or more within the maximum permissible period, i.e., 18 and 24 months respectively for full-time and part time students.
• Registration of a Ph.D. student will be terminated at the end of 1st Semester on account of performance in the course work if the SGPA is less than 6.0. In case the SGPA is equal to or more than 6.0, the student will be allowed to continue the course work even if the credit requirements as recommended by the SRC have been completed in the first semester itself.
• In the subsequent semesters, the student must maintain a CGPA of more than 7.0 to continue registration

### 4. TYPES OF LEAVE

- **Personal:** 30 days in an academic year. An academic year will be counted from the date of registration.
- **Medical:** 10 days in an academic year.
- **Maternity Leave** can be claimed up to a period of 180 days and Paternity Leave can be claimed up to a period of 15 days.
- **Duty:** Can be availed for attending academic conferences and workshops.
- **Fieldwork:** 1 year for data collection, library visits, etc.
- **Duty and Fieldwork Leaves** have to be approved by the DRC [forwarded by the supervisor(s)]. Applications must be accompanied by previous leave records verified by an HSS office staff.
- **Personal and Medical Leaves** have to be approved by the HoD. The leave application should be forwarded by the supervisor.
- In the scenario of a student taking leave in excess of the stipulated number, the HoD is required to inform the PG section about this which will lead to discontinuation of the concerned student’s fellowship and deregistration. [DRC on 28/09/2017]
- If a student does not come to the department and sign the attendance register for a period of 4 weeks, the department is required to inform the PG Section about this. This will result in the de-registration of the concerned student.
• Any leave of a duration of more than 15 days should be applied at least a month in advance. In case of TA duties, it is mandatory to inform the course instructor in order to ensure minimal disruption in TA duties.
• All leave will be counted within the period of 5 years (extendable to 7 years) for submission of dissertation. No additional period would be available on account of leave.

### 4.1. LEAVE (FIELDWORK)

• Up to 1 year of fieldwork leave is allowed. Leave amounting to less than two months should not be taken during the teaching semester period, this should be taken during the summer/winter break. Long leave should be taken for the entire semester and should be planned 1 semester in advance (all such request shall be taken up in a special DRC meeting). Long leave cannot be taken in the middle of the semester. The students must come back from the leave before the beginning of the next semester. [DRCs on 4/05/18, 3/07/18, 08/02/2018, 6/12/2017]
• In case the field work necessitates a short leave during the semester, under special circumstances the student can apply for an approval. In such a case the supervisor will have to provide sufficient reason to make the case for the leave. The PhD coordinator must approve the application. These requests must be made at least one month in advance so that alternative TA duties can be arranged.
• With regard to fieldwork leave, note that exemption from TA duties is allowed for a maximum of 2 semesters.
• Applications for fieldwork leave must be submitted to the DRC one semester in advance. Applications during the semester or the start of the semester for leave in the same semester will not be accepted. This rule is not applicable for library visits (proof of attendance from the library should be provided in such cases).

### 4.2. LEAVE (DUTY)

• 15 working days in a semester with not more than max 5 consecutive working days.
• Availed for attending academic conferences and workshops.
• Additionally, Ex-India leave has to be taken for attending an international conference.
• In case of TA duties, it is mandatory to inform the course instructor and the PhD coordinator in order to ensure minimal disruption in TA duties.
• Duty leave for attending a conference/workshop should be applied at least a month in advance. [DRC on 25/02/2019]

### 5. WORK IN PROGRESS (WIP)

• As per dept./institute rules, every PhD student is required to make a Work-in-Progress presentation once a year. However, due to some unavoidable circumstances, if someone is unable to make the required presentation, then a presentation has to be made to the SRC or department within 15 days and he/she must submit the report to the DRC after their presentation. [DRC on 19/04/2018]
• In cases when the student is on fieldwork during the WIP presentation schedule, especially if the fieldwork is out of Delhi, they can apply for exemption (through their supervisor). However, in a given academic year, every student has to present at least once in the WIP workshop [DRC on 15/03/2018] or within one month of re-joining the institute [DRC on 28/10/2019]
• In an academic year one presentation has to be made as part of WIP, and one for the SRC and the concerned unit.

6. PROGRESS REPORT

• The student is required to submit a progress report in the prescribed format every semester through the online eAcademics system and submit a hard-copy signed by his/her supervisor to the DRC.
• If a student does not submit the progress report in the prescribed format to the DRC through proper channel before the deadline, as per institute rules, the DRC will recommend unsatisfactory to the PG section.

7. SYNOPSIS SUBMISSION AND VIVA

• Synopsis presentation should be made before the SRC.
• Thesis should be submitted within 9 months after synopsis submission, but one is encourage to submit within 3 months.
• The SRC should also be present during the final viva.

8. PHD THESIS SUBMISSION

• The normal period of registration— for both part-time and full-time scholars— is 5 years from the date of registration.
• According to IIT Delhi ordinances a research scholar can apply for extensions beyond the 5-year registration period. Such extensions need to be applied for every semester at the time of progress report submission up to a maximum of 7 years since registration.
• A clear timeline to submission needs to be presented for claiming any extension beyond 5 years and has to be approved by the SRC/DRC at the time of progress report submission.
• Institute fellowship is provided for 5 years.

9. FUNDING TO ATTEND CONFERENCES, ETC.

• Full time students on institute fellowship can avail INR 20,000 in an academic year for the following: (1) TA/DA and registration for paper/poster presentation in a national conference, (2) attending a national workshop, (3) publication charges in a journal, and (4) membership charges for an academic body. This money will not carry forward to the next year if not utilized.
11. CONVERSION TO PART-TIME

• Registration can be converted to part-time if a student gets a full-time job. An NOC letter in prescribed format needs to be provided from the employer.
• Conversion from full-time to part-time can only be done after the successful completion of the comprehensive exam, including research plan presentation.
• The maximum completion time is still 5 years (extendable to 7 years).

12. ROUTE MAP

<table>
<thead>
<tr>
<th>MILESTONES</th>
<th>SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive exam [written &amp; oral] + Research Plan presentation</td>
<td>Full-time students: 18 months</td>
</tr>
<tr>
<td></td>
<td>Part-time students: 24 months</td>
</tr>
<tr>
<td>Progress report</td>
<td>Every semester</td>
</tr>
<tr>
<td>Work-in-progress presentation</td>
<td>Yearly after clearing the comprehensive exam (incl. research plan presentation)</td>
</tr>
<tr>
<td>SRC presentation</td>
<td>Yearly after clearing the comprehensive exam (incl. research plan presentation)</td>
</tr>
<tr>
<td>Synopsis viva</td>
<td>Within 9 months to thesis submission</td>
</tr>
<tr>
<td>Thesis submission</td>
<td>Within 5 years of registration (7 years with extension)</td>
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</tbody>
</table>
Those students who are admitted on full-time basis are considered, on request, for the award of Teaching/Research Assistantships against 8 hours of Assistance per week to be provided by the student.

In addition, students are given contingency grants in accordance with the rules of the Institute. The maximum duration of which assistantship can be awarded to any Ph.D. student is 5 years or till the end of the semester in which thesis is submitted, whichever is earlier. Continuation of the assistantship is contingent on satisfactory academic performance and satisfactory performance in the discharge of responsibilities assigned under the scheme.

The Department of Humanities & Social Sciences considers the role of TAs very important, both from the points of view of the faculty member as well as for the student. We encourage students to look at the TAship as a learning opportunity and a way of gaining experience in teaching as well as other administrative tasks connected with the academic life.

The following guidelines outlining the role/scope of TAship are not meant to be all-inclusive nor are they exclusionary. These are only broad indicators of the kind of tasks you may be asked to carry out as a Teaching Assistant.

- Please contact the faculty member you have been assigned to work with as soon as possible. You may be asked to fulfill various supporting roles in the course preparation and execution, such as uploading information about the course on the website, helping out with various website related tasks, grading, designing assignments/quizzes/tests, holding or moderating interactive sessions with UG students, help in gathering and distributing course materials, making power-points, lecture notes etc. While giving lectures is not part of the scope of a TA, you may be asked to conduct up to 50% of the tutorials for the UG Elective course to which you have been assigned.

- Communication is key to successful working relationships. You must respond to all emails/phone calls/text messages sent by the course coordinator. If you have any special issues or reasons that make it difficult to respond or to fulfill a task, please do inform the course coordinator about that.

- Deadlines and schedules are very crucial in teaching. Grading, updating information, sending instructions to students, scheduling/re-scheduling tutorials and assignments are all dependent on meeting deadlines and allotted times.
• Technically TAs are supposed to be on duty all year around, just like faculty. Again, like faculty, they are entitled to leave, officially requested and processed. Please do make sure you inform the PhD coordinators and the course coordinator (and of course your supervisor) if you are scheduling any leave of absence, especially during important periods like the Minors, the WIP sessions and the Major exams.

• Invigilating exams is an important part of the TA duty in HUSS. Depending on the availability of TAs, you may be requested/assigned to invigilate exams for courses that you have not been a TA on. Please do get in touch with the course coordinator for the exam in a timely manner and get your duty allotment explained clearly to you. If, for whatever reason, you find yourself unable to report for invigilation, please inform all the concerned faculty (including the PhD coordinators) as soon as possible and try to arrange a replacement invigilator.

• Your TA duty lasts from the beginning of one semester to the beginning of the next— it does not automatically end when the vacation break starts on the IIT Calendar for UG students. After grading etc., you may be requested to help prepare material for the next course your course coordinator is teaching. If you are planning to take leave during the vacation period, do inform your course coordinator as much in advance as possible.
The department undertook a comprehensive restructuring of its PhD program over the last two years to enhance the rigour and training received by doctoral candidates before embarking on their dissertation research. In preparation for this, the PG course offering has been significantly enhanced with 64 new courses being added to the basket. With the redesigning of 33 existing courses, the total offering has gone up to 97 courses. Several interdisciplinary course offerings have also been included. A set of research methodology courses has been designed keeping in mind the requirements of research in the seven different disciplines housed in the department. The erstwhile ‘Communications Skills (HUL 810)’ course, which was mandatory for all research scholars in the Institute, has been renamed as ‘Research Writing (HSL 800)’ and has been redesigned to focus on scientific writing to equip research scholars with the necessary skills to write abstracts, reports, journal articles, etc.

The new course requirements for HUSS Ph.D. students (2017-18 Entry) are as follows:

- Six taught courses (total of 18 credits) consisting of core and elective courses as determined by each disciplinary unit, including research methodology courses.
- HSD 700 (earlier called HUC 722) can be counted in lieu of one of the six courses.
- The course on Research Writing (HSL 800, earlier HUL 810) is a compulsory pass/fail course, in addition to the 18 credits.

Course waiver for MPhil holders is to be determined on a case by case basis by the DRC up to a maximum of two courses [no waiver is granted to Linguistics students].

The taught course requirements are to be completed in 18 months for full-time students and 24 months for part-time students. The comprehensive examination and research plan presentation must also be completed within this time frame. After passing the comprehensive examination and approval of the research plan, students are expected to present their research work once a year at the Work-in-Progress (WIP) seminars held in the department, where students receive written feedback on their work from the faculty associated with their disciplinary unit.

Please see the relevant DRC and DFB minutes excerpted below:

DFB Meeting [November 24, 2016]

- Minute 03: The DFB agreed that the restructured PhD program (refer to the DRC minutes dated May 01, 2015 and DFB minutes dated February 24, 2015) would be implemented beginning with the batch of PhD students joining the department in July, 2017.
DRC Meeting [May 01, 2015]

- Minute 01c: Waiver in coursework requirements to students with an MPhil degree: The DRC will take decisions on requests from students in this regard on a case to case basis. The DRC can waive up to 2 courses (not core courses) for such students.

DFB Meeting [February 24, 2015]

- Minute 3: All units made presentations on their proposed course structures for the PhD course work. The DFB decided that minimum course work requirement for the PhD program will be 18 credits (from taught courses).
- Minute 4: All units were requested to upload their proposed course structures on a Google document. Units that are expected to participate in the Research Methodology module were requested to work out a course structure.

DRC Meeting [August 17, 2022]

- DRC determined that the coursework requirements for a PhD can be satisfied in one of two ways:
  - 18 credits excluding HSD700 (minor project)
  - 15 credits plus HSD700

If the latter option is chosen, it should be noted that GPA will be calculated only on the basis of the 15 credits obtained from taught courses.
<table>
<thead>
<tr>
<th>DISCIPLINARY CORE</th>
<th>ECONOMICS</th>
<th>SOCIOLOGY</th>
<th>LINGUISTICS</th>
<th>PSYCHOLOGY</th>
<th>TECHNOLOGY IN SOCIETY</th>
<th>LITERATURE</th>
<th>PHILOSOPHY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISCIPLINARY ELECTIVE</td>
<td>1 or 2</td>
<td>1 or 2</td>
<td>None required</td>
<td>2 or 3</td>
<td>None required</td>
<td>3</td>
<td>None required</td>
</tr>
<tr>
<td>OTHER ELECTIVES</td>
<td>1 or 2</td>
<td>1 or 2</td>
<td>1 or 2</td>
<td>1 or 2 [From HUSS or DMS]</td>
<td>4 [From HUSS or outside]</td>
<td>2 [From HUSS]</td>
<td>5 [From Philosophy unit or HUSS]</td>
</tr>
<tr>
<td>RESEARCH METHODOLOGY</td>
<td>HSL814 Research Methods in Economics (2 credits) + 1 credit module</td>
<td>2 x 1.5 credit modules or a 3-credit course as determined by the unit</td>
<td>Research Methodology course (2+1 credits)</td>
<td>2 x 1.5 credit modules or a 3-credit course as determined by the unit</td>
<td>2 x 1.5 credit modules or a 3-credit module as determined by the unit</td>
<td>No. The core course can double up as RM. May have 3 x 1 credit modules on special topics (open to students of other disciplines as well)</td>
<td>None required</td>
</tr>
<tr>
<td>RESEARCH WRITING (HSL 800)</td>
<td>Compulsory</td>
<td>Compulsory</td>
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<td>Compulsory</td>
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<td>Compulsory</td>
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<tr>
<td>TOTAL</td>
<td>18 taught credits + HSL800</td>
<td>18 taught credits + HSL800</td>
<td>18 taught credits + HSL800 + HSD700 Minor Project by the end of PhD third year*</td>
<td>18 taught credits + HSL800</td>
<td>18 taught credits + HSL800</td>
<td>18 taught credits + HSL800</td>
<td>18 taught credits + HSL800</td>
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<tr>
<td>WAIVER FOR M.PHIL HOLDERS</td>
<td>Case to case basis (through DRC)</td>
<td>Case to case basis (through DRC)</td>
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^As on July 15, 2023

*Minor project should not be in the same area that the student is taking up for the main PhD project.
Subject: Conduct of Comprehensive Examination of Research Scholars

It is observed that there is considerable discrepancy in which Comprehensive Examinations of Research Scholars is being conducted in various Academic Units of the Institute.

It is advised that the following procedure be followed uniformly for all research scholars.

1. SRC of the candidate should be formed within 3 months of date of registration.

2. Comprehensive examination should be completed within 18 months of registration date for full-time research scholars and within 24 months for part-time research scholars.

3. First part of the comprehensive examination, i.e., the written comprehensive, should be conducted on a pre-decided date/time which must be with knowledge of all SRC members. All SRC members should participate in setting question paper for this exam, and in case an SRC member is not available for the same, this should be with knowledge of all members of the SRC. Under no circumstance should this be conducted by the supervisor alone. Supervisor/co-supervisor should be involved in the actual conduct of the written examination.

4. The written comprehensive examination should have a prescribed syllabus to be decided and agreed to by all SRC members.

5. The result of the written comprehensive should be shared with all SRC members. In case the student has not performed well and has to appear again, the steps in point 3 should be repeated. Again date/time of the written comprehensive should be communicated to the candidate, and sufficient time (typically 2 weeks or more) should be given to the candidate to prepare well before attempting the exam a second time.

6. Once the student has cleared the written comprehensive, he/she should appear in the oral comprehensive wherein he/she presents the research plan before the SRC. All SRC members should be present to examine the candidate. In case one SRC member is not available, candidate should separately present the research plan and get the approval/concurrence of the SRC member in writing.
7. A candidate has two chances for the oral comprehensive as well, and again sufficient time should be given between the two attempts.

8. Chairperson of the SRC should ensure that the above process is followed.

9. Result of these examination should be recorded in the prescribed form, signed by all SRC members, and routed through the DRC/CRC/School RC to this Office. DRC/SRC/School RC minutes should be sent to PG section along with the comprehensive examination reports.

10. Since the above process may involved a considerable length of time, all research scholars are advised to work with their faculty supervisors for the above steps well in advance of the 18 or 24 month deadline (as relevant), and not wait for the last few weeks to complete this process.

Academic units are requested to adhere to the above process.

Copy to:
All HOD/HOC/HOS (hard copy)
All Faculty (by email)
All Research Scholars (by email)

Bhim Singh
Dean, Academics