

### Comprehensive Exam

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

### Leave

- d. 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.

### Work-in-Progress

- e. 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 rejoining the institute [DRC on 28/10/2019]

### Assistance to attend conferences etc.

- f. An additional INR 1.5 lakhs can be availed through the Research Excellence Travel Award (RETA). The eligibility for applying is (a) two published journal articles, (b) (see original circular). Applications for RETA must be submitted before 1<sup>st</sup> October (for 1<sup>st</sup> semester) or 1<sup>st</sup> April (for 2<sup>nd</sup> semester). RETA will be awarded to only 10% of the research scholars.