



INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD
(OFFICE OF THE DEAN ACADEMIC)

No.IIT(ISM)/DAC/276

16th September, 2020

OFFICE ORDER


Subject: **Guidelines for Extension of Ph.D Program after exceeding the prescribed Maximum Duration**

The following guidelines need to be followed for seeking extension of PhD program beyond the prescribed maximum duration as provided in Section 10(A) Table 1 of Ph.D manual:

- 1) For seeking extension, request will be made by the scholar before completion of the prescribed maximum duration. No scholar, who has completed the maximum duration in the program, shall be allowed to register in the subsequent semester if he/she has not been granted extension. Academic program of all such scholars will be terminated automatically.
- 2) At the time of seeking extension, the following need to be submitted by the scholar to the supervisor along with the application:
 - a. A proper justification for the reason for which the academic program has not been completed within the stipulated period.
 - b. An undertaking that the thesis will be submitted within the extended period failing which the academic program will be terminated automatically.
 - c. A complete thesis in proper format representing the work done till date.
 - d. A schedule, specifying the tentative dates, by which the pending academic activities will be completed within the extension period.
- 3) Application received from the scholar must be endorsed by the Supervisor and the Recommendations of the DSC are mandatory for considering the request further by the Chairman, Senate.

The above cited guidelines will be followed by all Ph.D. Scholars irrespective of the year of admission and the same will be implemented with immediate effect.

This issues with the approval of the competent authority.


(Chiranjeet Kumar)
Dean (Academic)

Copy to:

1. Director (for kind information)
2. All Head of the Departments
3. All Conveners, DPGC
4. Webmaster/Notice Boards
5. Academic Section