

Guidelines/Rules relating to Academic matters of the Institute as on May 2007

SELECTION

- (i) The admission to M.A. and Ph.D. courses will be made on the basis of the written test and/or interview.
- (ii) The admission to certificate courses will be made on the basis of 'first-come-first-serve'.

ADMISSION COMMITTEE

Admission to all courses is made by the Admission Committee comprising the following

- (i) Vice Chancellor or his nominee-Chairman
- (ii) Director of the Institute-Member
- (iii) Professor preferably of the concerned department ó Member
- (iv) Two outside experts to be nominated by the Vice Chancellor ó Member
- (v) Registrar-Member Secretary

In the absence of the Registrar or the Director or any other officer, the Vice-Chancellor can depute any other member from the staff or can invite outside experts to be on the Admission Committee.

The Admission Committee invites applications and makes a preliminary selection of candidates to be invited for written test and/or interview. The admission Committee may entrust some or its responsibilities to any other member of the Institute.

Notwithstanding the above, the right to waive any of the conditions for admission to any of the courses is vested with the Vice-Chancellor.

ADMISSION TO EXAMINATIONS

- (i) Application for admissions to the examinations conducted by the Institute is made in the prescribed form and forwarded to the Registrar through the Head of the Department.
- (ii) While forwarding the application for admission to various examinations to be held in any year, the concerned Head of the Department is required to certify each application in the following manner:

That the candidate has satisfied him/her by the production of a certificate from the Authority prescribed in this behalf that he/she has pursued a regular course of study and has required percentage of attendance which qualify him/her for appearing in the examination
- (iii) The Registrar shall send the Admit Card to all the candidates whose applications for admission to the various examinations have been found in order to the Heads of the Department concerned for delivery to the candidates.
- (iv) The admit card in respect of candidates who have not fulfilled the requisite attendance or are otherwise not eligible to appear in the examination shall not be delivered to them and shall be returned by the Head of the Department concerned to the Registrar together with a statement showing details of attendance position and/or other facts in each case.
- (v) Applications for admission to examinations shall be accompanied by the prescribed fee, if not paid earlier.
- (vi) A candidate who on account of sickness or otherwise is unable to present himself/herself for any examinations shall not be entitled to claim a refund of his/her fee. However the Vice Chancellor may, for sufficient reason permit the candidate to present himself/herself in the ensuing examination without payment of a fee.
- (vii) A candidate may not be admitted to the examination hall, if he/she fails to present to the Officer in charge of the examination his/her Admit Card or to satisfy the officer in this regard.
- (viii) The officer in charge of the examinations is empowered to call upon any candidate appearing in any examination to give a specimen signature for the purpose of identification.
- (ix) Permission to appear in the examination conducted by the Institute may be withdrawn before or during the course of the examination for conduct, which in the opinion of the Vice-Chancellor justifies the candidate's exclusion.

- (x) If a candidate for any examination of the Institute owes any money or other dues and fails to return the same, the Vice-Chancellor may withhold or order withholding of Admit Card of the candidate and if the Admit Card has already been issued, then suspension of the order of admission till all dues have been paid.
- (xi) Notwithstanding anything contained or expressly implied in the By-laws, the Vice-Chancellor may, on being satisfied after such enquiry as he may deem fit, withdraw respectively, prior to the publication of the final result of a candidate in a course, the permission granted to such candidates to pursue that course or to appear in any examination in relation thereto, on the following grounds or cancel the results of such candidates if it comes to his notice within four months of the publication of the result i.e.
- (a) the candidate was ineligible for admission to the course but was wrongly admitted, or
- (b) the candidate was ineligible to take the examination on account of shortage of attendance but was permitted to do so by some mistake or due to some other unavoidable reason, or
- (c) a discrepancy was found in the attendance record on account of which the candidate who had taken the examination was in fact ineligible, or
- (d) a discrepancy was discovered in the award of marks, etc.

No such action shall be taken by the Vice Chancellor without giving an opportunity to the concerned candidate to show why action can not be taken against him/her.

SCHEME OF EXAMINATION

The scheme of the examination in each course shall be as prescribed from time to time

CLASSIFICATION OF DIVISION OF SUCCESSFUL CANDIDATES AND PASS PERCENTAGE

- (i) Classification of Grade/Division to successful candidate shall be as per Table ó 1

TABLE - 1		
Percentage	Grade	Division
75 and above	A+	First Division and Distinction

60 to 74	A	First Division
50-59	B	Second Division
Below 50	C	Fail

- (ii) Candidates securing less than 50% (C grade) shall be treated as failed in the particular examination paper but shall be permitted to reappear in the supplementary examination in that particular paper.
- (iii) The minimum grade required to pass the examination to be held at the end of each semester or academic year shall be B grade, in each of the written paper, practical, slide examination, internal assessment, dissertation and other evaluation tests.
- (iv) In terms of division, the candidates securing 75% or above shall be deemed to have passed in the 1st Division with Distinction, the ones securing marks between 60% and 74% shall be deemed to have secured 1st Division and the ones securing marks between 50% to 59% shall be taken to have passed in 2nd division. The candidates getting below 50% marks shall not be declared as passed.

UNFAIR MEANS, MISCONDUCT DURING EXAMINATION

The use of dishonest or unfair means in the examination includes the following and punishment liable to be awarded is also indicated in each of them.

	Nature of unfair means	Punishment
(1)	Smuggling of answer books and/or pages thereof	Cancellation of the entire examination and rustication for a period of two years
(2)	If found copying by invigilators/ Superintendents/any other authorised person(s)	Cancellation of the entire examination

Explanation

In case of cancellation of the annual/semester examination, the examinee shall be permitted to appear at the supplementary examination of the annual/semester examination (whenever held) of that year. Further such a candidate will be eligible for promotion to the higher class/next semester, if he/she is otherwise qualified for the same.

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| (3) If found in possession of material relating to examination | Cancellation of examination in the concerned paper. For repeated offence in the same examination on that day or any subsequent day, cancellation of the entire examination |
| (4) Talking and consultation | Cancellation of examination in the concerned paper for repeated offence even after warning by invigilator/supdt. and other authorised person deputed on examination duty. |
| (5) Mass copying in a paper duly reported upon by invigilators and supdt. or by any other authorized | Cancellation of the entire examination in that day's paper and no re-examination. Closing the examination centre by concerned person deputed on examination duty in the event of repetition of mass copying or such other action as may be recommended by a committee to be nominated by the Vice Chancellor. |
| (6) (a) Use of unparliamentarily language
(b) Assault/manhandling
(c) Creating rowdyism
(d) Tearing of answer-book | Necessary disciplinary action in addition to cancellation of entire examination |

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| (7) Attempt to influence an examiner

if reported by the examiner concerned | Cancellation of examination in the

concerned paper and suitable
disciplinary action, after enquiry. |
| (8) Impersonation | Cancellation of entire examination

and rustication for one year of the
candidate as well as the person who
is impersonating if he/she is a
National Museum Institute's student.
In case the person impersonating is
not the National Museum Institute's
student, he/she may be handed over
to the Police for further appropriate
action. |
| (9) Walk-out | No re-examination, except for cogent

reasons to be decided by the
committee nominated by the Vice
Chancellor. |

Explanation

Where the examinees, after having entered and taken their seats in the examination hall/room/any place meant for the purpose and after the distribution of the answer books or question papers or both, decide not to appear in the examination under one or more of the pleas that the question paper was stiff, out of course, not taught, change in the trend etc. and further decide to leave their seats of the examination individually or jointly with or without making protests of any kind, with or without signing the attendance sheet (Roster), with or without submitting the answer books to the invigilator/superintendent of the concerned examination and without creating any disruption (as defined below) in the examination, they shall be said to have staged a 'WALK-OUT' in the said examination

(b) Boycott

No re-examination

Explanation

On or before the day of an examination, if the examinee individually or jointly, refrains from appearing in the examination to compel the authorities to accede to any demand, they are said to ~~boycott~~ the said examination. Provided that, an absence from the examination for a purpose other than the above shall not be deemed to ~~boycott~~ the said examination.

(10) Disruption

Cancellation of examination and

rustication for two years. Action will be taken on the basis of report of invigilator/superintendent, member of the Flying Squad after enquiry.

Explanation

Where an examinee/any person individually, jointly or in collusion with other examinees or any other person, either before or after having entered the examination hall/room/any place meant for the purpose, and either before or after distribution of the answer-book and the question paper does/do any act or instigate any other examinee/person for commission of act such as assaulting, manhandling, using abusive language, creating rowdyism, snatching and tearing of answer-books and such other thing, etc. so as to cause disturbance in the smooth conduct of the examination either in the centre in which he/she is scheduled to appear or is appearing or in any other centre of the examination they shall be said to have caused a *disruption* in the said examination .

(11) Any other matter related to the examination

Suitable action as recommended by

the committee consisting of:

(1) Director of the Institute

(2) Dean of the Faculty

(3) Concerned Head of the Dept.

(4) A teacher of the faculty concerned nominated by the V.C.

(12) In the case of the candidate found using unfair means in the examination in which he/she is appearing to improve his/her previous performance the punishment as prescribed under Clause 1 to 11 above for the various kinds of unfair means shall apply to his/her earlier examination.

Withholding/Withdrawal of Degree/Certificate

Notwithstanding anything contained in the Bye-laws, the Academic Council , may on the recommendations of the Vice Chancellor by a resolution passed with concurrence of not less than two third of the members voting withhold for such period as they may deem fit, conferment of any Degree/Award or any Certificate to any successful candidate at an examination of the Institute for reasons, which, in their opinion justify such withholding e.g. unruly or disorderly conduct, or violence, or conviction for an offence involving violence or moral turpitude.

Guidelines Relating to Re-Evaluation of Answer-Book

1. If an examinee is in doubt or is not satisfied with the marks obtained in any theory paper or papers in a subject or subjects, he/she may apply for re-evaluation of his/her answer-books. In case of practicals, viva voce examination, field work, dissertation and seminars, this clause shall not be applicable.
2. Every application along with a fee of Rs. 100/- for re-evaluation of each answer-book should reach the Registrar, National Museum Institute within one month of the declaration of the examination result.
3. Within ten days from the date of receipt of the application for re-evaluation two external examiners in the subject concerned other than the one who initially valued, shall be appointed by the Vice Chancellor and the answer-books shall be sent to these examiners with the instruction for returning them after re-evaluation within fifteen days.
4. The marks awarded by the two examiners to whom the answer-book is referred, will be noted by them in two separate sheets (Roll Lists) and the average of the two awarded will be worked out in the Institute office. The marks so arrived at will be treated as Revised Award.
5. If the marks after re-evaluation vary from the original marking by more than 10% marks of the full marks of the paper, the re-evaluation fee deposited by the candidates shall be refunded.
6. Along with the answer-book of the particular examinee sent for re-evaluation, four more answer-books of the other examinees in the same subject and paper are also to be sent to the two reappointed examiners with the request that the standard of re-evaluation of the former examiners may be followed. In selecting four answer-books, two answer-books should be of the examinees having roll number prior to the roll number of the examinee concerned and two answer-books having the roll number after the concerned examinee's roll number in successive continuation.

7. If there be any change in the result of the examination due to re-evaluation of answer-books, no examinee can complain in the Court of Law nor can any action be taken against the examiner concerned.
8. The examiners appointed for re-evaluation shall be paid the prescribed remuneration.
9. Notwithstanding anything contained anywhere in the aforesaid clause, the Vice-Chancellor may get the answer-books of any examinee(s) of any paper (s) re-valued if, in his opinion, maintenance of academic standard and interest calls for such an action.

Note: In such case, there will be possibility of both increase or decrease in original marks but no appeal shall lie against the revised awarded marks.

Schedules of Fees Payable

1) PhD (All Disciplines)

a) Registration fee Payable at the time of admission	Rs. 200
b) Admission fee Payable at the time of admission	Rs. 100
c) Tuition Fee (per year)	Rs. 3000
d) Examination fee: Payable at the time of submission of thesis	Rs. 500
e) Caution money (refundable)	Rs. 1000
f) Supervision fee (per annum)	Rs. 200
g) Institutional Developmental Charges (per annum)	Rs 1000

2) M.A. (All Disciplines)

a) Registration fee Payable at the time of admission	Rs. 200
b) Admission fee Payable at the time of admission	Rs. 100
c) Tuition Fee (per semester) (6 months)	Rs. 1200
d) Examination fee (per semester)	Rs. 200
e) Caution money (refundable)	Rs. 1000
f) Re-evaluation of answer-book (per paper)	Rs 100
g) Institutional Developmental Charges (per annum)	Rs 1000

3) General Fee

	M.A. Course	Ph. D Course
a) Study Tour Fee	Rs 300 per semester	Rs 600 per annum
b) Practicals	Rs 200 per semester	Rs 400 per annum
c) Library Fees	Rs 100 per semester	Rs 200 per annum
d) Fee for marks sheer/grade card		Rs. 50
e) Fee for issue of duplicate marks sheet/grade card		Rs. 50
f) Fee for issue of migration certificate		Rs. 50
g) Fee for issue of duplicate migration certificate		Rs. 50
h) Fee for issue of duplicate Degree/Diploma/Certificate		Rs. 50

N.B

- i. The caution money is refundable to students after deduction of relevant dues, if any within four years of leaving the Institute. If no claim for refund is received within the period, the caution money shall be forfeited after getting no dues certificate from the concerned departments and no claim shall be entertained for refund after that.
- ii. If a student/scholar fails to deposit his/her dues by the dates notified, he/she shall be liable to pay a delay fine of Rs 10/- provided that he/she clears his/her dues before the end of the month in which the dues are payable and a fine of Rs. 25/- if he/she clears dues by the 15th of the following month.
- iii. The student's name is liable to be struck off after his date but he/she may be re-admitted on payment of Rs. 100/- as re-admission fee and no delay fine be charged.
- iv. All the fees are to be paid on the first working day of each month/semester or the first working day of the calendar year, as the case may be. A grace period of seven days may be allowed.
- v. The Vice-Chancellor may waive the recovery delay fines and re-admission fees in deserving cases. He may also delegate this authority to the Registrar and prescribe conditions as may be deemed necessary for the purpose.
- vi. All fees and deposits are required to be paid in cash or by Bank Demand draft in favour of the Registrar, NMIHACM, New Delhi.
- vii. Any amendment of the schedule of fees provided or the fees of course not provided above shall be as laid down by the Board of Management from time to time.
- viii. It is not mandatory for the Institute to issue fee notice/reminder regarding non-payment of fees.

*The above fees payable is tentative and subject to approval by the Board of Management etc. In case of foreign students, the fees is as follows :-

- a) MA courses Indian currency equivalent to US \$ 100 per semester
- b) Ph D courses Indian currency equivalent to US \$ 200 per year
- c) Certificate Course Indian currency equivalent to US \$ 100 for the entire course of 5 months.

Regulations governing fee collection

1. Students name, Class, Roll number/Enrolment number must be clearly written on the paying slips.
2. Payment by cash/crossed local cheque/Drafts can be made at Bank of Baroda, Nirman Bhawan, New Delhi between 10:30 AM to 2:00 PM on Monday to Friday and 10:30 AM to 12:00 Noon on Saturday. Cheques and Drafts should be in favour of National Museum Institute of History of Art, Conservation and Museology.
3. If the fee is not deposited on the dates given, there shall be fine as follows:
Late Fee Rs. 10/- if fee is deposited between 8th to 30th of the due month.

 Rs. 25/- if fee is deposited by 15th in the next month.
4. If the student does not pay the fee within stipulated period, his/her name will stand removed from the Institutes rolls. The name will be re-instated only on payment of a Re-admission Fee of Rs. 100/- apart from regular fee.
5. It is not mandatory for the Institute to issue fee notice/reminder regarding non-payment of fees.
6. A fee booklet is issued to students at the beginning of the academic year in July for two years. In case of loss or extension in studying at the Institute, duplicate/new fee booklet can be obtained from the Accounts Section against a payment of Rs.50/- only.
7. Cheque returned by the bank on which it is drawn, for any reason whatsoever, shall be treated as non-payment of dues and an additional amount of Rs. 50/- shall be charged towards expenses along with the late fee.
8. No fee shall be treated as of the current semester or advance until and unless all previous fees/dues are cleared in full.
9. Any fee defaulter falling under Ruling (4), shall be regularized only after the written permission of the Registrar, even if the fee is deposited directly at the bank counter without obtaining the permission of the Registrar.
10. Migration Certificate Fee, Duplicate Marksheet Fee, Duplicate Certificate Fee, Duplicate Certificate Fee is Rs. 50/- each for all the students of M.A. & Ph.D. courses. For re-evaluation a sum of rs. 100/- per answer book shall be charged. The payment towards these fees is to be made at the Accounts Section of the Institute.

11. In case of foreigners, the fee will be paid in Indian currency equivalent to US \$ 100 semester and US \$ 200 per year as tuition fee for M.A & Ph.D courses respectively. The fee is to be deposited at the nominated bank only.
12. Identity Card and Library Cards shall be issued only after depositing the dues/fees at bank.
13. The demand for the refund of caution money will be considered only if there are no outstanding dues/fees against the student.
14. Any clarification regarding payment of fees may be sought from Finance Officer and Assistant Registrar (Academic) of the Institute.

Supplementary Examination Rules-2007

Background:

It has been observed that some of the M.A students of NMI fail to appear in main Semester examinations on one pretext or other and later on wish to appear at Supplementary Examinations. This disrupts normal teaching and examination system of NMI. In view of this and also in order to curb the habit of appearing in Supplementary examinations at will and on flimsy grounds, the following guidelines are proposed to be implemented with immediate effect:

Eligibility for Supplementary Examination:

1. A student who fails to secure minimum pass marks in Theory or Practical examination of a paper or who fails to appear in any Theory or Practical examination on any grounds including medical will be eligible for supplementary examination in that particular paper.
2. Students debarred from appearing in examination due to shortage of attendance in Theory or Practical will also be eligible for Supplementary examination subject to the condition that they have to attend classes in that particular paper whenever it is offered by the institute.
3. First semester students, who fail to appear in all papers of Foundation Course will not be eligible for supplementary examination and their admission will be treated as cancelled.

Rules:

1. The student who is debarred from appearing in examination due to shortage of attendance will have to attend the classes in that particular paper whenever the paper is offered by the Institute so as to become eligible for supplementary examination.
2. The supplementary examination can be written only after one year, when the same semester paper is repeated. For example, 1st semester supplementary examination could only be written with 1st semester examination of the next year(s) i.e. 3rd/5th semester and not with 2nd or 4th semester exams.

3. The student who intends to appear in a supplementary examination will be examined as per the syllabus currently in operation. For example, if a student belonging to 2004 batch seeks supplementary examination in 2005, he/she has to write the examination as per the syllabus of 2005. If there are any additions in the syllabus which the student has not studied, the student is expected to attend the classes offered for his/her junior batch(es) for the same, otherwise the student will not be allowed to appear in the examination.
4. A student who wishes to appear in a particular Theory examination has to invariably appear in Practical examination of that paper and vice-versa and has to complete all assignment requirements afresh. This means that both theory and practical examinations have to be cleared simultaneously and not in a piece-meal manner. Thus, a student clearing only either theory or practical examinations of that paper in the supplementary examination.
5. A student will get only two opportunities to appear in supplementary examination in continuity (maximum two years). If the student fails to clear the examination in this prescribed period, he shall be treated as failed and no further opportunity will be admissible.
6. A supplementary examination fee of Rs.250/- per paper is to be paid by the student. The fee is to be deposited within fifteen days of the commencement of semester. After that no request for supplementary examinations will be entertained.
7. Supplementary examinations cleared by the student will be mentioned clearly in the semester as well as final Marksheet of the student as "Supplementary Exam". And such students will not be eligible for any scholarships/medals/honours based on merit, if any, awarded by the Institute.

Procedure, Rules & Regulations for the Presentation of Ph.D Seminars

Procedure:

1. The candidate wishing to present the seminar is required to submit an application to the Assistant Registrar (A.R.) (Academic) (or the Sr. Projectionist in absence of A.R) mentioning the title of the thesis, the title of the seminar, date of registration, name of guide(s), number of seminar (e.g. first, second, third, etc.), preferable dates in order of priority (1st priority, 2nd priority, 3rd priority, etc.) duly signed by the main guide.
2. The A.R will scrutinize the application and check the veracity of facts given in the application and the status of fees deposited by the candidate. The application along with the original file of the candidate and recommendation of the A.R will be sent to Dean and Registrar for approval. A notice will then be issued in this regard immediately.
3. Before making request for seminar date, the candidate is required to ensure that all due progress reports are duly signed by the Guide and co-guide. In the absence of upto date progress reports, the seminar cannot be presented.

Rules and Regulations:

1. The seminar can be delivered only on working Saturdays. In no case the seminar can be delivered between Monday-Friday as it disrupts the normal teaching schedule of the institute.
2. At the seminar, attendance is compulsory for the M.A/Ph.D. students of the department to which the Ph.D. scholar belongs. Students of other departments may also join if they find it useful.
3. Since most of the students are away during winter and summer holidays, no seminar shall be fixed during these days.
4. The seminar will be fixed on a “first Come First Served Basis”, so the students are advised to plan and apply early. Minimum notice period for applying to present the seminar will be one month.

5. The Institute will try its best to allow the candidates to deliver the seminars at their chosen dates. In case it is not possible, the students may have to accept the dates given by the Institute.
6. Once the dates are notified, it is the responsibility of candidates to deliver the seminars. In case the candidates fail to deliver the seminars on allotted date and time, the seminars will be cancelled and new dates will be given as per the procedure explained earlier.
7. 1st seminar can be given only after a period of six months from the date of registration for Ph.D.
8. The candidates are advised to maintain an interval of at least six months between two successive seminars.
9. In case the candidate could not deliver the seminar previously and it is desired to deliver more than one seminar at a time, it may be permissible only in special cases where the need to do so could be justified.
10. The seminars will be assessed by the Department Research Committee of the Institute comprising of at least three members and the recommendations of the committee shall be final as regards the acceptance or non-acceptance of the seminar. If the committee feels the seminar was not up to the mark, the candidate has to carry out further work and then represent the seminar.

M.A Seminars:

The students should select their seminar topics at the beginning of II semester. The suitability of these topics should then be assessed by a Departmental Seminar Committee (DSC) comprising of-

1. Head of the concerned Department
2. Guide of the student
3. External Expert (one, preferably Delhi based so as to avoid delay)

In case where the H.O.D and the Guide are same, another faculty member of the department would be invited to the DSC.

Evaluation of seminar is also to be done by the DSC based on subject matter, presentation skills and response to queries. Seminar marks will be based on the average of marks awarded by the members of DSC.

Rules and regulations for the award of degree of Doctor of Philosophy (Ph.D) in History of Art, Conservation and Museology

Ph.D Rules 2006*

(*These rules are applicable only for the students who are admitted after the adoption of these rules in 2006. However, the scholars registered prior to this will continue to be governed by the earlier rules)

1. General:

The degree of Doctor of Philosophy (Ph.D.) shall be awarded to a candidate on the basis of original research work of merit incorporated in a thesis, commended by a board of examiners and successfully defended by the candidate during Viva-Voce.

1.1 The thesis shall demonstrate that the candidate has technical mastery of the chosen field of study/investigation and is capable of doing scholarly work. The result of research embodied in the thesis, to be written in English or Hindi, shall be a contribution to existing knowledge either by discovery of new facts, by discovery of some new relation between facts already known, or by a critical survey of facts leading to some new interpretation.

1.2 If after the award of Ph.D. degree at any time, it is brought to the notice of NMI that the thesis or a part of it has been plagiarized from the published or unpublished work of other scholar(s), the Ph.D. degree awarded to the candidate shall be withdrawn and legal proceedings as deemed fit by the NMI shall be initiated against the candidate.

1.3 Presently, the institute awards Doctor of Philosophy (Ph.D.) degrees only in the disciplines of History of Art, Conservation and Museology.

1.4 Ordinarily the candidate seeking admission to Ph.D. in History of Art, Conservation and Museology should possess a Master's degree in these disciplines. However, NMI strongly encourages interdisciplinary work by allowing Master's degree holders in other disciplines also to register for Ph.D. if their research proposals are considered interdisciplinary in nature and biased towards the discipline in which admission is sought and approved by the RAC (Research Advisory Committee).

1.5 The reservation of seats shall be as per the Government of India orders issued from time to time.

2. Eligibility

2.1 Eligibility for Ph.D. (History of Art): Any person holding a Master's degree in History of Art from this institute or Master's degree or its equivalent from a recognized University/deemed University in History of Art / History / Archaeology / Anthropology / Aesthetics / with minimum 50% marks may apply for admission to the Ph.D. programme.

2.2 Eligibility for Ph.D. (Museology): Any person holding a Master's degree in Museology from this institute or Master's degree in Museology / History / Ancient Indian History & Archaeology or its equivalent of a recognized University or a deemed University with minimum 50% marks may apply for admission to the Ph.D. programme.

2.3 Eligibility for Ph.D. (Conservation): Any person holding a Master's degree in Conservation from this institute or Master's degree in Chemistry / Physics / Life sciences / Museology / Architecture or its equivalent of a recognized University or a deemed University with minimum 50% marks may apply for admission to the Ph.D. programme.

2.4 Eligibility for in-service personnel: In service personnel working with Central Government / State government / Autonomous organization / Universities funded by Central or state government /

NGOs (in that order) with at least 5 years regular service will also be eligible to apply for registration with due weightage for their length of service.

3 Registration

3.1 Any person fulfilling the eligibility criteria mentioned above may apply for admission to the Ph.D. programme of NMI in the prescribed Application Form, obtainable from NMI office or downloadable from NMI website [www.nmi.gov.in] alongwith a non-refundable Registration Fee (as decided by the NMI from time to time), a brief synopsis of the work proposed to be done and requisite enclosures as mentioned in the application form.

3.2 Duly filled in Application Form may be submitted to Assistant Registrar (Academic) any time in person or through e-mail. Asstt. Registrar shall acknowledge the receipt of applications. Incomplete applications shall be rejected summarily and no correspondence shall be entertained in the matter.

3.3 Candidates holding Master's degree or its equivalent from other Universities or Institutes shall be required to furnish a copy of Migration Certificate along with the Application Form. At the time of registration, candidates will be required to deposit the original Migration Certificate along with a copy of all certificates after verification with original documents.

3.4 Foreign students shall be required to produce the requisite clearances from the Government of India, Ministry of Human Resources Development, Department of Higher Education and other authorities, if any, before registration.

3.5 The applications submitted before 31st December will be considered between January - March and those submitted before 30th June will be considered between July September. If for any reason the registration could not materialize in any session, the applications for that session shall be considered along with the applications for next session.

3.6 A Research Advisory Committee (RAC), duly constituted by the Vice Chancellor, NMI shall consider all the applications submitted for registration based on candidates' performance in different examinations and at the interview giving due weightage to those possessing JRF, extra qualifications like M.Phil. or job / research experience that might be suitable for their research work. RAC shall prepare a department wise merit list in respect of applications taking into account the maximum possible intake for that department in that session. The recommendations of RAC shall be placed before the Academic Council for final approval before registration.

3.7 In all cases, the date of registration shall be deemed to be the date on which the candidate deposits his/her fees after the Academic Council / Vice Chancellor approves the registration. Ordinarily, the registration of a candidate shall remain valid for a period of 5 years.

3.8 In deserving cases, the registration of a candidate after the expiry of 5 years period may be extended by another year by the Vice Chancellor. After that there will be no further extension.

3.9 In case of failure to submit thesis within the prescribed time limit as mentioned above, the candidate has to apply for fresh registration on payment of prescribed fee (as notified by the institute from time to time) but the continuity of the work shall be maintained.

4. RAC (The Research Advisory Committee)

4.1 RAC shall consist of the following members:

1. Dean (Academic Affairs) - Chairperson
2. Heads of all departments - Members
3. One Faculty member (by rotation) from each department - Members
4. Subject Experts from outside (one for each subject to be nominated by V.C.) - Member
5. Registrar - Member

6. Asstt. Registrar (Academic) - Non-Member Convener

4.2 Asstt. Registrar (Academic) will act as RAC Convener. He shall prepare all the necessary documents for placing before the RAC and organize interviews in consultation with the RAC Chairperson.

4.3 It is expected that a common RAC will encourage interdisciplinary research, in tune with present times. However, Vice Chancellor, NMI shall have the right to modify / change / reconstitute the RAC, if the situation so warrants.

5. Supervision

5.1 Based on the merit of the candidate and the capacity of Faculty members available for conducting research in a particular department, the candidate will be allotted a supervisor from the Institute within a period of three months from the date of registration. If RAC feels satisfied, a supervisor may also be opted out of Institute, but in such cases, one departmental faculty will invariably be opted as co-supervisor.

5.2 If after registration at any time during the course of Ph.D. work, a change of supervisor is considered necessary either due to some unforeseen circumstances (e.g. death or incapacity of supervisor), or for any other reason, the candidate may apply to the RAC. If the change is with the concurrence of previous supervisor and there is no change in topic, the RAC may allow change of supervisor and the period already devoted to research work shall be counted towards calculating the minimum period of registration before submission of the thesis. If the change of supervisor is without the concurrence of previous supervisor and / or the topic is different from the earlier chosen topic, the registration will be treated as fresh and the candidate has to work further for a period of minimum 2 years before submitting the thesis. In exceptional circumstances, the Vice Chancellor may allow the scholar to work independently and / or submit the thesis under the guidance of respective Heads of Departments / Vice Chancellor.

5.3 Under no circumstances the number of research candidates registered under a Professor, Associate Professor and Assistant Professor shall exceed six, four and two, respectively, provided they fulfill the UGC criteria for supervising research. For the purpose of calculating, the available capacity of a supervisor, the number of those candidates who have already completed 2 years of their residency time in the Institute shall not be taken into account

5.4 Any kind of remuneration will not be permissible for the supervisor and co-supervisors) for research supervision.

6. Allotment of Research Topic

6.1 After candidate has been admitted to Ph.D. and allotted a supervisor, he shall be required to produce a modified synopsis of the work he/she intends to pursue within a period of six months and present it in the form of a seminar in the Department.

7. Change of Topic

7.1 The change of topic, if any, has to be approved by the RAC. If the change is minor (e.g. the final title is a specific part of the broad topic chosen earlier), it can be approved any time by the RAC before the pre-submission seminar. However, if the change in topic is major, the scholar has to work further for a minimum period of 2 years from the date of approval of topic. In case of any difference of opinion in RAC with regards to change in topic being minor or major, the decision of Vice Chancellor shall be final.

8. Requirements for Ph.D.

8.1 The candidate (except in-service person) has to be in residency at NMI for a minimum of 2years continuously from the date of her/his registration.

8.2 During the period of residency at NMI, if the work involves travel to other areas /institutes, this may be allowed after proper approval from the supervisor(s), Head of the concerned department and Dean.

8.3 The research scholars will be required to submit their progress reports every six months duly signed by the Supervisor, co-supervisor(s), if any, and the Head of the concerned department to the Assistant Registrar (Academic) within one month of the expiry of six months period. The six months periods will be calculated from the date when the candidate deposits fee for the first time, after approval of registration by Academic Council.

8.4 All candidates have to qualify in at least one language examination out of several languages prescribed for M.A. course of NMI. Candidates who have already cleared their language examination at Masters level will be exempted from Language examination.

8.5 Fresh candidates who obtained their Master`s degree from institutes other than NMI have to attend and pass some core courses out of the prescribed by the respective departments, before submission of Ph.D. These examinations will be held with regular M.A. semester examinations and only two attempts will be available for each examination. In case a student fails to clear the examination in 2nd attempt also, then his/her registration will be treated as cancelled.

8.6 In service personnel will be exempted from 2 years continuous residency period but will be required to be at NMI for a minimum period of 6 months any time during the period of registration (if the applicant is not on paid leave, NMI may consider award of short term research fellowships in deserving cases for this period). In addition, they have to clear all the examinations as mentioned in 8.5 if their Masterø degree is not from NMI.

8.7 In-house faculty of NMI are exempt from residency requirements.

8.8 Candidates are required to deposit their fees regularly at the end of every six months period.

9. Cancellation of Registration

9.1 The registration of a candidate will be treated as cancelled if the candidate fails to deposit fees for two consecutive six monthly periods or does not submit two consecutive six monthly progress reports within stipulated time and no further notice shall be given.

9.2 Registration will also be cancelled, if during the course of study the candidate is found to be involved in activities unbecoming of a NMI student (like unruly or disorderly conduct, violence, conviction for an offence involving violence or moral turpitude, etc).

10. Submission of Thesis

10.1 Ordinarily, 3-6 months prior to submission of thesis, the candidate shall submit to RAC through the supervisor and co-supervisor(s) ten copies of the summary of the work (not exceeding 5000 words). The summary should clearly bring out the fact that the thesis adds to the existing knowledge by discovery of new facts / by discovery of some new relation between facts already known, or by critical survey of facts leading to some new interpretation, thus meeting the basic criteria for the award of degree.

10.2 Assistant Registrar (Academic) will circulate the thesis summary to RAC members and shall fix up an open Pre-submission seminar in front of RAC members, faculty members and other students, etc.

10.3 RAC will evaluate the Pre- submission seminar on the basis of ó

1. Subject matter and its relevance to topic chosen
2. Originality in thought
3. Knowledge level of the student
4. Articulation and defense of the work.
5. Diligence and hard work exhibited by the student.
6. Publications/ Reports made during the study and submit its report (in prescribed Performa) to Vice Chancellor, NMI

10.4 If RAC finds the seminar acceptable, the candidate is allowed to submit the thesis. The improvements suggested by RAC at the seminar are to be incorporated in the thesis. If the seminar is not acceptable by the RAC or major changes/ modifications are suggested, the candidate has to carry out further work and seminar has to be delivered again after a period of six months.

10.5 The thesis shall incorporated a certificate from the thesis embodies original work and no part of the work has been plagiarized. 5 copies of the thesis along with 5 copies of synopsis of thesis, forwarded through the concerned Head of Department, are to be submitted to Assistant Registrar (Academic).

11. Evaluation of thesis:-

11.1 Upon submission of thesis, Supervisor/ Co-Supervisor(s)/ Head of Department will submit a panel of at least 6 experts (preferably 1 or 2 foreign experts), having desired qualifications and experience in the area of thesis, to whom the thesis could be sent for evaluation.

11.2 Vice Chancellor, NMI will select 3 examiners from the panel of experts for sending thesis for evaluation. Vice Chancellor may also change, add or delete names of experts to the panel or ask for a fresh list of experts.

11.3 Registrar, NMI will then confidentially seek the consent of examiners chosen by the Vice-Chancellor, mentioning the title and the terms of evaluation as well as the time period by which the evaluation report is required. Upon receiving the consent of the examiners, the thesis will be sent for evaluation. If need be all references to the supervisor(s) name(s) or identities will be removed from the thesis.

11.4 For evaluation of thesis in an objective manner, the experts will be asked to comment specifically on the following aspects of the thesis:-

1. Subject matter
2. Expression of ideas
3. Survey and utilization of bibliography
4. Consistency in writing style
5. Originality of thought

6. Analysis and interpretation of data
7. Quality of effort put in by the candidate
8. Clarifications required, if any

Finally, the experts will be required to give their unambiguous opinion about the thesis by mentioning clearly "Thesis approved/ Not approved (mentioning the reasons there of)".

11.5 In case one or more experts decline to examine the thesis on any ground, Vice Chancellor may nominate another expert from same panel or may demand a fresh panel for nominating new expert(s).

11.6 The evaluation report must be received back in a period of six months. To facilitate this, Registrar, NMI may send reminder(s) to concerned expert(s) after expiry of 3 months period. After the expiry of 6 months period, if it is observed that the examiner has failed to submit the report, a final request for submission of evaluation report within a fortnight may be sent. If the evaluation report is not received even after the expiry of this period, another copy of the thesis may be sent to the next expert in the panel.

11.7 If at least two of the three experts give favourable report, the thesis will be considered acceptable for award of Ph.D. degree. In the eventuality of two or more reports being unfavourable, the thesis is liable to be rejected without the conduct of Viva- Voce and the candidate has to resubmit the thesis after revising it in the light of the comments received from the experts.

12. Award of Degree

12.1 A Viva-Voce examination will be mandatory for award of degree upon receipt of favourable report from two or more experts.

12.2 The expert to conduct Viva- Voce examination will be nominated by the Vice chancellor from out of the three experts to whom the thesis was referred.

12.3 After successful completion of Viva- Voce examination, the student can be given a provisional degree till a final degree is issued on the convocation day.

13. Others

13.1 From time to time, the quality of the research work being done at the institute will be assessed by sending a few randomly selected theses out of those awarded in recent past to external experts for their opinion with regards to the quality of work.

13.2 In order to explore new areas of research, RAC from time to time will interact with other experts- both Indian and foreign and will redefine the thrust areas for research keeping in view the national and international trends and requirements.

13.3 All the students registered for Ph.D. are required to participate actively in all activities/ functions organized by NMI from time to time. They are also required to participate in seminars/ conferences/ workshops, etc. besides undertaking teaching assignments given to them by the respective Heads of Departments.

**Rules to be observed by the recipients of post-Doctoral Research
Fellowships (PDF) of ICHR, UGC and other
Funding Agencies**

It has been the experience of the Institute that many scholars directly apply to various funding agencies like the U.G.C., I.C.C.R. and I.C.H.R. for the award of fellowship and approach the institute later if their application for Research Fellowship is accepted. The funding agency's letter clearly stipulates that the Institute's rules shall apply. However, in the absence of any rules governing such PDF fellowships, the Scholar started treating the institute as a mere channel between the funding Agency and the Scholar to route the funds and the documents for which the institute receive 5% departmental charges.

The Institute's facilities are extended to the fellow in the interest of advancement of research and academics and not to earn the 5% departmental charges. In order to streamline the functioning and accrual of benefits to NMI from their research, the following rules are to be followed by all the research fellows who receive their fellowships through NMI.

1. Only those candidates will be able to receive their fellowship through NMI whose applications have been forwarded by NMI after following the procedure given below.
 - 1.1 The applicant has to submit a copy of his/her research proposal to the concerned Head of the Department well before the deadline (if there is one).
 - 1.2 The Head of the concerned Department will critically examine the feasibility of research proposal. If required, the proposal may be sent to outside expert.
 - 1.3 If the proposal is found suitable, the Head will forward the proposal to the Registrar, NMI with his/her recommendations for further necessary action.
2. The post-doctoral fellows shall associate themselves with the Institute's activities and help the concerned department in teaching and other academic activities like the seminars, workshop, symposia, etc.
3. The post-doctoral fellows can have access to the facilities and general services of the Institute, just like the regular M.A/Ph.D. students.

4. The post-doctoral fellow shall submit a separate copy of each of the periodical (half yearly) reports, which are submitted to the Fellowship granting Institution like the ICHR, ICCR, etc, to the Institute also.
5. After the completion of the project and before the submission of the final report, the post-doctoral fellow shall a seminar in the Institute.
6. The fellow has to acknowledge the assistance/facilities provided by the NMI in all his/her publications/presentations.

Language Rules 2006 (M.A. courses)

(These rules are applicable for the students who are admitted after the adoption of these rules in 2006. Students, who were admitted prior to this will however be governed by the old rules relating to Language)

Introduction

As per the existing rules, all M.A. students are required to study a language other than English, Hindi, or the mother tongue and pass the Language examination conducted every Semester. Over the years the following discrepancies/confusions have arisen:

- (i) There is no clear cut list of language⁴ that could be opted.
- (ii) Since only a handful of languages are being taught at NMI (i.e. German, French, Persian & Sanskrit), many students opt to study language course outside and subsequently submit a certificate of Proficiency claiming exemption from language examination. Since various institutes impart language education for different durations (3-6 months or more) and also at different levels, it becomes difficult to equate the different courses, leading to certain amount of subjectivity creeping, in honoring the certificates issued by different institutions/organizations.
- (iii) In some cases, certificates are produced just to get relaxation from appearing in language examinations thus defeating the whole purpose of learning a language.
- (iv) Is attendance compulsory for the language courses offered by the Institute? If it is compulsory, is it justified since no such attendance restriction is placed for those studying outside and submitting certificates.

With a view to have a simple and transparent system, the matter was discussed with faculty members in detail and the following amendments were made with regards to Language qualifying examination.

1. All M.A. Students will be required to study at least one language (as mentioned at Sl. No.2) other than Hindi, English and mother tongue and qualify at the examination conducted by NMI.
2. The languages that can be opted for qualifying examination are:
 - 2.1 Classical languages- Sanskrit, Tamil, Prakrit, Persian, Arabic
 - 2.2 Foreign Languages- German, French, Spanish, Japanese, Chinese, Greek
3. Language classes at NMI
 - 3.1 Presently NMI organizes only German, French, Persian, Sanskrit language classes.
4. In case a student wishes to study the language outside (either because it is not being taught presently at NMI or he/she finds better course outside) he/she is free to do so but will have to appear and qualify the language examination conducted by NMI.
5. Language Examination
 - 5.1 The language examination shall be conducted only once a year with II and IV semester examinations unlike present when these are held with all semester examinations. The students will be free to clear the examination either in first year or second year.
 - 5.2 The minimum qualifying marks will be 50%. If the candidate fails to qualify in the language examination he/she will not be eligible for the award of degree till he/she clears the language examination within the prescribed time limit.
 - 5.3 NMI at its discretion will arrange for paper setting and evaluation with the help of inside/outside experts/organizations.
6. Mark-sheet.

The final mark-sheet will only bear the name of qualifying language without mentioning the actual marks obtained by student.

Guidelines Regarding Payment of Internship to students

1. Internship is restricted to the students of M.A. who have cleared all the four semesters within two years from the date of enrolment. He/she shall not be in receipt of any other scholarship/fellowship/financial benefit. Students who have completed the course and passed M.A. shall not be eligible for internship.
2. The objective of internship shall be to give the student practical experience in museum work or help him/her to prepare for assignments/seminars/dissertation leading to completion of M.A. degree.
3. The maximum period of internship shall be six months only for a particular student.
4. The amount of internship per student per month shall be Rs. 6000/-
5. In case the student is required to work in a project/assignment with/at the National Museum or another agency/Institution the total amount of internship shall be paid by the NMI provided it has budget provision in the approved Annual Action Plan of the Institute.
6. In case, if additional activity is taken as compared to Annual Action Plan of NMIHACM at National Museum or elsewhere, it may be considered within the budget allocation of the Institute. The Vice Chancellor has been authorized to take decision in this regard.
7. In case of external Projects/ Consultancies with full funding from other agencies, internship amount may be fixed by the Coordinator.
8. In the beginning of the academic year, a merit list of students may be prepared by the Head of the Departments based on the performance of the 4 semesters, and students may be assigned internships from this merit list.

Apart from following the guidelines prescribed by the Institute, the Intern should submit his/her monthly progress report through his/her controlling officer in that organization where he/she is undergoing internship and the concerned Head of the Department in NMI.

Guidelines for Merit Scholarships

1. Out of the eight merit scholarship (each for the 1st and 2nd year) instituted, one scholarship each is reserved for the SC and ST students, who shall be selected on the overall merit cutting across the three departments. The balance of the six scholarships shall be awarded to the top two students in each of the three departments of (i) History of Art, (ii) Conservation, and (iii) Museology.
2. The criteria of selection shall be the aggregate cumulative percentage of marks obtained by the students at the end of each proceeding semester. For example, for selection of students for award of scholarship in the 2nd semester. It will be decided on the basis of percentage of marks obtained in first semester only, but for award of scholarship in the 3rd semester, the aggregate percentage will be calculated after adding the marks of 1st and 2nd Semesters. Similarly, the aggregate percentage of 1st, 2nd and 3rd semesters will be the basis for the award of scholarship in the 4th semester.
3. The duration of scholarship will be limited up to a maximum of 3 semesters.
4. The awardee shall have to pass all the courses prescribed in a semester or at least 3 courses per semester, whichever is the highest, in first attempt.
5. Students who fail to appear in the examination on any grounds including medical grounds or passing in first attempt in any subject will not be considered. This means that students, who clear the courses(s) through supplementary examination(s), are not eligible for the award of merit scholarship.
6. The awardee of the scholarship shall have to maintain 75% attendance during the currency of the scholarship.

Research Assistants

1. The Research Assistants/Associates appointed in the Institute shall follow the terms and conditions of their appointments like observing of office hours, leave etc.
2. The remuneration has been revised to Rs. 10,000/ per month w.e.f. 3.11.2006.
3. For field trips, T.A. /D.A will be paid as per Central Government Rules applicable to Group B officers in the pay scale of Rs. 6500-10500. After completion of the field trip, the RAs should submit a report within 7 days back at the Headquarters.

4. Contingency expenses in connection with the project shall be borne by the Institute.
5. The concerned Heads of the Department will monitor the progress report of the RAs. Monthly progress report of work done by the RA duly signed by the coordinator/principal investigator of the project will be examined by the concerned H.O.Ds and will be submitted to the Registrar.
6. The Coordinator/Principal investigator other than regular faculty will be paid remuneration of Rs. 15000/- p.m. provided no other kind of honorarium is received by him/her from the Institute for any teaching assignment.

Junior/Senior Research Fellows

1. The Junior/Senior Research Fellows enrolled as Ph.D. scholars shall have to observe all guidelines as prescribed by the UGC and the Institute.
2. JRF/SRFs will have to submit their quarterly report through their respective guides/supervisors duly countersigned. These reports will be examined by the concerned Heads of Departments before recommending for release of fellowships.
3. The Fellows should maintain a record of their attendance and the work done in the Institute so that at the time of submission of their yearly report to UGC, this may be included in the report.

1. Guidelines in respect of the study tours for the students

- a) The study tours shall continue to be limited to the places, which are connected either by rail or road only.
- b) 50% matching grant by the Institute towards the transportation (rail & road) costs of the study tour shall continue.
- c) The duration of study tours will be decided by the concerned Head of Department(s) and V.C. is authorized to approve such proposals.

- d) There may not be any ceiling on expenditure for individual tours. However, the overall expenditure on study tours in a year shall not exceed the amount earmarked for the purpose in the Annual Action Plan of that year.
- e) The Institute shall bear the accommodation charges subject to an upper limit that is equivalent to the entitlement of a Government of India official in the pay scale of Rs. 6500-7999 for the Hotel as per T.A. rules of Govt. of India and as reproduced below:

A-1 Class cities specially expensive localities	A-1 Class cities & expensive localities	B-1 Class Cities (ordinary rates)	Other localities
Rs. 380/- per room to be shared by two students	Rs. 305/- per room to be shared by two students	Rs. 250/- per room to be shared by two students	Rs. 200/- per room to be shared by two students

- f) The amount in excess of the above shall be borne by the student themselves.
- g) The proposals for study tours shall be formulated for individual departments and submitted by the respective Head of department well in advance, say at least three weeks before the scheduled departure. In case a combined tour (covering students of more than one department) is considered necessary and useful, the same can be proposed jointly by the concerned Heads of Department.
- h) The study tour proposal shall inter alia contain- (a) the Itinerary and the sites/monuments/institutions to be visited (b) any tie-ups required with the field institutions of ASI, central/state museums etc. to facilitate the visits to sites/monuments/museums/institutions and action already taken/ to be taken by the administration in this regard (c) relevance of the proposed tour with reference to the curriculum and the outcomes expected at the end of the tour (d) names of the faculty members who would accompany the students (e) budget estimates that are consistent with the existing Finance Committee/Board of Management guidelines.