

Guidelines for NIIPGTS Faculty and Students

A. Guidelines for M.Th. Students:

1. **Active Participation in All Official Activities of the College Where a Student is Placed:** All NIIPGTS students have to actively take part in all the official activities – such as daily devotion/devotions, church worship services, academic seminars, etc. – of the college one is attached to. Every student must take permission from the authority of the college in case she/he needs to abstain, due to certain valid reason, from any of the college activities. If any student fails to follow the aforementioned rules, then, he/she will invite disciplinary measure.
2. **Rules for Leave Application:**
 - a) All M.Th. students should consult with the concerned head of the department before they apply for any kind of leave. Only if the concerned head of the department gives consents, leave can be granted. In this regard the leave application must be forwarded to the Registrar by the concerned head of the department with her/his approval.
 - b) Leave will not be granted without any valid reason/reasons.
 - c) M.Th. students will not be allowed to take more than one week leave in a semester, except in the case of serious sickness. In the case of serious sickness a doctor's certificate must be submitted to the Registrar.
 - d) All students must arrive in the college campus on the given time after the summer and winter vacation and report to the authority concerned of their arrival. Late arrival, without prior permission, may invite disciplinary action as decided by the authority.
3. **Submission of Thesis Proposal:** Each M.Th. student has to work with the assigned supervisor to produce the final draft of her/his thesis proposal and get the approval of the supervisor before the proposal is submitted/presented.
4. **Submission and Presentation of Thesis Synopsis:** All M.Th. II year students must present their thesis synopses on the date given in the NIIPGTS academic calendar. The Synopses must be approved by the supervisors. Any student who fails to submit her/his synopsis will not be allowed to submit the thesis in the current academic year. Such student will be allowed to submit her/his thesis in the following academic year only after the presentation of her/his thesis synopsis.
5. **Class Attendance:** No student should be absent from the class without the prior permission or leave being granted officially. Absence without prior permission shall be considered as a breach of one's commitment to the institution as a student and may be called for a disciplinary action as decided by the concerned authority/authorities.
6. **Payment of Fees:** Students must pay their fees on time or as advised by the NIIPGTS Registrar's office. Anyone who fails to pay the fees before the final examination will not be allowed to sit for the final examination.

B. Guidelines for D.Th. Students:

1. All D.Th. students must comply with the rules and regulations stated in the Department of Research/SATHRI Regulation Book.
2. **Participation in the College Activities Where One is Placed:** D.Th. students are expected to participate, as far as possible, in all the official activities of the college they are attached to.
3. **Holding Responsibility or Engaging in Any Kind of Work that Demands Time and Commitment, During the Residential Research Period:** No student will be allowed to hold any responsibility or engage or involve in any work that might hamper the research work. Therefore, every student should submit a properly signed written declaration at the time of admission that, one will not be involved in any work or responsibility during the residential research period. Any D.Th. student who, inspite of the submission of written undertaking, is found to be engaged in any such activity which hampers her/his research work will be asked to discontinue the doctoral study immediately, and her/his registration will be cancelled.
4. **Rules for Leave Application:**
 - a. All D.Th. students should consult with their supervisors/guides before they apply for any kind of leave. Leave will be granted only if the concerned supervisor/guide gives her/his consent. In this regard the leave application must be forwarded to the Registrar by the concerned supervisor/guide with her/his approval.
 - b. No leave be granted without any valid reason/reasons.
 - c. D.Th. students may be granted longer period of leave for field research or for exposure program. However, the student must be in constant contact with her/his supervisor.
5. **Submission of D.Th. Assessment Papers:** The first assessment paper is to be submitted by the end of September, second by mid January and the third by the end of April of the current academic year. However, the supervisors/guides are authorized to see that the D.Th. students they supervise or guide complete the assessment papers within the assessment period granted by the Senate.
6. The Review Panel has to monitor the progress of the D.Th. students' works of the first twelve months, and the eighteen months and, then, the following six months.
7. **Submission of Thesis Proposal:** All D.Th. students must work with the assigned supervisors to work on their thesis proposals and get the approval of the supervisors before the proposals are presented. No student will be allowed to present thesis proposal without the supervisor's approval.
8. **Preparation of Annual Tentative Time Table by the D.Th. Students:**

D.Th. students must prepare tentative time table for their dissertation work every year and submit to their guides, and, as far as possible, try to complete the given research work within the time mentioned in the tentative time table.

As per the Department of Research/SATHRI Regulations, one year or twelve months is the given time for the assessment period. If a student cannot finish his/her assessment papers within twelve months due to certain valid reason/reasons, then only the student can take up to eighteen months to complete the assessment papers. However, within the eighteen months period the D.Th. student also has to work on the dissertation proposal and present it in a NIIPGTS academic seminar. Hence, the assessment period, for D.Th. first year students, begins in July and ends in June of the same academic year. From the beginning of the following academic year, i.e., the beginning of July, the D.Th. students (who become D.Th. second year students) have to start the work on dissertation proposal and present the same in November or December academic seminar/seminars.

9. Rules for Research Exposure Program:

- a. No D.Th. student will be allowed to go for exposure before one produces at least one chapter of quality work.
 - b. A proper official process should be followed to apply for the exposure program. A student, who plans to undertake an exposure program, must consult with the given supervisor/guide and the Dean of the doctoral studies before she/he applies for an exposure program. The letter of request to any university must be sent through the Dean of the doctoral studies. No student will be given permission to go on exposure unless the official process is followed properly in this regard.
- 10.** The doctoral students must be in constant touch with the supervisor, the Dean of the doctoral studies and the Registrar till one submits the final draft of one's dissertation. It is the obligatory responsibility of the student to report one's progress, difficulties and other concerns to the supervisor time to time during the research period.

C. Guidelines for the NIPGITS Faculty:

1. M.Th. first and third semester classes must begin from the beginning of the academic year, and second and fourth semester right after the semester exams are over.
2. Regular Update of the Progress of Research Work/Works: the Dean of the doctoral studies be updated the progress of the research work at least once in four months. This may be helpful to encourage the students and improve their progress.
3. In case of non-competence, non-cooperation, negligence, disobedience or disrespect on the part of any student, the concerned faculty member can submit a written complaint against such student to the Review Panel for necessary action. The Review Panel will immediately investigate the matter and suggest the NIPGITS Committee for necessary action against the student. Meanwhile, the Review Panel will also

investigate any complaint or grievance of a student against a faculty member and appraise the NIPGITS Committee for necessary action.

4. No student's complain against any faculty member shall be settled arbitrarily by the NIPGITS authority/authorities without proper investigation being carried out and report being submitted by the authorized body, i.e., the Review Panel.
5. It is the responsibility of the NIIPGTS faculty to maintain the academic honesty and integrity. Any issue of violation of academic honesty and integrity, by any student, must be reported (in writing) to the Review Panel through the Registrar.

D. Code of Conduct for the NIIPGTS Faculty:

1. No faculty member should have romantic attachment with any student, whom he/she is teaching or guiding.
2. No favoritism or discrimination be practiced on any basis or ground (whether it is on socio-cultural ground, linguistic ground, denominational ground, sexual ground or ethnic or on any other ground).
3. No student should be harassed on any pretext.
4. Taking classes and supervising/guiding thesis work be taken seriously.

E. Types of Disciplinary Action:

1. As per the nature and degree of offence/offences measure of disciplinary action/actions be decided.
2. In case of sexual harassment, the existing rules of the colleges be applied.
3. If any student absents regularly from the college activities, then, he/she be warned three times (one verbal warning, followed by two written warnings) by the Registrar. If the student continues to absent from the college activities even after the three warnings, then, the matter be taken up be the disciplinary committee for further action.

G. Procedure to File Complaint by the Students:

1. In case of any complain or misunderstanding arising between a faculty member and a student, let the student first talk with the concerned faculty member to get the matter clarified/solved.
2. If the concerned teacher refuses to listen to the student, then the student can verbally report the matter to the Registrar, and let the Registrar do the needful from his/her end to solve the problem amicably.

3. If the matter becomes more complicated, then, let the student submit a written complain to the Registrar, and let the Registrar place the matter to the Review Panel.

H. Formation of the NIIPGTS Disciplinary Committee:

1. To look into the matter of breach or rules and other disciplinary issues and to decide appropriate disciplinary action/actions to be imposed in such case/cases, it is necessary to form a disciplinary committee immediately. The disciplinary committee should consist of the following members:

- a) The Principals of the Bishop's College and Serampore College;
- b) The Vice-Principal of the Faculty of Theology of Serampore College;
- c) The Registrar of NIIPGTS;
- d) The Dean of Doctoral Studies; and
- e) The head of the departments.

2. The Registrar be the convenor of the disciplinary committee meeting.

I. Constitution of the Review Panel:

1. The Review Panel should consist of six members.

2. The following persons be the members of the Review Panel:

- a) The Registrar of NIIPGTS;
- b) The Dean of Doctoral Studies;
- c) Heads of the three departments (Religions, Theology and New Testament).

3. The Registrar be the convenor of the Review Panel.

Rev. Dr. Sunil M. Caleb
Chairperson

Rev. Dr. Kailash Kunar Chatry
Registrar