

Academic Process

Reporting of candidate at the School



Dean allots the candidate to the Supervisor as per the decision at school level and constitutes the RSC of the candidate in consultation with the Supervisor (Convener / Chairman of the RSC)



The Note containing the details of the candidate and proposed constituted RSC be placed by the Dean through Head, CIR to the Vice –Chancellor for approval



Dean sends a copy of the approved RSC to the respective Supervisor for his record



Copy of the consolidated list (of respective semester) having details like Roll No, Regd. No., Supervisor etc of all students admitted to Ph.D programme is to be issued to all concerned by the Admission section



Registration card (as a bonafide student of the University) will then be issued by the Admission section to each candidate through the Supervisor.



Depending on the requirement of course work. The candidate shall begin his/her research work under the direct supervision of the Supervisor



Biannual Report on the progress of work need to be submitted by the candidate to the supervisor normally one month before expiry of each semester. The RSC will meet towards the end of each semester to review and a recommendation is forwarded to Dean/ Director for his/her record and for regularization of this fellowship or candidature



The scholar is required to give an Open Registration Seminar in the research proposal before the RSC within two years (as early as possible just after completion of one year) of joining on a date to be fixed by the Supervisor in consultation with the RSC



RSC may recommend to VC through Head, CIR for confirmation of Registration or may advice in RSC level for alternation/inclusion/ deletion/ change of scope in the research proposal as it may deem fit



Confirmation of Registration & Registration shall be effective retrospectively from the day of enrollment and copy of the letter be marked to all concerned



On completion of the research work for the Ph.D by the candidate, Convener (Supervisor) in consultation with the RSC Members will hold an Open Synopsis Seminar within three months before submission of the thesis



The Supervisor (Convener/ Chairman) will notify the Open Synopsis Seminar for information to all concerned



RSC shall consider the Ph.D Work or may ask for modification and to appear for another Open Synopsis Seminar



RSC in parallel recommends confidentially a panel of experts: six Indian and three outside the country (with detail address, electronic mail id & telephone details) along with original Recommendation Report, 06(six) hard copies & the soft copy of the synopsis and the original Report of "Turnitin" to Controller of Examinations



Controller of Examinations presents the panel of examiners and related documents to the Vice-Chancellor for appointment of External Examiners



Controller of Examinations contacts each external examiner with a copy of the synopsis (preferably by electronic mail) for his/her consent.



Within three months from the date of approval of Synopsis Seminar, submission of 06 (Six) copies (as per University guidelines) of soft bound thesis (electronic & Hard copy) along with all necessary documents by the candidate



On receipt of confirmation consent(s) of the Examiners, and the Thesis and related documents recommended by the RSC, Controller of Examinations the thesis (preferably by electronic mail) and related proforma to the External examiner(s)



The external examiners submit: a detail report and a specific recommendation in the supplied standard form



On receipt of Reports, Controller of Examinations will place all relevant documents to the VC for consideration and Controller of Examinations will then forward the copy of the reports and required formats to the Convener, RSC to convene the Vive-voce examination and subsequent action by the Convener, RSC



Convener, RSC in consultation with the external examiner finalise the date and proposes the same to the Dean (Chairman) for Notification on an open seminar for Viva-voce examination



Convener, RSC will forward the report of the Viva-voce examination in the standard format of the University and three (03) copies of the hard bound thesis (corrected version) to the Controller of Examinations for the consideration and approval of the Vice-chancellor



Vice-chancellor approves for awarding degree and Controller of Examinations will issue a Notification to this effect and take necessary action to issue the Provisional Certificate. The Final Degree to be conferred during Annual Convocation.